



## **AAP Continuing Education Credits Reporting Guidelines**

(As Approved January 1, 2018)

### **General Guidelines**

In order to retain AAP status, an AAP must earn 60 continuing education credits (CEC) within the five-year accreditation period, with no more than 20 credits earned in any one year.

The reporting year for AAP renewal credits is January 1 to December 31. AAPs must report CECs annually. Submit all continuing education reporting forms and required fees to Nacha no later than March 31 of the calendar year immediately following the year in which the CECs were earned.

### **Annual AAP Audits**

AAPs are not required to submit supporting documentation with the CEC reporting form. However, each AAP must maintain records documenting AAP CEC activity for three years following the date reported. Every year, Nacha conducts an audit of AAP renewal credits. Audited candidates will be required to submit documentation for CECs filed with Nacha.

Examples of acceptable documentation include copies of registration forms or programs for seminars and training sessions, copies of articles written, etc. Nacha will disqualify any undocumented credits during the audit process. Each spring, Nacha provides every AAP an annual summary of CEC activity. The AAP must sign each CEC reporting form and be accompanied by the appropriate processing fee.

### **Late Filing Policy**

AAPs who miss the March 31 filing deadline may submit their credits during the late filing period of April 1-30. These submissions must include the regular filing fee AND a \$50 late filing fee. Any credits received by Nacha after the April 30 late filing deadline will not be eligible for credit.

## Policies for Earning Continuing Education Credits

Only educational activities covering ACH and related payments issues are eligible for AAP renewal credits. The *Accredited ACH Professional Handbook* identifies six general ACH topic areas from which AAPs may select from to receive their continuing education.

Nacha will contact the AAP for clarification if questions arise during data entry regarding the credits submitted.

General Payment Overview and Comparative Payment Systems	Marketing & Products	Risk Management
<ul style="list-style-type: none"> <li>- The ACH Network</li> <li>- Check Processing</li> <li>- Wire Transfer Payments</li> <li>- Card Payments</li> </ul>	<ul style="list-style-type: none"> <li>- ACH Marketing Strategies</li> <li>- ACH Products and Applications                             <ul style="list-style-type: none"> <li>o Direct Deposit</li> <li>o Direct Payment</li> <li>o Point-Of-Sale</li> <li>o Corporate-to-Corporate Payments/Financial EDI</li> <li>o Cash Concentration and Disbursement</li> <li>o Emerging Payments Applications</li> <li>o Electronic Check Applications</li> <li>o Electronic Benefits Transfer</li> <li>o Cross-Border Payments</li> <li>o Internet-based payment services</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- ACH Risk Identification</li> <li>- ACH Risk Control</li> <li>- Contingency Planning</li> <li>- Audit Issues</li> <li>- Data Security</li> </ul>

Rules and Regulations	Operational Process/Flow	Technical Standards/Formats
<ul style="list-style-type: none"> <li>- Nacha Operating Rules &amp; Guidelines</li> <li>- Federal Government ACH Payments</li> <li>- Federal and State Regulations                             <ul style="list-style-type: none"> <li>o Regulation E</li> <li>o Uniform Commercial Code Article 4A</li> <li>o Federal Reserve Bank Operating Circulars</li> <li>o Office of the Comptroller of the Currency Banking Circular 235</li> <li>o Regulation D</li> <li>o Regulation CC</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Origination</li> <li>- Receipt</li> <li>- Settlement</li> <li>- Exception Processing                             <ul style="list-style-type: none"> <li>o ACH Returns</li> <li>o Rejected Entries</li> <li>o Notifications of Change</li> <li>o Reversals</li> <li>o Reclamations</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- File Exchange Specifications</li> <li>- Record Format Specifications</li> <li>- Specifications for Data Acceptance</li> <li>- Minimum Description Standards</li> <li>- Return Entries</li> <li>- Notifications of Change</li> <li>- Acknowledgment Entries</li> <li>- Rule Compliance Audit Requirements</li> <li>- Compensation Rules</li> <li>- Arbitration Procedures</li> </ul>

## Formula for Calculating Credits

For each 50-minute eligible educational activity, one renewal credit is awarded.

Example: You participate in a 90-minute webinar; 90 minutes divided by 50, equals 1.8 credits.

## How to File Continuing Education Credits

Nacha prefers online filing. Please visit [Maintain Your AAP Credential](#) on Nacha's website to obtain filing instructions.

## Types of Educational Programs Eligible for Continuing Education Credit

Below is a description of the types of educational programs eligible for CECs and the number of credits that may be earned from each type of program. Continuing education programs do not need to be approved by Nacha if they fall within the categories of eligible topic areas as defined above.

### Professional Seminars/Training

**1 renewal credit is awarded for each 50-minute seminar or training session.**  
A maximum of 20 credits may be earned in this category per renewal year.

Eligible Seminars/Training include:

- Nacha's Payments Conference
- Nacha's Payments Institute
- Payments Innovation Alliance In-person Meetings
- Payments Association (PA) Training Sessions and Conferences
- Association for Financial Professionals (National and Local Chapters) Training Sessions and Conferences
- Federal Reserve Bank/Treasury Training Seminars
- Financial Institution-Sponsored Training
- Related Industry Conferences/Courses Conferences

Ineligible Seminars/Training include, but are not limited to:

- Network Software Training
- IRS Compliance Training
- Health Savings/Flexible Spending Account Training
- IRA Training
- Check Ordering Training
- Client Training
- Exhibitor/Booth Duty

### Self-Study Programs

A maximum of 10 credits may be earned in this category per renewal year.

A sponsor letter validating/attesting to completion of the program (signed by the sponsoring organization and participant's supervisor) must be generated and saved by the participant for his/her records in the event of an audit.

Eligible Self-Study Programs include, but are not limited to:

- Non-Instructor Led Webinars
- Web-Based Learning Systems
- Video Learning Systems

Ineligible Self-Study Programs include but are not limited to:

- Reading Books
- Informal Discussion Groups

### Teaching (AAP-Related Topics)

**2 credits are awarded for each 50 minute seminar or training session.**  
A maximum of 16 credits may be earned in this category per renewal year.

Sessions must be structured in a formal environment and include formal agenda, supporting documentation and handouts. Minimum size for each training session/seminar is 3 attendees (not including instructor). One-on-one training of in-house staff does not qualify.

Also, training of new hires to enable them to perform the position they are hired to perform does not qualify.

### Volunteer Service

**A maximum of 10 credits may be earned in this category per renewal year.**  
Credits are awarded per year, per group for active participation, up to the maximum allowed.

Eligible Nacha and Payments Association Committees and Groups.

#### Nacha Committees

6 renewal credits up to a maximum of ten credits per renewal year

- APRP Oversight Panel
- Blue Ribbon Panel
- Rules & Operations Committee
- Rules Enforcement Panel
- Nacha Task Forces (RMAG, GRAG)

#### Payments Association Committees

3 renewal credits up to a maximum of six credits per renewal year

- Rules & Operations Committee
- Risk Management Committee
- Rules & Technology Committee
- Long Range Planning Committee
- AAP Faculty Committee
- Association Services Committee

#### Federal Reserve Taskforces

3 renewal credits up to a maximum of six credits per renewal year

- Secure Payments Taskforce
- Faster Payments Taskforce

#### Nacha and PA Board of Directors

- Nacha Board of Directors (6 renewal credits are awarded per year)
- PA Board of Directors (2 renewal credits are awarded per meeting, to a maximum of six credits per renewal year)

#### Nacha AAP Buddy Program

- 2.5 renewal credits per year if enrolled in program by August 1

Ineligible Volunteer Service include, but are not limited to:

- Nacha's Conference Planning Committee
- Education Committee
- Business Committee
- Executive Committees (Nacha Board of Directors or PA Board of Directors)

**Publishing Articles/Books/Papers**

**1 credit is awarded for each 500 words published.**

A maximum of 10 credits may be earned in this category per renewal year.

Published articles, books and papers that are not solely for in-house use.

**Professional Service/Membership**

**1.2 credits are awarded for each 60 minute webinar.**

A maximum of 4 credits may be earned in this category per year.

Members of Nacha's Affiliate Program and Payments Innovation Alliance can earn 1.2 credits per Quarterly Rules webinar.