



## AFPP Continuing Education Credits Reporting Guidelines

### General Guidelines

In order to retain AFPP status, an AFPP 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 AFPP renewal credits is January 1 to December 31. AFPPs 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 AFPP Audits

AFPPs are not required to submit supporting documentation with the CEC reporting form. However, each AFPP must maintain records documenting AFPP CEC activity for three years following the date reported. Every year, Nacha conducts an audit of AFPP 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 AFPP an annual summary of CEC activity. The AFPP must sign each CEC reporting form and be accompanied by the appropriate processing fee.

### Late Filing Policy

AFPPs 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 Faster Payments related issues are eligible for AFPP renewal credits. The *Accredited Faster Payments Professional Handbook* identifies five general faster payments topic areas from which AFPPs may select from to receive their continuing education.

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

Fundamentals of Faster Payments	Faster Payments Operations and Process Flows	Faster Payments Risk Management
<ul style="list-style-type: none"><li>- Knowledge of the types, applications, and impact of faster payments rails</li><li>- Knowledge of the roles, responsibilities, and requirements of faster payments stakeholders</li><li>- Knowledge of the attributes of faster payments solutions</li><li>- Knowledge of the types and functions of participation</li></ul>	<ul style="list-style-type: none"><li>- Knowledge of financial institutions' procedures for payment processing via faster payments rails</li><li>- Knowledge of the settlement types, applications, and processes</li><li>- Knowledge of the factors that impact message acceptance and rejection</li><li>- Knowledge of the exception handling processes for faster payment rails</li><li>- Knowledge of the types and purposes of back-office systems and functions</li></ul>	<ul style="list-style-type: none"><li>- Knowledge of the types of risks present in faster payments</li><li>- Knowledge of the types and application of internal controls</li><li>- Knowledge of onboarding Procedures and Vendor Management</li><li>- Knowledge of the types and applications of authentication channels and methods for transactions</li></ul>

Technology Considerations for Enabling Faster Payments	Faster Payments Governance Framework
<ul style="list-style-type: none"><li>- Knowledge of the types and purposes of technology components of faster payments rails</li><li>- Knowledge of the purpose and application of messaging standards for faster payments platforms</li><li>- Knowledge of the ISO 20022 message categories and usage</li><li>- Knowledge of the faster payments value-added and overlay services</li></ul>	<ul style="list-style-type: none"><li>- Knowledge of the rules and guidance applicable to faster payments rails</li><li>- Knowledge of the laws and regulations applicable to faster payments rails</li><li>- Knowledge of the error resolution protections, rights, and liabilities of participants</li><li>- Knowledge of the role of client/customer agreements and disclosures</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 AFPP 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 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
- US Faster Payments Council Member Meetings
- 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

### Self-Study Programs

1 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.

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
- Payments IQ

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

- Reading Books
- Informal Discussion Groups

### Teaching (AFPP-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

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

Eligible Nacha, Payments Association Committees, US Faster Payments Council and Other Industry Groups.

### Nacha Committees

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

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

### 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

### US Faster Payments Council Work Groups

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

### Federal Reserve Taskforces

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

- Secure Payments Taskforce
- Faster Payments Taskforce

### Nacha, Faster Payments Council 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)
- Faster Payments Council Board of Directors, Board Advisory Group or Operations Group (2 renewal credits are awarded per meeting, to a maximum of six credits per renewal year)

### Nacha AFPP 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
- Audit, Communications & Finance Committees
- Board Nominating Committees
- Executive Committees (Nacha Board of Directors, PA Board of Directors or Faster Payments Council 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.