

# ACCREDITED ACH PROFESSIONAL PROGRAM GUIDELINES FOR REPORTING CONTINUING EDUCATION CREDITS

(As Approved January 2006)

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

The reporting year for AAP renewal credits is January 1 to December 31. AAP continuing education credits must be reported annually. Submissions of all continuing education reporting forms and required fees must be received by NACHA no later than March 31 of the calendar year immediately following the year in which continuing education credits were earned. AAPs are not required to submit supporting documentation with the continuing education credit reporting form. However, each AAP must maintain records documenting AAP continuing education credit activity for five years following the date reported. An audit of AAP renewal credits is conducted annually by NACHA, and candidates who are audited will be required to submit documentation for continuing education credits filed with NACHA. Examples of acceptable documentation include copies of registration forms or programs for seminars and training sessions, copies of articles written, etc. Any credits that cannot be documented by the AAP during the audit process will be disqualified. NACHA will send an annual Statement of Credits summarizing continuing education credit activity each spring. Each continuing education credit reporting form must be signed by the AAP and must be accompanied by the appropriate processing fee.

Late Filing Policy: AAPs who miss the March 31 filing deadline for submitting their continuing education credits may submit their credits during the late filing period of April 1 through April 30. Such submissions must include the regular filing fee AND a late filing fee of \$50. 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. Eligible topic areas are covered in the AAP Handbook and include the following six general ACH topic areas (NOTE: Should questions arise during data entry regarding credits submitted, NACHA will contact applicants for clarification):

General Payment Overview/ Comparative Payment Systems	Marketing & Products	Risk Management	Rules & Regulations	Operational Process/Flow	Technical Standards/Formats
<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>▪ Direct Deposit</li> <li>▪ Direct Payment</li> <li>▪ Point-Of-Sale</li> <li>▪ Corporate-to-Corporate Payments/Financial EDI</li> <li>▪ Cash Concentration/ Disbursement</li> <li>▪ Emerging Payments Applications</li> <li>▪ Electronic Check Applications</li> <li>▪ Electronic Benefits Transfer</li> <li>▪ Cross-Border Payments</li> <li>▪ 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>	<ul style="list-style-type: none"> <li>➤ NACHA Operating Rules</li> <li>➤ NACHA Operating Guidelines</li> <li>➤ Federal Government ACH Payments</li> <li>➤ Federal and State Regulations                             <ul style="list-style-type: none"> <li>▪ Regulation E</li> <li>▪ Uniform Commercial Code Article 4A</li> <li>▪ Federal Reserve Bank Operating Circulars</li> <li>▪ Office of the Comptroller of the Currency Banking Circular 235</li> <li>▪ Regulation D</li> <li>▪ 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>▪ ACH Returns</li> <li>▪ Rejected Entries</li> <li>▪ Notifications of Change</li> <li>▪ Reversals</li> <li>▪ 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:

1 renewal credit is awarded for each 50 minutes involved in one of the qualifying education programs described on page 2. Example: You participate in an hour and a half teleseminar. The total number of minutes is 90. You divide the 90 minutes by 50, which equals 1.8 credits (partial credits are accepted providing they are at least .1).

SUBMISSION OF APPLICATION FOR CONTINUING EDUCATION CREDITS: COMPLETED CONTINUING EDUCATION CREDIT REPORTING FORMS MUST BE ACCOMPANIED BY THE FOLLOWING REPORTING YEAR PROCESSING FEE:  
 • \$65/reporting year (member)      • \$125/reporting year (non-member)      • \$50 Late Filing Fee (must accompany all submissions between April 1 – April 30)

Note: A reporting year is the calendar year during which continuing education credits were earned.

Completed forms and processing fees should be forwarded to: National Automated Clearing House Association, P.O. Box 64193, Baltimore, MD 21264

**TYPES OF EDUCATIONAL PROGRAMS ELIGIBLE FOR CONTINUING EDUCATION CREDIT:** Below is a description of the types of educational programs eligible for continuing education credits and the number of credits which may be earned from each type of program. Continuing education programs do not need to be approved by NACHA provided that they fall within the categories of eligible topic areas as defined above.

Professional Seminars/Training	Teaching (AAP-Related Topics)	Publishing Articles/Books/Papers	Volunteer Service	Professional Service/Membership
<p>1 renewal credit is awarded for each 50-minute seminar or training session.</p> <p>A maximum of twenty credits may be earned in this category per renewal year.</p> <p>Examples of eligible seminars include:</p> <ul style="list-style-type: none"> <li>• NACHA Conferences</li> <li>• The Payments Institute</li> <li>• The Payments Academy Online</li> <li>• Regional Payments Association Training Sessions</li> <li>• Association for Financial Professionals Conferences (National and Local)</li> <li>• Federal Reserve Bank/Treasury Training Seminars</li> <li>• Financial Institution-Sponsored Training</li> <li>• Related Industry Conferences/Courses (i.e., ATM Network Conferences, Vendor Conferences, American Payroll Association Conferences, etc.)</li> </ul> <p>Examples of Ineligible Seminars/Training Include but are not limited to:</p> <ul style="list-style-type: none"> <li>- Network Software Training</li> <li>- IRS Compliance Training</li> <li>- Health Savings/Flexible Spending Account Training</li> <li>- IRA Training</li> <li>- Check Ordering Training</li> <li>- Client Training</li> <li>- Exhibitor/Booth Duty</li> <li>- Self-Study programs</li> <li>- Educational sessions presented at Council/Affiliate meetings.</li> </ul>	<p>2 renewal credits are awarded for each 50 minute seminar or training session.</p> <p>A maximum of sixteen credits may be earned in this category per renewal year.</p> <p>NOTE: One-on-one training of in-house staff does not qualify. 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).</p> <p>Also, training of new hires to enable them to perform the position they are hired to perform does not qualify.</p>	<p>A maximum of ten credits may be earned in this category per renewal year.</p> <p>1 renewal credit is awarded for each 500 words published</p> <p>Published articles/books/papers must not be solely for in-house use.</p>	<p>A maximum of ten credits may be earned in this category per renewal year.</p> <ul style="list-style-type: none"> <li>➤ NACHA and Regional Payments Association Committees</li> <li>▪ <u>NACHA Committees*</u> <i>(6 renewal credits are awarded per year for active participation, to a maximum of six credits per renewal year) for the Blue Ribbon Panel, Rules &amp; Operations Committee, Member Rules Review Panel, and Rules Enforcement Panel</i></li> <li>▪ <u>Regional Payments Association Committees*</u> <i>(3 renewal credits are awarded per Committee per year for active participation, to a maximum of six credits per renewal year) for Rules &amp; Operations Committees, Risk Mgmt. Committees, Rules &amp; Technology Committee, Long Range Planning Committee, AAP Faculty Committee, Association Svs. Committee</i></li> </ul> <p>*Note: Participation on the following committees is not eligible: Conference Planning, Education, Marketing, and Business. Also, membership in the Executive Committee of either NACHA's BoD or the RPA BoD does <u>not</u> qualify for credit.</p> <ul style="list-style-type: none"> <li>➤ NACHA and Regional Payments Association Boards of Directors</li> <li>▪ <u>NACHA Board of Directors</u> <i>(6 renewal credits are awarded per year)</i></li> <li>▪ <u>Regional Payments Association Board of Directors</u> <i>(2 renewal credits are awarded per meeting, to a maximum of six credits per renewal year)</i></li> <li>➤ <u>NACHA &amp; Regional Payment Association Task Forces/Advisory Groups/ Category A Product Group or Category A Industry Group, &amp; Category B &amp; C Rules Work Groups</u></li> <li>▪ <i>2 renewal credits are awarded per year, per Task Force/Advisory Group &amp; Rules Work Group, to a maximum of ten per year.</i></li> </ul>	<p>A maximum of ten continuing education credits may be earned in this category per year.</p> <ul style="list-style-type: none"> <li>➤ <u>NACHA Councils</u> – 4 credits per meeting per Council for attendance/participation at Council Meetings and Conference Calls</li> <li>➤ <u>NACHA Affiliate Membership Program</u> – 4 credits per meeting for attendance/participation at Affiliate meetings and conference calls</li> </ul> <p>NOTE: Educational sessions attended at Council/Affiliate meetings may not be submitted for additional credits under the Professional Seminars/Training category.</p>