



CEU Audit Policy

Date: 10/15/2012

Approved By: _____ **Gene_Smith** _____ President of The Loss Prevention Foundation

Purpose: The Loss Prevention Foundation desires to elevate the Loss Prevention Industry by ensuring that professionals designated with the certification; LPCertified (LPC) are continuously engaged in educational activities and remain leaders in the industry. In order accomplish its' mission, the LPF randomly audits the CEU proof material from its certifiants. This not only upholds the qualification and achievement of this honored credential, but it also attests to the continued integrity and leadership of the LPCertified professional.

Scope: This policy applies to all individuals who are LPCertified.

Policy:

- I. General: The Loss Prevention Foundation shall randomly select and audit a set percentage* of certifiants and their submitted CEU activity. Selected individuals must satisfy the LPF that they did indeed do the CEU activities that were claimed.
- II. Duration: The audit will last no more than 3 months per certifiant.
- III. Notification: Selected individuals will receive notice within three months after their CEU Submittal Deadline. They will be informed:
 - a. of the audit's start and end dates.
 - b. of their need to submit their CEU proof documentation as submit as soon as possible.
 - c. that it is in their best interest to respond as quickly as possible to all LPF requests to ensure there is enough time to respond to questions or issues should they arise.
- IV. Validation I: If the activity was not credit worthy, the LPF will ask the individual to identify and submit proof of a different CEU opportunity that was accomplished during the year in question.
- V. Validation II: If the proof material is questionable, the LPF will ask the individual for additional proof. In rare circumstances, the LPF may reach out to its own sources for corroboration.
- VI. Rights: The LPF reserves the right to use its judgment during the audit.

Enforcement: If the certificate holder fails to establish credibility within the audit's duration, the LPF reserves the right to request that the individual move to the exam track or even to revoke the individuals' credential altogether.

Definitions:

CEU – Continuing Education Unit. An LPC certifiant must earn and submit 20 CEUs a year. CEU opportunities and events are detailed at www.losspreventionfoundation.org under LPCertified recertification.

CEU Submittal Deadline – Is every year and is based on the last day of the month in which the Certificant's original exam was held. Example: if the original exam was 10/6/2010 then the certificant's CEU submittal deadline is every year on October 31st (10/31/2011, 10/31/2012, 10/31/2013, etc...)

CEU Proof Documentation – the documented activity or event proof(s) that a certificant gathers and retains while accumulating their yearly 20 CEUs. This documentation is retained by the certificant three months beyond the end of their anniversary end date in case they are selected for audit.

*Audited percentage is set by the LPF and Continuing Education Committee.