



Qualifying for the CO-Q Designation Exam Only Option

See Full Eligibility Requirements in the CO-Q Candidate Handbook

Purpose: To qualify for the CO-Q Designation Exam Only option, candidates must present a Professional Portfolio that is reviewed by the Professional Credentialing Committee against established eligibility criteria. A professional portfolio is an organized collection of relevant documents and artifacts that clearly demonstrate the qualifications that support the candidate's eligibility to bypass the prescribed educational program requirements.

Process:

- Demonstrate examples of candidate eligibility to qualify for the CO-Q Designation Exam Only Option.
- The Professional Portfolio is an extension of a résumé or curriculum vitae, not a replacement.
- Summarizes who the candidate is including life goals and philosophies, what the candidate does best, and how the candidate presents as a fully qualified CO-Q candidate to bypass the requisite educational programming.
- Demonstrate the candidate's professional development in the area of compliance management, how they navigated compliance career transitions, and tracked their professional growth as it relates to compliance and ethics services.

Professional Portfolio Components

Primary Professional Portfolio components for compliance management typically include, but are not limited to:

- Contact Information: Phone and Email
- Cover
- Table of contents
- Introduction - Include who the candidate is, including professional interests, goals, and/or philosophies, with a special emphasis on compliance and ethics activities
- Credentials - such as résumé, transcripts, references, stellar evaluations that support compliance related activities
- Leadership Highlights that include compliance and ethics experiences
- Compliance Research or Project Outcomes - papers authored, articles written, important presentations
- Compliance Teamwork or Collaboration Projects - highlighting the candidate's work and contribution
- Honors/Awards demonstrating compliance excellence

Candidate Preparatory Guidance:

- Collection of Data
 - Identify and collect evidence of compliance and ethics skills and experiences from:
 - ✓ Activities - demonstrate leadership skills in compliance management services, demonstrate outcomes (how a compliance problem was solved), showcase drive and initiative
 - ✓ Employment that includes a compliance trajectory
 - ✓ Courses that demonstrate a compliance orientation
 - ✓ Training that documents the successful completion of compliance program training
 - Include documents, focusing on quality and not quantity
- Sorting
 - Summarize the message that supports the eligibility requirements for the CO-Q designation
 - Organize the documents into the identified categories noted above, specifically focusing on compliance and ethics management
 - Document permission to utilize any proprietary information
- Assembling
 - Assemble the portfolio electronically for submission to the Manager of Professional Credentialing and Quality who will share the Portfolio with the Professional Credentialing Committee.
 - Make it professional and visually appealing.