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.