

Compliance Specialist Graduate Certificate

2007-2008 Catalog Year

Credits Required for Certificate: 15

Today's compliance officer is not an outsider, but rather a corporate manager/specialist whose mission is to determine whether the company is following laws, rules and regulations. While an inspector general is in place to investigate wrongdoing, the compliance officer is a part of the management team. Thus, the compliance officer participates in corporate training activities, in sealed bid procedures, works with human resources to resolve workplace issues, and deals with financial concerns, such as billing systems write-offs, discounts, etc. On the other hand, the compliance department monitors ongoing procedures to confirm correctness, conducts spot reviews, and handles internal inquiries.

The compliance specialist must be comfortable working in the corporate hierarchy, and s/he should be as adept at interviewing the people on the loading dock as in advising the corporate board on what was learned.

A Compliance Specialist needs: (1) an understanding of laws, rules and regulations; (2) familiarity with business operations and systems (3) skills to interview, investigate/interrogate, review documents and write reports, and (4) the interpersonal skills to work with management, meet with Board members, regulators, and so on.

Job Outlook

Compliance is recognized as a growing career field nationwide. Jobs exist at hospitals, corporations, not-for-profit organizations, education, private firms, financial groups, medical organizations, police forces, the armed services, insurance companies, state and local governments, private industry, physicians groups, nursing homes, and environmental organizations. Moreover, one of the top U.S. executive search firms, Christian and Timbers, which assembles a Hot Jobs list from Fortune 500 entities, listed Chief Compliance Officers (CCO) as the number three hot job last year.

Program Requirements

Students are expected to possess a bachelor's degree from a regionally accredited institution in a related field in order to gain admittance to the program as well as follow graduate program guidelines per the current FGCU catalog, pages 39 to 42. Applicants may apply for fall or spring admission. Faculty advisors are available to assist students. There are no prerequisites in the program. It may be completed in one (1) year. Courses will be offered via distance learning, supplemented by 2-3 on-campus weekend sessions per semester.

During the on-campus sessions students will work with law enforcement and industry professionals and participate in clinical classes, seminars and workshops.

COURSE DESCRIPTIONS

REGULATION OF MEDICAL INDUSTRY

Acquaints students with laws regulating the healthcare marketplace. Explores federal and state regulations bearing upon healthcare transactions and practices as well as risk identification requiring analysis and corrective actions.

COMPLIANCE ETHICS & CONTROL

Covers legal/operational issues arising as entities conduct self-reviews, internal investigations and self-disclosure. Focuses upon typical compliance plan organization, operations and on-going "compliance assurance reviews".

REGULATION OF BUSINESS CONDUCT

Explores core elements of business regulation. Topics include practical legal restrictions/penalties for non-compliance, ethical decision-making and avoidance of liability. Focuses upon compliance-related regulatory and disclosure rules and laws applicable to public companies, private entities, not-for-profit entities and municipalities.

INTERVIEWING & INVESTIGATION

Examines methodologies for internal investigations such as work plan development, interviewing methods, presentation of evidence, organization and review of records during routine compliance reviews and targeted "root cause analysis".

FORENSIC FINANCIAL INVESTIGATION

Prepares students to apply methods of discovering irregularities in book and records. Focuses upon financial investigative techniques for tracing funds transfers, verification of paper record trails, testing, extrapolation formulas used to calculate overpayments, etc.

For more information, contact Program Director David E. Steckler at 239-590-7756 or dsteckle@fgcu.edu.

For registration questions, contact Eileen Regelski, Business Manager, Continuing Education, at 239-590-1098 or eregelski@fgcu.edu.