



## The Unofficial Guide to Becoming a National Check Professional (NCP)

Congratulations! The fact that you are reading this document means that you are interested in investing in your professional growth. This “Unofficial Guide” was developed because every year we are asked the same question:

### “What should I do to prepare for the NCP Exam?”

Our answer is that each individual will approach their NCP Exam preparation a bit differently based on his or her past work experience and education. All candidates have one thing in common: those who begin their preparation early have a better overall experience, are able to retain and apply key concepts and have a greater chance at passing the NCP exam. After all, that is why you are here.

This sample list provides an overview of the steps to prepare for the NCP Exam. Training dates, recommended resources and pricing follow on page two to help with your budget and planning.

1. Set your goal to earn NCP. The next test window is **April 20 – May 11, 2019**.
2. Register with ECCHO at [www.eccho.org](http://www.eccho.org) to take the NCP Exam and receive:
  - the NCP Prep Guide
  - instructions to schedule your NCP Exam with PSI (PSI is the testing centers)
3. Start studying now for the NCP certification exam!
  - Visit ECCHO.com and download the **Jump Start Reading Program** at <https://www.eccho.org/ncp-jumpstart-reading-program>
  - Take advantage of our current on demand check education to help you build your foundation prior to beginning the NCP Prep Webinar Series. Register for on demand training at <https://www.theclearinghouse.org/payments-services/education?type=ondemand>
4. Register for The Clearing House Payments Authority’s 2019 NCP Prep Training Webinar Series. *Registration opens January 1, 2019. See page 3 of this document for details.*
5. Create your study schedule
6. Connect with other NCP Prep Candidates and form a study group
7. Consider registering for an NCP Guide at <https://www.eccho.org/ncp-guide-get-a-guide>
8. Earn your NCP and be recognized for your expertise!

Enjoy the Journey and happy studying!



## 2019 NCP Prep Educational Recommendations

Date	Time	Session Titles	Member Pricing	Non-Member Pricing
		<b>On Demand Training – Start Your Prep Now!</b>		
		NCP Prep Talk: Steps to Preparing for the 2019 NCP Exam	Complimentary	Complimentary
		Check Basics 101	Complimentary	\$229
		Check Image Rules	\$129	\$229
		Check Processing: What's New?	Complimentary	Members Only
		Check Scanning - Branch and Teller Capture	\$129	\$229
		New Reg CC Rule: Final Amendments	\$129	\$229
		Remote Deposit Capture (RDC) Risk Management and the Reg CC RDC Indemnity	\$129	\$229
		Remotely Created Checks (RCCs)	\$69	\$129
		UCC 3 & 4	\$129	\$229
		The Art and Science of Check (Image) Return Codes	Complimentary	Members Only

		<b>2019 NCP Exam Prep Webinar Series ***</b>	\$549	\$649
		Pre-requisite: Check Payments – The Basics ( on demand available to all NCP exam registrants)		
1/10/19	2:00 - 3:30 pm	NCP Session 1: Check Payments and Check Processing		
1/17/19	2:00 - 3:30 pm	NCP Session 2: Regulations Uniform Commercial Code (UCC)		
1/24/19	2:00 - 3:30 pm	NCP Session 3: Regulations – Regulation CC – Part I		
1/31/19	2:00 - 3:30 pm	NCP Session 4: Regulations – Regulation CC – Part II		
2/7/19	2:00 - 3:30 pm	NCP Session 5: Standards and Formats		
2/14/19	2:00 - 3:30 pm	NCP Session 6: Image Exchange Rules and Agreements: ECCHO Rules		
2/21/19	2:00 - 3:30 pm	NCP Session 7: Image Exchange Rules and Agreements: Fed OC 3		
2/28/19	2:00 - 3:30 pm	NCP Session 8: Image Exchange Processes		
3/7/19	2:00 - 3:30 pm	NCP Session 9: Exceptions – Returns and Adjustments		
3/14/19	2:00 - 3:30 pm	NCP Session 10: Check Products		
3/21/19	2:00 - 3:30 pm	NCP Session 11: Fraud, Risk and Risk Mitigation		

		<b>Other Recommended</b>		
5/15-16/19	8:00am-3:30pm	Payments University – 2 Day – Frankenmuth, MI Registration will open in early January.	\$399	\$599
6/18/19	9:00am-3:30pm	Payments University – 1 Day – Syracuse, NY	\$299	\$399

\*\*\*Registration opens January 1, 2019. Each webinar will be recorded and made available to attendees through the close of the test window. Registrants are encouraged to view these recordings if unable to attend any of the weekly webinars and to review course content.



**Download Jump Start Reading Program at [www.ECCHO.org](http://www.ECCHO.org)**

**Study Materials are available for purchase at <https://www.theclearinghouse.org/payments-services/store>:  
Check/Image Flashcards and CheckPro CD - Estimating January availability for 2019 editions**

**NCP Exam Test Window: April 20 – May 11, 2019**

Register [www.ECCHO.org](http://www.ECCHO.org) - Exam Fees – *Member: \$400, Non-Member: \$500.* .

Please note: Education dates and study material pricing are subjected to change.

For more information on becoming an NCP or for assistance with registrations, please contact [prepcourse@theclearinghouse.org](mailto:prepcourse@theclearinghouse.org)

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## **2019 NCP Exam Prep Webinar Series**

*- offered by The Clearing House Payments Authority*

The National Check Professional (NCP) designation is designed to recognize and build check expertise among payments professionals. Having an NCP on staff promotes the credibility of your team by enhancing knowledge of check operations, regulations, products and trends. Are you up for the challenge?

Once you've made the decision to sit for the 2019 NCP Exam, registering for this 11-week webinar series is your next step! Through a series of interactive webinars, exercises and quizzes, this program will help you prepare to sit for the 2019 NCP Exam (exam period takes place April 20 - May 11, 2019). Each week we'll review the topics included in the exam. These sessions require pre-course work, additional reading and homework exercises.

Prep course webinars begin January 10, 2019 and run through March 21, 2019 / 2:00-3:30pm ET.

1/10/19	Week 1: Check Payments and Check Processing
1/17/19	Week 2: Regulations: Uniform Commercial Code (UCC)
1/24/19	Week 3: Regulations: Regulation CC – Part I
1/31/19	Week 4: Regulations: Regulation CC – Part II
2/7/19	Week 5: Standards and Formats
2/14/19	Week 6: Image Exchange Rules and Agreements: ECCHO Rules
2/21/19	Week 7: Image Exchange Rules and Agreements: Fed OC 3
2/28/19	Week 8: Image Exchange: Processes
3/7/19	Week 9: Exceptions – Returns and Adjustments
3/14/19	Week 10: Check Products
3/21/19	Week 11: Fraud, Risk and Mitigation

**NOTE:** Website registration for all 2019 courses will open on January 1, 2019. Please call 800-875-2242 (choose option 3) or send an email to [education.services@theclearinghouse.org](mailto:education.services@theclearinghouse.org) if you would like to receive a registration reminder in early January.