# The Certified Confidentiality Officer (CCO) Programme

## Application Form for UK Candidates

**Certified Confidential Officer (CCO) Programme Requirements**

**Applicants**

1 Must have a minimum of three years of security experience.
2 Must have performed at least five security surveys, audits or inspections.
3 Must pass the Certified Confidentiality Officer (CCO) written examination.

**The Certified Confidentiality Officer (CCO) Examination**

The Certified Confidentiality Officer (CCO) exam consists of 200 multiple-choice questions. Candidates are allowed up to 4 hours to complete the test.

The exam is based on the Third Edition of the textbook, *"101 Questions & Answers About Business Espionage"* which is required reading for those preparing to take the test. The book is provided as part of the CCO Program and is available only from BECCA. Earlier editions of the textbook are no longer used.

The CCO written examination covers:

- Putting The Spy World In Perspective - 20%
- The Personal Side Of Business Espionage - 17%
- Pretext Attacks - 10%
- Technical Surveillance - 18%
- Computer Abuse - 15%
- Undercover Attacks - 10%
- Planning Controls & Countermeasures Programs - 10%

**Applications**

UK applicants for the CCO Program return completed application forms to:

contact@beccauk-online.org

**Certification Fees**

The total CCO Program Fee is £ . The fee is non refundable.

The fee includes: *"101 Questions & Answers About Business Espionage,"* the test, the CCO Certificate and the laminated CCO ID card.

**Five Steps To CCO Certification**

**Step 1**

Complete the CCO Application. Make copies of transcripts, training certificates, and other supporting documentation. (Do not send original documents.)

**Step 2**

Email the completed Application Form and supporting documentation to:

contact@beccauk-online.org

**Step 3**

Your application will be reviewed. Some applicants may be asked to supply further information to assure that everyone who applies has an equal opportunity to meet admission requirements.

Incomplete applications will be returned.

**Step 4**

Applicants who are accepted for testing will be notified by e-mail. The £ Testing and Certification fee is payable at that time. (CCO Programme fees are non refundable) .

**Step 5**

Attend the CCO examination at a pre-arranged location.

Students are responsible for making their travel arrangements to and from the test as well as meeting their travel costs.

Students will need to bring proof of identification with them to the test.

The CCO examination may be taken at any time within 12 months from the date the CCO Candidate was accepted for testing.

In the event of failing the exam, students will be offered the opportunity to resit it at a later date. There is no additional fee for the second test.

Applicants who satisfactorily complete the exam will be designated as Certified Confidentiality Officers.

A CCO Certificate and laminated ID Card will be issued and the names of CCOs will be listed in a permanent database.

**Note**

Business espionage controls & countermeasures is a management function. CCOs must adhere to the BECCA Code of Ethics and demonstrate continued commitment to the profession by completing a new security survey, or otherwise making a meaningful contribution to the CCO profession at least once a year. These activities must be sanctioned by BECCA. Surveys and other materials generated by this process are a valuable resource. The CCO retains the copyright to his or her work. Confidentiality guidelines apply.

# The Certified Confidentiality Officer (CCO) Programme Application Form for UK Candidates

Please print and complete legibly before returning to BECCA UK.

Incomplete or illegible applications will be returned.

Additional information can be attached to this form to support your application.

| **1. Personal Details** | |
|---|---|
| **Full name** | **Date of birth** |
| **Home address** | |
| **Preferred mailing address** | |
| **Telephone number** | **Preferred email address** |

| **2. Occupation** | |
|---|---|
| **Company name** | **Industry** |
| **Company address** | |
| **Job title** | **Telephone number** |
| **Email address** | **Website** |

| **3. Higher Education**<br>Please complete a separate section for each qualification | |
|---|---|
| **Educational Institution** | **Dates attended** |
| **Address** | |
| **Telephone number** | **Email** |
| **Courses completed** | |
| **Qualification earned** | |
| **Educational Institution** | **Dates attended** |
| **Address** | |
| **Telephone number** | **Email** |
| **Courses completed** | |
| **Qualification earned** | |

| **4. Professional Training**<br>Please compete a separate section for each course | |
|---|---|
| **Title of training course** | **Date** |
| **Name and address of training provider** | |
| **Contact details (phone number/email)** | **Website** |
| **Courses completed/Qualification gained** | |
| **Title of training course** | **Date** |
| **Name and address of training provider** | |
| **Contact details (phone number/email)** | **Website** |
| **Courses completed/Qualification gained** | |

| **5. Professional Experience**<br>Please compete a separate section for each employer | |
|---|---|
| **Employer** | **Dates of employment** |
| **Address** | |
| **Contact details (phone number/email)** | **Website** |
| **Job role and responsibilities** | |
| **5. Professional Experience contd.**<br>Please compete a separate section for each employer | |
| **Employer** | **Dates of employment** |

| **5. Professional Experience**<br>Please compete a separate section for each employer | |
|---|---|
| | |
| **Address** | **Address** |
| **Contact details (phone number/email)** | **Website** |
| **Job role and responsibilities** | |

| **6. Security Surveys Performed**<br>Any combination of sanctioned security surveys, audits or inspections, covering counter intelligence, information security, access control, TSCM, fire safety or similar security activities may be used to fulfil this requirement. (Give general information about the security surveys you have performed, but do not reveal business secrets or other proprietary data) . |
|---|
| |

| **7. Professional Affiliations**<br>Please compete a separate section for each affiliation | |
|---|---|
| **Affiliation** | **Dates** |
| **Address** | |
| **Contact details (phone number/email)** | **Website** |

| **7. Professional Affiliations contd.**<br>Please compete a separate section for each affiliation | |
|---|---|
| **Affiliation** | **Dates** |
| **Address** | **Address** |

| **7. Professional Affiliations contd.**<br>Please compete a separate section for each affiliation | |
|---|---|
| | |
| **Contact details (phone number/email)** | **Website** |
| **Affiliation** | **Dates** |
| **Address** | **Address** |
| **Contact details (phone number/email)** | **Website** |

| **8. Professional References**<br>Please give **3 professional references** who can verify the information on this application. Do not list relatives. | |
|---|---|
| **Name** | **Contact details (phone number/email)** |
| **Address** | |
| **Name** | **Contact details (phone number/email)** |
| **Address** | |
| **Name** | **Contact details (phone number/email)** |
| **Address** | |

| 9. Criminal Convictions |
| --- |
| Have you ever been convicted in a criminal proceeding?<br><br>Yes<br>No<br><br>(Please delete as appropriate)<br><br>If yes, please explain fully stating offence, jurisdiction, date and location. |

| 10. BECCA Code of Ethics |
| --- |
| 1. Confidentiality Officers (CCOs) will not reveal confidential information without proper authorisation.<br>2. Confidentiality Officers (CCOs) will comply with national and International laws in the performance of their duties.<br>3. Confidentiality Officers (CCOs) will establish a factual basis for any opinions offered. Honesty and objectivity are expected.<br>4. Confidentiality Officers (CCOs) shall exhibit professional competence, ethical conduct and the highest level personal integrity in the performance of their duties.<br><br>**Declaration**<br><br>I have read and subscribe to the BECCA Code of Ethics. The statements in this application, including attachments, are true, complete and correct to the best of my knowledge. False, incomplete or misleading information will result in the withdrawal of this application with forfeiture of fees.<br><br>Signature of applicant<br><br>Date<br><br>Signature of witness<br><br>Date |

**UK candidates should send completed CCO Programme Applications:**

contact@beccauk-online.org

**Privacy Notice:** BECCA will not release your personal information to anyone without your permission.