



National Creditors Bar Association is pleased to offer Subcontractor Certification for third-party subcontractors including process servers, asset locators, letter vendors, data vendors, etc. Third Party Assessments seek to protect consumers, creditors, and law firms through enforcement of best practices. This helps create apple to apple comparisons of systems and best practices across all service providers. In particular, we look to create consistency in the areas of:

- Contracts
- Human Resources
- Information Security
- Customer Contact (Phone Calls)
- Physical/Environmental Security
- Incident Reporting
- Business Continuity & Disaster Recovery
- Insurance

Benefits of NCBA Subcontractor Certification

Simplicity

- Instead of dealing with numerous audits from many NCBA member firms, a subcontractor would respond to just one assessment
- All NCBA member firms can use the single assessment for their client audits

Confidence

 NCBA member firms can feel confident in knowing that you have been assessed and have received the NCBA Subcontractor Certification

Credibility

• Subcontractors who have completed the assessment program are included in the list of credible NCBA Certified Subcontractors on the creditorsbar.org website, and receive a free one-year NCBA Affiliate Membership

Affordable

 Prices start at just \$4,995 depending on the services required. Does not include remediation costs.

Ouestions?

Contact membership@creditorsbar.org or by calling the NCBA National Office at 202-861-0706.

Subcontractor Certification Program

How to apply

Follow these easy steps to become a NCBA-Certified Subcontractor:

- 1. Apply at creditorsbar.org/SCP
- 2. Accept the Vendor Participation Agreement
- 3. Complete Crowe's intake form and scheduling
- 4. Kick-off call
- 5. Complete the security questionnaire
- 6. Crowe will conduct their assessment and validation process, and issue their findings, responses, and approval
- 7. If necessary, remediate any audit findings within 60 days of the completed assessment



Pricing

An initial fee of \$4,995 for the assessment is collected at the time of application. If an onsite inspection is required, a balance billing of \$1,000 would be collected.

About Our Audit Partner



Crowe LLP has Bar Association for

the Subcontractor Certification Program to provide assessments of relevant internal controls on vendors that serve NCBA members.

Crowe LLP is a public accounting, consulting, and technology firm that combines deep industry and specialized expertise with innovation. Crowe serves a wide variety of industries including banking, financial services, retail, and government. Learn more at crowe.com.



Frequently Asked Questions

Q. We have a SOC 2 report, is that enough to forego an assessment?

A. While a SOC report is a helpful artifact to aid our assessment team in validating controls, it does not cover all of the controls that we are required to validate. We will map the SOC 2 Type 2 report to our controls and use the information is it matches our testing procedure, but additional documentation and validation will need to occur for what is not covered.

Q. We have a SOC 1 report, is that enough to forgo the assessment?

A. Unfortunately, the SOC 1 report is primarily used for controls around financial reporting; therefore, we cannot use a lot of the attestation for our security assessment. Additionally, a type 1 and type 2 differs in that a type 1 does not test the operating effectiveness of the control only that the control is implemented. We require our testing procedure to match that of the attestation report in order to use it to validate our controls.

Q. We have many services and applications that our organization offers, what is in scope for this assessment?

A. Any service provided to NCBA members is eligible to undergo the security assessment process. Please list the services and accompanying applications that your organization would like to be in scope and NCBA will confirm the appropriate coverage.

Q. Will my company be able to display the Certified Subcontractor logo on my website?

A. Yes! By displaying the National Creditors Bar Association Certified Subcontractor logo on your website, you show potential clients that your company has completed the assessment program.

Q. For how long is the certification valid?

A. NCBA Subcontractor Certification is valid for one year from the date of issuance.

