Dear **<Insert Manager’s Name>**,

I would like to request your approval to prepare for and take the 2025 NCP exam.

The success of **<Organization>** depends on our reputation for quality and integrity. Maintaining our high-quality principles includes ensuring we adhere to payments industry regulations, while observing the highest standards of risk management controls. Each time we send, accept or return a transaction through a payments network, **<Organization>** assumes numerous warranties; and a breach of warranty can result in substantial financial penalties and reparation costs.

Having a National Check Professional (NCP) on staff is extremely important, and by becoming an NCP I hope to help **<Organization>** navigate such risks and challenges. The NCP exam will test my knowledge in the rules and regulations governing the check system including Regulation CC, UCC 3 & 4, OC3 and Regulation J, ECCHO Rules and *ACH Rules* related to check conversion. The exam also covers image exchange standards, processing options and fraud and risk considerations. To ensure I am fully prepared to take the NCP exam I would like to participate in EPCOR’s *NCP Prep Program*.

My registration for the *NCP Prep Program* will include:

* 11 Live Webinars
* 2-Day Virtual Review Webinar
* Recordings of all live & review webinars for additional study & convenience
* 10 On-Demand Courses
* NCP Study Manual
* *Check/RDC Quick Reference Cards*
* Online practice exams
* Access to *CheckPro* – practice tests and game
* An EPCOR Staff Mentor

The total cost for the *NCP Prep Program* is **<$795 Member/$1590 Non-Member>**. The 2025 NCP exam registration fee is **<$500 ECCHO Member or $625 Non-Member>**, bringing the total for my preparation and exam to **<insert total cost>**.

Thank you for your consideration of this request. The *NCP Prep Program* kicks off on   
January 9th.

Sincerely,