



Certified Financial
Crime Specialists



CFCS Certification & Recertification Handbook



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CFCS CERTIFICATION

ACFCS is the first membership organization devoted to the professional interests of the entire financial crime compliance community. Its mission is to enhance competence through a certification that is extended to candidates who successfully complete a rigorous psychometrically-sound examination.

Successful candidates will earn the Certified Financial Crime Specialist, or CFCS designation. The CFCS designation will allow those who earn it the benefit of standing out from their peers, validating their expertise, and advancing their careers.

ACFCS also provides high-quality online and live training, connects ACFCS members with experts through various forums to facilitate the exchange of ideas and solutions to problems, and produces practical, timely information.

THE CERTIFICATION PROCESS

STEP 1

Qualify & Apply

Check eligibility (pg. 8) and apply. Candidate must complete and submit the CFCS application prior to scheduling their exam.

STEP 2

Purchase Package

The CFCS package includes a host of study materials including a comprehensive study manual, an 11-hour online course, a audio book and more.

STEP 3

Preparation

We recommend a minimum of 40-50 hours of preparation time utilizing all the study tools spaced out over a period of several weeks.

STEP 4

Exam Registration

Candidates can schedule and sit for their exam from the convenience of their home through the online testing platform.

THE CFCS CANDIDATE HANDBOOK

This handbook walks candidates through the steps required to register for the CFCS certification and examination.

HOW TO BEGIN

1. Select and purchase a certification package online acfcs.org/certification.
2. Complete and submit the certification application to certification@acfcs.org.
3. Study for the exam with the various preparation tools provided.
4. Schedule either an online or onsite exam through our test provider [Kryterion](#).



You have one year from the date of your registration to sit for the CFCS examination. Extensions are possible under certain extenuating circumstances. See section "Extensions" for more details. Refunds for the certification are not extended to individuals after payment is processed.

APPLICATION PROCESS

Candidates will need to submit their completed application and supporting documentation prior to registering for the examination. All applications are reviewed by the ACFCs Certification Department. Approval of submitted applications may take 1-2 weeks.

Applications may be rejected due to the following:

- The application does not meet the required 40 eligibility credits.
- The application is missing supporting documentation, necessary information, or the affidavit signature.

CFCS PACKAGE INCLUSIONS

- One online proctored examination attempt
- Downloadable CFCS study manual
- Live CFCS preparation webinar
- Mobile-friendly CFCS online preparation course
- CFCS online practice test
- CFCS flashcards
- CFCS audiobook

Packages are available which include ACFCs membership for those individuals who wish to become CFCS certified but are not current ACFCs members.

MEMBERSHIP

An active membership is required to sit for the CFCS examination as well as to maintain the CFCS designation during the 3-year certification cycle.

APPLICATION SUBMISSION

The application must be submitted and approved to register for the CFCS examination. Applications should be emailed to certification@ACFCS.org with the necessary supporting documentation. Applications are considered active for 3 years from the date of submission.

Please contact the Certification Department at 786-530-8231 with any questions.

EXTENSIONS

Candidates have one year from the date of purchase to sit for the CFCS examination. Extensions are possible under certain extenuating circumstances, these include:

- Loss of employment
- Illness of either the applicant or an immediate family member
- Deployment for active duty in the armed forces

A one-year extension is available; however, it can only be granted once. The fee to request an extension is \$100. Requests for extensions must be sent in writing 30 days prior to the expiration of the one-year deadline. Once an extension is granted, candidates will have an additional year to sit for the examination and access to the preparation material. The extension of the certification does not include an extension of the membership. Please remember, an active membership is required to sit for the CFCS examination.

REAPPLICATION

Candidates who allow their certification package to lapse for a period greater than 3 years must submit a new application and supporting documentation once they have purchased the \$100 extension fee.

RECERTIFICATION

ACFCS requires holders of the CFCS credential to recertify every three years to ensure they are staying current with changes in the financial crime field.

Recertification involves documenting and submitting 60 qualifying credits in education, training and professional experience obtained within the 3-year period. CFCS holders must also be active members of ACFCS to recertify. Please see the recertification section of this handbook for more details.

DISCRIMINATION AMONG CANDIDATES

ACFCS does not discriminate based on age, gender, race, color, religion, national origin, disability, or marital status.

SPECIAL ACCOMMODATIONS

ACFCS complies with the Americans with Disabilities Act (ADA) and will ensure that individuals with disabilities have the full opportunity to take the examination irrespective of a disability, as required and defined by the ADA.

Candidates with disabilities should request a special accommodation form by emailing certification@acfcs.org. The information and documentation provided by candidates will be treated with strict confidentiality. Requests for special accommodations may take up to 30 days to process.





CFCS EXAMINATION APPLICATION

Please complete all parts of this application and send it with supporting documents to certification@ACFCS.org.

PERSONAL INFORMATION

Full Name

Organization Name Title

Street Address

City

State/Province

Zip/Postal Code

Country

Email Address

Daytime Phone Number

Evening/Cell Number

CERTIFICATE ADDRESS

The CFCS certificate will be mailed to the address noted above. Please be advised that we are unable to mail certificates to PO Boxes. If the mailing information changes, please let us know as soon as possible. If the mailing address for the certificate is different from the one listed above, please list it here.

Street Address

City

State/Province

Zip/Postal Code

Country

Email Address

PACKAGES, FEES AND PAYMENT

Please select a certification package from the options below. Payment should be made by credit card, check, cashier's check, wire transfer or money order.

CERTIFICATION + ONE YEAR MEMBERSHIP		
<input type="checkbox"/> Private Sector \$1,245	<input type="checkbox"/> Government \$745	<input type="checkbox"/> Student \$745

CERTIFICATION + TWO YEAR MEMBERSHIP		
<input type="checkbox"/> Private Sector \$1,425	<input type="checkbox"/> Government \$860	<input type="checkbox"/> Student \$860

CERTIFICATION + THREE YEAR MEMBERSHIP		
<input type="checkbox"/> Private Sector \$1,585	<input type="checkbox"/> Government \$970	<input type="checkbox"/> Student \$970

Multi-year certification packages offer up to 20% off membership dues.

CERTIFICATION FOR EXISTING MEMBERS		
<input type="checkbox"/> Private Sector \$995	<input type="checkbox"/> Government \$600	<input type="checkbox"/> Student \$600

PAYMENT METHODS

- Previously paid to ACFCFS on this date _____.
- Bill my company and send to this email address. _____.
- Request an invoice

This option is available for individuals paying with a credit card, check, cashier's check, wire transfer or money order. Payment details will be provided on the invoice. Please select a certification package from the options above.



Certification fees should be received by ACFCFS before scheduling the examination.

ELIGIBILITY REQUIREMENTS

Candidates must have a minimum of forty (40) credits based on education, training, other professional certifications, and professional experience in the financial crime field to qualify for the CFCS certification. Applicants will need to include the completed eligibility matrix with their application.

PROFESSIONAL EXPERIENCE — *Maximum 30 credits*

10 credits will be granted for each full year of professional experience

1 YEAR	2 YEARS	3 YEARS
10 Credits	20 Credits	30 Credits

Professional Experience Total _____

TRAINING — *Maximum 20 credits*

All training must have been completed within the last 3 years. Supporting documentation for training must accompany the application.

- 60 minutes of continuous "instructor-led" training is equivalent to one (1) credit.
- Training areas include all financial crime related training attended in-house, group-live, or online.

Training Total _____

PROFESSIONAL CERTIFICATION — *Maximum 5 credits*

A qualified certification program must include a minimum of eight hours of professional instruction and passing a certification exam. Examples Include: CPA, CPP, CRCM, CFE, CPE, NASD Series, CAMS, and other qualified certifications. Candidates may only claim one certification for the 5 credits.

Professional Certification Total _____

EDUCATION — *Maximum 20 credits*

Choose only one degree as these are not cumulative. Documentation is not required for a high school or GED equivalent. Otherwise, please provide supporting documentation for an Associate degree or higher.

High School or GED Equivalent	5 credits
Associate Degree	7 credits
Bachelor's Degree or Equivalent	15 credits
Postgraduate or Juris Doctorate Degree	20 credits

Education Total _____

TOTAL CUMULATIVE CREDITS _____



Need additional credits?
Please contact sales@acfcs.org

PROFESSIONAL EXPERIENCE

To be completed for each year of professional experience in the financial crime prevention field. ACFCS may contact employers for verification purposes. In lieu of completing the Professional Experience section, you may provide a copy of your most recent resume with your application.

PROFESSIONAL EXPERIENCE #1

Dates of Employment: FROM MM/YYYY TO MM/YYYY Type of Business

Name of Employer

Address Country

Position/Title/Rank Total Months in this Assignment or Position

Name & Title of Immediate Supervisor Business Telephone

Summary of Work Assignment

PROFESSIONAL EXPERIENCE #2

Dates of Employment: FROM MM/YYYY TO MM/YYYY Type of Business

Name of Employer

Address Country

Position/Title/Rank Total Months in this Assignment or Position

Name & Title of Immediate Supervisor Business Telephone

Summary of Work Assignment

PROFESSIONAL EXPERIENCE

To be completed for each year of professional experience in the financial crime prevention field. ACFCS may contact employers for verification purposes. In lieu of completing the Professional Experience section, you may provide a copy of your most recent resume with your application.

PROFESSIONAL EXPERIENCE #1

Dates of Employment: FROM MM/YYYY TO MM/YYYY Type of Business

Name of Employer

Address Country

Position/Title/Rank Total Months in this Assignment or Position

Name & Title of Immediate Supervisor Business Telephone

Summary of Work Assignment

PROFESSIONAL EXPERIENCE #2

Dates of Employment: FROM MM/YYYY TO MM/YYYY Type of Business

Name of Employer

Address Country

Position/Title/Rank Total Months in this Assignment or Position

Name & Title of Immediate Supervisor Business Telephone

Summary of Work Assignment

CFCS EXAMINATION CHECKLIST

- Ensure the personal information section of the application is filled out including the mailing address for the CFCS certificate.
- Complete the eligibility matrix.
- Include supporting documentation, such as copies of degrees, diplomas, licenses, and certifications.
- If not providing a copy of your resume, complete the professional experience section.
- Ensure the Affidavit is signed and dated prior to submitting the application.
- Ensure the certification package has been selected and purchased prior to scheduling the CFCS examination.

AFFIDAVIT

I certify that I have read all portions of the CFCS Candidate Handbook. I certify that the information submitted in this application is complete and correct to the best of my knowledge and belief. I understand if the information I have submitted is found to be incomplete or false, my application may be rejected, my examination results may be delayed or voided, not released, or invalidated by ACFCFS, or if certified, the "Certified Financial Crime Specialist®" designation may be revoked.

I certify that I have never been convicted of a felony. I certify that I have never had a professional license or certification denied, suspended, or revoked, and that I have never been censured or disciplined by any professional organization.

I certify that I understand collusion and testing misconduct of any type is not allowed by ACFCFS. If I am found guilty of either collusion or testing misconduct, I will have my designation revoked and my examination invalidated.

I understand that any false statement, misrepresentation, or concealment or material omission of the information I have provided or failed to provide on my application and attachments may be grounds for rejection of my application.

Please type your full name in the "Signature" space below, serving as your digital signature.

Signature

Date



Send the completed application and supporting documentation to the ACFCFS Certification Department via email to certification@ACFCFS.org.

ABOUT THE EXAM

The CFCS exam is 145 questions in length with 20 unscored beta items included. Candidates are provided with 240mins to complete the exam. It is recommended that all questions are answered prior to submission. Only questions answered correctly count towards the overall score.

EXAMINATION POLICIES

ACFCS partners with test administration provider Kryterion to deliver the CFCS examination through the online test delivery platform Webassessor. Candidates will need to have a functioning desktop or laptop camera to test online. An external webcam is also acceptable.

Additional software and hardware requirements can be found [here](#).

System Readiness Check

<http://test.kryteriononline.com/webcam-checker/>

System Requirements

https://kryterion.force.com/support/s/article/Online-Testing-Requirements?language=en_US

ACFCS is not responsible for compatibility issues related to online testing. Candidates must ensure their testing device meets the hardware and software requirements outlined by Kryterion prior to registering for the certification.

Under special circumstances, candidates have the option of testing at one of Kryterion's testing centers worldwide. For more details, please contact certification@acfcs.org.

EXAMINATION RESCHEDULING, CANCELING AND NO-SHOWS

Changes of any kind to the examination appointment must be done no less than 72 hours prior to the scheduled examination date and time. Changes to the examination appointment within 72 hours of the scheduled date and time will incur a charge of \$175 to reschedule the examination. No-shows will incur a charge of \$175 to reschedule the examination.

Questions regarding rescheduling the examination should be sent to certification@ACFCS.org.

PROCEDURES ON THE DAY OF THE EXAMINATION

Candidates testing at a Kryterion test center or online are required to show a current, authentic government-issued identification with photograph and signature. The name on the identification must match the name on the examination registration. Appropriate identification documents include driver's license, passport, military identification, and identification cards issued by federal state or local government.

Candidates testing at a Kryterion test center will be provided with a test taker authorization code which can be found in the examination confirmation email. The code is required to launch the exam on the day of the test event. Candidates taking the exam online are not required to provide a test taker authorization code on the day of the test event.

RESTRICTED ITEMS DURING THE EXAMINATION

There are several items which are not permitted during the examination. These include a variety of electronic devices and other items, including any type of mobile device, digital watches, calculators, purses, bags, and coats. If a jacket or coat is required, it must be worn at all times. Candidates testing online will need to clear their workspace of any restricted items.

ONLINE PROCTORED EXAMINATION PROCESS

Please be aware of the following instructions for the proctored examination.

1. Candidates may take up to four (4) hours to complete the examination.
2. Candidates are not allowed to leave the room during the examination.
3. Candidates should not ask the proctor any questions concerning the examination content.
4. Candidates should not leave any question unanswered. It is better to guess than to leave a question blank.

The proctor has the right to dismiss a candidate from the examination if the person's admission is not authorized or if the candidate:

1. Is abusive or uncooperative.
2. Gives or receives help on the examination or is suspected of doing so.
3. Is found or suspected of being in possession of a communication or recording device.

ONSITE PROCTORED EXAMINATION PROCESS

Please be aware of the following instructions for the proctored examination.

1. Candidates may take up to four (4) hours to complete the examination.
2. Candidates should listen to the proctor for additional instructions.
3. Candidates must receive permission from the test proctor to leave the examination room.
4. Candidates should not ask the proctor any questions concerning the examination content.
5. Candidates should not leave any question unanswered. It is better to guess than to leave a question blank.

The proctor has the right to dismiss a candidate from the examination if the person's admission is not authorized or if the candidate:

1. Is abusive or uncooperative.
2. Gives or receives help on the examination or is suspected of doing so.
3. Is found or suspected of being in possession of a communication or recording device.

SECURITY MEASURES SURROUNDING THE EXAMINATION

ACFCS implements strict security measures to assure the integrity of the CFCS examination, including the placement of a proctor to enforce compliance with all proper procedures and rules. ACFCS also ensures the examination event is recorded as an additional security measure.

Proctors are required to file the appropriate paperwork if they see irregularities during the examination with details of each incident.

UNFORESEEN CANCELLATION OF EXAMINATION

If an emergency forces cancellation by ACFCS of an examination, all scheduled candidates will receive instructions concerning the rescheduling of the examination. In such circumstances, ACFCS will do everything possible to minimize the inconvenience of scheduled CFCS certification candidates.

DISCLOSURE OF EXAMINATION RESULTS

Candidates will receive their score instantaneously at the conclusion of the CFCS examination and electronically via email. No examination results will be provided by telephone. If a company, government agency, or other entity has paid for the examination of an individual, the entity may submit a written request to ACFCS to furnish it with the examination result of the candidate. The examination results will be delivered in a pass or fail format. If a candidate has self-funded the CFCS certification, they may request in writing to have their result kept confidential.

EXAMINATION UPON FAILING TO RECEIVE A PASSING SCORE

If a candidate does not receive a passing score, they may retake the examination once they have paid the retake fee of \$175 and waited the mandatory 60-day period. A candidate may sit for the examination up to, but no more than three times within a 12-month period.

Candidates should email certification@ACFCS.org or call (786) 530-8231 to schedule a retake.

REVOCATION OF THE CERTIFICATION

Revocation of an individual's certification can be appealed. The affected individual must initiate the appeal by written request to ACFCS within 30 days of the appealable event. Failure to achieve a passing score on the examination is not grounds for an appeal.

PASSING THE EXAM

Candidates who receive a passing score will be provided with an e-certificate as well as a printed copy by mail 4-5 weeks from the date of examination completion. ACFCS has

partnered with Framing Success to provide candidates with framing options for the CFCS certificate. Please visit our page on the Framing Success website for purchase options.

When you earn your CFCS, you are encouraged to use and display the credential in your professional biographical statements, business cards and public appearances.

CANDIDATE IDENTITY MANAGEMENT SYSTEM (CIMS)

The psychometric firm employed by ACFCS, Kryterion, has taken steps to protect the personal and examination data that it receives and collects from CFCS certification candidates. It does not retain this information longer than is required to perform its examination services or as required by law. Only authorized employees of Kryterion have access to this data

for the performance of their examination duties. Kryterion employs technical measures to protect the confidentiality of the examination content.

WHAT KRYTERION DOES WITH THE INFORMATION IT COLLECTS

In the performance of its psychometric and testing duties for ACFCS, Kryterion gathers and processes information about candidates including identification data, profile information such as age, gender, country of residence, banking, and payment information, etc., and products or services ordered and delivered.





CFCS RECERTIFICATION

The financial crime compliance field is in a state of constant change, and financial criminals are always adapting their methods and techniques. As a result, it is essential that Certified Financial Crime Specialists stay informed and hone their abilities on an ongoing basis. Your willingness to recertify demonstrates your dedication to high standards in financial crime detection and prevention.

The recertification process is intended to ensure that Certified Financial Crime Specialists continually enhance their knowledge and skill through the duration of their CFCS designation. To do so, professionals who hold the CFCS credential are required to earn qualifying continuing education credits through experience, training, and education.



CFCS RECERTIFICATION

APPLICATION SUBMISSION

- Applicants must submit a completed application with signed affidavit.
- The recertification fee of \$150 should be paid online through the member portal by logging in through learn.acfcs.org. Members may also request an invoice by sending an email to certification@acfcs.org.
- An active ACFCs membership is required for the duration of the member's certification cycle and at the time of recertification. Please note that the recertification fee and membership fee are separate.

CONTINUING EDUCATION CREDIT REQUIREMENT

Certified professionals must recertify every three (3) years after obtaining the CFCS credential. Completion of Sixty (60) continuing education credits is required within the 3-year period. The recertification activity matrix contained in this handbook will assist applicants in determining their credits for recertification. It also provides guidance on acceptable experience, training, and education as well as the number of credits assigned to each activity.

Candidates are only able to earn credits towards recertification for training activities completed after the date CFCS was obtained. All applicable continuing education credits must be earned prior to the recertification deadline.

RECERTIFICATION DEADLINE

The CFCS recertification deadline is December 31 on the 3rd year from when the CFCS credential was earned. Recertification candidates are required to submit a completed recertification application and recertification fee no later than the December 31 deadline. The recertification process is complete when:

- A completed application with the 60-credit requirement and signed affidavit is submitted for approval to certification@acfcs.org.
- The corresponding fee has been paid.
- An approval email is generated by our certification department.

If the recertification application and fees are not submitted by the deadline, the CFCS credential will lapse. Individuals who have allowed their certification to lapse and are seeking to recertify will have to do so by retaking and passing the exam. An exam retake fee of \$175 will be assessed in addition to the recertification application fee of \$150.

SUPPORTING DOCUMENTATION

Applicants will need to provide information regarding their earned credits through the recertification activity matrix. Applicants do not need to include supporting documentation with the recertification application but are advised to retain copies of their supporting documents, should ACFCS request them as part of the recertification audit which takes place each cycle.

PROFESSIONAL EXPERIENCE	TRAINING	PROFESSIONAL CERTIFICATION
Current CV letter from employer	Certificate of Participation letter from event organizer	Copy of Certificate Letter from certifying body

RECERTIFICATION AUDIT

ACFCS will select a random group of applicants each cycle as part of the recertification audit. These individuals will be asked to provide supporting documentation for their claimed credits. Any applicant who is unable to provide adequate supporting documentation will have their application denied and will lose the CFCS designation. Following are acceptable forms of documentation for each activity.

LATE RECERTIFICATION TIMELINE, FEES AND SUBMISSION

1. ACFCS will accept recertification applications up to three (3) months after the recertification deadline has passed.
2. The recertification fee for late submissions is \$200. Payment can be made online or through an account representative.
3. Applicants may contact the Certification Department with questions at (786) 530-8231.

Email completed forms to the Certification Department at certification@ACFCS.org. Please allow up to two (2) weeks for the review and response of an application.

DENIAL OF RECERTIFICATION, EXTENSIONS AND LOSS OF CFCS CREDENTIAL

If a CFCS-certified member fails to submit their application by the recertification deadline or has not maintained an active ACFCS membership through the duration of their certification cycle, their application will be denied. The applicant must retake the CFCS examination to recertify. The only exceptions are for extenuating circumstances. Extenuating circumstances include:

- Loss of employment
- Illness of either the applicant or an immediate family member
- Deployment for active duty in the armed forces

Please contact the Certification Department to discuss an extension due to extenuating circumstances. Applicants who have been granted an extension will be provided with a 12-month grace period to recertify. Applicants who have been denied the recertification and do not recertify through examination must discontinue using the CFCS credential.

EMAIL REMINDERS

As a professional courtesy, ACFCS will send at least four email reminders to all CFCS-certified members leading up to the recertification deadline.

- One reminder six months prior to the deadline.
- One reminder three months prior to the deadline.
- Two reminders the month of the deadline.

ACFCS will send reminders to the email address on file. It is very important that ACFCS be notified of any changes in contact information.

RECERTIFICATION ACTIVITY MATRIX

Sixty (60) continuing education (CE) credits must be earned within the three-year recertification cycle. Please refer to the table below for guidance on applicable continuing education activities and the credits earned for each activity.

ACTIVITY	CREDITS	CREDIT LIMIT	TOTAL
ACFCS Membership <i>Uninterrupted ACFCS membership over the three-year recertification cycle. Members are encouraged to actively engage in member benefits including reading member-only content, attending events, and participating in other learning and networking benefits.</i>	3/year	9	
Professional Experience <i>Professional experience in fields related to financial crime compliance.</i>	10/year	30	
Training <i>Attendance at a conference, workshop, seminar, web seminar, symposium, education, or training session on financial crime topics.</i>	1/60mins	Unlimited	
Professional Certification <i>Professional certification earned within the 3-year recertification cycle. These include CAMS, CFE, CIA, or similar credentials with a connection to the financial crime compliance field.</i>	5/license	10	
ACFCS Chapter Board <i>Active participation on an ACFCS Chapter Executive Board.</i>	2/year	6	
Event Speaker <i>Participation as a speaker at an ACFCS conference, seminar, webinar, or workshop.</i>	1/60mins	Unlimited	
Authoring Content <i>Authoring an article or other content for ACFCS publications, products, or initiatives.</i>	2/publication	Unlimited	
ACFCS Task Force/Committee <i>Participation on a Task Force or Committee supporting ACFCS projects and programs.</i>	2/engagement	Unlimited	
TOTAL CREDITS EARNED			


RECERTIFICATION FEE

The recertification fee should be paid online via the ACFCStore. Please login to the member portal (learn.acfcs.org/learn) on the ACFCStore homepage to access the store.

Sign In - Existing Learner

Don't have an account? Select "Register" at the Bottom of This Page



Username (Required)

Password (Required) 

Keep me logged in

SIGN IN - EXISTING LEARNER

[Forgot your password?](#)

 LINKEDIN  GMAIL

New user? Please [Register](#)

AFFIDAVIT

I hereby certify that I have completed a minimum of sixty (60) approved continuing education credits within the prior three (3) years, referred to as the recertification cycle. I understand that no supporting documentation of the continuing education credits is required to be submitted with the CFCS Recertification Application, and that ACFCStore reserves the right to request and review documentation to confirm and verify, if necessary, the information submitted on the CFCS Recertification Application is accurate. In the event my recertification is not approved, the recertification fee, less \$25 for administrative handling, will be refunded.

Signature

Date



Please type your full name in the "Signature" space above serving as your digital signature and send the completed application to the ACFCStore Certification Dept. via email to certification@acfcs.org.

A STEP AHEAD

ACFCS is passionate about delivering professional resources that enable better performance when failure is not an option. ACFCS: the association for the era of convergence in financial crime compliance, investigations, regulation and enforcement.

FOR MORE INFORMATION & TO BECOME A MEMBER

visit us at ACFCS.org

QUESTIONS

786-530-8231

customerservice@acfcs.org



Certified Financial
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