

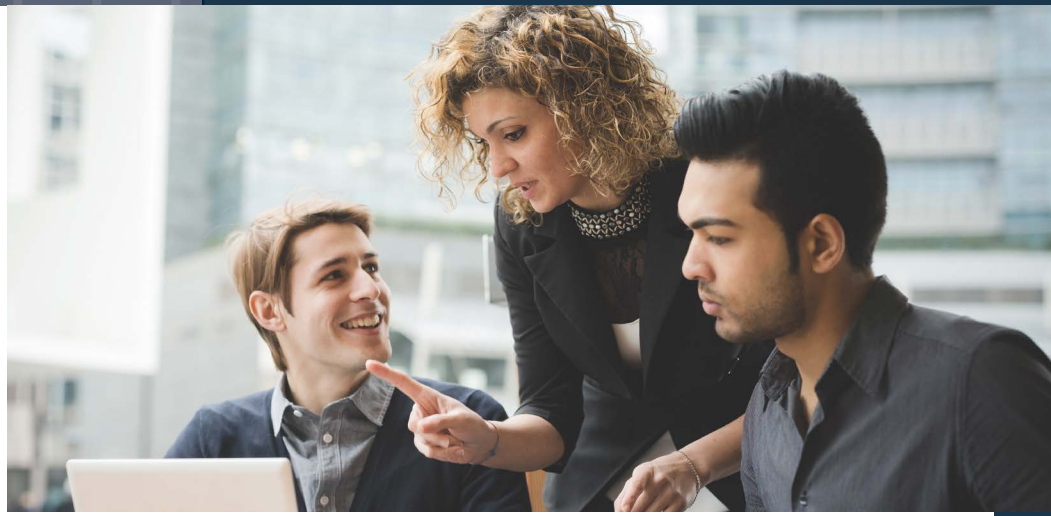


Association of
Certified Financial
Crime Specialists



CFCS RECERTIFICATION

handbook



CFCS Recertification

Thank you for applying to renew your Certified Financial Crime Specialist credential. The financial crime 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 for as long as they hold the CFCS designation. To do so, professionals who hold the CFCS credential are required to earn qualifying continuing education credits through experience, training and education.

TO RECERTIFY, APPLICANTS MUST SUBMIT:

- A completed Recertification Application (pages 4 & 5)
- A signed Continuing Education Verification Affidavit (page 6)
- A Self-Verification of Continuing Education Credits form listing 60 credits (page 7)
- Applicable recertification fee

Applicants must also be current members of ACFCS.

CONTINUING EDUCATION CREDIT REQUIREMENTS

CFCS-designated professionals must recertify every three years after obtaining the CFCS credential.

Sixty (60) continuing education credits are required to be completed within this three-year period. The Recertification Worksheet on page 3 can help applicants determine their credits. It also provides guidance on acceptable experience, training and education, and the continuing education credits assigned to each.

Candidates will not be granted continuing education credits for activities completed prior to obtaining their CFCS credential or completed more than three (3) years prior to the recertification period. All applicable continuing education credits must be earned prior to the recertification deadline.



CFCS RECERTIFICATION DEADLINES

Recertification candidates are required to submit a completed CFCS Recertification Application, and an evaluation fee, no later than the recertification deadline. Your recertification deadline is on the 3rd year since your CFCS certification approval date, on **Dec 31st** of that year.

For example, if your CFCS credential was approved on June 13, 2017, your recertification application would be due by Dec, 31st 2020. You may submit your recertification application as early as January 1st, 2020, if you already meet all of the requirements. An early recertification receives a discounted rate.

If the recertification deadline is not met, the CFCS credential will lapse. Persons seeking to obtain the credential again will have to do so by retaking and passing the exam. An exam retake fee of \$175 will be assessed, in addition to the appropriate application fee.

CONTINUING EDUCATION CREDITS SUPPORTING DOCUMENTATION

ACFCS generally relies on the applicant to self-verify that they have completed the requisite number of continuing education credits, and supply some

basic information on those credits through the Self-Verification form (see page 8). Applicants do not need to include supporting documentation with the recertification application, but are advised to retain originals or copies of their supporting documents should ACFCS request them.

RECERTIFICATION APPLICATION FEES, TIMELINE AND SUBMISSION

1. ACFCS will not accept recertification applications postmarked later than six months after the CFCS recertification period. Applicants may contact the Certification Department with questions at (786) 530-8231.
2. Checks, credit cards and wire transfers are acceptable forms of payment.

The following application fees apply:



Email or fax completed form and supporting documentation to the Certification Department at certification@ACFCS.org or (786) 530-8231. Please allow up to four (4) weeks for review and response.

DENIAL OF RECERTIFICATION & REMOVAL OF THE CFCS CREDENTIAL

If a CFCS-certified person fails to postmark an application by six months after their recertification deadline, the applicant must re-take the CFCS examination to obtain the CFCS designation.

The only exceptions for documented extenuating circumstances are described in Appendix B, page 10, in the section, “Extensions.”

INTERIM REVIEW OF CONTINUING EDUCATION CREDITS

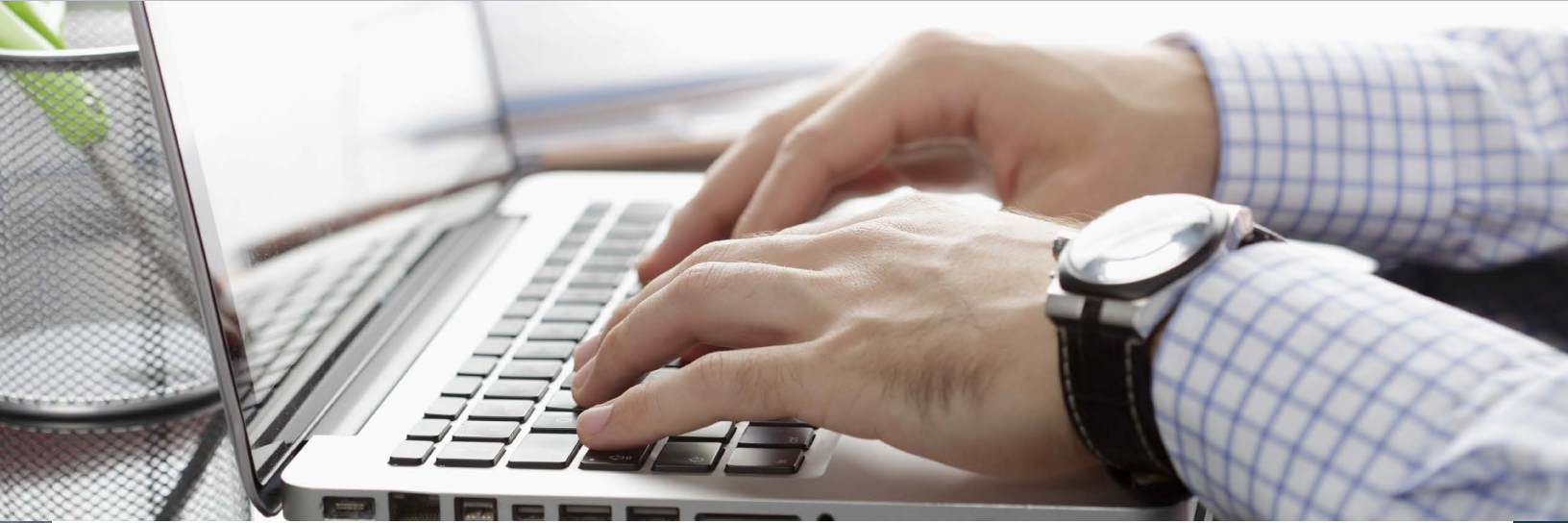
ACFCS will review during the recertification period, at no cost to the ACFCS member, continuing education documentation of ACFCS members to determine if the submitted credits qualify and the number of approved credits assigned to the activity. All supporting documents submitted for this review must be accompanied by a CFCS Recertification Interim Review Request form (see Appendix A, page 8 – Interim Review Request Form).

APPLICATION REMINDERS

As a professional courtesy, ACFCS will send at least two emails reminding all CFCS holders before the end of their recertification cycles – one approximately six months before the expiration date and one approximately three months before the recertification deadline. ACFCS will send the reminders to the email address on file, so it is very important that ACFCS be notified of changes in contact information.

CFCS Recertification Worksheet

Sixty (60) continuing education (CE) credits must be earned within a three-year cycle following the year of certification, or prior recertification. Please refer to the table below for guidance on applicable continuing education and applied credits.



CATEGORIES	CREDITS ASSIGNED	LIMIT—PRIOR THREE YEARS	TOTAL
PROFESSIONAL EXPERIENCE			
Full-time experience in fields related to financial crime	10 per year	30	
TRAINING			
Attendance at a conference, workshop, seminar, web seminar, symposium, or education or training session on financial crime topics	1 credit per 60 minute hour	Unlimited	
EDUCATION			
Obtaining other professional certifications or licenses within the three-year recertification period (includes CAMS, CFE, CIA, or similar credentials with a connection to the financial crime field)	5 per certification of license	10	
			TOTAL CREDITS EARNED _____

CFCS Recertification Application

Please complete all parts of this application and send it with supporting documents to certification@ACFCS.org, by mail to 444 Brickell Avenue, Suite P-60, Miami, FL 33131 USA.

PERSONAL INFORMATION

Full Name

Organization Name

Title

Street Address

City

State/Province

Zip/Postal Code

Country

Email Address

Daytime Phone Number

Evening/Cell Number

RECERTIFICATION FEE

Standard – \$150

Government – \$115

PAYMENT METHODS

Bill my Company

I previously paid ACFCS on (date) _____

Charge my Credit Card:

American Express

Discover

Mastercard

Visa

Note: Fees must be submitted by the stated deadlines and are non-refundable. Applicants who submit applications with the inappropriate payment will be invoiced the difference and will remain pending until the full amount is paid. Fees may be paid by credit card or check payable to ACFCS. The applicant's name must appear on all payments made by check.

CREDIT CARD INFORMATION

Name on Card (Please Print)

Credit Card Number

Exp. Date

CVV Code*

Signature

Billing Address

Card Holder Billing Address (No P.O. Boxes)

City

State

Zip/Postal Code

Country

* The CVV, Credit Verification Value, code is usually a 3-digit code located on the back of your card, inside the signature area. On AMEX cards, it is a 4-digit code located on the front above the account number. Orders without the CVV code will cause processing delays. Visit www.aceds.org for our cancellation/refund policy.

Continuing Education and Professional Experience Verification and Affidavit

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

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

Signature

Print Name

Date

Once you have completed the above fields, please select the "Submit Now" button below. Your recertification application and affidavit will attach to an auto-generated email in your default email software. For additional assistance, please contact our certification support team via email at customerservice@ACFCS.org or by phone at (786) 530-8231.

If you would like to submit your recertification application in the mail, please address to the following:

Association of Certified Financial Crime Specialists (ACFCS)

Attention: ACFCS Certification Department

444 Brickell Ave, Suite P60

Miami, FL 33131

Phone: (786) 530-8231

certification@ACFCS.org

Self-verification of Continuing Education for CFCS Recertification

PROFESSIONAL EXPERIENCE

NAME OF ORGANIZATION	JOB TITLE	BRIEF DESCRIPTION OF JOB ROLE	CREDITS EARNED

TRAINING

NAME OF ORGANIZATION THAT PROVIDED TRAINING	TYPE OF TRAINING (E.G. WEB SEMINAR, ONLINE TRAINING, LIVE, ETC.)	BRIEF DESCRIPTION OF TOPIC OR CONTENT	CREDITS EARNED

Self-verification of Continuing Education for CFCS Certification (Continued)

TRAINING			
NAME OF ORGANIZATION THAT PROVIDED TRAINING	TYPE OF TRAINING (E.G. WEB SEMINAR, ONLINE TRAINING, LIVE, ETC.)	BRIEF DESCRIPTION OF TOPIC OR CONTENT	DATES EARNED & CREDITS EARNED

EDUCATION		
ORGANIZATION THAT PROVIDED CERTIFICATION, LICENSE OR DEGREE	DESIGNATION EARNED (CAMS, CFE, CRIMINAL JUSTICE DEGREE, ETC.)	DATES EARNED & CREDITS EARNED

Appendix A — Request Form: Review of Activity for CFCS Credits

CONTACT INFORMATION

First Name

Last Name

Title

Company/Institution

Department /Unit

Mailing Address (No P.O. Boxes)

City

State/Province

Zip/Postal Code

Country

Daytime Phone Number

Evening Phone

Email Address

PROPOSED RECERTIFICATION ACTIVITIES FOR REVIEW

INSTRUCTIONS

The following documents are required to ensure a timely and accurate review of your recertification activity:

1. A brief description of the activity, including what it was (webinar, seminar, online training, etc.), who or what organization hosted it, and what topic(s) it covered.
2. Proof of attendance from the activity. This could take a variety of formats, such as a letter from supervisor on official letterhead, certificate of completion, a program agenda, date of webinar, or an outline of the training event.

NOTE

Any credits earned directly with ACFCS do not require supporting documentation, simply include in your total count on page 5, under "training". Members can review their CFCS credits at www.acfcs.org. CFCS continuing education credits. Please contact the Certification Department with questions at (786) 530-8231 or certification@ACFCS.org.

SUBMISSION

Email or mail completed form and supporting documentation to the Certification Department at certification@ACFCS.org or 444 Brickell Avenue, Suite P60, Miami FL 33131.

Please allow up to four (4) weeks for review and response.

A Step Ahead.

ACFCS is passionate about supporting our members with high quality training and resources covering the full-spectrum of financial crime. We always welcome feedback and love to engage with our members. Please feel free to reach out to us at any time, we'd love to hear from you!

For more information and to become a member today visit us at ACFCS.org.

QUESTIONS: 1-866-596-7702 or email at customerservice@acfcs.org



Association of
Certified Financial
Crime Specialists