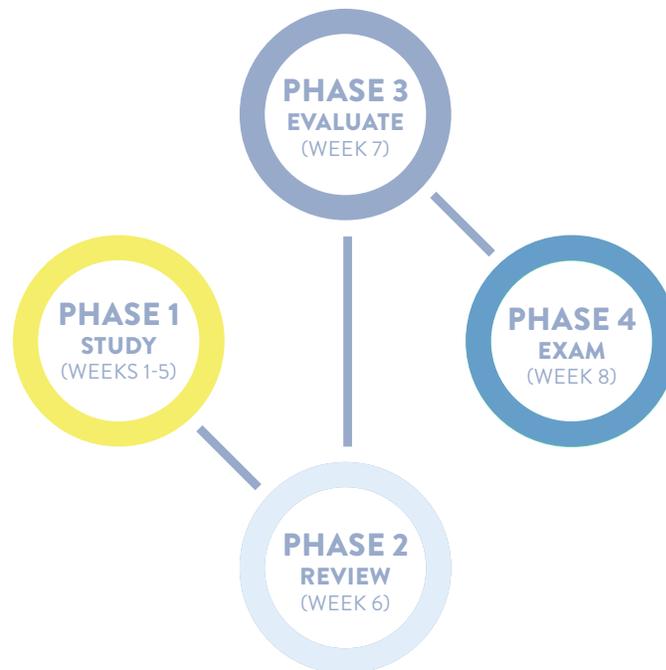




## STUDY PLAN FOR THE CFCS EXAM

Congratulations on taking the first step to become a financial crime prevention expert, and signing up for the CFCS Certification. In general, the candidates who have excelled at the CFCS exam have laid out a study plan that fits their schedule and takes advantage of the full range of available prep resources. We've put together a guide to help you get started.

There is no hard and fast rule on how to prepare for the exam – some candidates have condensed their preparation into a few weeks, others have spaced it out over several months. The schedule below is based on eight weeks of study.



### 1 PHASE 1 – STUDY (WEEKS 1-5): SET UP YOUR CFCS STUDY PLAN: WEEK 1

We recommend about 40 – 50 hours of self-guided study, utilizing all prep resources, spaced out over a period of at least several weeks. Generally, candidates start with an in-depth review of the study manual before moving on to other prep tools. However, other candidates have taken an alternate approach, beginning with the practice test to identify knowledge gaps before moving on to the manual and then the prep course.

When laying out your study plan, please consider your own strengths and weaknesses. The CFCS exam covers a wide range of topics, and it is likely that candidates will have a solid grounding in a few of them, while others will be unfamiliar.

## 1 PHASE 1 – STUDY (WEEKS 1-5): DOWNLOAD AND REVIEW THE CFCS STUDY MANUAL

The 350 page Study Manual covers 12 key content areas that are tested on in the CFCS examination, ranging from money laundering, to cyber crime. The Study Manual will be your first and best resource for preparing to obtain the CFCS Certification.

If preparing for eight weeks, candidates should read chapters 1 – 3 in week one, chapters 4 – 6 by week two, chapters 7 – 9 by week three, chapters 10 – 12 by week four, and chapters 13 and 14 in week five.

## 2 PHASE 2 – REVIEW (WEEK 6): COMPLETE THE ONLINE EXAM PREP COURSE, OR PARTICIPATE IN A QUARTERLY WEBINAR

The Online Exam Prep Course is an interactive e-learning course that provides 11 hours of in-depth review, more than 50 practice questions, with dozens of video interviews with noted financial crime experts providing real-world insights that liven the course content throughout.

Prep Webinars are held on a quarterly basis. These provide 9 hours of instruction over the course of three days. The content presented in prep webinars is essentially the same as that provided in the online prep course, and it is not necessary for candidates to complete both. The webinars are simply offered in a “live” format as an alternative for candidates.

## 2 PHASE 2 – REVIEW (WEEK 6): SCHEDULE YOUR CFCS EXAMINATION

Once you’ve completed your preparations for the exam, you can schedule your time and date to sit for the CFCS exam at one of the 800 secure testing centers worldwide.

## 3 PHASE 3 – EVALUATE (WEEK 7): TAKE THE CFCS PRACTICE EXAM AND CONDUCT FINAL REVIEW

The practice exam can be launched via the CFCS Certification Package in the “My Courses” or “Course Catalog” when logged into your account on the ACFCS site. It includes dozens of questions with similar content and structure to CFCS exam questions. Completing the CFCS exam can help you identify areas that may require further study or review.

## 3 PHASE 3 – EVALUATE (WEEK 7): PREPARE AND SUBMIT YOUR SUPPORTING DOCUMENTATION FOR THE CFCS CREDENTIAL

Candidates must prepare and submit certain documentation in addition to passing the CFCS exam, including two professional references and documenting a required number of continuing education credits. Candidates can submit their documentation at any time after registering for CFCS certification, but supporting documentation must be submitted within 90 days of passing the CFCS exam.

## 4 PHASE 4 – EXAM (WEEK 8): TAKE AND PASS THE EXAM!

You’ve worked hard to prepare, good luck on your exam!

### REACH OUT TO ACFCS FOR SUPPORT

If you need any help along the way, we are here to help you with the exam prep process. You can find more details, and links to the preparation process at: [www.acfcs.org/CFCSGettingStarted](http://www.acfcs.org/CFCSGettingStarted)

For CFCS Certification-related questions (scheduling an exam, retakes, preparing for the exam, questions on Handbook, etc.): Contact Certifications Customer Service at [certification@acfcs.org](mailto:certification@acfcs.org) or 866-596-7702.