

ACAMS
ADVANCED
CERTIFICATION
RE-CERTIFICATION GUIDE





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About ACAMS Advanced Certification

The Advanced Certification program was developed to take financial crime professionals beyond the Certified Anti-Money Laundering Specialist (CAMS) credential to a elevated level of education and practice that will provide an accepted advanced designation of AML/Financial Crime expertise in various specializations.

RECERTIFICATION GUIDE

The purpose of the recertification process is to ensure that Advanced Certified Specialists continue, maintain and enhance their advanced expertise. Therefore, CAMS-Audit and CAMS-FCI professionals are required to earn continuing education credits through training, education and other professional development activities outlined within this document.

Continuing Education Credit Requirements

Candidates must earn a total of sixty eight (68) continuing education credits within a three-year cycle. Utilize the worksheets provided in this guide to tally your acceptable continuing education credits. Candidates will not be granted continuing education credits for activities completed prior to obtaining their Advanced Certification credential or their most recent recertification. The deadline for earning continuing education credits is December 15th of the year of your recertification.

ACAMS has provided two worksheets for submission. Continuing education credits for AML will be tallied separately from CAMS-Audit and CAMS-FCI. Along with the AML worksheet, please complete the worksheet which pertains to your specific Advanced Certification.

Deadline for Advanced Certification Recertification

Recertification candidates are required to submit both a completed Advanced Certification Recertification Application and the associated evaluation fees postmarked no later than December 15th of the third year after receiving their initial certification or their most recent recertification. A late fee of \$50 will be applied to all candidates who miss the December 15th deadline and will be accepted for only 90 days after the deadline. Examples of recertification schedules are provided below:

| Date of Certification | Recertification Deadline |
|--|--------------------------|
| Applicant passes the Advanced Certification Program in 2013 | December 15, 2016 |
| Applicant passes the Advanced Certification Program in 2014 | December 15, 2017 |
| Applicant passes the Advanced Certification Program in 2015 | December 15, 2018 |

RECERTIFICATION GUIDE *(continued)*

Documentation

Candidates must submit all supporting documentation along with the recertification application. The following documents are required to ensure a timely and accurate review of your recertification activity:

- Certificate or proof of attendance (e.g., letter from supervisor on official letterhead)
- Program agenda or outline. Please list if the activity has been approved for any other designation (e.g., CPE, CLE, CRCM, etc.)

NOTE: Any recertification activity completed through ACAMS is automatically granted recertification eligibility.

Please submit the application, supporting documentation and payment to Advanced-Certification@acams.org or by mail to:

ACAMS

C/O Advanced Certification Department
Brickell City Tower
80 Southwest 8 Street, Suite 2350
Miami, Florida 33130
USA

Recertification Credits

Candidates must earn a total of sixty eight (68) credits within their three-year recertification cycle. Forty eight (48) credits from AML and twenty (20) credits from their specific Advanced Certification specialty.

Recertification of Dual Certifications

Individuals with dual certifications will only need to earn their AML continuing education credits through the initial certification. The secondary certification will only require recertification of the specialty credits.

Recertification Evaluation Fees

| Recertification Evaluation Fees | |
|---|---|
| Early Application \$200 USD | The Advanced Certification Recertification Application and fees must be postmarked no later than October 1 . |
| Regular Application \$250 USD | The Advanced Certification Recertification Application and fees must be postmarked no later than December 15 . |
| Late Application \$300 USD | The Advanced Certification Recertification Application and fees must be postmarked no later than March 31 . |

ACAMS will not accept late recertification applications postmarked after March 31. Checks, credit cards and wire-transfers are acceptable forms of payment.

Loss of Certification

Candidates who fail to recertify by the late application deadline of March 31st will have their certification revoked. Candidates who fail to maintain an active ACAMS membership will have their certification revoked. Candidates who lapse in their certification will have to restart the certification process beginning with CAMS.

Membership Status

Candidates must have an active ACAMS membership in order to use and display the CAMS-Audit or CAMS-FCI designation.

AML RECERTIFICATION WORKSHEET

A total of forty eight (48) continuing education credits must be earned within the three-year recertification cycle. Candidates are required to earn twelve (12) of the total credits from attending ACAMS training events. In addition, two (2) credits may be earned on the topic of ethics. Please refer to table below for guidance on applicable continuing education and applied credits.

| 1. Professional Experience | Credits | Limit | Total |
|--|------------------|-----------|-------|
| 1.1. Full-time professional experience in the field of money laundering control and/or related fields* for either the public or private sector. | 8/year | 24/cycle | |
| 2. ACAMS Training | Credits | Limit | Total |
| 2.1. Attendance at a conference, workshop, seminar, web seminar, symposium education and/or training session on money laundering control and/or related topics* hosted by ACAMS. | 1/hour | Unlimited | |
| 3. Educational Courses, Programs and Seminars (non-ACAMS) | Credits | Limit | Total |
| 3.1. Attendance at a conference, workshop, seminar, web seminar, symposium, educational and/or training session on money laundering control and/or related topics.* | 1/hour | Unlimited | |
| 3.2. Completion of a compliance school offered by an accredited college, university or your country's Bankers' Association or equivalent. | 6 each | 12/cycle | |
| 3.3. Obtaining other professional certifications and/or licenses within the three-year recertification cycle (includes CPA, CFE, MICA, CPP, CRCM or similar credentials). | 4 each | 4/cycle | |
| 4. Instruction, Speeches and Other Presentations | Credits | Limit | Total |
| 4.1. Instructor, speaker, panelist or moderator at a conference, workshop, seminar, symposium, educational and/or training session on the subject of money laundering control and/or related topics.* | 3 each | Unlimited | |
| 4.2. Principal instructor or speaker for a course at an accredited college or university on the subject of money laundering control and/or related topics.* | 6 each | 12/cycle | |
| 5. Authorship of a Published Work | Credits | Limit | Total |
| 5.1. Authorship of a published book on the subject of money laundering control and/or related topics.* | 8 each | Unlimited | |
| 5.2. Contribution to a published book on the subject of money laundering control and/or related topics* | 3 each | Unlimited | |
| 5.3. Authorship of a published article or booklet on the subject of money laundering control and/or related topics.* | 3 each | Unlimited | |
| 6. Volunteer Service | Credits | Limit | Total |
| 6.1. Active member of the ACAMS Advisory Board or ACAMS Chapter Executive Committee (criteria for active participation will be set forth and evaluated by each board or committee). | 4/year | 12/cycle | |
| 6.2. Member of an Executive Committee, Board of Directors or Advisory Board of a professional association that directly contributes to the development and continuing education of the AML/CTF professional. | 4/year | 12/cycle | |
| 6.3. Service on a host committee for an annual or major conference on the subject of money laundering control and/or related topics.* | 3/post | 9/cycle | |
| 6.4. Delegate to an international body (i.e., FATF, CFATF, etc.) whose mission relates to the subject of money laundering control and/or related topics.* | 5/post | 10/cycle | |
| 7. Other Accomplishments | Credits | Limit | Total |
| 7.1. Testimony in a court as an expert witness on money laundering control and/or related topics.* | 4/case | 8/cycle | |
| 7.2. Special activities related to the topic of money laundering control or related subjects* (acceptance and credit assessment is at the discretion of ACAMS). | 1-6/ activity | 6/cycle | |

* Examples include fraud prevention, risk management, regulatory compliance, terrorist finance control, security, technology (as it relates to any of the aforementioned topics), and/or other related subjects. The credits awarded for activities under this matrix are subject to change without notice.

CAMS-AUDIT RECERTIFICATION WORKSHEET

A total of twenty (20) continuing education credits must be earned within a three-year cycle from the year of certification. Please refer to table below for guidance on applicable continuing education and applied credits.

| | | | |
|---|----------------|--------------|--------------|
| 1. Specialized Training (ACAMS) | Credits | Limit | Total |
| 1.1. Attendance at an ACAMS Conference audit track. Attendance will be recorded at these sessions. | 2/hour | Unlimited | |
| 2. Specialized Training (Non-ACAMS) | Credits | Limit | Total |
| 2.1. Attendance at a conference, workshop, seminar, web seminar, symposium, educational and/or training session on AML audit and/or exam management. A Certificate of Completion or similar type of documentation is required to verify attendance. | 1/hour | Unlimited | |
| 3. Instruction, Speeches and Other Presentations (Education) | Credits | Limit | Total |
| 3.1. Instructor for a course at an accredited college or university on the subject of AML audit and/or exam management. A speaker invitation/confirmation letter or other type of documentation is required. | 6 each | 12/cycle | |
| 4. Educational Courses | Credits | Limit | Total |
| 4.1. Completion of a graduate level compliance school offered by an accredited college, university or a Banker's Association or equivalent. A Certificate of Completion or similar type of documentation is required to verify attendance. | 9 each | 12/cycle | |
| 5. Authorship of Published Book | Credits | Limit | Total |
| 5.1. Authorship of a published book on the subject of AML audit and/or exam management. | 20 each | Unlimited | |
| REQUIRED AREAS (A MINIMUM OF 6 COMBINED CREDITS ARE REQUIRED IN THESE AREAS). | | | |
| 6. Instruction, Speeches and Other Presentations (Training) | Credits | Limit | Total |
| 6.1. Instructor, speaker, panelist or moderator at a conference, workshop, seminar, symposium, educational and/or training session on the subject of AML audit and/or exam management. A speaker invitation/confirmation letter or other type of documentation is required. | 3 each | Unlimited | |
| 7. Authorship of Published Article | Credits | Limit | Total |
| 7.1. Authorship of a published article on the subject of AML audit and/or exam management. | 3 each | 3/cycle | |

The credits awarded for activities under this matrix are subject to change without notice. Credits used for AML recertification will not be counted toward CAMS-Audit recertification; however, credits can be shared between the two certifications. For example, credits obtained through the audit track at an ACAMS conference can be applied toward CAMS-Audit recertification. The remaining credits for that conference will be applied to the AML recertification.

CAMS-FCI RECERTIFICATION WORKSHEET

A total of twenty (20) continuing education credits must be earned within a three-year cycle from the year of certification. Please refer to table below for guidance on applicable continuing education and applied credits.

| | | | |
|--|----------------|--------------|--------------|
| 1. Specialized Training (ACAMS) | Credits | Limit | Total |
| 1.1. Attendance at an ACAMS Conference financial investigation track. Attendance will be recorded at these sessions. | 2/hour | Unlimited | |
| 2. Specialized Training (Non-ACAMS) | Credits | Limit | Total |
| 2.1. Attendance at a conference, workshop, seminar, web seminar, symposium, educational and/or training session on financial crime investigation. A Certificate of Completion or similar type of documentation is required to verify attendance. | 1/hour | Unlimited | |
| 3. Educational Courses | Credits | Limit | Total |
| 3.1. Completion of a criminal justice graduate level program offered by an accredited college or university. A Certificate of Completion or diploma is required to verify attendance. | 9 each | 12/cycle | |
| 4. Instruction, Speeches and Other Presentations (Education) | Credits | Limit | Total |
| 4.1. Completion of a criminal justice graduate level program offered by an accredited college or university. A Certificate of Completion or diploma is required to verify attendance. | 9 each | 12/cycle | |
| 5. Authorship of Published Book | Credits | Limit | Total |
| 5.1. Authorship of a published book on the subject of financial crime investigation. | 20 each | Unlimited | |
| 6. Other Accomplishments | Credits | Limit | Total |
| 6.1. Serve as a subject-matter expert or expert witness in a civil, criminal or regulatory matter. | 9 each | 12/cycle | |
| 6.2. Creation of a case study specific to financial crime investigation. | 9 each | 12/cycle | |
| REQUIRED AREAS (A MINIMUM OF 6 COMBINED CREDITS ARE REQUIRED IN THESE AREAS). | | | |
| 7. Instruction, Speeches and Other Presentations (Training) | Credits | Limit | Total |
| 7.1. Instructor, speaker, panelist or moderator at a conference, workshop, seminar, symposium, educational and/or training session on the subject of financial crime investigation. A speaker invitation/confirmation letter or other type of documentation is required. | 3 each | Unlimited | |
| 8. Authorship of Published Article | Credits | Limit | Total |
| 8.1. Authorship of a published article on the subject of financial crime investigation. | 3 each | 3/cycle | |

The credits awarded for activities under this matrix are subject to change without notice. Please see www.acams.org for current details.

Credits used for AML recertification will not be counted toward CAMS-FCI recertification; however, credits can be shared between the two certifications. For example, credits obtained through the financial crime investigation track at an ACAMS conference can be applied toward CAMS-FCI recertification. The remaining credits for that conference will be applied to the AML recertification.

CAMS RECERTIFICATION APPLICATION

The CAMS Recertification Application and fees must be postmarked no later than the deadlines shown:

- Early Application:** October 1
- Regular Application:** December 15
- Late Application:** March 31

Your Information (* Indicates required field)

| | | |
|-------------|--------------------|-----------|
| First Name* | Last Name/Surname* | Member #* |
|-------------|--------------------|-----------|

| | | |
|------------|----------------------|----------|
| Job Title* | Company/Institution* | Industry |
|------------|----------------------|----------|

Mailing Address 1 (No P. O. Boxes, please)*

| | | | |
|-------|----------------|------------------|----------|
| City* | State/Province | Zip/Postal Code* | Country* |
|-------|----------------|------------------|----------|

| | | | | |
|--------|-----------------|-----|-------|-----------------|
| Phone* | Alternate Phone | Fax | Email | Alternate Email |
|--------|-----------------|-----|-------|-----------------|

Payment Method

Early Application: \$200 Regular Application: \$250 Late Application: \$300

Already Paid

I have already paid. Order number: _____

Check

Enclosed check payable to **ACAMS**

Wire

Send wire transfer to:

Comerica Bank San Jose, CA
Routing number: 121137522
Account number: 1894064128
SWIFT Code: MNBDUS33

Invoice

Invoice me

Please send a copy of the invoice to _____ (Email)

Note

You can contact us at +1.305.373.0020 or +1.866.459.CAMS (toll free) if you need assistance paying by phone.

AUTHORIZATION AFFIDAVIT

I hereby swear and affirm that I have never been convicted of a felony or a crime of moral turpitude, as defined by ACAMS. I understand I must confirm my compliance with the ACAMS Bylaws and ACAMS Membership Standards to maintain my membership and certification.

I hereby certify that I have completed a minimum of 68 approved continuing education credit hours within the applicable recertification period.

I understand a signed photocopy of this authorization may be considered as valid as the original. In the event my reactivation is not approved, the recertification fee, less \$100 for administrative costs, will be refunded.

Signature*

Date*

ADVANCED CERTIFICATION RECERTIFICATION POLICY

Application Fee

Fees must be submitted by the deadlines indicated and are non-refundable. Recertification fees are subject to change without notice. Applicants who submit applications with the incorrect amount will be invoiced the difference and will remain unprocessed until the amount is paid in full. Fees can be paid by credit card, wire transfer or by check made payable to ACAMS. Cash will not be accepted. The candidate's name and company must appear on all payments made by check.

Recertification Cycle

Continuing education credits must be accumulated during the three-year cycle. Continuing education credits earned during a prior recertification cycle will not count toward the following recertification cycle.

Processing

Please allow four to six weeks from the time ACAMS receives your application for review and notification. Applications submitted near a deadline (e.g., October 1st, December 15th, or March 31st) may take six to eight weeks to review due to the higher volume of recertification applications received.

Late Application Policy

Candidates are expected to submit their applications on or before their recertification deadline. Applications postmarked the same day as the deadline are considered on-time submissions. After the Late Application deadline of March 31st, candidates must restart the certification process beginning with CAMS. The following fees apply:

- 250 USD for reexamination through CAMS
- \$1,000 USD for completion of a white paper through Advanced Certification

Exceptions will only be made in the case of documented extenuating circumstances as described under the section labeled "Extensions."

Extensions

Occasionally, extenuating circumstances—such as prolonged unemployment or serious illness of a close family member— may prevent candidates from meeting the continuing education credit requirements over a three-year period. One-year extensions of the recertification deadline can be requested in such circumstances. The extension can only be applied once during a candidate's recertification career and must be approved at least three months prior to the recertification deadline. The fee to request an extension is \$100 USD. Examples of who may be eligible for an extension:

1. Candidates who have been out of work for at least one year of the three-year recertification cycle due to being laid off or child birth/childcare.
2. Candidates who have spent a significant amount of time caring for a seriously ill family member or who have suffered serious illness themselves.
3. Candidates who are being deployed to active duty in one of the armed forces for at least a one-year assignment.

If the extension is approved, the recertification expiration date will be extended for one year, allowing enough time to accumulate the necessary continuing education credits. At the end of that period, candidates will be required to submit a completed recertification application form demonstrating that they have successfully met the continuing education requirements. The full recertification application fee is also due at that time. Upon successful recertification, the new three-year recertification cycle will begin at the end of the extension period.

To request an extension, the following materials must be submitted at least three months prior to the recertification deadline:

1. A written request for extension providing a description of the extenuating circumstance.
2. Documentation of the extenuating circumstances. This may include a letter from a physician, notice of termination or receipt of unemployment benefits.
3. The extension fee of \$100 USD.
4. A completed recertification application demonstrating the efforts made to meet recertification requirements.

ADVANCED CERTIFICATION RECERTIFICATION POLICY

Those Not Eligible for an Extension

Candidates who have not accrued the required continuing education credits by their expiration date and who have not experienced extenuating circumstances or have simply not submitted a recertification application on or before their expiration date are not eligible for an extension.

Lapsed Certification

Candidates who do not submit an application within three months after their recertification deadline (March 31st of the year following the recertification deadline) will be considered lapsed and no longer certified. ACAMS will notify candidates if their certification expires and will also provide certification status to employers who request it. Candidates who have lost their designation due to a lapse in recertification must cease using the designation immediately. To become certified, they must restart the certification process beginning with CAMS. The following fees apply:

- 250 USD for reexamination through CAMS
- \$1,000 USD for completion of a white paper through Advanced Certification

Candidates whose recertification applications do not meet the established recertification criteria are considered lapsed and no longer certified. They must cease using their designation. To become certified, they must restart the certification process beginning with CAMS. The following fees apply:

- 250 USD for reexamination through CAMS
- \$1,000 USD for completion of a white paper through Advanced Certification

Reminders and Application Submission

Candidates should keep track of their recertification cycles and submit a completed application on or before their recertification deadline. As a professional courtesy, ACAMS will send at least two email reminders to all candidates before the end of their recertification cycle.

ACAMS will send the reminders to the email address on file, therefore, it is important to make sure you notify ACAMS of any changes. Recertification cycles and submission requirements will not be changed because a candidate did not receive reminders that were sent to the email address on file.