ACAMS®

Course Accreditation Guidelines

Non-ACAMS Training

Course Accreditation Guidelines

The purpose of these guidelines is to ensure that all external training accredited by ACAMS exemplifies the high standards established by ACAMS for our own training events.

Providers wishing to accredit a course will need to complete and submit the ACAMS Accreditation Application along with the necessary supporting documentation and application fee no later than 30 days prior to the start date of their course. In no instance will applications received after the program be accepted for CAMS credits.

The application and supporting documentation must be submitted together for processing. ACAMS will not refund or credit providers for denied applications.

Accreditation is based on a per course basis. Applications for multiple courses must be submitted individually. Accreditation is given to an individual training course, not the organization.

Accredited programs will be listed on the ACAMS website under the Certification tab. Providers must display ACAMS approved messaging on their websites as well as a link to our course accreditation page.

The provider must ensure that its trainers have sufficient experience and knowledge to deliver the course in an effective and efficient manner. The provider must also have an effective process for selecting and training its trainers which guarantees the course is delivered in an effective and efficient manner.

ELIGIBILITY CRITERIA

The provider course must be related to AML and financial crime to qualify for accreditation. Courses not related to the subject matter are ineligible for application. **Courses must meet a minimum of one hour of continuous learning in order to earn 1 CAMS credit.** Recorded courses will not be considered for accreditation.

ACAMS does not guarantee a specific number of credits for any individual training course. Credits will vary based on the program provided. ACAMS reserves the right to deny any application if the course does not meet ACAMS standards for training.

Eligible course formats:

Workshops	Conferences	Seminars	Web Seminars
Roundtables	Working Groups	Internal Training	Government Training
University of College Courses	Symposium	Tele-Briefing by an Association or Educational Organization	

Self-Study courses are not eligible for accreditation.

ACCREDITATION PROCESS

Application Submission

Applications should be submitted to Anielka Gutierrez at agutierrez@acams.org 30 days prior to the course date. Supporting documentation includes:

- Event Program - Event program must include date and time information as well as a brief description of each session and its speaker/s.
- Event Brochure – Event brochure must include date and time information as well as a brief description of each session and its speaker/s.

Documentation not including these specifications will result in application denial should the provider not be able to produce the requested information within 7 days from the date of notification by ACAMS.

The cost to apply is $50 per individual application.

Application Evaluation

Applications will be evaluated by ACAMS as they are submitted. Applications missing supporting documentation will be placed on hold until the appropriate documentation is provided. Courses missing an application will not be evaluated. Some courses may take longer to evaluate than others. In such instances, ACAMS will notify the provider of the delay and advise if further documentation is required.

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Accreditation Results

Providers will receive notification of results within 10 business days after submission.

Appeals of denied applications will be reviewed on a case-by-case basis. Appeals should be received no later than 48hours from the date of denial. Appeals are not guaranteed a review.

ACCREDITED COURSES

Proof of Participation

Proper documentation confirming participation will need to be made available to participants. Accepted documentation includes a letter or certificate of participation. Either document will need to clearly state the participant's name as well as the title, date and duration of the course. Courses not providing proper documentation may result in a forfeiture of the awarded credits.

Course Changes

It is the responsibility of the provider to notify ACAMS of any changes to the program prior to the course taking place. Changes submitted after the fact will not be reevaluated for additional credits.