

ACAMS[®]

RECERTIFICATION

HANDBOOK



ABOUT CAMS RECERTIFICATION

The purpose of the CAMS recertification process is to ensure that Certified Anti-Money Laundering Specialists continue to maintain and enhance their anti-money laundering expertise. Therefore, CAMS professionals are required to earn continuing education credits through training, education and other professional development activities as outlined below.

Continuing Education Credit Requirements

- A total of 60 continuing education credits must be accumulated within a three-year cycle.
- Applicants will not be granted continuing education credits for activities completed prior to obtaining their CAMS credential or their most recent recertification.
- Additional credits earned past the required 60 cannot be rolled over to the following cycle.
- The deadline for earning continuing education credits is December 15 of the year of your recertification.

Deadline for CAMS Recertification

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

Date of Certification or Most Recent Recertification	Recertification Deadline
Applicant passes CAMS Examination 2015	Dec. 15, 2018
Applicant passes CAMS Examination 2016	Dec. 15, 2019
Applicant recertifies 2017	Dec. 15, 2020



Documentation

Applicants do not need to include supporting documentation along with the recertification application; however, they are advised to retain original copies of their supporting documents in their files in the event that ACAMS should find it necessary to audit their records.

Recertification Audit

The CAMS Audit process has been created to ensure CAMS certified individuals have complied with their recertification requirements.

Audits are performed for every recertifying class. ACAMS will notify selected audit candidates advising them of the processes.

Recertification Fees

Recertification Fees		
Early Application	US\$200	Application and fee must be postmarked no later than <u>October 1</u> .
Regular Application	US\$250	Application and fee must be postmarked no later than <u>December 15</u> .
Late Application	US\$300	Application and fee must be postmarked no later than <u>March 31</u> .

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

CAMS ACCREDITED COURSES

ACAMS will not accept credits towards recertification from non-CAMS accredited activities. A full list of accredited courses can be found on the ACAMS site (<http://www.acams.org/cams-accreditation/>).

LOSS OF CERTIFICATION

- Those who fail to recertify by the late application deadline of March 31 will have their certification revoked.
- Those who fail to maintain an ACAMS membership will have their certification revoked.
- CAMS professionals who lapse in their recertification may recertify only by successfully retaking and passing the CAMS examination.

MEMBERSHIP STATUS

Recertification applicants must maintain an active ACAMS membership over the 3-year period in order to recertify.

CAMS RECERTIFICATION POLICY

Recertification 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 inappropriate payment 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. Please do not send cash. The applicant's name and company must appear on all payments made by check or wire.

Recertification Cycle

The recertification cycle is the three-year period from the time an individual receives their certification or from the date of their most recent recertification.

Application

Please complete the online application [here](#). Allow four to six weeks from the time ACAMS receives your application for review and notification. Applications submitted near a deadline (e.g., October 1, December 15, or March 31) may take longer to review due to the higher volume of recertification applications received.

Late Application Policy

After the Late Application deadline of March 31, a member must take the CAMS examination to obtain the CAMS designation. Exceptions will only be considered if they are due to a documented extenuating circumstance as described below under the section labeled "Extensions".

Extensions

Occasionally, extenuating circumstances—such as prolonged unemployment or serious illness of the applicant or a close family member (e.g. spouse or child)—may prevent an individual from meeting the required 60 credits of continuing education over a three-year period. One-year extensions of the recertification deadline can be requested in such circumstances. The extension can be used only once during a member's recertification career and must be approved at least three months prior to the first recertification deadline (October 1). The fee to request an extension is US\$100. Members may also choose to recertify by examination on or before their recertification deadline. Examples of who may be eligible for an extension:

1. Members 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. Members who have spent a significant amount of time caring for a seriously ill family member or who have suffered serious illness themselves.
3. Members 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, members 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 documents must be submitted at least three months prior to the first recertification deadline (October 1):

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

Extension Non-Eligibility

Members who have not accrued the required 60 recertification credits by their deadline date or have lapsed a recertification cycle.

Lapsed Certifications

Members who do not submit an application within three months after their recertification deadline (March 31) will be considered no longer certified and must immediately cease using the CAMS designation. ACAMS will notify members if their certification expires and will also provide certification status to employers who request it. To become certified, they must retake the CAMS examination.

Recertification by Examination

Those who opt to recertify by examination must submit a written request with payment by the Regular Application deadline (December 15). The cost to retake the exam is US\$299.00. This fee is subject to change without notice. Applicants who submit their paperwork without the appropriate payment 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. Please do not send cash. The applicant's name and company must appear on all payments made by check. This fee is non-refundable.

Applicants do not need to submit a new examination form for this option.

Reminders and Application Submission

Members 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 reminder e-mails to all members before the end of their recertification cycles: one approximately six months before the expiration date and the other approximately three months before the recertification deadline. **ACAMS will send the reminders to the e-mail 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 member did not receive reminders that were sent to the address on file.

CAMS RECERTIFICATION WORKSHEET

Recertification Activities

A total of sixty (60) Continuing Education Credits must be earned within a three-year cycle from the year of certification. Members are required to earn twelve (12) of the total credits from attending ACAMS training events. Additionally, two (2) credits may be earned on the topic of ethics. Please refer to table below for guidance on applicable continuing education.

1. Professional Experience	Credits	Limit
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. Association Membership	Credits	Limit
2.1 Uninterrupted membership in a recognized association dedicated to the development and continuing education of the CAMS professional	4/year	12/cycle
3. ACAMS Educational Courses, Programs and Seminars	Credits	Limit
3.1 Attendance at a conference, workshop, seminar, web seminar, symposium, educational and/or training session about money laundering control and/or related topics* hosted by ACAMS	1/hour	Unlimited
4. Educational Courses, Programs and Seminars	Credits	Limit
4.1 Attendance at a conference, workshop, seminar, web seminar, symposium, educational and/or training session about money laundering control and/or related topics*	1/hour	Unlimited
4.2 Completion of a compliance school offered by an accredited college, university or your country's Bankers Association or equivalent	6 each	12/cycle
4.3 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
5. Instruction, Speeches and Other Presentations	Credits	Limit
5.1 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
5.2 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
6. Authorship of a Published Work	Credits	Limit
6.1 Authorship of a published book on the subject of money laundering control and/or related topics*	8 each	Unlimited
6.2 Contribution to a published book on the subject of money laundering control and/or related topics*	3 each	Unlimited
6.3 Authorship of a published article or booklet on the subject of money laundering control and/or related topics*	3 each	Unlimited
7. Volunteer Service	Credits	Limit
7.1 Active member of the ACAMS Advisory Board or an ACAMS Chapter Executive Board (criteria for active participation will be set forth and evaluated by each board or committee)	4/year	12/cycle
7.2 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 CAMS professional	4/year	12/cycle
7.3 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
7.4 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
8. Other Accomplishments	Credits	Limit
8.1 Testimony in a court as an expert witness on money laundering control and/or related topics*	4/case	8/cycle
8.2 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
Total Credits Earned	Grand Total	

* 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.



Contact Information

For information about your recertification application, please contact:

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