



CFE EXAM APPLICATION

ACFE Member #: _____

APPLICATION INSTRUCTIONS

NOTE: This form contains electronic fields that can be filled out in Adobe Acrobat Reader®. Use the hand tool to fill out the application.

- For ACFE Members only
- Complete all application questions
- Attach all supporting documentation
- Submit application, supporting documentation and fee to the Certification Department. *Incomplete applications will not be processed.*

ATTACH PHOTO HERE

First/Given Name (Dr. Mr. Mrs. Ms.) _____ Last Name/Surname _____

Home Address _____

City _____ State _____ Zip/Postal/Routing Code _____ Country _____

Home Phone _____ Home Fax _____ Home Email Address _____

Employer _____ Official Job Title _____

Business Address _____

City _____ State _____ Zip/Postal/Routing Code _____ Country _____

Business Phone _____ Business Fax _____ Business Email Address _____ Birthplace _____ Birthdate (mm/dd/yy) _____

Preferred Mailing Address: Home Business _____ Preferred Email Address (required): Home Business _____

APPLICATION FEE

The CFE Exam application is non-refundable. We will keep your application on file for two years. If after two years you have not completed the CFE Program, your application will be canceled and a new application, fee and supporting documentation must be submitted.

CFE Exam Application Fees	Price	Total
<input type="checkbox"/> I have previously purchased the <i>CFE Exam Prep Course</i> .	\$250	
<input type="checkbox"/> I will be studying without the <i>CFE Exam Prep Course</i> . Send me a copy of the CFE Exam. Please check the box for the version and format you would prefer (Online format will be provided if no format is chosen): Exam version: <input type="checkbox"/> US <input type="checkbox"/> International Exam format: <input type="checkbox"/> Download <input type="checkbox"/> Online	\$350	
Optional: <input type="checkbox"/> I would like to purchase a downloadable version of the <i>Fraud Examiners Manual</i> .	\$79*	
Applications submitted with out payment will not be processed.	Subtotal	
	Sales Tax (TX only)*	
	TOTAL FEES	

* Texas residents will incur sales tax of \$6.52.

Charge my (Check one. *Card charged in U.S. dollars*):

Card Number _____ Card Expires (Month/Year) _____ V-Code (on back/front of AMEX) _____

Cardholder Name (as shown on card, please print) _____ Signature _____

Address _____

City _____ State _____ Zip/Postal/Routing Code _____ Country _____

Check or Money Order enclosed. Make checks payable to: Association of Certified Fraud Examiners. Check/Money Order #: _____

Return completed application and supporting documentation to ACFE Membership Admissions:

GLOBAL HEADQUARTERS • THE GREGOR BUILDING Tel: (800) 245-3321 / +1 (512) 478-9000 • Fax: +1 (512) 276-8180
716 West Ave • Austin, TX 78701-2727 • USA Email: Exam@ACFE.com • Web: ACFE.com

Requirements:

- Minimum of 50 qualifying points (Applicants may take the CFE Exam with a total of 40 qualifying points, however applicants must meet the education and experience requirements before certification)
- Minimum of two years of professional experience that is either directly or indirectly related to fraud (ie. Accounting, Auditing, Criminology, Investigation, Loss Prevention, and Law Enforcement, or Legal experience as it relates to fraud)

Indicate the approximate years of professional experience in the following areas (full-time experience, directly or indirectly related to fraud):

Auditing:		Fraud-Related Internal Controls:		Consulting on Fraud-Related Matters:	
Forensic Accounting:		Loss Prevention:		Teaching or Research at a University on Fraud-Related Matters:	
Fraud Investigation:		Computer Forensics:		Other:	
Total years of professional experience*:					

**Concurrent experience in more than one area cannot be claimed.*

Qualifications	Score Multiplier	
Years of professional fraud-related experience	Number of years: _____ x 5 =	
Bachelor's Degree (max four years)	Years completed (max 40): _____ x 10 =	
Master's Degree	Number obtained: _____ x 5 =	
Ph.D., J.D. or equivalent	Number obtained: _____ x 10 =	
Professional Certifications/Designations (eg. CPA, CIA, etc.) _____ Certification _____ Certification _____ Certification _____ Certification	Number obtained: _____ x 10 =	
TOTAL SCORE:		

1. How many cases of suspected fraud have you investigated or uncovered? **Approximate number required. Please include all cases resolved or not:** _____ Yes No
2. Have you ever written audit or security programs designed to detect or uncover fraud? Yes No
3. Do you have experience in computer-related security? Yes No
4. Have you ever conducted original research or written articles and/or books in a fraud-related field? Yes No
5. Have you ever qualified as an expert witness in accounting or fraud matters by a judicial authority? Yes No
6. Have you ever served on professional committees? Yes No
7. Do you have any special qualifications in a fraud-related area? Yes No

CHARACTER

1. Have you ever been convicted of a felony or misdemeanor involving moral turpitude, *including convictions expunged?* ("Moral turpitude" means an offense that calls into question the integrity or judgment of the offender, such as fraud, bribery, corruption, theft, embezzlement, solicitation, etc.) YES NO **If yes, please describe*:** _____
2. Have you ever been discharged from employment for dishonesty, criminal acts, or moral turpitude? YES NO **If yes, please describe*:** _____
3. Have you ever been subject to an adverse civil or administrative judgment for fraud or moral turpitude? YES NO **If yes, please describe*:** _____
4. Have you ever been disciplined, sanctioned, reprimanded or subjected to any like action by a professional body of which you were or are a member? YES NO **If yes, please describe*:** _____
5. Have you ever had a professional license or other authority to practice revoked or suspended? YES NO **If yes, please describe*:** _____

**Attach additional pages if necessary.*

SIGNATURE REQUIRED

I certify that the information submitted with this application is true and correct to the best of my knowledge. Falsification of any information on this application is grounds for denial or revocation of membership. If this application is accepted, I agree to abide by the Bylaws and Code of Professional Ethics of the Association of Certified Fraud Examiners. Membership is a privilege and not a right. Active membership is a requirement to take the CFE Exam and maintain the CFE credential. Qualifications are established by the Board of Regents whose decisions are final. I consent to the storage of my personal information in the ACFE's offices in the United States, in its regional offices, and by its local chapters. An electronically affixed signature on this form carries the same level of enforceability and validity as a handwritten signature.

Signature _____

Date _____

CFE PROGRAM STEPS AND REQUIRED DOCUMENTATION

1. Submit completed application with fee and the following supporting documentation:

- Three Candidate Recommendation Forms; completed by individuals who have worked with you professionally and can comment on your character, integrity, and professional skills. The Candidate Recommendation Forms are valid for three years from the date written. The Candidate Recommendation Form is located on the next page.
- Documentation of education and experience items claimed on the qualifying points tally. This includes official transcripts or photocopies of degree certificates/diplomas for documents and translations if they are not originally in English. Advisory transcripts or schedules are not accepted.
- A current passport-size photograph with your name and ACFE member number printed on the back. Tape this photograph to the photograph box on front of application.

2. Pass the CFE Exam

The CFE Exam is a program that tests your knowledge and expertise in the four primary areas of fraud examination: Law, Fraud Prevention and Deterrence, Financial Transactions and Fraud Schemes, and Investigation.

3. Final Certification Review

Your complete application file including supporting documentation will be reviewed by the Certification Committee before a decision on certification is made.



CANDIDATE RECOMMENDATION FORM

FORM INSTRUCTIONS

ACFE Member #:

Candidate:

- Three completed forms required
- Submit completed forms with CFE Exam application

Recommender:

- For individuals who have worked with the candidate professionally
- Complete and return form to CFE Exam applicant

INFORMATION ABOUT CANDIDATE

First/Given Name (Dr. Mr. Mrs. Ms.)

Last Name/Surname

City

Country

Employer

Official Job Title

INFORMATION ABOUT YOU

How do you know the candidate?

- I am the candidate's supervisor (past or current)
- I am the candidate's co-worker (past or current)
- Other (please explain): _____

Where have you worked with the candidate?

Please briefly describe your professional relationship with the candidate:

Are you a Certified Fraud Examiner? Yes No

First/Given Name (Dr. Mr. Mrs. Ms.)

Last Name/Surname

Employer

Official Job Title

Business Address

Phone

Email Address

ADDITIONAL COMMENTS

STATEMENT OF CHARACTER REFERENCE

In my opinion the candidate named on this form exhibits the character, integrity and professional skills necessary to hold the Certified Fraud Examiner (CFE) credential.

- I hereby recommend this candidate to be certified as a CFE.
- I certify that the information submitted with this recommendation form is true and correct to the best of my knowledge. Falsification of any information on this form is grounds for denial. I consent to the storage of my personal information in the ACFE's offices. An electronically affixed signature on this form carries the same level of enforceability and validity as a handwritten signature.

Signature (recommender)

Date