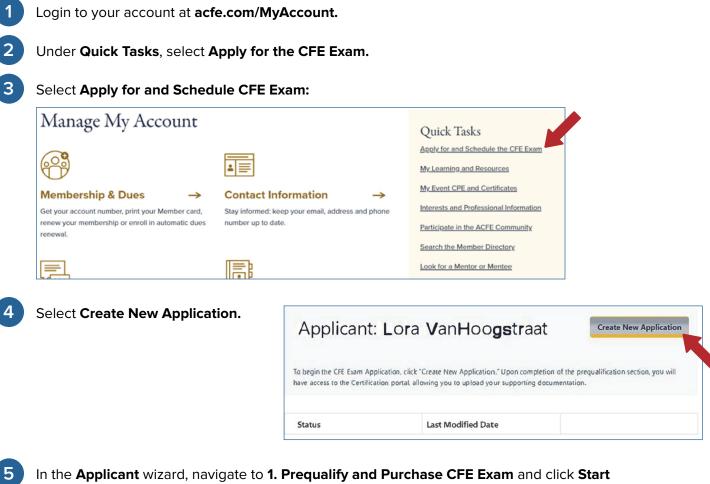
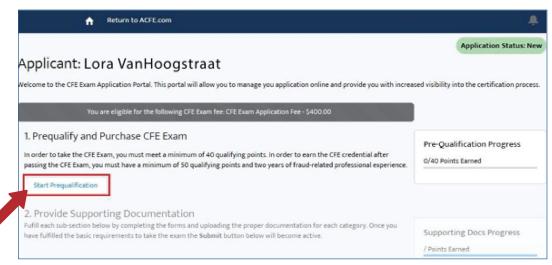


PLEASE READ ENTIRE INSTRUCTIONS BEFORE BEGINNING YOUR APPLICATION



In the **Applicant** wizard, navigate to **1. Prequalify and Purchase CFE Exam** and click **Start Prequalification.**





7

APPLYING FOR THE CFE EXAM

6 On the CFE Pre-Application page, navigate to the **Demographics** section and use the **Calendar** to set the **Birthdate**.

In the **Qualifications** section, enter the following information:

- Years of Professional Fraud Related Experience: Enter the number of years of experience in numerals. If less than 2, enter what date will equate to 2 years. Click the Calendar icon to enter the date.
- Have you earned a bachelor's degree? Yes/No. If no, how many years have been earned towards a bachelor's degree?
- + Master's Degree (Number Obtained): Enter number of degrees obtained.
- + PH.D, J.D. or Equivalent (Number Obtained): Enter number of degrees obtained.
- Professional Certification: If you have earned an ACFE approved professional certificates, enter up to four (4) by selecting them from one of the drop-down lists. If your certification/ designation is not on the list, please contact MemberServices@ACFE.com.

Click Next.

9

		Application Status: New
FE Pre-Application		
/40 Points Earned		
Demographics		
irthdate (use calendar icon to select date)		
	8	
Qualifications		-
You must have at least 2 years of experience in a position that is directly or indirectly related to	fraud. Examples are / as it relates	Accounting, Auditing, Criminology, Loss Prevention, and Law Enforcement. Additionally accepted is legal experience s to fraud.
ears of Professional Fraud Related Experience		Have you earned a bachelor's degree?
ears of Professional Practic Related Experience		Please Select
t what date will your experience equal 2 years? (use calendar icon to select date) 🔶		How many years have been earned towards a bachelor's degree?
	8	
Aster's Degree (Number Obtained) 🔶		PH.D, J.D. or Equivalent (Number Obtained) 🔶
rofessional Certification #1		Professional Certification #2
Select One	\$	Select One
rofessional Certification #3	_	Professional Certification #4
		Colord One
Select One		
Select One	\$	Select One
Select One	Ŧ	James Une Rest

In the **Qualifications (cont)** section, complete the fields with the available information.



In the **Character** section, enter the following information:

- Felony
- Discipline/sanction by a professional body
- License revoked or suspended

11 Click Nex	t.
--------------	----

(10)

CFE Pre-Application		
Qualifications (cont)		
How many cases of suspected fraud have you investigated or uncovered? Approximate number required. Please include all cases, resolved or not.		
Have you ever written audit or security programs designed to detect or uncover fraud?	Please Select	
Do you have experience in computer related fraud?	Please Select	
Have you conducted original research or written articles and/or books in a fraud-related industry?	Please Select	
Have you ever qualified as an expert witness in accounting or fraud matters by a judicial authority?	Please Select	
save you ever served on professional committees?	Please Select	
Do you have any special qualifications in a fraud-related area?	Please Select	
Character		
Character Have you ever been convicted of any felony, or a misdemeanor involving moral turpitude that you have not previously reported to the ACFE ("Moral unpitude" means an offense that calls into question the integrity or judgment of the offender, such as fraud, bribery, corruption, theft, embezziement, solicitation, etc.)?	Please Select 🔶	
Hare you ever been convicted of any felony, or a misdemeanor involving moral turpitude that you have not previously reported to the ACFE ("Moral unpitude" means an offense that calls into question the integrity or judgment of the offender, such as fraud, bribery, corruption, theft, embezziement,		

On the Signature Statement page, review the text and click the Certify check box if correct.

Click Next. **CFE Pre-Application** 75/40 Points Earne Today's Date: 8/4/2022 Signature Statement The CFE Exam is a proctored examination. To sit for the exam, you must consent/agree to the following 1. ACFE or its authorized proctor may access your webcam and computer screen during the exam ACFE or its authorized proctor may record, store, review, and audit: images of your ID card and photograph; and video/audio recordings of you and your testing space during the exam. 3. ACFE or its authorized proctor may utilize biometric facial recognition software for identity verification purposes and to detect and prevent exam Lagree 4. If you take the exam on a workplace or public computer, you certify that the use of the CFE Exam proctoring software on the computer will not violate any user restrictions, workplace codes of conduct, or other usage guidelines or restrictions. I agree 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. I understand any and all information In this application is subject to verification. If this application is accepted, 1 agree to abide by the Bylewan and Code of Professional Ethics of the Association of certification are more than a completed and any and all information provides are the association of certification are the CET content of the application is accepted, 1 agree to abide by the Bylewan and Code of Professional Ethics of the Association of certification are the CET content of the CET content of the Association of certification are the CET content of the CET content of the Association of certification are the CET content of the CET content of the Association of certification are the CET content of the CET content of the Association of certification are the CET content of the Association of the Association of certification are the CET content of the CET content of the Association of By clicking the following checkbox, I certify that the above is correct. Back Maxt



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15

In the **Applicant** wizard, navigate to **2. Provide Supporting Documentation** and enter/upload the supporting documentation for the **Exam Application.**

EXPERIENCE	In Progress	+Add
	There are currently no records.	
EDUCATION	In Progress	+Add
	There are currently no records.	
CERTIFICATIONS/DESIGNATIONS	In Progress	+Add
his field is optional and only required if additional po	ints are needed to meet the qualification requirement.	
	There are currently no records.	
	LIPLOADED FORM ONLY In Progress	+Add
RECOMMENDATIONS - THREE REQUIRED. ONLINE OR	OFLOADED FORM ONLY	+A00

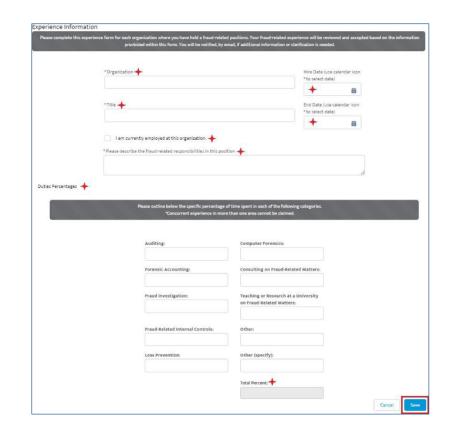
For **Experience**, click **+Add**. Do this for all fraud related positions you've held.

- Organization: Enter the name of the Company.
- Hire Date and End Date (if necessary)
- 🔶 Title
- I am currently employed at this organization: If currently employed at this organization. click the check box. The date will automatically populate.
- Please describe the fraud-related responsibilities in this position: Enter details about the fraudrelated responsibilities in this

position.

Duties Percentages: Enter the specific percentage of time spent in each category. The Total Percent will auto-calculate.

Click Save.







For Education, click +Add.

- + School Name: Enter the name of the undergraduate university.
- + Field of Study: Enter the major field of study.
- Degree Earned at this institution: Select the degree name in the drop-down list. If no degree was earned, enter the number of full years in the How many full years... drop-down list.
- + How many full years of college you spent at this institution: If no degree was earned, enter the number of full years you spent at this institution.
- + Document Type: Click the type of document you are uploading in the drop-down list.
 - + Click **Upload/View Document** to upload the Document Type.
 - + In the Upload Document window, click Upload Files.

	Upload Document		
	1 Upload Files	Or drop files	
Accepted File Size: Min: 75KB, Max 25MB			
Accepted File Types: .pdf, .tif, .tiff, .doc, .docx, .jpg, .jpeg, .png			_

- In the Upload Files window, browse to the document and click Open.
- In the Upload Files window, click Done.

	Upload Files]
PepperdineDiploma.PNG 19 KB	o	
1 of 1 file uploaded	Done	

- In the Upload Document window, click Done.
- Click Save and Close.

Please complete this form and provide documentation for you	ir highest level of education	n or number of full-time years completed. Uploaded documents must be 10MB or smaller.
	Accepted Docume	
	Official Tr Photocopies of degree	
	Photocopies of degree (cercificaces or oppomas
All documents must be	writtenin English or transla	ated to English. Advisory transcripts not accepted.
For some U.S. schools you have the abilit	ty to request online degree	everification through the Degree Verification Confirmation Option.
ichool Name 🔶		* Field of Study 🔶
		411. 14. P. I. V
Degree Earned at this institution 🔶		 How Many Full Years of College did you spend at this institution (maximum of four allowed)
Degree Earned at this institution 🔶 No Degree Earned	•	*How Many Full Years of College did you spend at this institution (maximum of four allowed)
	¥	How Many Full Years of College did you spend at this institution (maximum of Your allowed).
Degree Earned at this institution	٣	 How Many Full Tears of College did you spend at this institution (maximum of four allowed).
No Degree Earned		 How Many Full Tears of College old you spend at this institution (maximum of four allowed)
No Degree Earned	•	- How Many Full Years of College did you spend at this institution (maximum of four allowed).
No Degree Earned		- How Many Full Years of College did you spend at this institution (maximum of Your allowed).





For Certifications/Designations, click +Add.

- + Select a **Cert/Designation** in the drop-down list.
- + Click Upload/View Document and follow instructions.
- + Click Save and Continue.

	ertificates or letters from certifying bodies statir glish or translated to English). Uploaded Docume			ise de provided in
	*Cert / Designation	1		
	Please Select	•		
pload/View Document			Cancel	ave and Continue

For **Recommendations**, click +Add.

+ Choose to submit the recommendations online or upload the PDF form.

	Recommendation Information
	Three Professional Recommendation Forms are required with your application. Use this form for each person recommending you for the CFE Credential. The recommendations must be filled out by someone who has worked with you in a professional capacity. All documents must be written in English or translated to English.
	You may either use the online recommendation process or upload a manually completed version. Click here (Recommendation Form) to view and download the form.
	Professional Recommendations are valid for a period of three years from the date signed. Visit <u>Certification FAQs</u> for more information about the recommendation and application process.
	How will you be submitting this recommendation?
2	Submit Online Recommendation
	Upload Scanned Recommendation
	Submit Online Recommendation - Use this option to submit a request to your recommender to complete the recommendation on your behalf. If this option is chosen, an email will be sent the individual with a link to complete the online recommendation form. Once completed the form will be saved directly to your application.
	Upload Scanned Recommendation - Use this option when you already have in your possession a digital or hard copy of the Recommendation form to upload for your application.
	Cancel



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Upload Scanned Recommendation.

+ On the **Recommendation Information page**, enter the **Recommender Contact Information**.

Candidate Information				
Candidate Name: Stephen Adatu				
City		Country		
Kampala		Uganda		
Employer		Official Job Title		
Stanbic Bank		Fraud Risk Management		
Recommender Contact Information				
• Prefix	* First Name		*Last Name	
· · · · · · · · · · · · · · · · · · ·				
*Employer		• Job Title		
* Email Address		*Date Signed (use calendar icon to sele	ect date)	
				=
Is your working relationship with the recommender in a Professional or Educational settin	ng?			
	*			
Upload/View Document				



- Select Upload/View Document and follow the instructions to upload the completed recommendation form
- + Click Save and Continue



Submit Online Recommendation.

- + On the **Recommendation Information page**, enter the **Recommender Contact Information**.
- + Click Request Recommendation.

Candidate Information			
Candidate Name: Stephen Adatu			
City		Country	
Kampala		Uganda	
Employer		Official Job Title	
Stanbic Bank		Fraud Risk Management	
Recommender Contact Information			
* Prefix	* First Name		* Last Name
· · · · · · · · · · · · · · · · · · ·			
* Email Address		* Is your working relationship with the re	commender in a Professional or Educational setting?
			•
Add a personal message for your recommender to be sent with the recommendation form request	1		
500 characters remaining.	4		
			Cancel Request Recommendation

+ An email will be sent to the recommender.

A
Clicking "Send Email Request" will automatically send an email to your recommender requesting they complete an online recommendation for you.
Please notify your selected recommender they will receive an email request from MemberServices@ACFE.com. Once they have completed the online recommendation, the status of this request will change to Pending Review
Cancel Send Email Request



Complete the above steps to provide/upload 3 recommendations before submitting the application for review.





When all information has been entered, each item will show Pending Review. Click Submit.

3. Submit Application

Congratulations! You can now submit your CFE Exam application. Within 5-7 business days of submission, the Certification Department will review your application.



Cancel



In the **Please Confirm Submission** message, review the disclaimer and

click **Submit**.



By clicking the Submit button below you are sending your CFE Exam Application to the Certification Department for processing. Please allow **5-7 business days** for your application review.

Please note, after you submit your application you will not be able to make any changes to your CFE Exam Application or the supporting documentation.

Once your application is approved, ACFE will contact you with directions on how to schedule your CFE Exam.