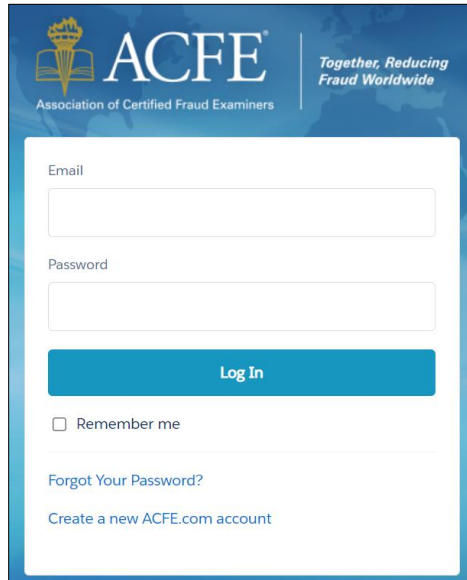


## How to Schedule Your CFE Exam

1. Once your application is **approved** and you received the confirmation email from ACFE, log into your [Certification Portal](#).



2. Click on the CFE Exam Application tab and Edit button next to your approved application.



STATUS	LAST MODIFIED DATE	
Application Approved	May 24, 2021	<a href="#">Edit</a>

3. Scroll down to part 4, **Learn About the CFE Exam and Next Steps**. Take note of your Eligibility ID # (this is the same as your ACFE Member #).
4. Click Schedule **CFE Exam**.

#### 4. Learn About the CFE Exam and Next Steps

You will be able to take the CFE Exam after you have submitted your application and it has been reviewed and approved. Click the link below to learn more about the CFE Exam, requesting the Exam Key and **submitting your CFE Exam Affidavit**.

Click the Schedule Exam button to schedule your exam. **When prompted for your Eligibility ID, please enter the following value: 931514**

The CFE Exam scheduler will open in a new window. **Please disable your browser's pop-up blocker** to schedule your exam. If you are not directed to a new window to schedule, please check your browser settings.

[Learn more >](#)

[Schedule Exam](#)

## How to Schedule Your CFE Exam

- A new page will launch taking you to [Prometric](#).
- Note: Your exam eligibility has been created and you now have 60 days to schedule and complete all 4 sections of the CFE Exam. You can review your eligibility dates by going back to step #4 in the Certification Portal.


EXAM	SECTION	SCHEDULE ELIGIBILITY START	SCHEDULE ELIGIBILITY END	ELIGIBILITY STATUS	Schedule Exam
2021	Financial Transactions and Fraud Schemes	2021-05-24	2021-07-23	Active	
2021	Fraud Prevention and Deterrence	2021-05-24	2021-07-23	Active	
2021	Investigation	2021-05-24	2021-07-23	Active	
2021	Law	2021-05-24	2021-07-23	Active	


- Choose how you want to take your CFE Exam:
  - Remote Proctoring to take your exam on your computer.
  - Prometric Testing Center to take your exam at a Prometric center near if you available.
- Click the link to schedule your exam.

### Remote Proctoring

1. Ensure you have access to a:

- Computer capable of installing a lightweight app
- Web camera capable of a 360-degree environmental check
- Microphone
- Stable internet connection
- Private location

2. [Confirm](#)  your computer and network's compatibility to allow remote proctoring. Remote exams are offered using Prometric's ProProctor™ online software.

3. [Click here](#)  to schedule your remotely proctored exam.

### Prometric Testing Center

1. [Click here](#)  to schedule your exam at a Prometric Testing Center.

2. Note that there will be an additional \$10-per-exam sitting fee for any CFE Exam sections completed at a testing center, paid directly to the ACFE.

- IMPORTANT:** Take note of the Reschedule/Cancelation Policy before continuing. Fees apply if an exam is scheduled and cancelled less than 30 days in advance.

## How to Schedule Your CFE Exam



10. Continue the scheduling process by reading the instructions and clicking the next arrow.

### Schedule Appointment

completion of your exams. You will not be granted the CFE certification until all outstanding balances have been paid.

Please note that you will be charged a rescheduling fee for any changes to your exam appointment within 30 days of your appointment date. Changes made between 3 and 29 days are subject to a \$35 fee, paid directly to Prometric at the time of the appointment change.

You may not reschedule an exam within 3 days of your appointment. Failing to show up for an exam or canceling your exam appointment within the 3-day window will result in a \$50 rescheduling fee and forfeiture of an exam attempt.

11. Check the confirmation and consent boxes and click next.

### Schedule Appointment

**Do you consent to the collection, processing, use and storage of your personal data and information including video and audio-recordings, and where required by the test sponsor biometric data?**

I confirm that I am at least 18 years of age, or that I am the parent or guardian of the data subject and/or exam candidate, and that I am authorized to make the consent election required below regarding the collection and processing of personal data.

I Consent

I Do Not Consent

12. Enter your Eligibility # (this is the same # as your ACFE Member #) and first 4 characters of your last name (Last Name must match your ACFE account and Government Issued ID).

13. Click Submit.

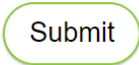
### Exam Selection

#### Eligibility Information

\* Indicates required field

\* Eligibility Number :

\* First 4 characters of last name :



## How to Schedule Your CFE Exam

14. Choose the exam you are scheduling. Only choose 1 section at a time to schedule. \*The below screenshots are for remote proctoring. Steps may vary if scheduling at a testing center.

Exam Selection

4 Results Found

Testing Window: 24 MAY 2021 to 23 JUL 2021

- 2021 CFE Exam - Financial Transactions and Fraud Schemes  
Testing Window: 30 APR 2021 to 29 JUN 2021
- 2021 CFE Exam - Fraud Prevention and Deterrence  
Testing Window: 30 APR 2021 to 29 JUN 2021
- 2021 CFE Exam - Investigation  
Testing Window: 24 MAY 2021 to 23 JUL 2021
- 2021 CFE Exam - Law  
Testing Window: 30 APR 2021 to 29 JUN 2021

15. Select the time zone from the drop down menu and click the confirmation checkbox.  
16. Click the next arrow.

Select the time zone you will be testing in

Your current location time zone is automatically displayed for convenience. If this is not the time zone in which you will be testing, please change before proceeding. Test time and time zone offset will automatically adjust for daylight/summer time once you Reserve your Test time.

(GMT -6.00) Central Time (US and Canada)

I confirm this is the time zone I will be testing in.

< >

17. Choose the exact date or date range you would like to schedule your exam by clicking the calendar icon.  
18. Click Find available times.

## How to Schedule Your CFE Exam

### Testing Location Time Zone

2021 CFE Exam - Investigation (GMT -6.00)Central Time (US and Canada)

Start Date  
06/30/2021

End Date  
06/30/2021

**Note:** You must select an end date that is within 2 weeks of the selected start date.

Find available times

19. Scroll through the list of available times to choose a time that fits your schedule.

20. Click Select.

### Testing Location Time Zone

2021 CFE Exam - Investigation (GMT -6.00)Central Time (US and Canada) Remote Proctored Exam

Start Date  
06/30/2021

End Date  
06/30/2021

**Note:** You must select an end date that is within 2 weeks of the selected start date.

Find available times

Central Time (US and Canada)

JUN 30	8:00 AM	Select
Wednesday, 30 JUN 2021		
Central Time (US and Canada)		
JUN 30	8:30 AM	Select
Wednesday, 30 JUN 2021		
Central Time (US and Canada)		
JUN 30	9:30 AM	Select
Wednesday, 30 JUN 2021		
More Times		

21. Click **Reserve Test Time**.

pg. 5

## How to Schedule Your CFE Exam

Central Time (US and Canada)

**JUN**  
30 8:30 AM Select

Wednesday, 30 JUN 2021

Central Time (US and Canada)

**JUN**  
30 9:30 AM Selected

Wednesday, 30 JUN 2021

More Times

Reserve Test time

22. Click the **I Consent** box to confirm your appointment.

**Schedule Appointment**

The collection, transfer, processing, use and storage of your Biometric Data is necessary to register, schedule and administer a test to you. Please contact your test sponsor if you do not consent to the collection, transfer, processing, use and storage of your Biometric Data.

I acknowledge that by checking "I consent" below that I am expressly consenting to the collection and processing of my Biometric Data, as required by my test sponsor, and that such consent is effective until and unless I affirmatively withdraw that consent in writing to my test sponsor or via [www.prometric.com/datasubjectrequests](http://www.prometric.com/datasubjectrequests).

**Do You Consent to the collection, processing, use and storage of your Biometric Data?**

I Consent

I Do Not Consent

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23. Complete the required fields on the **Profile** page. All information must match your Government issued ID.

## How to Schedule Your CFE Exam

**Profile**

The name used to schedule your appointment must exactly match the name shown on your identification. At a minimum, the identification must be a valid English alphabet, your signature and your photograph. Additional identification policies may apply. Please check with your sponsoring organization for details.

\* Indicates required field

\* ClientCandidateId1  
931514

\* First (Given) Name  
Lora

\* Last (Family) Name  
VanHoogstraat

City  
[Empty]

\* Country  
UNITED STATES

\* State/Province  
TX

\* Postal Code  
78745

\* Home (Evening) Phone  
7344173985

Email Address  
lorav519@hotmail.comtest

Validate Email  
lorav519@hotmail.comtest

24. Review the verification screen to ensure your CFE Exam section, appointment location, date and time are correct.

25. If you want text reminders of your appointment, click the **SMS/Text checkbox**.

26. Once confirmed, click **Complete Appointment**.

**Appointment Verification**

**You must verify the information below and click 'Complete Appointment' to complete your transaction.**

**Personal Details**  
Name: Lora VanHoogstraat  
Phone: 7344173985  
Email: lorav519@hotmail.comtest

**Appointment Details**  
**JUN** Central Time (US and Canada) on Wed, 30 JUN 2021 (9:30 AM - 11:45 AM)  
**30**  
Exam: 2021 CFE Exam - Investigation  
Time 9:30 AM - 11:45 AM  
Date Wed, 30 JUN 2021  
Total Duration: 2 hr, 15 min.

**Payment Details**

	Price
1. Exam: 2021 CFE Exam - Investigation Exam fee:	\$00.00

Send me an SMS/Text message reminder for this appointment (Text messaging fee may apply)

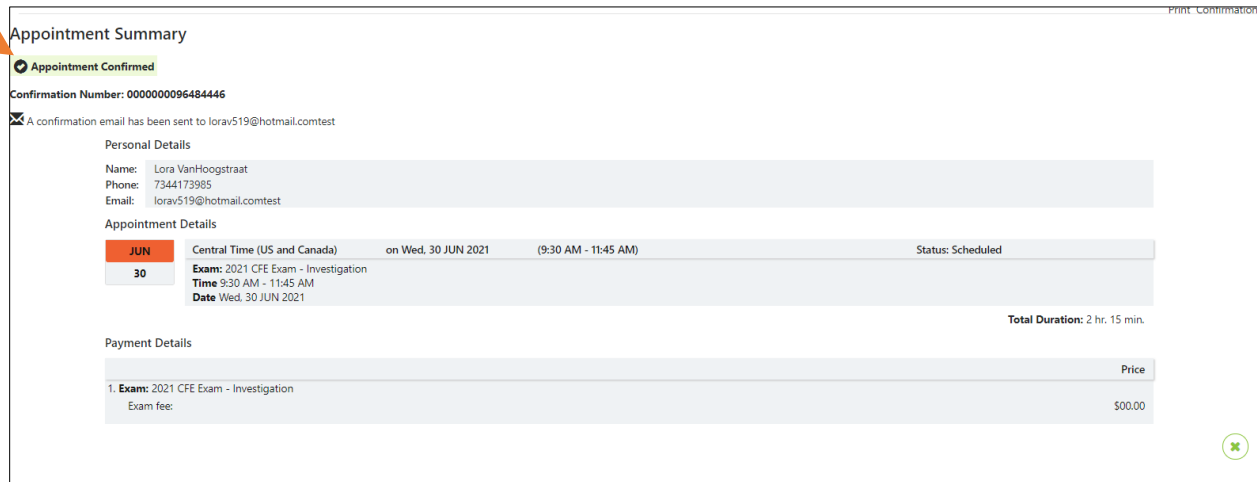
Select Country/Region: UNITED STATES Mobile Phone Number: +1 7344173985

By clicking the "Complete Appointment" button below, you agree to all terms and conditions related to payments, reschedules, cancellations, refunds and other policies set forth by your sponsoring organization.

[Complete Appointment](#)

## How to Schedule Your CFE Exam

27. Make sure you get the **Appointment Confirmed** screen. You will receive a confirmation email confirming your appointment as well as additional instructions on what to expect the day of your CFE Exam.



Appointment Summary Print Confirmation

**Appointment Confirmed**

Confirmation Number: 000000096484446

A confirmation email has been sent to lorav519@hotmail.comtest

**Personal Details**


Name: Lora VanHoogstraat  
Phone: 7344173985  
Email: lorav519@hotmail.comtest

**Appointment Details**

<b>JUN</b> 30	Central Time (US and Canada)	on Wed, 30 JUN 2021	(9:30 AM - 11:45 AM)	Status: Scheduled
<b>Exam:</b> 2021 CFE Exam - Investigation				<b>Total Duration:</b> 2 hr. 15 min.
<b>Time:</b> 9:30 AM - 11:45 AM				
<b>Date:</b> Wed, 30 JUN 2021				

**Payment Details**

	Price
1. <b>Exam:</b> 2021 CFE Exam - Investigation	
Exam fee:	\$00.00



28. Click the X button to go back to the Prometric page and schedule your remaining CFE Exams. If you aren't ready to schedule the other exams you may return back to the Prometric page at <https://www.prometric.com/test-takers/search/acfe> and follow these steps again.

