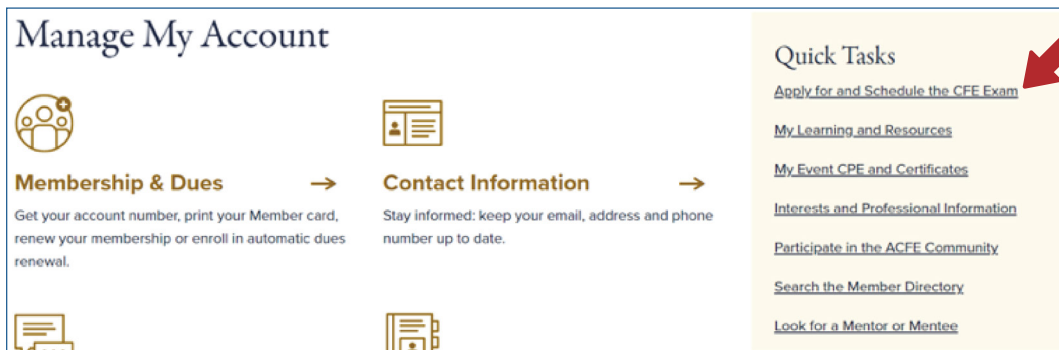


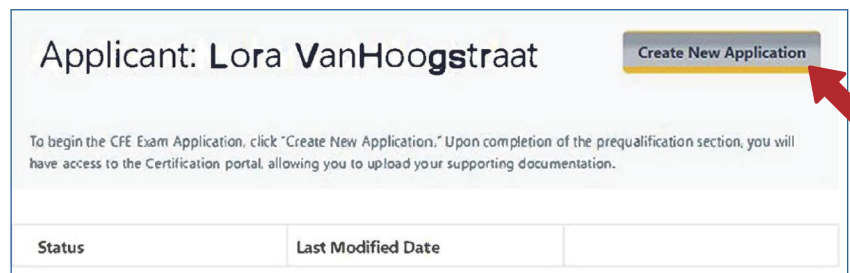
APPLYING FOR THE CFE EXAM

PLEASE READ ENTIRE INSTRUCTIONS BEFORE BEGINNING YOUR APPLICATION

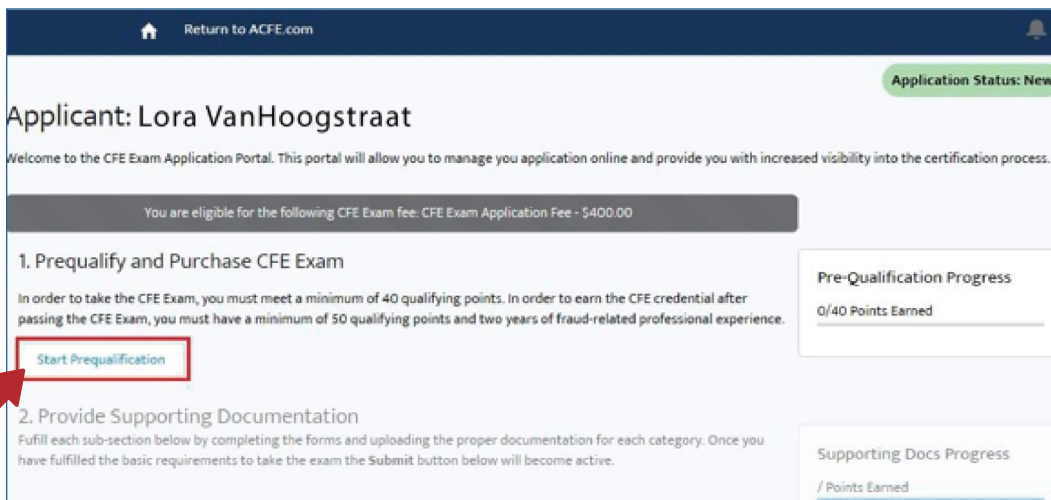
- 1 Login to your account at **acfe.com/MyAccount**.
- 2 Under **Quick Tasks**, select **Apply for the CFE Exam**.
- 3 Select **Apply for and Schedule CFE Exam**:



- 4 Select **Create New Application**.



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



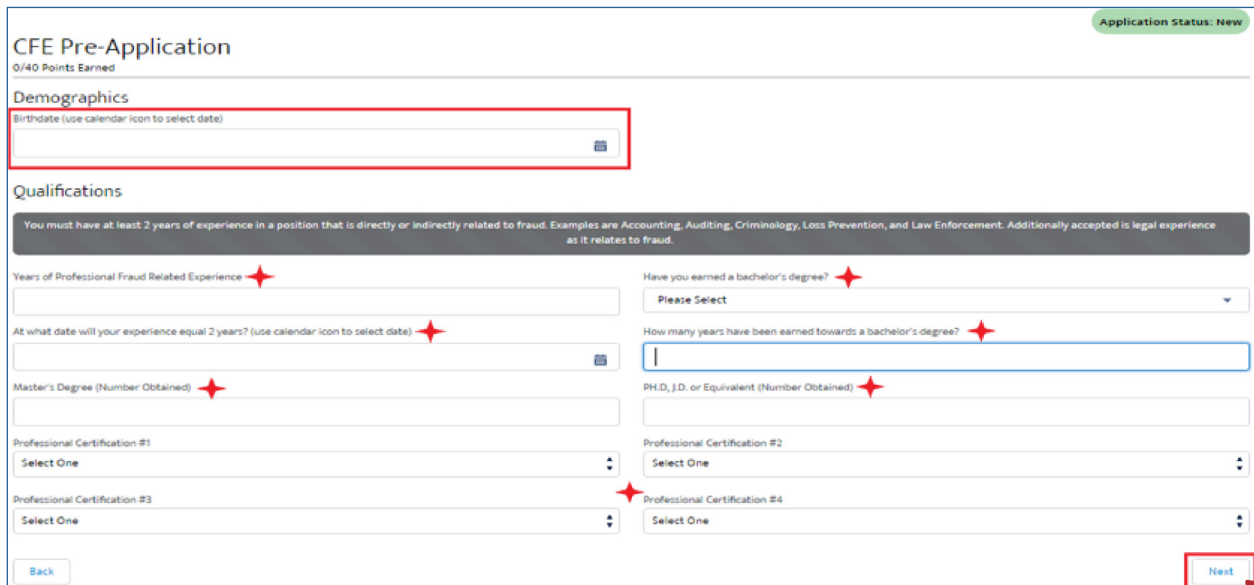
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6 On the **CFE Pre-Application** page, navigate to the **Demographics** section and use the **Calendar** to set the **Birthdate**.

7 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.

8 Click **Next**.



The screenshot shows the 'CFE Pre-Application' form with '0/40 Points Earned' and 'Application Status: New'. The 'Demographics' section has a 'Birthdate' field with a calendar icon, highlighted by a red box. The 'Qualifications' section includes a warning message: 'You must have at least 2 years of experience in a position that is directly or indirectly related to fraud. Examples are Accounting, Auditing, Criminology, Loss Prevention, and Law Enforcement. Additionally accepted is legal experience as it relates to fraud.' Below this are several input fields: 'Years of Professional Fraud Related Experience', 'At what date will your experience equal 2 years?', 'Master's Degree (Number Obtained)', 'PH.D, J.D. or Equivalent (Number Obtained)', and four 'Professional Certification' drop-down menus. A 'Back' button is at the bottom left, and a 'Next' button is at the bottom right, highlighted with a red box and a red arrow.

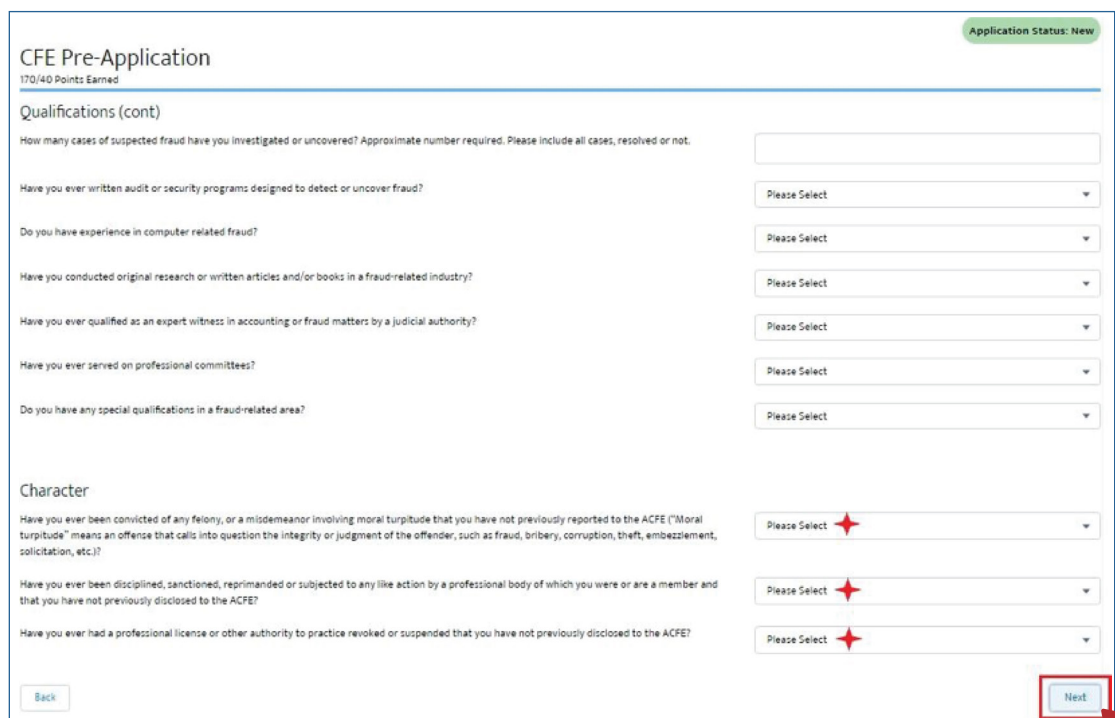
9 In the **Qualifications (cont)** section, complete the fields with the available information.

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

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

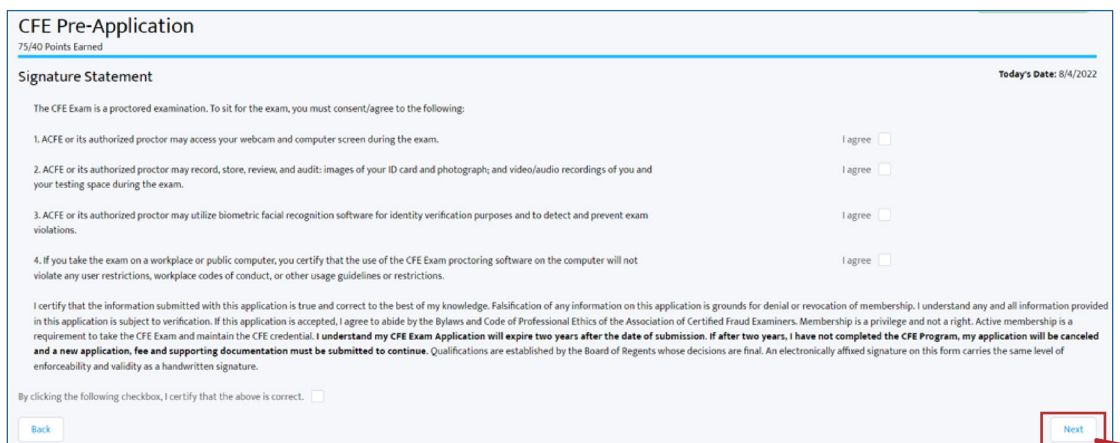
11 Click **Next**.



The screenshot shows the 'CFE Pre-Application' form with a progress indicator of 170/40 Points Earned. The 'Qualifications (cont)' section contains several questions with dropdown menus for answers. The 'Character' section contains three questions, each with a dropdown menu and a red star icon indicating a required field. A red box highlights the 'Next' button at the bottom right of the form.

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

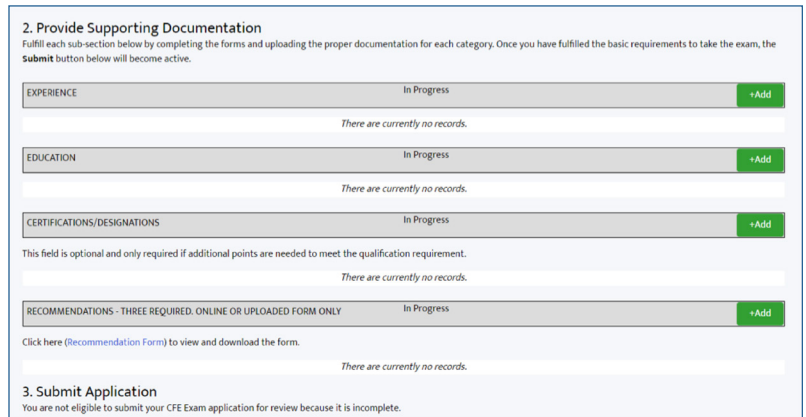
13 Click **Next**.



The screenshot shows the 'CFE Pre-Application' form with a progress indicator of 75/40 Points Earned. The 'Signature Statement' section contains a list of four items with 'I agree' checkboxes. Below the list is a paragraph of text and a 'Certify' checkbox. A red box highlights the 'Next' button at the bottom right of the form.

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



2. Provide Supporting Documentation
Fulfill each sub-section below by completing the forms and uploading the proper documentation for each category. Once you have fulfilled the basic requirements to take the exam, the **Submit** button below will become active.

EXPERIENCE In Progress [+Add](#)
There are currently no records.

EDUCATION In Progress [+Add](#)
There are currently no records.

CERTIFICATIONS/DESIGNATIONS In Progress [+Add](#)
This field is optional and only required if additional points are needed to meet the qualification requirement.
There are currently no records.

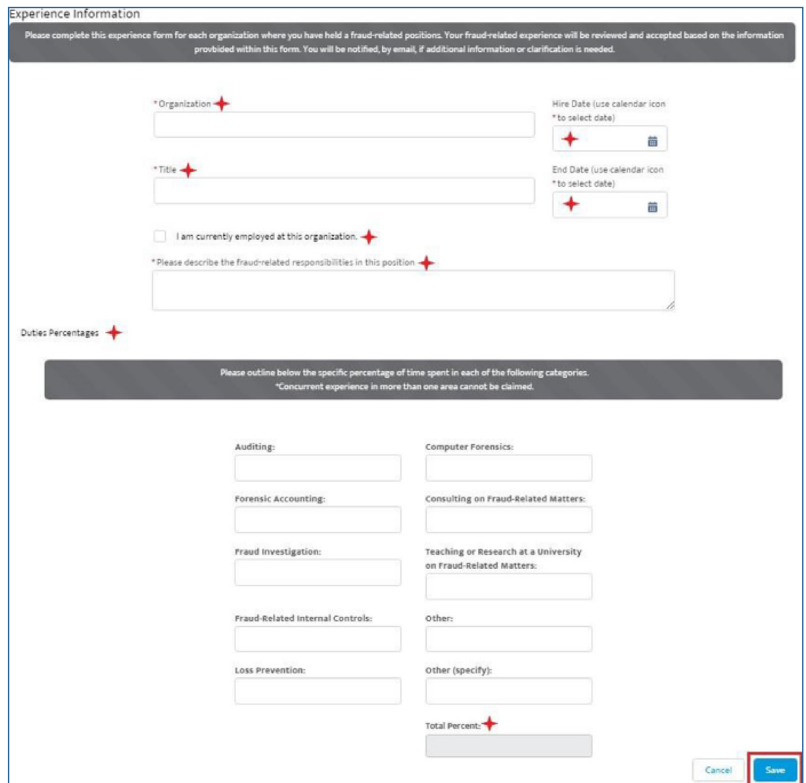
RECOMMENDATIONS - THREE REQUIRED. ONLINE OR UPLOADED FORM ONLY In Progress [+Add](#)
Click here ([Recommendation Form](#)) to view and download the form.
There are currently no records.

3. Submit Application
You are not eligible to submit your CFE Exam application for review because it is incomplete.

15 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 fraud-related responsibilities in this position.
- Duties Percentages: Enter the specific percentage of time spent in each category. The Total Percent will auto-calculate.

Click **Save**.



Experience Information
Please complete this experience form for each organization where you have held a fraud-related position. Your fraud-related experience will be reviewed and accepted based on the information provided within this form. You will be notified, by email, if additional information or clarification is needed.

*Organization +

Hire Date (use calendar icon * to select date)

*Title +

End Date (use calendar icon * to select date)

I am currently employed at this organization. +

*Please describe the fraud-related responsibilities in this position +

Duties Percentages +

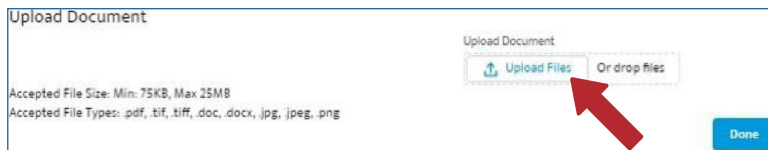
Please outline below the specific percentage of time spent in each of the following categories.
*Concurrent experience in more than one area cannot be claimed.

Auditing: <input type="text"/>	Computer Forensics: <input type="text"/>
Forensic Accounting: <input type="text"/>	Consulting on Fraud-Related Matters: <input type="text"/>
Fraud Investigation: <input type="text"/>	Teaching or Research at a University on Fraud-Related Matters: <input type="text"/>
Fraud-Related Internal Controls: <input type="text"/>	Other: <input type="text"/>
Loss Prevention: <input type="text"/>	Other (specify): <input type="text"/>
Total Percent: + <input type="text"/>	

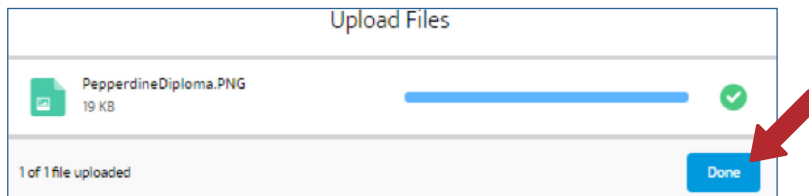
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16 For **Education**, click **+Add**.

- ◆ **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**.



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



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

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17 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**.

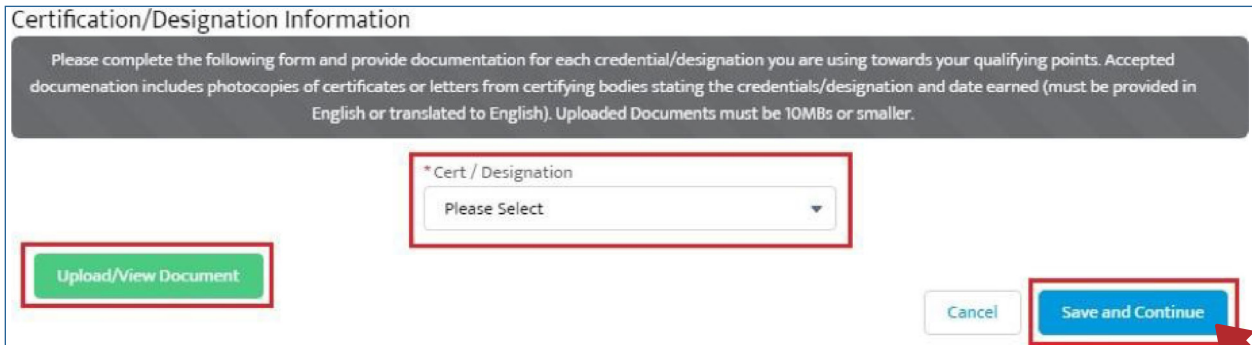
Certification/Designation Information

Please complete the following form and provide documentation for each credential/designation you are using towards your qualifying points. Accepted documentation includes photocopies of certificates or letters from certifying bodies stating the credentials/designation and date earned (must be provided in English or translated to English). Uploaded Documents must be 10MBs or smaller.

* Cert / Designation
Please Select

Upload/View Document

Cancel Save and Continue



18 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 [Certification FAQs](#) for more information about the recommendation and application process.

How will you be submitting this recommendation?

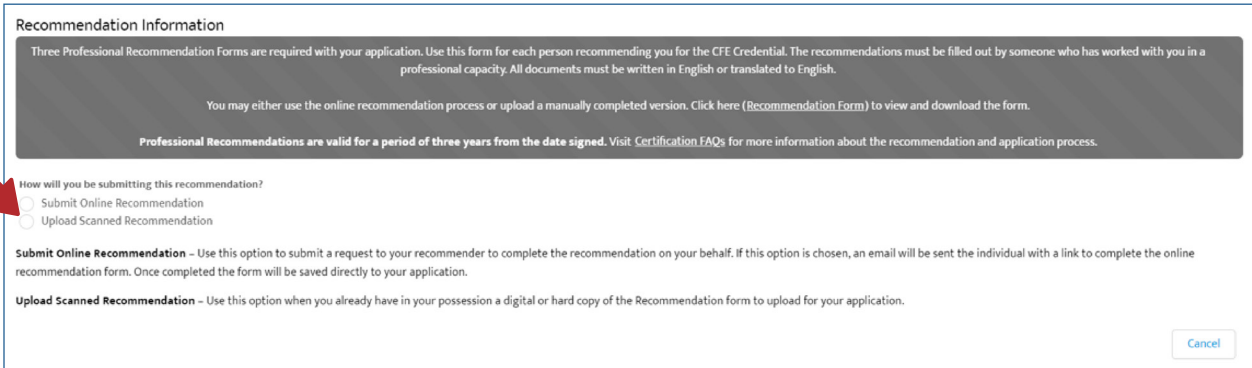
Submit Online Recommendation

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



19 Upload Scanned Recommendation.

- ◆ On the **Recommendation Information** page, enter the **Recommender Contact Information**.

Candidate Information

Candidate Name: Stephen Adatu

City: Kampala

Country: Uganda

Employer: Stanbic Bank

Official Job Title: Fraud Risk Management

Recommender Contact Information

* Prefix: [Dropdown]

* First Name: [Text Box]

* Last Name: [Text Box]

* Employer: [Text Box]

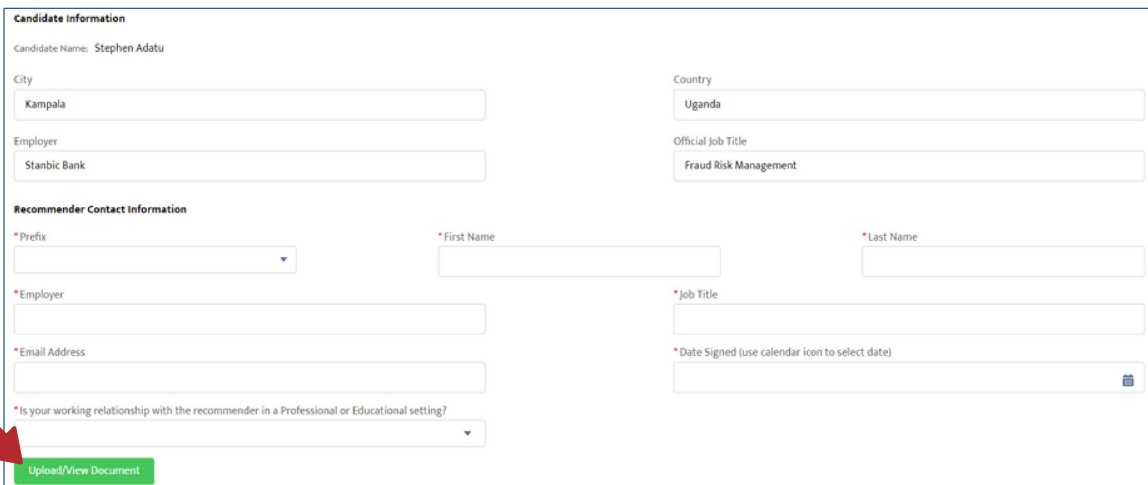
* Job Title: [Text Box]

* Email Address: [Text Box]

* Date Signed (use calendar icon to select date): [Text Box]

* Is your working relationship with the recommender in a Professional or Educational setting? [Dropdown]

Upload/View Document

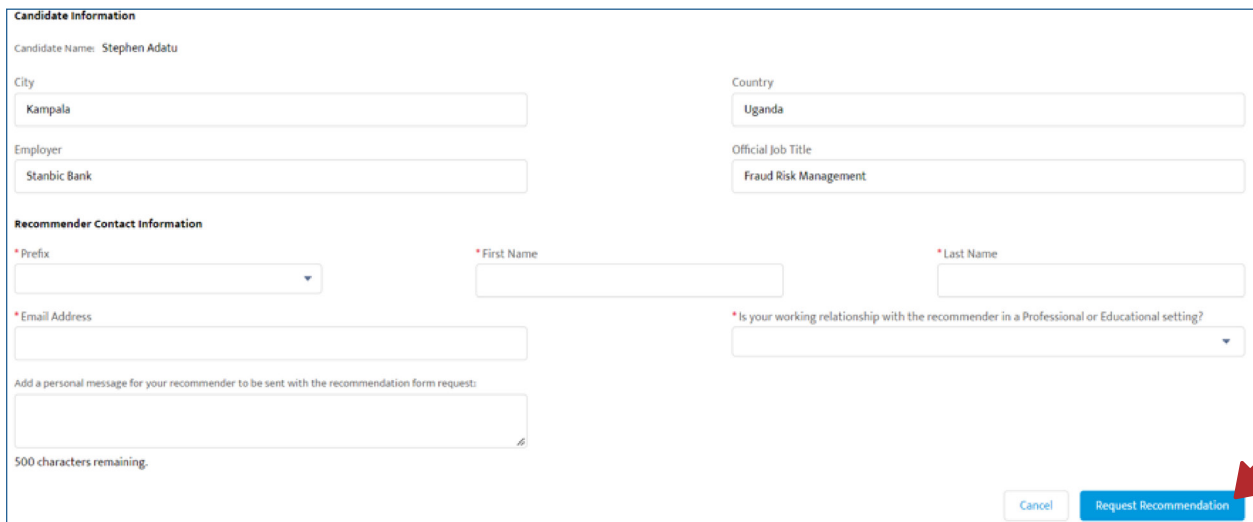


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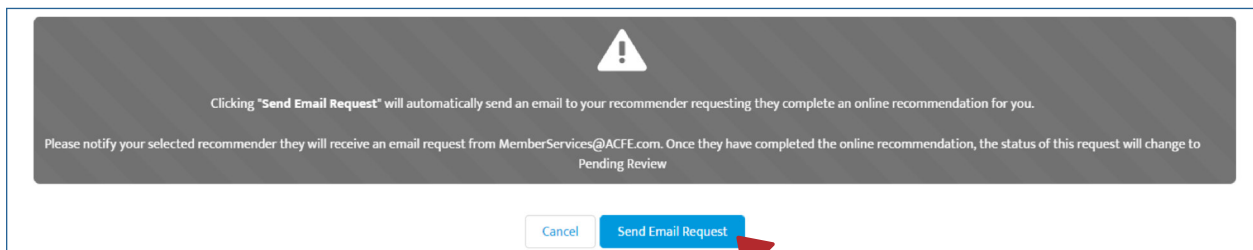
- ◆ Select **Upload/View Document** and follow the instructions to upload the **completed recommendation form**
- ◆ Click **Save and Continue**

20 Submit Online Recommendation.

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



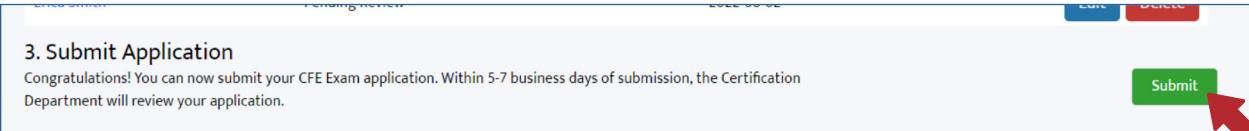
- ◆ An email will be sent to the recommender.



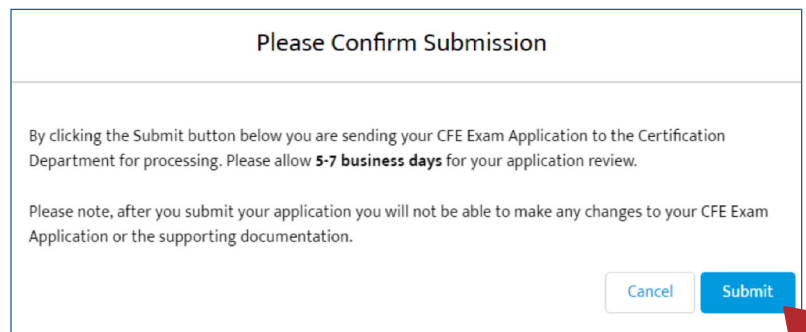
21 Complete the above steps to provide/upload 3 recommendations before submitting the application for review.

APPLYING FOR THE CFE EXAM

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



- 23 In the **Please Confirm Submission** message, review the disclaimer and click **Submit**.



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