

CERTIFICATION

Candidate Handbook

For the Advanced CAMS-Audit
Examination



Why Earn Advanced CAMS-Audit?



Organizations need to understand how their financial crime prevention program is performing, on an ongoing basis. Effective auditing helps ensure regulatory compliance and a proactive approach to mitigating risk. CAMS-Audit is an advanced specialist level certification, designed for those conducting AML audits, and other professionals involved in the independent testing of Anti-Financial Crime controls.

What is CAMS-Audit?

The CAMS-Audit (Certified Anti Money-Laundering Specialist – Audit) program comprises a Study Guide and an exam, covering:

- Corporate Governance and the
- Audit Function
- Planning and Scoping
- Fieldwork and Evaluation
- Reporting, Recommendations, and Follow-up

Who is CAMS-Audit for?

All organizations who conduct AML audits will benefit. These include:

- Banks
- Non-Bank Financial Institutions
- FinTechs
- DNFBPs with financial crime compliance programs
- Consulting firms

This qualification is ideally suited to:

- Internal Auditors
- External Auditors
- Supervisors of audit teams
- First line assurance teams
- Second line compliance monitoring or quality assurance teams
- Teams preparing institutions for regulatory examination
- Teams performing bank examinations from a regulatory perspective
- Teams performing independent testing as part of special projects (e.g. large-scale remediation across obliged entities)

Advanced CAMS-Audit Preparation and Support

The Advanced CAMS-Audit examination requires thorough preparation. But, we're with you every step of the way. Our certification program equips you with everything you need to properly prepare for the exam.

Study Materials

The study guide is your main reference material and content source for preparing for the rigors of the examination. We also offer additional study materials to support you, please visit our website acams.org or contact your account manager for more details.

[Contact Us | ACAMS](#)



About Advanced CAMS–Audit Certification

About this Handbook

This handbook provides information that you will need to register for the Advanced CAMS–Audit examination including eligibility requirements, policies, an exam blueprint and application. It also includes the recertification policies so that you can keep your certification active and up to date.

Advanced CAMS–Audit Eligibility Requirements and ACAMS Membership

Candidates wishing to sit for the Advanced CAMS–Audit examination must have:

- **Active ACAMS membership**
- **CAMS certification**

Candidates who pass the Advanced CAMS–Audit examination and wish to use and display the Advanced CAMS–Audit credential must have an active ACAMS membership.

Examination Fee

ADVANCED CAMS–AUDIT PACKAGE:

PRIVATE SECTOR	US\$2,195
PUBLIC SECTOR*	US\$1,695

ADVANCED CAMS–AUDIT PACKAGE WITH VIRTUAL CLASSROOM:

Bundle and Save

PRIVATE SECTOR	US\$2,595
PUBLIC SECTOR*	US\$2,195

**For individuals who work for the government.*

How to Get Certified

1. SELECT YOUR PACKAGE

Choose and purchase the certification package that fits your learning style. ACAMS membership is required to apply and maintain your certification.

2. PREPARE & APPLY

Complete your learning path and submit your application to schedule the exam.

3. SCHEDULE & PASS

Once your application is approved, you'll receive instructions by email to schedule your exam. Pass the exam to earn your certification and maintain it through ongoing membership and education.

About Advanced CAMS–Audit Certification

How to Apply

Complete your online application after submitting the payment.

Payment may be made by credit card, personal check, cashier's check, money order or wire transfer (wire transfers must include identifying information). Checks should be made payable to ACAMS. Prices are subject to change. Declined credit cards and/or returned checks are subject to a US\$25 penalty.

Please submit your questions via our [Contact Us](#) page online.

Background Verification Check

ACAMS reserves the right to conduct a background check, including a criminal records check, on all people wishing to take the Advanced CAMS–Audit examination. Candidates may be required to fill out a Background Verification Authorization Form.

Candidates will receive correspondence from ACAMS regarding the status of their application in the event ACAMS performs a background check.

Please be advised that for the integrity of our association and its mission, in the event an individual is subject to a background check and does not pass, that individual will not be allowed to take the Advanced CAMS–Audit examination.

Statement of Nondiscrimination

ACAMS does not discriminate among candidates based on age, gender, race, color, religion, national origin, disability or marital status.

Disability Services

ACAMS is committed to providing reasonable accommodations for individuals with documented disabilities as defined by local or applicable law. Our intent is to ensure that everyone who makes a request for accommodations is advised of the accommodation process as promptly as possible. If you have a disability as defined under local or applicable law, please contact our Accommodations Coordinator for a request form and information regarding our accommodation process.

Process:

1. Contact Disability Services Accommodation Coordinator:
E-mail: accommodations@acams.org
Phone: 1.786.456.4705
Fax: 1.866.494.0040
2. The Accommodations Coordinator will provide you an application. Complete the accommodation request form specifying your impairment and the requested accommodation. In addition to the form, you must provide recent (generally no more than five years old) certification and/or documentation from a qualified medical or educational professional that (a) provides a specific diagnosis; and (b) recommends specific accommodations that might be helpful to the applicable setting and request based on the diagnosis.
3. Your request with supporting documentation will be evaluated as appropriate to determine whether your request can reasonably be granted.

If granted, we will coordinate to implement the request. If the request is denied or deemed unreasonable by ACAMS, we will explore any alternative reasonable accommodations options, if appropriate.

Requests are reviewed on an individual and rolling basis. Please note, the time for approval could potentially affect the timeframe for testing with approved accommodation/s. If you believe you have been discriminated against due to a disability you should contact: accommodations-management@acams.org to address the immediate situation.

Advanced CAMS–Audit Examination

Taking the Advanced CAMS–Audit Examination

The Advanced CAMS–Audit examination consists of 90 multiple choice, multiple selection, matching and scenario questions. Some of these items are unscored. The unscored items are included on the exam to gather statistical information. These items are not identified on the exam and do not affect your score. All candidates have 175 minutes to complete the exam. The cut score to obtain the CAMS–Audit certification is 75.

There is no penalty for guessing. Avoid leaving any questions unanswered to maximize your chances of passing. For review questions, please refer to the Advanced CAMS–Audit Study Guide.

Disclaimer: The review questions contained in the study guide are not meant to indicate the exact style or difficulty level of the actual Advanced CAMS–Audit examination questions. They are designed to help candidates review the content of the study guide.

Advanced CAMS–Audit Examination Blueprint

The Advanced CAMS–Audit examination consists of four domains. Below you will find the test objectives for each of the domains as well as the overall percentage weight of each domain.

I CORPORATE GOVERNANCE AND THE AUDIT FUNCTION (20%)

- 1.1 Roles and responsibilities of the third line of defense (e.g., definition of assurance; conflicts of interest in audit; delineation between the third and second and first lines of defense/ independent testing vs. quality assurance; relationship with regulators, management, and the Board of Directors; independence and aspects that can jeopardize independence)
- 1.2 International bodies, organizations, and key documents related to AML audit (e.g., FATF, OFAC, FFIEC, European Directive on AML, UK JMLSG and Wolfsberg Principles on Risk Assessment/Sanctions Screening)
- 1.3 AML program governance structure including, but not limited to, reporting lines, committees, training, oversight of outsourced functions in-house, to other departments (e.g., Client Onboarding), or to a third-party (e.g., a vendor performing sanctions screening on behalf of the institution)
- 1.4 Factors that trigger an audit (e.g., mandated by legislation/regulator, cyclic, one-off, implementation of a new AML system/solution; new legislation; factors that trigger an audit vs. factors that trigger an assurance review)
- 1.5 Stages of an AML audit process (e.g., preparation planning/scoping, fieldwork/testing, recommendations, reporting, and post-report tracking and validation)
- 1.6 Differences and similarities between internal and external auditing (e.g., internal audit function vs. external audit firm, relationship between the external auditor and the institution, relationship between the internal auditor and external auditor)
- 1.7 Types of audit approaches (e.g., risk-based, proportionate, continuous) and the execution of horizontal, vertical, thematic and project/ program reviews

CAMS–Audit Examination *continued*

- 1.8 Audit documentation process (e.g., documenting an audit work program/plan; identification of relevant stakeholders; specifying audit objectives; the risks and the mitigation)
- 1.9 Emerging risks from new typologies (e.g., FinTech, cyber, cryptocurrency), new regulatory guidance/requirements, and new technologies/practices (e.g., artificial intelligence, machine learning)
- 1.10 Computer Assisted Audit Technologies (CAATS; e.g. data warehouses, dashboards, management information systems (MIS))
- 1.11 Continuous business monitoring as part of the third line of defense's assurance (e.g., regular discussions with Compliance on AML trends and horizon risks)

II. PLANNING AND SCOPING (25%)

- 2.1 Types of evidence supporting the testing strategy (e.g., policies, procedures, client profile documentation such as KYC/CDD/EDD), identification of which units to audit, the audit time-scope, and appropriate data gathering techniques during the audit (e.g., interviews, documentation, walkthroughs, process-maps, surveys)
- 2.2 The role of policies and procedures in informing the audit plan
- 2.3 Audit risk assessment, types of audit (e.g., Front Office, Compliance, IT (for systems, data), Operations, Change Management), risk assessment methodologies (top-down and bottom-up), and procedures associated with defining the scope
- 2.4 Role of the AML risk assessment (i.e., as conducted by the second line) in informing audit planning and scoping (e.g., key audit considerations in AML risk assessment and evaluation of its effectiveness in assessing the risks and mitigating controls)
- 2.5 Financial crime risks associated with different sectors/industries, products and services, policies and procedures, and customer types and how to assess them
- 2.6 Components of AML risk mitigation (i.e., Identification & Verification Risk, Detection & Monitoring Risk, Compliance Risk, Regulatory/Prior Audit Risk)
- 2.7 Types of sampling methodology (e.g., judgmental, risk-based, quantitative) and factors to consider when selecting a sample (e.g., size/nature of the population, number of newly-onboarded customers, PEPs, high-risk customers, degree of control, risk level)
- 2.8 How to incorporate regulatory examination findings, provisions from enforcement actions, and other assessments (e.g., outcomes of past audits, results of consulting engagements, internal reports if conducting an external audit) from the monitoring/validation process
- 2.9 Methodology used to determine the quantitative and qualitative dimensions of risk appetite, how metrics are monitored (e.g., KPI's and KRI's) against Board-approved risk appetite thresholds, and actions that can be taken to mitigate financial crime risk



CAMS–Audit Examination *continued*

III. FIELDWORK AND EVALUATION (40%)

- 3.1 Definition of design effectiveness and operating effectiveness
- 3.2 How to evaluate the design of the AML risk assessment (e.g., methodology), and the results of the AML risk assessment
- 3.3 How to evaluate the design effectiveness of AML program policies/procedures (i.e., gap analysis; currency and clarity of the policies/procedures)
- 3.4 How to evaluate the operating effectiveness of each element of an AML program (e.g., CIP and KYC/EDD, SAR/STR/CTR processes, Sanctions screening, transaction monitoring, staff training, staff qualifications)
- 3.5 How to assess the design and operating effectiveness of the customer risk rating methodology (e.g., whether customers are accurately identified and appropriately risk-rated)
- 3.6 Controls governing AML programs (e.g., the characteristics of effective controls– the “who”, “what”, and “when”), and procedures for testing/ assessing the design of a control and reviewing the results of a control tested during the audit scope period
- 3.7 Elements of model risk management (MRM; e.g., screening systems model, transaction monitoring model, customer risk rating), regulatory expectations, their application to AML programs, and how to assess relevant models
- 3.8 How to evaluate the design and development of AML systems and solutions (e.g for transaction monitoring, name/transaction screening), including determinants/indicators of data quality and lineage (e.g., how to assess data at rest and in transit)
- 3.9 Record-keeping (e.g., CDD records, transaction data and advices, and copies of traveler’s checks, bank drafts, and cashier’s checks) and record retention (e.g., what information needs to be captured by an institution and for how long it needs to be retained)
- 3.10 The steps to a root cause analysis for issues identified, including repeat issues

IV. REPORTING, RECOMMENDATIONS, AND FOLLOW-UP (15%)

- 4.1 How to document the testing methodology and results in the audit work papers (e.g., how to ensure exceptions are properly identified, retaining supporting evidence for the audit planning and fieldwork)
- 4.2 How to determine the level of risk of findings, including self-identified issues (i.e., low risk/ medium risk/high risk; severity and likelihood) and distinguish between material and immaterial findings to make recommendations addressing root causes and the risk
- 4.3 Communicating audit results (e.g., relevant stakeholders, what to communicate and when, elements of an audit report, how to conduct an exit/close meeting)
- 4.4 How to monitor the status of remedial actions, and ensure completion of the committed actions, including exception approval processes for extensions of target dates
- 4.5 How to design and test a follow-up strategy to ensure closure of committed actions based on audit findings

What You Need Before The Exam With Pearson VUE

Reschedule/Cancellation Policy Regarding Your Exam Date

Refunds will not be granted to individuals requesting to withdraw from an exam after registering. You can reschedule or cancel on the web up to 72 hours before the exam at no charge. You can also reschedule or cancel via the Pearson VUE call center (+1 866-389-8339) up to 72 hours before the exam for a fee of US\$20.

If you cancel or reschedule an exam within 24 to 72 hours of your scheduled time, there will be a fee of US\$100 collected by Pearson VUE. There is an additional fee for scheduling an exam by phone rather than by using the online system. Pearson VUE call centers will answer questions for assisting with online scheduling free of charge. However, if the exam is scheduled on the phone, there will be a US\$20 fee collected by Pearson VUE.

If you cancel your exam within 24 hours or do not show up for your scheduled appointment, you will need to contact ACAMS and you will be charged for a new authorization (US\$299 private sector/ US\$199 public sector).

Examination Day

Plan to arrive/login 30 minutes before the scheduled appointment to allow time for check-in. Candidates who are late may not be allowed to test.

Identification

Bring with you two forms of current and valid government-issued identification bearing a photograph and a signature. The name on the identification must match the name used for registration.

Identification (ID) Requirements:

- The first and last name that the candidate uses to register must match exactly the first and last name on both of the IDs that are presented on test day.
- All IDs required must be issued by the country/region in which the candidate is testing. If the candidate does not have a qualifying primary ID issued from the country/region they are testing in, an International

Travel Passport from their country/region of citizenship is required, along with a secondary ID.

- Candidate is required to present two forms of original (no photo copies or digital IDs), valid (unexpired) IDs; one form as a primary ID (government issued with name, recent recognizable photo, and signature) and one form as a secondary ID (with at least a name and signature, or name and recent recognizable photo).

Additional ID Allowances:

- Expired forms of ID are not acceptable unless accompanied by valid renewal papers.
- For candidates testing in Japan, please click on the [link](#) for Japan ID policy.
- If a government issued ID is missing a visible signature (or has an embedded signature), the candidate is allowed to test as long as the other requirements for primary and secondary IDs are met.
- If you have any questions about the ID you are required to bring with you to the testing center for admittance for your exam, please contact Pearson VUE customer service at www.pearsonvue.com/contact. Any candidate exceptions to the ID policy must be pre-approved by the Pearson VUE customer service center at least three business days before the scheduled exam appointment.

Examination Integrity/ Professional Dishonesty

The examination performance of all candidates is monitored and may be analyzed statistically for purposes of detecting and verifying any form of cheating. Candidates are also advised that they cannot disclose Exam Materials, including questions or answers. This includes discussing the content of the exam with anyone, recording, copying, or disclosing any exam question or answer, in whole or in part, directly or indirectly, in any form or by any means whatsoever (this includes "chat rooms", message boards, forums, etc.) If it is determined that a score has questionable validity, after appropriate review, the score will be marked as invalid and the candidate may be barred from retesting indefinitely or for a period as determined by ACAMS.

What You Need Before The Exam With Pearson VUE *continued*

Examination Procedures and Code of Conduct

Additional time will not be allowed. There are no scheduled breaks. Candidates must have the permission of the proctor to leave the testing room.

No questions concerning the content of the exam may be asked during the testing period. It is the responsibility of each candidate to read the directions given on the computer and listen carefully to the instructions given by the proctor.

The proctor reserves the right to dismiss a candidate from the examination for any of the following reasons:

1. If the candidate's admission to the exam is unauthorized.
2. If a candidate creates a disturbance, is abusive or is otherwise uncooperative.
3. If a candidate gives or receives help or is suspected of doing so.
4. If a candidate attempts to remove examination materials or notes from the testing room.
5. If a candidate is discovered in possession of an electronic communication or recording device.

Confidentiality

Candidates receive their exam results immediately (pass or fail) at the conclusion of the test. Results will not be given over the telephone, by facsimile, or electronic mail. When an organization pays for an individual's examination, the organization may request ACAMS to release the result to the organization. If a candidate does not want this information to be released to the organization, then the candidate must notify ACAMS in writing.

ACAMS posts a [list](#) of certified members.

To schedule a re-take, the candidate must:

1. Request an invoice through the [Contact Us](#) page online.
2. Pay the examination fee for their new Authorization to Test.
 - a) US\$299 for Private members
 - b) US\$199 for Public members.
3. Reschedule their exam through the test delivery website.

Appeals

ACAMS provides an appeal mechanism for challenging denial of admission to the exam or revocation of the certification. It is the responsibility of the individual to initiate the appeal process by written request to ACAMS within 30 days of the circumstance leading to the appeal.

Please note: Failure of the exam does not constitute grounds for a review and appeal.

Data and Privacy Policies

To read through Pearson VUE's data and privacy policies please visit <https://home.pearsonvue.com/privacy>.

Pearson VUE Demo

If you would like a preview of the Pearson VUE computer-based testing platform, [click here](#) to launch the demo. It includes information about question types and the user interface so that you can become familiar with it prior to taking your exam.

What You Need Before The Exam With Pearson VUE *continued*

Integrity of the Examination

ACAMS has taken strict security measures to ensure the integrity of the Advanced CAMS–Audit examination. These security measures include:

Proctors – There will be examination proctors present before, during, and after the examination to ensure that all rules and regulations are followed.

Video Cameras – There are high-tech video cameras surrounding the examination site of every testing center to ensure that no assistance is given during the examination.

Audio – There is a live audio recording of each examination session to ensure that no assistance is given during the examination.

Retaking the Examination

If a candidate does not pass, they will have the opportunity to retake the examination based on the following retake policy:

- Candidates who do not pass the exam on their first attempt can retake it after 30 days.
- Candidates who do not pass the exam on their second attempt can retake it after 60 days.
- Candidates who do not pass the exam on their third or more attempt can retake it after 90 days.

TEST CENTER

ITEMS NOT PERMITTED

No personal items, including but not limited to mobile phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats (and other non-religious head coverings), bags, coats, jackets, eyeglass cases, pens, or pencils, are allowed in the testing room. No barrettes or hair clips that are larger than 1/4 inch (1/2 centimeter) wide and

headbands or hairbands that are larger than 1/2 inch (1 centimeter) wide are allowed in the testing room. No jewelry that is removable and larger than 1/4 inch (1/2 centimeter) wide is allowed in the testing room. No books and/or notes are allowed in the testing room unless authorized by the test program sponsor for your use during the test. You must store all personal items in a secure area as indicated by the test administrator or return them to your vehicle. If you refuse to store your personal items, you will be unable to test, and you will lose your test fee. All electronic devices must be turned off before storing them in the designated secure area.

CENTER PROBLEM REPORTING

If there are any irregularities during the examination process, the proctor at each testing center will fill out a Center Problem Report which records the exact details of the irregular incident.

INCLEMENT WEATHER

In the event of inclement weather or unforeseen emergencies on the day of an exam, ACAMS will determine whether circumstances warrant cancellation and subsequent rescheduling of an exam. Every attempt will be made to administer all exams as scheduled. However, should an exam be canceled at a test center, all scheduled candidates will be contacted and receive notification regarding a rescheduled date or reapplication instructions.

HOME OR OFFICE

ONLINE PROCTORING

ACAMS may be offering online proctoring at your home or office for candidates taking their certification in certain locations. Test Taker must read the [FAQ](#) for Online Proctored Exam's limitations and restrictions.



Advanced CAMS–Audit Recertification Policies

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

Recertification Requirements

In order to recertify the Advanced CAMS–Audit credential, you must meet the following requirements:

1. Maintain an active ACAMS membership
2. Meet the Recertification Credit requirements
3. Submit an online application with the appropriate renewal fees

Recertification Credit Requirements

- A total of 45 recertification credits must be accumulated within a three–year cycle. Please note that membership and work experience will not count towards these credit requirements.
- A minimum of fifteen (15) of the total credits must be earned from ACAMS training events.
- Applicants will not be granted recertification credits for activities completed prior to obtaining their Advanced CAMS–Audit credential or their most recent recertification.
- Additional credits earned past the required 45 cannot be rolled over to the following cycle.
- The deadline for earning recertification credits is December 15 of the year of your recertification.

ACAMS Credits

ACAMS Credits are earned from ACAMS–hosted activities such as virtual classrooms, webinars, events, chapter, certificates, and certifications. These are tracked and added automatically to our members’ profiles.

Non–ACAMS Credits

These are earned from any source other than ACAMS. These are not added automatically to members’ profiles. Instead, members are responsible for providing their proof of participation to ACAMS. The criteria for an external activity to count for non–ACAMS credits is outlined below:

- Be related to the subject matter; AFC–AML/CTF, Sanctions, etc.
- Meet a minimum of one hour of continuous learning.
- Provide proof of participation after completion. All documentation submitted to ACAMS needs to clearly state the participant’s name, the training’s title, date, and the number of credits.
- Be completed before the end of the recertification cycle.
- The activity must be synchronous. No asynchronous activities will be accepted.

Deadline for Advanced CAMS–Audit Recertification

Recertification applicants are required to submit both a completed Advanced

CAMS–Audit 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.

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 ACAMS audit process has been created to ensure ACAMS 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.

Advanced CAMS–Audit Recertification Policies *continued*

Recertification Fees

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

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

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.
- Advanced CAMS–Audit professionals who lapse in their recertification may recertify only by successfully retaking and passing the Advanced CAMS–Audit examination.

Membership Status

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

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 5–7 business days 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–Audit examination to obtain the CAMS–Audit 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 credits of recertification 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 recertification 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 recertification 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.

Advanced CAMS–Audit Recertification Policies *continued*

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 recertification credits by their deadline date or have lapsed a recertification cycle are not eligible for an extension.

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 Advanced CAMS–Audit designation. To become certified the candidate must purchase the Advanced CAMS–Audit certification package and retake the exam.

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. 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.



Advanced CAMS–Audit Recertification Worksheet

Recertification Activities

A total of forty-five (45) recertification credits must be earned within a three-year cycle from the year of certification. Members are required to earn fifteen (15) of the total credits from attending ACAMS training events. Please refer to table below for guidance on applicable continuing education.

1	ACAMS EDUCATIONAL COURSES, PROGRAMS AND SEMINARS (MINIMUM OF 15)	Credits	Limit
1.1	Attendance at a conference, workshop, seminar, webinar, chapter event, symposium, educational and/or training session about money laundering control and/or related topics* hosted by ACAMS	1/hour	Unlimited
2	EDUCATIONAL COURSES, PROGRAMS AND SEMINARS	Credits	Limit
2.1	Attendance at a conference, workshop, seminar, webinar, symposium, educational and/or training session about money laundering control and/or related topics*	1/hour	Unlimited
2.2	Completion of a compliance school offered by an accredited college, university or your country's Bankers Association or equivalent	6 each	12/cycle
2.3	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
3	INSTRUCTION, SPEECHES AND OTHER PRESENTATIONS	Credits	Limit
3.1	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
3.2	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
4	AUTHORSHIP OF A PUBLISHED WORK	Credits	Limit
4.1	Authorship of a published book on the subject of money laundering control and/or related topics*	8 each	Unlimited
4.2	Contribution to a published book on the subject of money laundering control and/or related topics*	3 each	Unlimited
4.3	Authorship of a published article or booklet on the subject of money laundering control and/or related topics*	3 each	Unlimited
5	VOLUNTEER SERVICE	Credits	Limit
5.1	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
5.2	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
5.3	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
5.4	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
6	OTHER ACCOMPLISHMENTS	Credits	Limit
6.1	Testimony in a court as an expert witness on money laundering control and/or related topics*	4/case	8/cycle
6.2	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.

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