



# CFE EXAM APPLICATION

ACFE Member #: \_\_\_\_\_

## APPLICATION INSTRUCTIONS

- For ACFE Members Only
- Complete all application questions
- Attach all supporting documentation
- Submit application, supporting documentation and fee to Membership Admissions

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

ATTACH PHOTO HERE

*Incomplete applications will not be processed.*

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

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Routing Code \_\_\_\_\_ Country \_\_\_\_\_

Home Phone \_\_\_\_\_ Home Fax \_\_\_\_\_ Home E-mail Address \_\_\_\_\_

Employer \_\_\_\_\_ Official Job Title \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Routing Code \_\_\_\_\_ Country \_\_\_\_\_

Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_ Business E-mail Address \_\_\_\_\_ Birthplace \_\_\_\_\_ Birthdate (mm/dd/yy) \_\_\_\_\_

Preferred Mailing Address:  Home  Business \_\_\_\_\_ Preferred E-mail 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 cancelled and a new application, fee and supporting documentation must be submitted.

- US \$250 – Applicants will be sent a *Fraud Examiners Manual* on CD-ROM that corresponds to the exam version chosen
- US \$150 – Applicants must have previously purchased the *CFE Exam Prep Course*

Please choose your *CFE Exam* version:  US  UK  CANADA  INTERNATIONAL

Charge my (Check one. *Card charged in US \$*):

**Applications submitted without payment or supporting documentation will not be processed.**

Card Number \_\_\_\_\_ Card Expires (Month/Year) \_\_\_\_\_ V-Code (on back of card) \_\_\_\_\_

Cardholder Name (As shown on card, please print) \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal 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:  
**MEMBERSHIP ADMISSIONS**  
Association of Certified Fraud Examiners  
WORLD HEADQUARTERS • THE GREGOR BUILDING  
716 West Ave • Austin, TX 78701-2727 • USA  
Tel: (800) 245-3321 / +1 (512) 478-9000 • Fax: +1 (512) 478-9297  
E-mail: exam@ACFE.com • Web: www.ACFE.com

FOR OFFICE USE ONLY

**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)

QUALIFICATIONS	POINT MULTIPLIER	SCORE
Years of professional fraud-related experience (directly or indirectly related to fraud)	5 points for each year of full-time experience	years x 5 =
Bachelor's Degree or equivalent (max four years)	10 points for each year of completed undergraduate education	years x 10 = (max 40 pts)
Master's Degree	5 points	
Ph.D., J.D. or equivalent	10 points	
Professional Certifications/Designations (eg. CPA, CIA, etc.)	10 points for each professional certification: _____ Certification _____ Year Certified _____ Certification _____ Year Certified	certifications x 10 =
<b>TOTAL SCORE</b>		

If you answer yes to any question below, submit a detailed description of the incident(s) with your application and supporting documentation.

1. How many cases of suspected fraud have you investigated or uncovered? **Approximate number required. Please include all cases resolved or not:**
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

**8. Indicate the approximate percentage of your current professional time spent in the following areas:**

Auditing	%	Fraud-Related Internal Controls	%	Computer Forensics	%
Forensic Accounting	%	Teaching or Research	%	Loss Prevention	%
Fraud Investigation	%	Consulting on Fraud-Related Matters	%	Other: _____	%

**CHARACTER**

1. Have you ever been convicted of a felony or misdemeanor involving moral turpitude ("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\*:**

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2. Have you ever been discharged from employment for dishonesty, criminal acts, or moral turpitude? .....  Yes  No **If yes, please describe\*:**

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3. Have you ever been subject to an adverse civil or administrative judgment for fraud or moral turpitude? .....  Yes  No **If yes, please describe\*:**

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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\*:**

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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 understand the CFE Program steps outlined below and have included all required supporting documentation and fee with this application. 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. 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.

Signature

Date

**CFE PROGRAM STEPS & REQUIRED DOCUMENTATION**

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

- Three letters of professional recommendation. These letters should be signed and individually written with as much detail as possible, specifically commenting on your character, integrity, and professional skills. Form letters or letters similar in wording are not accepted. The letters must be individually authored and should include the following:
  - an anecdotal description of your working relationship
  - details of your professional background
  - comments on your character, integrity and professional skills
  - a recommendation for you to become a Certified Fraud Examiner
  - author's contact information and signature
  - date recommendation letter written

- 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. Online, computer-generated copies of transcripts 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. Final Certification Review**

Your complete application file including supporting documentation will be reviewed by the Certification Committee before a decision on certification is made. The review process may take up to six weeks from receipt of all requested documentation and fees.