

# CFE Credential

## Exam Candidate Handbook



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## About the ACFE

Founded in 1988, the Association of Certified Fraud Examiners (ACFE) is the world's largest anti-fraud organization and premier provider of anti-fraud training and education.

The ACFE's mission is to reduce the incidence of fraud and white-collar crime and to assist members in fraud detection and deterrence. To accomplish our mission, we:

- Provide bona fide global qualifications for Certified Fraud Examiners (CFEs) through administration of the CFE Exam.
- Set high standards for admission, including demonstrated competence through mandatory continuing professional education.
- Require CFEs to adhere to a strict code of professional conduct and ethics.
- Serve as the international representative for CFEs to business, government and academic institutions.
- Provide leadership to inspire public confidence in the integrity, objectivity and professionalism of CFEs.

## What is the CFE Credential?

The Certified Fraud Examiner (CFE) credential is recognized and accepted worldwide as the standard of professional excellence in the anti-fraud profession. Credential earners must pass a rigorous four-part examination covering the major disciplines that comprise the fraud examination body of knowledge: Financial Transactions and Fraud Schemes, Law, Investigation and Fraud Prevention and Deterrence.

CFEs have a unique set of skills that are not found in any other career field or discipline; they combine knowledge of complex financial transactions with an understanding of investigative techniques, law and how to resolve allegations of fraud.

Those who earn the CFE credential demonstrate expertise in fraud prevention, detection and investigation; understand the underlying factors that motivate people to commit fraud; and are trained to identify red flags that indicate evidence of fraud and fraud risk. They are able to trace fraudulent transactions, interview suspects to obtain information and confessions, write investigation reports, advise clients on their findings and testify at trial.

The CFE credential is documented evidence of expertise and experience, representing a high level of skill, knowledge and professionalism. ACFE research indicates that organizations with CFEs on staff uncover fraud 50% sooner and experience fraud losses that are significantly smaller than organizations that do not have CFEs on staff.



- Signifies expertise and competence in fraud examination
- Helps minimize risks to your organization
- Demonstrates a continued commitment to staying current on trends in the industry through maintenance of continued professional education

## Nondiscrimination Policy

The ACFE does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation or military status in any of its activities or operations.

## About this Handbook

The CFE Credential Exam Candidate Handbook provides a blueprint for the CFE credential to all aspiring and current candidates. The policies and procedures outlined in this document will guide you through the certification process, including exam and certification eligibility requirements and guidelines. The ACFE reserves the right to revise or update these policies, with or without notice, at any time.

Please review this Handbook carefully, with special attention given to the content outline and examination process.

## Eligibility Requirements for Becoming a CFE

Before applying to become a CFE, aspiring candidates must meet the following eligibility requirements:

- Be an associate member of the ACFE in good standing.
- Meet minimum academic and professional requirements (described in more detail below).
- Be of high moral character and agree to abide by the bylaws and [Code of Professional Ethics of the ACFE](#).

## Academic and Professional Requirements

As part of the application process for the CFE Exam, candidates must provide proof that they meet the stated academic and professional requirements to become a CFE.

### Point System

Eligibility is determined by a point system, which awards credit for education, professional affiliations and experience.

- To qualify to take the CFE Exam, a candidate must have at least 40 points.
- To be eligible for certification as a CFE upon passing the exam, a candidate must have a minimum of two years of professional experience and 50 points. Points can be earned before passing the exam or up to five years after the date that a candidate successfully passed their last exam section.

Check your eligibility with our calculator at [ACFE.com/CFEPoints](https://www.acfe.com/CFEPoints).

## Academic Requirements

Any points claimed for education must be from an accredited institution of higher learning. No specific field of study is required. If you do not have a degree but have some education from an institution of higher learning, you may claim credit for each full year that you completed. You may also substitute two years of fraud-related professional experience for each year of academic study.

Academic Points	
No Degree Earned	10 points per year <sup>1</sup>
Associate Degree	20 points
Bachelor's Degree/equivalent or higher	40 points

## Professional Affiliations

In addition to academic education, the ACFE has approved select professional affiliations (i.e., certifications/credentials) as equivalent to 10 academic points. You can [view a complete list here](#).

This list is reviewed annually by the ACFE for changes or additions.

## Fraud-Related Experience

Fraud-related work experience may also be used to earn points.

Professional Experience Points <sup>2</sup>	
2 years	10 points
4 years	20 points
6 years	30 points
8 years	40 points
10 years	50 points

<sup>1</sup>One academic year is equivalent to 24 completed credit/semester hours or equivalent.

<sup>2</sup>Experience is defined by 40 hours per work week. Part-time work may not be eligible for full points. Concurrent experience cannot be claimed.

The [ACFE's Board of Regents](#) has established the following categories as acceptable fraud-related professional experience:

- **Accounting and Auditing:** Candidates may qualify if they have experience as an accountant or auditor (e.g., internal or external auditor) and have certain responsibilities for the detection and deterrence of fraud by evaluating accounting systems for weaknesses, designing internal controls, determining the degree of organizational fraud risk, interpreting financial data for unusual trends and following up on fraud indicators.
- **Criminology and Sociology:** Only those professionals with education or research in the fraud and white-collar crime areas of sociology or criminology may claim experience under this category. An experienced background in general sociological fields is insufficient.
- **Fraud Investigation:** Experience in the investigation of civil or criminal fraud, or of white-collar crime for law enforcement agencies or in the private sector, qualifies. Examples include federal/national, state/provincial or local law enforcement (e.g., Internal Revenue Service, inspectors general and district attorney investigators). Insurance fraud investigators and fraud examiners working for corporations, businesses or associations qualify as well.
- **Loss Prevention:** Security directors for corporations and associations who deal with issues of loss prevention may claim this experience as credit. Security consultants dealing with fraud-related issues are also eligible. Experience as a security guard or equivalent is not acceptable.
- **Law:** Candidates with experience in the legal field might qualify, provided the experience deals with some consideration of fraud. Examples include prosecuting lawyers, fraud litigators and others with an anti-fraud specialization.

If a candidate's experience does not fall into one of these categories but their responsibilities include the detection, investigation or deterrence of fraud, their experience might still qualify. Candidates may submit their application, along with a detailed description of their professional experience, for review.

For additional guidance, candidates may refer to the [Fraud-Related Experience Evaluation Guide](#) as a tool to assess how their professional background aligns with the fraud-related experience requirement.

## ACCEPTABLE FRAUD-RELATED PROFESSIONAL EXPERIENCE

Accounting  
and Auditing



Criminology  
and Sociology



Fraud  
Investigation



Loss Prevention



Law



## Overview of the Certification Process

There are five steps to becoming a CFE:

### PATH TO CERTIFICATION

#### STEP 1

Join the ACFE



#### STEP 2

Prepare for the CFE Exam



#### STEP 3

Apply for the CFE Exam



#### STEP 4

Take the CFE Exam



#### STEP 5

Get Certified



### Step 1: Join the ACFE

To apply for and maintain the CFE credential, you must be an active ACFE member in good standing. ACFE membership grants you access to exclusive benefits designed to ensure you stay at the leading edge of the fraud examination profession.

ACFE members share the common goal of protecting their organizations and communities from fraud. ACFE training and resources give you exactly what you need to achieve this goal. You can also connect with professionals who are eager to help.

Join the ACFE or update your established account online at [ACFE.com/Join](https://www.acfe.com/Join).<sup>3</sup>

### Step 2: Prepare for the CFE Exam

Proper preparation is essential before taking any exam. The ACFE offers a number of study options to help candidates focus their efforts efficiently and effectively. For detailed information regarding each of these study options, refer to the [“Study and Preparation Options”](#) section of this Handbook or visit [ACFE.com/CFEExamPreparation](https://www.acfe.com/CFEExamPreparation).

<sup>3</sup>Membership dues vary based on several factors. Use this [calculator](#) to determine your estimated membership dues.

## Step 3: Apply for the CFE Exam

To be eligible to take the CFE Exam, candidates must have an approved CFE Exam Application with supporting documentation on file with the ACFE. The ACFE Exam Application Fee is \$480.

**To apply for the CFE Exam, visit [ACFE.com/MyExam](https://www.acfe.com/MyExam).**

After you submit your completed application, please allow three to five business days for review of application-related items. Once your CFE Exam Application has been approved, you will be able to schedule the CFE Exam at a time that is convenient for you.

For details on application requirements and how to fill out the CFE Exam Application, refer to the [“Applying for the CFE Exam”](#) section of this Handbook.

## Step 4: Take the CFE Exam

The CFE Exam is a **closed-book and closed-notes** exam composed of **four sections**. Each section is a **separate two-hour exam** that contains **100 multiple choice and True/False questions**. To pass, you must correctly answer at least 75% of the questions in each section. Any unanswered questions will be marked incorrect.

Valid, government-issued photo identification is required to take the CFE Exam. The CFE Exam is computer-based and delivered and live-proctored by [Prometric](#).

The exam sections can be taken either:

- Remotely at a location of your choice
- At an in-person Prometric Testing Center

Detailed scheduling instructions and information regarding exam administration can be found in the [“Taking the CFE Exam”](#) section of this Handbook.

Candidates will receive an email from Prometric with their exam results within 24 hours of completing each exam section. Candidates have **five attempts to pass each section of the exam**. (See more information in the [“CFE Exam Results and Retakes”](#) section of this Handbook.)

## Step 5: Get Certified

Upon successfully passing all four sections of the CFE Exam, your CFE Exam Application, exam results and proctored exam sessions will be reviewed by the Certification Committee. When you meet all the qualifications for certification, you will be notified by email.

As part of becoming a CFE, you will be issued a digital CFE badge from Credly. Digital badges can be used in email signatures or digital resumes, as well as on social media sites such as LinkedIn. Displaying a digital badge allows you to share your achievements online in a simple and trusted way and enables easy verification of your credential in real time.

Printed CFE certificates are also available upon request.

## Preparing for the CFE Exam

### Exam Structure and Content

As previously mentioned, the CFE Exam is comprised of **four sections**. Each section is a **separate two-hour exam** that contains **100 multiple choice** and **True/False questions**.

The CFE Exam tests your knowledge in the four major areas of fraud examination, each of which is covered extensively in the *Fraud Examiners Manual*, the source of the ACFE's fraud examination body of knowledge. The four sections of the CFE Exam are:

- **Financial Transactions and Fraud Schemes:** This section explores basic accounting principles, forms of occupational fraud, fraudulent financial transactions and industry-specific fraud trends. It details how various fraud schemes work and the red flags associated with them.
- **Law:** This section focuses on the fraud-related laws and principles that affect an investigation and the potential prosecution of a case. It provides an overview of how the legal system works in both common law and civil law jurisdictions, as well as important legal considerations when conducting a fraud examination, such as the rights of subjects, how criminal prosecutions and civil actions typically work, rules of evidence and rules for providing expert testimony.
- **Investigation:** This section covers how to plan and conduct a successful fraud examination. It focuses on how to properly collect and analyze documents and other types of evidence, as well as best practices for interviewing, taking statements, obtaining information from public and nonpublic sources, analyzing data, tracing illicit transactions and report writing.
- **Fraud Prevention and Deterrence:** This section examines why people commit fraud and how best to detect, prevent and deter it. Topics covered in this section include crime causation, white-collar crime, occupational and organizational fraud, corporate governance, the role of management and auditors, fraud prevention programs, fraud risk assessment and management and the ACFE Code of Professional Ethics.

## CFE Exam Content Outline

Following certification industry best practices, the ACFE routinely assesses the current and expected future knowledge, skills and abilities needed to show full proficiency as a CFE by conducting a formal job analysis study. The results of this study are used to create the content outline for the CFE Exam.

Using the CFE Exam Content Outline as a blueprint, the CFE Exam is then developed by subject-matter experts and reviewed by a team of editors. All CFE Exam questions also undergo psychometric review, a method of data analysis in which all candidates' responses for an item are evaluated to determine the item's fairness and difficulty, and thorough end-to-end testing.

The current CFE Exam Content Outline is listed in full below and can also be found online [here](#). A new version is released every time the ACFE conducts a formal job analysis study, typically every five to seven years.



# Association of Certified Fraud Examiners

## CFE Exam Content Outline

<b>Section 1: Financial Transactions and Fraud Schemes</b>	
<b>Domain 1: Accounting Concepts</b>	<b>Percentage of Exam: 5 – 10%</b>
<ol style="list-style-type: none"> <li>1. The accounting equation</li> <li>2. Balance sheet/statement of financial position</li> <li>3. Income statement/statement of financial performance/statement of operations/profit-and-loss statement/statement of changes in financial position</li> <li>4. Statement of cash flows</li> <li>5. Cash vs. accrual accounting</li> <li>6. Various accounting frameworks (GAAP, IFRS, etc.) and when they are used</li> </ol>	
<b>Domain 2: Financial Statement Fraud</b>	<b>Percentage of Exam: 5 – 10%</b>
<ol style="list-style-type: none"> <li>1. What financial statement fraud is</li> <li>2. Types of financial statement fraud schemes</li> <li>3. Financial statement analysis</li> </ol>	
<b>Domain 3: Asset Misappropriation: Cash Receipts</b>	<b>Percentage of Exam: 5 – 10%</b>
<ol style="list-style-type: none"> <li>1. What cash skimming is</li> <li>2. Types of cash skimming schemes</li> <li>3. Cash skimming schemes: Prevention and detection</li> <li>4. What cash larceny is</li> <li>5. Types of cash larceny schemes</li> <li>6. Cash larceny: Prevention and detection</li> </ol>	
<b>Domain 4: Asset Misappropriation: Fraudulent Disbursements</b>	<b>Percentage of Exam: 5 – 10%</b>
<ol style="list-style-type: none"> <li>1. Types of register disbursement schemes</li> <li>2. Register disbursement schemes: Prevention and detection</li> <li>3. Electronic payment tampering: Prevention and detection</li> <li>4. Types of billing schemes</li> <li>5. Billing schemes: Prevention and detection</li> <li>6. Types of payroll fraud schemes</li> <li>7. Payroll fraud schemes: Prevention and detection</li> <li>8. Types of expense reimbursement schemes</li> <li>9. Expense reimbursement schemes: Prevention and detection</li> </ol>	

<b>Domain 5: Asset Misappropriation: Inventory and Other Assets</b>	<b>Percentage of Exam: 1 – 5%</b>
<ol style="list-style-type: none"> <li>1. Misuse of inventory and other assets</li> <li>2. Types of inventory theft schemes</li> <li>3. Concealing inventory shrinkage</li> <li>4. Inventory schemes: Prevention and detection</li> </ol>	
<b>Domain 6: Corruption</b>	<b>Percentage of Exam: 5 – 10%</b>
<ol style="list-style-type: none"> <li>1. What corruption is</li> <li>2. Types of corruption schemes (e.g., bribery, kickback schemes, conflicts of interest)</li> <li>3. Methods of making illegal payments</li> <li>4. Corruption schemes: Prevention and detection</li> </ol>	
<b>Domain 7: Theft of Data and Intellectual Property</b>	<b>Percentage of Exam: 5 – 10%</b>
<ol style="list-style-type: none"> <li>1. Corporate espionage vs. competitive intelligence</li> <li>2. Sources of competitive intelligence</li> <li>3. How information is lost or stolen</li> <li>4. Safeguarding proprietary information from insider and external threats</li> </ol>	
<b>Domain 8: Identity Theft</b>	<b>Percentage of Exam: 1 – 5%</b>
<ol style="list-style-type: none"> <li>1. Types and methods of identity theft</li> <li>2. How identity thieves steal information</li> <li>3. Identity theft schemes: Prevention and detection</li> </ol>	
<b>Domain 9: Financial Institution Fraud</b>	<b>Percentage of Exam: 5 – 10%</b>
<ol style="list-style-type: none"> <li>1. Types of financial institution fraud schemes (e.g., new account schemes, loan and mortgage fraud schemes)</li> <li>2. Red flags of financial institution fraud</li> <li>3. Financial institution fraud: Prevention and detection</li> </ol>	
<b>Domain 10: Payment Fraud</b>	<b>Percentage of Exam: 5 – 10%</b>
<ol style="list-style-type: none"> <li>1. Types of payment fraud schemes (e.g., electronic funds transfer fraud schemes, payment card fraud schemes, mobile payment schemes)</li> <li>2. Payment fraud schemes: Prevention and detection</li> </ol>	

<b>Domain 11: Insurance Fraud</b>	<b>Percentage of Exam: 1 - 5%</b>
<ol style="list-style-type: none"> <li>1. Types of insurance fraud schemes (e.g., vehicle insurance schemes, agent/broker fraud)</li> <li>2. Red flags of insurance fraud</li> <li>3. Insurance fraud: Prevention and detection</li> </ol>	
<b>Domain 12: Health Care Fraud</b>	<b>Percentage of Exam: 1 - 5%</b>
<ol style="list-style-type: none"> <li>1. Types of health care fraud schemes (e.g., fraud by the insurance company/group, fraud by the patient, fraud by service providers)</li> <li>2. Health care fraud: Prevention and detection</li> </ol>	
<b>Domain 13: Consumer Fraud</b>	<b>Percentage of Exam: 5 - 10%</b>
<ol style="list-style-type: none"> <li>1. Types of consumer fraud schemes (e.g., advance-fee schemes, elder fraud, pyramid schemes, Ponzi schemes)</li> <li>2. Red flags of consumer fraud</li> <li>3. Consumer fraud: Prevention and detection</li> </ol>	
<b>Domain 14: Cyberfraud</b>	<b>Percentage of Exam: 5 - 10%</b>
<ol style="list-style-type: none"> <li>1. Information security goals and control objectives</li> <li>2. Types of electronic social engineering schemes (e.g., business email compromise, phishing)</li> <li>3. Types of malware (e.g., viruses, ransomware)</li> <li>4. Combatting insider threats</li> <li>5. Cyberfraud: Prevention and detection</li> <li>6. Responding to cybersecurity incidents</li> </ol>	
<b>Domain 15: Contract and Procurement Fraud</b>	<b>Percentage of Exam: 5 - 10%</b>
<ol style="list-style-type: none"> <li>1. Basic elements and phases of contracting</li> <li>2. Types of contract and procurement fraud schemes (e.g., collusion with employees, collusion among contractors, performance schemes)</li> <li>3. Red flags of contract and procurement fraud</li> <li>4. Contract and procurement fraud: Prevention and detection</li> </ol>	

## Section 2: Law

### Domain 1: Overview of the Legal System

Percentage of Exam: 5 – 10%

1. Criminal, civil and administrative actions for fraud
2. Civil vs. common law systems
3. Adversarial vs. inquisitorial processes
4. Challenges in international cases

### Domain 2: The Law Related to Fraud

Percentage of Exam: 10 – 15%

1. Misrepresentation of material facts
2. Breach of trust offenses
3. Mail fraud and wire fraud
4. False claims and documents
5. Corruption (e.g., bribery, conflicts of interest) and related international rules and standards
6. Perjury
7. Conspiracy
8. Concealment of material facts/obstruction

### Domain 3: Bankruptcy Fraud

Percentage of Exam: 5 – 10%

1. Governance and management in bankruptcy proceedings
2. Types of bankruptcy filings
3. Role of key parties in bankruptcies (e.g., administrator/trustee, courts)
4. Types of bankruptcy fraud schemes (e.g., bustout schemes, concealment of assets)

### Domain 4: Securities Fraud

Percentage of Exam: 5 – 10%

1. Securities laws and regulation
2. International Organization of Securities Commissions (IOSCO) recommendations
3. The role of self-regulatory organizations
4. Components of investment contracts
5. Types of securities fraud schemes (e.g., insider trading, unsuitable recommendations)

### Domain 5: Money Laundering

Percentage of Exam: 10 – 15%

1. Money laundering stages
2. Methods of laundering money (e.g., using front businesses, emerging payment technologies, money services businesses)
3. Components of anti-money laundering programs
4. Anti-money laundering regulations and guidance (e.g., Financial Action Task Force [FATF] Recommendations)

<b>Domain 6: Tax Fraud</b>	<b>Percentage of Exam: 1 – 5%</b>
<ol style="list-style-type: none"> <li>1. Tax avoidance vs. tax evasion</li> <li>2. Common defenses to tax evasion</li> <li>3. Types of tax evasion schemes (e.g., income and wealth tax evasion, consumption tax schemes)</li> </ol>	
<b>Domain 7: Individual Rights During Examinations</b>	<b>Percentage of Exam: 10 – 15%</b>
<ol style="list-style-type: none"> <li>1. Employees' duty to cooperate</li> <li>2. Employees' contractual rights</li> <li>3. Whistleblower legal protections</li> <li>4. Employees' rights in private actions vs. government actions</li> <li>5. Rules regarding searches and surveillance in the workplace</li> <li>6. Employees' expectation of privacy</li> <li>7. Causes of action for violations of employee rights (e.g., invasion of privacy, intentional infliction of emotional distress, defamation, false imprisonment)</li> <li>8. Data privacy and transfer laws (e.g., General Data Protection Regulation [GDPR])</li> <li>9. Consequences for failure to preserve evidence</li> </ol>	
<b>Domain 8: Criminal Prosecutions</b>	<b>Percentage of Exam: 10 – 15%</b>
<ol style="list-style-type: none"> <li>1. Corporate criminal liability</li> <li>2. International Covenant on Civil and Political Rights (ICCPR)</li> <li>3. Finders of fact in criminal cases</li> <li>4. Criminal proceedings, sentencing and restitution</li> <li>5. Criminal discovery</li> <li>6. The burden of proof in criminal cases</li> <li>7. Prosecutorial discretion and bargaining agreements</li> <li>8. Corporate deferred prosecution agreements</li> <li>9. Appeals</li> </ol>	
<b>Domain 9: Civil Actions</b>	<b>Percentage of Exam: 5 – 10%</b>
<ol style="list-style-type: none"> <li>1. Beginning the civil action</li> <li>2. Civil discovery and discovery methods</li> <li>3. Preservation of evidence in civil litigation</li> <li>4. Securing assets before judgment</li> <li>5. Trial of a civil case</li> <li>6. The burden of proof in civil cases</li> <li>7. Counterclaims</li> <li>8. Alternative dispute resolution</li> <li>9. Civil remedies and recovering fraud losses</li> </ol>	

<b>Domain 10: Basic Principles of Evidence</b>	<b>Percentage of Exam: 5 – 10%</b>
<ol style="list-style-type: none"> <li>1. Direct vs. circumstantial evidence</li> <li>2. Admissibility of evidence (e.g., authentication, chain of custody)</li> <li>3. Impeachment</li> <li>4. Evidentiary privileges and protections (e.g., legal professional privilege, litigation privilege, waiver of privilege)</li> </ol>	
<b>Domain 11: Testifying</b>	<b>Percentage of Exam: 5 – 10%</b>
<ol style="list-style-type: none"> <li>1. Purpose of testifying expert witnesses</li> <li>2. Appointment of experts</li> <li>3. Qualifying to testify as an expert witness</li> <li>4. Direct testimony considerations</li> <li>5. Cross-examination considerations and techniques</li> </ol>	

<b>Section 3: Investigation</b>	
<b>Domain 1: Planning and Conducting a Fraud Examination</b>	<b>Percentage of Exam: 5 – 10%</b>
<ol style="list-style-type: none"> <li>1. Definition of fraud examination</li> <li>2. Considerations in planning a fraud examination</li> <li>3. The basis of predication in fraud examination</li> <li>4. Developing a fraud response plan</li> <li>5. Preserving confidentiality in a fraud examination</li> </ol>	
<b>Domain 2: Collecting Evidence</b>	<b>Percentage of Exam: 1 – 5%</b>
<ol style="list-style-type: none"> <li>1. Types of evidence (e.g., documentary, digital, testimonial)</li> <li>2. Rules for the collection of evidence</li> <li>3. Methods of obtaining evidence</li> <li>4. Disposal of evidence</li> </ol>	
<b>Domain 3: Interview Theory and Application</b>	<b>Percentage of Exam: 15 – 20%</b>
<ol style="list-style-type: none"> <li>1. Purpose of the interview</li> <li>2. Planning for interviews</li> <li>3. Documenting the interview</li> <li>4. Questioning techniques (e.g., sequence of questions, question types)</li> <li>5. Interviewee’s legal and administrative rights</li> <li>6. Providing an introduction and building rapport</li> <li>7. Assessing the interviewee’s behavior (e.g., observing reactions, establishing a baseline, considering behaviors together)</li> <li>8. Dealing with resistance and difficult/volatile people</li> <li>9. Verbal clues to deception</li> <li>10. Closing the interview</li> </ol>	

<b>Domain 4: Interviewing Suspects and Signed Statements</b>	<b>Percentage of Exam: 10 – 15%</b>
<ol style="list-style-type: none"> <li>1. Purpose of the admission-seeking interview</li> <li>2. Preparing the interview room</li> <li>3. Rules for admission-seeking interviews</li> <li>4. Asking admission-seeking questions</li> <li>5. Steps in an admission-seeking interview (e.g., making the accusation, countering responses)</li> <li>6. Rules for obtaining signed statements</li> </ol>	
<b>Domain 5: Covert Operations</b>	<b>Percentage of Exam: 5 – 10%</b>
<ol style="list-style-type: none"> <li>1. What a covert operation is</li> <li>2. Documenting covert operations</li> <li>3. Legal issues in covert operations (e.g., recordings, entrapment)</li> <li>4. Procedures and considerations when using sources and informants</li> </ol>	
<b>Domain 6: Sources of Information</b>	<b>Percentage of Exam: 15 – 20%</b>
<ol style="list-style-type: none"> <li>1. Uses of external sources of information in fraud examinations</li> <li>2. Types of public records (e.g., local government records, court records, corporate filings, securities records)</li> <li>3. Types of nonpublic records (e.g., credit reports, bank records)</li> <li>4. Methods for gaining access to nonpublic records</li> <li>5. Legalities of pretexting</li> <li>6. General Data Protection Regulation (GDPR) application</li> <li>7. Guidelines and use of online databases</li> <li>8. Use of internet sources (e.g., social media, deep web, dark web, archives)</li> <li>9. Documenting electronic evidence obtained online</li> </ol>	
<b>Domain 7: Data Analysis and Reporting Tools</b>	<b>Percentage of Exam: 5 – 10%</b>
<ol style="list-style-type: none"> <li>1. Data analysis functions and their applications (e.g., Benford’s law analysis, sorting, joining)</li> <li>2. Advanced data analysis (e.g., unstructured data and textual analytics, artificial intelligence, predictive modeling)</li> <li>3. Data visualization and reporting</li> <li>4. Phases in the data analysis process</li> </ol>	
<b>Domain 8: Digital Forensics</b>	<b>Percentage of Exam: 5 – 10%</b>
<ol style="list-style-type: none"> <li>1. Planning for digital evidence collection</li> <li>2. Types of files to be recovered</li> <li>3. Sources of digital evidence</li> <li>4. The phases of a digital evidence investigation</li> </ol>	

**Domain 9: Tracing Illicit Transactions****Percentage of Exam: 10 – 15%**

1. The process of tracing illicit transactions
2. Obtaining and examining bank records
3. Types of financial records used to trace assets (e.g., correspondent banking, wire transfer records, electronic payment records, loan records, credit card records)
4. Methods of tracing and analyzing financial transactions (e.g., asset method, expenditures method)
5. Emerging technology implications in tracing illicit transactions
6. Locating hidden assets
7. Asset forfeiture/recovery

**Domain 10: Report Writing****Percentage of Exam: 5 – 10%**

1. Characteristics and structure of a good report
2. Purpose of a fraud examination report
3. Rules and best practices for fraud examination reports (e.g., guidance pertaining to conclusions and opinions, attachments, audience)
4. Providing follow-up and recommendations

**Section 4: Fraud Prevention and Deterrence****Domain 1: Understanding Criminal Behavior****Percentage of Exam: 5 – 10%**

1. The use of punishment vs. reinforcement to modify behavior
2. Theory of differential association
3. Social control theory and social learning theory
4. Differential reinforcement theory
5. Rational choice theory
6. Routine activities theory

**Domain 2: White-Collar Crime****Percentage of Exam: 15 – 20%**

1. Organizational opportunity for white-collar crime
2. Factors that contribute to white-collar crime
3. Effects of white-collar crime on individuals and society
4. Prosecutions for white-collar criminals
5. Organizational vs. occupational crime
6. Factors that contribute to organizational crime (e.g., structure, specialization, profit pressure)
7. Ways organizations rationalize questionable conduct
8. Ways to control organizational crime (e.g., compliance, deterrence)
9. Components of the Fraud Triangle
10. Research and trends in occupational fraud

<b>Domain 3: Corporate Governance</b>	<b>Percentage of Exam: 5 - 10%</b>
<ol style="list-style-type: none"> <li>1. What corporate governance is</li> <li>2. The parties involved in corporate governance</li> <li>3. Establishing a corporate governance framework</li> <li>4. Principles of corporate governance</li> <li>5. Sources of corporate governance guidance (e.g., OECD, Treadway Commission)</li> </ol>	
<b>Domain 4: Management's Fraud-Related Responsibilities</b>	<b>Percentage of Exam: 5 - 10%</b>
<ol style="list-style-type: none"> <li>1. What internal controls are</li> <li>2. COSO's five components of internal control</li> <li>3. Management's responsibility for the anti-fraud program</li> <li>4. Elements of an effective anti-fraud compliance program</li> </ol>	
<b>Domain 5: Auditors' Fraud-Related Responsibilities</b>	<b>Percentage of Exam: 5 - 10%</b>
<ol style="list-style-type: none"> <li>1. External auditors' fraud-related responsibilities</li> <li>2. External auditors' reporting requirements</li> <li>3. Financial statement materiality</li> <li>4. Internal control findings</li> <li>5. Internal auditors' fraud-related responsibilities</li> <li>6. Internal auditors' reporting requirements</li> <li>7. Government auditors' fraud-related responsibilities</li> <li>8. Government auditors' reporting requirements</li> </ol>	
<b>Domain 6: Fraud Prevention Programs</b>	<b>Percentage of Exam: 10 - 15%</b>
<ol style="list-style-type: none"> <li>1. Increasing the perception of detection</li> <li>2. Employee anti-fraud education</li> <li>3. Reporting programs and whistleblower protection programs</li> <li>4. Reinforcing an enterprise-wide anti-fraud culture (e.g., tone at the top, organizational structure, performance management and measurement, hiring policies)</li> <li>5. Response to and communication of fraud incidents</li> <li>6. Minimizing employee pressures to commit fraud</li> <li>7. Developing a formal anti-fraud policy</li> <li>8. Developing an ethics program</li> </ol>	

**Domain 7: Fraud Risk Assessment****Percentage of Exam: 10 – 15%**

1. The role and objective of anti-fraud controls
2. Types of anti-fraud controls
3. Purpose and objectives of a fraud risk assessment
4. Elements of an effective fraud risk assessment
5. Types of fraud risks
6. Steps in conducting a fraud risk assessment
7. Ways to respond to residual risks
8. Reporting the fraud risk assessment results
9. The relationship between the fraud risk assessment and the internal/external audit functions

**Domain 8: Fraud Risk Management****Percentage of Exam: 5 – 10%**

1. What risk management is
2. Risk management frameworks (e.g., ISO 31000, COSO *Enterprise Risk Management—Integrated Framework*)
3. Principles of fraud risk management
4. Roles and responsibilities for fraud risk management
5. Objectives of a fraud risk management program
6. Defining risk appetite
7. Fraud risk management program compliance and oversight
8. Third-party fraud risk management

**Domain 9: Ethics for Fraud Examiners****Percentage of Exam: 10 – 15%**

1. Purpose of a code of ethics
2. Relationship among moral philosophy, ethics and the law
3. Implications of engaging in illegal or unethical conduct
4. Identifying and avoiding conflicts of interest
5. Integrity requirements
6. Professional skepticism
7. Giving opinions and drawing conclusions
8. Dealing with privileged and confidential information
9. Ensuring proper qualifications for engagements

## Exam Updates

The CFE Exam is substantially updated every five to seven years to reflect current industry standards and best practices. These updates are guided by job analysis studies, which identify the knowledge and skills most relevant to anti-fraud professionals. While the exam's core foundation is refreshed through these studies, the ACFE also updates the exam periodically to address security needs or in response to more immediate changes affecting the profession, such as new or revised legislation, regulations or standards.

A new version of the CFE Exam will launch on **June 2, 2026**, following the ACFE's **2024** job analysis study. Candidates who do not pass all required exam sections by that time will be administered the new version regardless of their study product purchase.

[Click here](#) to learn more about this change.

## Exam Accommodations

The ACFE strives to provide an equal testing opportunity for all CFE candidates and complies with the Americans with Disabilities Act (ADA), as well as any country-specific equivalent, to provide reasonable accommodations to candidates with documented disabilities or special needs. Accommodations require advance review and coordination with Prometric and can take up to 30 days to arrange.

For a complete list of permissible items that do not require preapproval from the ACFE or Prometric, please [click here](#).

To apply for an exam accommodation, please contact [ExamAccommodations@ACFE.com](mailto:ExamAccommodations@ACFE.com) before scheduling your exam appointment and at least 30–60 days prior to your desired testing date.

## Study and Preparation Options

Passing the CFE Exam starts with the right study plan. The ACFE offers [a variety of options](#) to match personal preferences for instructor support, scheduling, budget and location. Make the most of your study time by choosing a preparation method that fits your circumstances and personal learning style.

### *Fraud Examiners Manual*

The [Fraud Examiners Manual](#) contains the fraud examination body of knowledge; all content tested on the CFE Exam originates from this material. The *Fraud Examiners Manual* is the ultimate self-directed study option and is the most economical choice; however, with more than 2,000 pages of content, this method requires the most time and self-discipline to prepare for the exam.

## CFE Exam Prep Course

The [CFE Exam Prep Course](#) is a flexible, self-paced computer-based program that allows users to customize their own study experience. It is the most popular preparation option, featuring pre-assessments, lessons, review questions with feedback and flashcards. The review questions contain direct links and references to the source material in the *Fraud Examiners Manual* for further study, and access to the *Fraud Examiners Manual* is included as part of this study method as well. The *CFE Exam Prep Course* allows users to create a more focused study plan through personalization and to use their time more efficiently by identifying the areas where they are struggling.

The *CFE Exam Prep Course* enables you to:

- Customize your learning experience through hundreds of lessons, review questions and flashcards.
- Follow a recommended study plan or create your own based on personal strengths and weaknesses.
- Set a target deadline for your studies and analyze your progress.
- Assess your strongest and weakest areas through optional pre-assessments.
- Personalize your studies by highlighting key points, bookmarking lessons and taking notes.
- Reinforce your understanding of key concepts through end-of-lesson Knowledge Checks.
- Quiz yourself with more than 1,300 review questions.
- Rate your confidence levels on the review questions you answer.
- Connect review questions to lessons and the online *Fraud Examiners Manual* for additional support.
- Create personal flashcards to help you retain important information.
- Prepare to take the CFE Exam by reviewing processes, tips and protocols for exam day.

## Prep Course Add-Ons

Bring your studying to the next level by choosing a *Prep Course* package that includes the following additional study tools:

- The **CFE Exam Study Guide**, which offers an outline of the key points and foundational concepts found in the four main sections of the exam
- The **On-Demand CFE Exam Review Course**, which combines instruction with the flexibility of a self-study option through 20 hours of on-demand video from ACFE instructors

## CFE Exam Review Course

The [CFE Exam Review Course](#) is a four-day class that features experienced instructors who explain the key concepts and content covered on the CFE Exam. This course is best for learners who require more structure, direction and interaction.

The *CFE Exam Review Course* is offered both virtually and in person throughout the year and includes international offerings from [ACFE Authorised Trainers](#). An in-person course provides face-to-face interaction with the instructor and your classmates; a virtual course means all interaction is via a screen, without the necessity of travel.

## Applying for the CFE Exam

Candidates should [apply for the CFE Exam](#) and submit all required documentation at least **60 days prior** to their desired exam time frame. This allows sufficient time for the ACFE to thoroughly review each application and verify that all qualifications have been met. The vetting process ensures that all candidates are eligible to sit for the exam, maintaining the integrity and fairness of the credentialing process.

Candidates who are unable to apply online may email [Exam@ACFE.com](mailto:Exam@ACFE.com) to discuss alternative application methods based on their needs.

## Application Requirements

The CFE Exam Application addresses the main requirements for certification: **Qualifications and Experience, Character and Consent to Exam Policies, Attestation and Signature Statement** and **Payment**.

### Qualifications and Experience

As part of the application process, candidates must provide details about their education, professional certifications and fraud-related work experience. This information is used to verify eligibility for the CFE credential. **All qualifying points must be substantiated with supporting documentation.** For more information on those requirements, see the [“Eligibility Requirements for Becoming a CFE”](#) section of this Handbook.

### Character and Consent to Exam Policies

To ensure the integrity of the CFE credential, all candidates must demonstrate good moral character, be a strong addition to the anti-fraud profession and provide three professional recommendations. More information on the specific requirements for the professional recommendations is found in the [“Professional Recommendations”](#) section of this Handbook.

Candidates must also agree to all exam security and proctoring policies. The CFE Exam is a live-proctored examination, which includes identity verification and monitoring during the exam. See the [“CFE Exam Disclosure”](#) section of this Handbook for more details.

### Attestation and Signature Statement

Candidates must attest that all information provided in their application is accurate and agree to the requirements and policies of the CFE credential program. Falsification of any information may result in denial or revocation of a candidate’s application or membership. An electronic signature and date are required.

### Payment

Payment of the CFE Exam Application Fee is required before candidates may submit their application and supporting documentation for review. The fee confirms the candidate’s intent to pursue certification and activates their two-year application validity window to complete the application and all required exam sections.

## How to Fill Out the Application

The CFE Exam Application process consists of two distinct parts, both of which must be completed **online** through the Certification Portal.

1. Complete the online prequalification.
2. Submit supporting documentation.

### Part 1: Complete the Online Prequalification

To begin, log into your [ACFE.com account](#) and select “**Apply for and Schedule the CFE Exam**” from the Quick Tasks sidebar. Then, under “**CFE Exam Application,**” select the “**Create New Application**” button.

The screenshot shows the ACFE Certification Portal dashboard for a CFE Candidate. At the top, it says "Welcome, CFE Candidate" with "Associate | Active" below it. On the left is a "Quick Tasks" sidebar with a yellow box around "Apply for and Schedule the CFE Exam". Other tasks include "My Learning and Resources", "My Event CPE and Certificates", "Read Fraud Magazine", "Interests and Professional Information", "Participate in the ACFE Community", "Search the Member Directory", "Look for a Mentor or Mentee", and "Submit Speaker Proposal". The main area is titled "CFE Exam Application" and shows "Applicant: CFE Candidate" with a yellow box around the "Create New Application" button. Below this is a table with columns "Status" and "Must Meet Requirements By".

Under “**Qualifications, Consent and Payment,**” click the “**Start CFE Exam Application**” button to get started.

The screenshot shows the "Qualifications, Consent and Payment" section of the ACFE Certification Portal. It is titled "Applicant: CFE Candidate" and includes a welcome message and a link to the "CFE Credential Exam Candidate Handbook". The section is titled "1. Qualifications, Consent and Payment" and explains that eligibility is based on a "qualifying point system" that awards points for education, professional certifications, and fraud-related work experience. It states that to qualify for the CFE Exam, candidates must have **40 or more points** and **at least two years of fraud-related experience and 50 points**. A "Pre-Qualification Progress" box shows "0/40 Points Earned". At the bottom, there is a yellow box around the "Start CFE Exam Application" button.

## Prequalification

**Demographics:** Enter your date of birth in this field.

The screenshot shows the 'CFE Exam Application' interface. Under the 'Demographics' section, there is a 'Birthdate' field with a calendar icon. A date picker calendar is open, showing 'NOVEMBER' for the year '2025'. The date '3' is selected. The calendar grid shows days from Sun to Sat. Below the calendar, there are text input fields and a dropdown menu. A yellow box highlights the calendar icon and the date picker.

**Candidate Tip:** Use the calendar icon and select your birth year first, followed by birth month and day, in this specific order.

**Qualifications:** Complete the questions under this section that pertain to you and then select **“Next.”** Some fields might be required to continue. If you receive an error message, please review the messaging and make the necessary corrections/updates.

The screenshot shows the 'Qualifications' section. It features a dark blue banner with white text: 'You must have at least two years of fraud-related work experience. For experience to be considered fraud-related, the majority of the role's responsibilities must be related to the fraud examination body of knowledge. If you need help determining whether your experience would count toward this requirement, please review [ACFE's Fraud-Related Work Experience Assessment Tool](#).' Below the banner are two columns of form fields. The first column has a text input field for 'How many years of professional fraud-related experience do you have?' and three dropdown menus for 'Professional Certification #1', 'Professional Certification #3', and 'Professional Certification #4'. The second column has a dropdown menu for 'Have you earned a Bachelor's degree/equivalent or higher?' and two dropdown menus for 'Professional Certification #2' and 'Professional Certification #4'. At the bottom left is a yellow 'Back' button and at the bottom right is a yellow 'Next' button.

## Character, Consent and Attestation

**Character:** All questions presented in the “**Character**” section are required.

NOTE: If you answer “**Yes**” to any of the questions, you are not eligible to apply for the CFE Exam online. To be considered, email [Exam@ACFE.com](mailto:Exam@ACFE.com) with an explanation of your answer and request an alternative application method. Your submission will be reviewed by the Certification Committee, and you will be notified of their decision via email.

### Character, Consent and Attestation

#### 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 turpitude” means an offense that calls into question the integrity or judgment of the offender, such as fraud, bribery, corruption, theft, embezzlement, solicitation, etc.)?

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 and that you have not previously disclosed to the ACFE?

Have you ever had a professional license or other authority to practice revoked or suspended that you have not previously disclosed to the ACFE?

Please Select

Please Select

Please Select

**Consent to Exam Policies:** You must agree to all terms related to the administration of the CFE Exam.

### Consent to Exam Policies

Maintaining the integrity of the CFE Exam protects the value of the credential and ensures that all who earn it have demonstrated the same level of professional expertise and high ethical standards. To ensure a fair and secure testing environment, the CFE Exam is a live-proctored examination.

By continuing, you confirm your agreement to the following terms:

- ACFE or its authorized proctor may access your web camera and computer screen during the exam.
- ACFE or its authorized proctor may record, store, review and audit images of your photo identification and video/audio recordings of you and your testing space during the exam.
- ACFE or its authorized proctor may utilize biometric facial recognition software for identity verification purposes and to detect and prevent exam violations.
- Use of the CFE Exam remote proctoring software must comply with all applicable device or network usage guidelines and restrictions. You certify that using the software will not violate any user restrictions, workplace codes of conduct or other usage guidelines or restrictions.
- The CFE Exam is confidential and proprietary; reproduction, distribution, sharing or posting of exam content in any form is strictly prohibited. I understand that any violation of exam policies can lead to invalidation of exam results, disqualification from the CFE credential program, credential revocation, and/or potential legal action.

I agree

I agree

I agree

I agree

I agree

**Attestation and Signature Statement:** You must affirm your understanding and agreement with the presented CFE credential program conditions, policies and procedures. If you do not agree to the terms, you will not be eligible to apply for the CFE Exam.

### Attestation and Signature Statement

With the submission of this application, you affirm your understanding and agreement with the following:

- Accurate Information**  
All information provided in the application and the accompanying documentation is true, complete and accurate to the best of my knowledge. Falsification of any information on this application is grounds for denial or revocation of membership with the ACFE.
- Personal Completion of Application**  
I attest that I am the individual completing this application and that all information provided is my own. No one else has completed or submitted this application on my behalf. I understand that misrepresentation of my identity or involvement in the application process may result in disqualification from the CFE credential program.
- Compliance with Program Policies**  
I agree to comply with all policies, procedures and requirements associated with the CFE credential program. If this application is accepted, I agree to abide by the ACFE Bylaws, ACFE Code of Professional Ethics, and CFE Code of Professional Standards. Qualifications are established by the Board of Regents, whose decisions are final. I understand that if the ACFE determines that I do not meet the minimum requirements to take the CFE Exam, my application will be canceled and I will be eligible for a refund of my application fee, less a \$100 application processing fee.
- Membership, Application and Exam Result Validity**  
I understand that active membership is a requirement to take the CFE Exam and maintain the credential. My application and any passing results obtained will expire two years after the date of submission if I do not pass all required exam sections. If I do not complete the CFE credential program within this period, my application will be canceled and I will need to submit a new application, fee and supporting documentation to continue. Upon passing all required exams, my complete results will be valid for five years from the date of my last passed exam, allowing me up to five years to meet all certification requirements.
- Verification Authorization**  
I understand that any and all information provided in this application is subject to verification, including my employment, education and professional recommendations, and that my application may be selected for a random audit at any point prior to certification.
- Release of Exam Information**  
Details regarding my CFE Exam, including exam scores, results and any other exam information, will not be shared or released to a third party without my consent, unless required by a lawful court order or a request related to a legitimate government investigation. If my employer paid for my application fee, the ACFE will provide pass/fail information upon request, but this information will not contain my specific exam score.

### Final Certification

By submitting this application and clicking the following checkbox, I acknowledge and agree to all statements above. I understand that an electronically affixed signature on this form carries the same level of enforceability and validity as a handwritten signature.

I agree

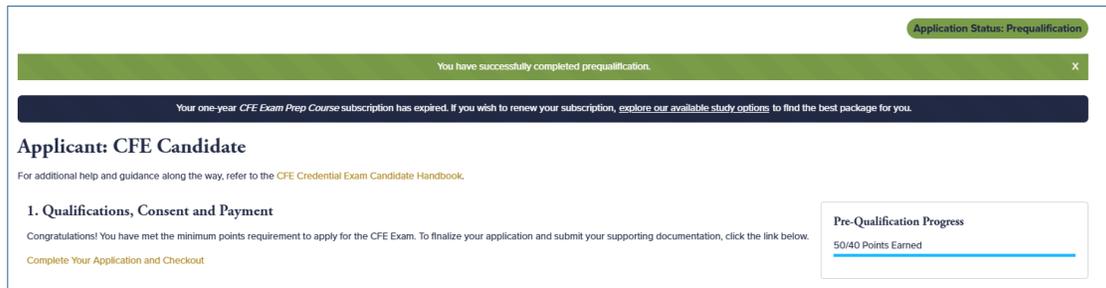
[Back](#) [Next](#)

Select **“Next”** to continue to the payment section. If you receive an error message, please review the messaging and make the necessary corrections/updates.

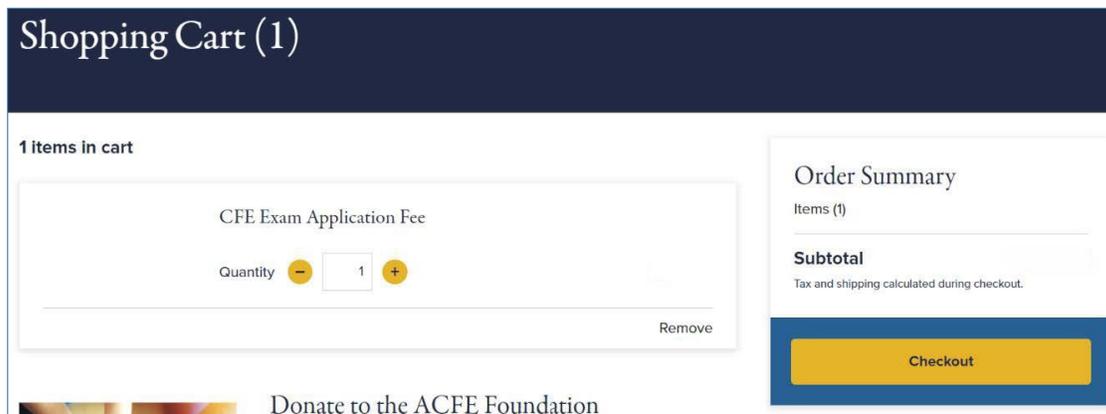
**Candidate Tip: Make sure all white check boxes are blue and have a white check mark inside before selecting “Next.”**

## Payment

**Payment:** After completing the “**Prequalification,**” you will be redirected to the [Certification Portal](#). Payment is required to activate and access your application. Select “**Complete Your Application and Checkout**” to proceed to the Shopping Cart.



From the Shopping Cart, select the “**Checkout**” button.



After selecting “**Checkout,**” you will be prompted to complete your payment information and billing details. Follow the prompts and select “**Place your order**” when ready.

## Part 2: Submit Supporting Documentation

After payment has been processed and **Part 1** has been completed, candidates will receive access to the [Certification Portal](#). The Certification Portal allows candidates to manage their CFE Exam Application by submitting documentation directly to the ACFE.

To upload supporting documentation, select **“Edit.”**



The screenshot shows the 'CFE Exam Application' page. On the left is a 'Quick Tasks' sidebar with links: 'Apply for and Schedule the CFE Exam', 'My Learning and Resources', 'My Event CPE and Certificates', 'Read Fraud Magazine', 'Interests and Professional Information', 'Participate in the ACFE Community', 'Search the Member Directory', 'Look for a Mentor or Mentee', and 'Submit Speaker Proposal'. The main content area is titled 'CFE Exam Application' and 'Applicant: CFE Candidate'. Below this is a table with columns 'Status' and 'Must Meet Requirements By'. The first row shows 'Prequalification' and 'November 3, 2027'. An 'Edit' button is highlighted in a yellow box in the third column of the table.

Status	Must Meet Requirements By	
Prequalification	November 3, 2027	Edit

### Supporting documentation includes:

- **Proof of Experience:** Details on work experience, including responsibilities and percentage of time spent in each area.
- **Proof of Education:** Documentation of the education claimed on the candidate's CFE Exam Application. Accepted documentation includes official transcripts, photocopies of degree certificates or diplomas. (Advisory transcripts are not accepted.) English translations are required. Degree equivalencies may require additional documentation as requested.
- **Professional Recommendations:** Three professional recommendations completed by individuals who have worked with the candidate professionally and can comment on their character, integrity and professional skills. Professional recommendations are valid for a period of three years from the date signed or until the CFE Exam Application expires.
- **Optional LinkedIn URL and CV/Resume Upload:** Candidates have the option of sharing their LinkedIn profile or CV/Resume to facilitate the ACFE's review of their professional fraud-related experience, which can result in faster processing and approval timelines.

## 2. Supporting Documentation

To verify your qualifications, you must submit **supporting documentation** to substantiate your qualifying points. This includes details of your fraud-related work experience, proof of education and/or certifications and **three** professional recommendations.

Use the **+Add** feature in each category below to create individual records and upload your required documentation. Once submitted, you may only modify items that have not yet been reviewed by the ACFE.

**EXPERIENCE** In Progress **+Add**

*There are currently no records.*

**EDUCATION** In Progress **+Add**

*There are currently no records.*

**CERTIFICATIONS/DESIGNATIONS** In Progress **+Add**

*There are currently no records.*

**RECOMMENDATIONS** In Progress **+Add**

Online or ACFE PDF recommendation forms only.

*There are currently no records.*

### Additional Supporting Documentation (optional)

To assist the Certification Department in reviewing your fraud-related experience, please upload your resume/CV and provide a link to your LinkedIn profile (if applicable).

LinkedIn URL

**Save**

Please use the 'Upload Resume/CV' button to upload your document.

**Upload Resume/CV**

## Experience

Below are the details that you must submit for each job you are claiming as experience on your application:

- Organization/Company name
- Job title
- Length of service
- Detailed description of responsibilities
- Percentage of time spent in specific fraud-related areas
- Optional: Official job description upload

Under the **“Experience”** section, select the **“+Add”** button to add the fraud-related experience you would like considered.

You are required to provide employment details and a brief description of each position. Please be as detailed as possible regarding your fraud-related responsibilities and focus on how your position reduces or reduced the incidence of fraud and financial crime. If you do not provide adequate details, you will be asked for more information.

**Experience Information**

Please complete this experience form for each organization where you have held fraud-related positions. Be as detailed as possible and describe how each position is related to the investigation, detection, prevention and/or deterrence of fraud. Your 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.

<p>* Organization</p> <input style="width: 95%;" type="text"/>	<p>* Hire Date (Select a date using the calendar icon)</p> <input style="width: 95%;" type="text"/>
<p>* Title</p> <input style="width: 95%;" type="text"/>	<p>* End Date (Select a date using the calendar icon)</p> <input style="width: 95%;" type="text"/>

I am currently employed at this organization.

This is a part-time experience.

\* Please describe the fraud-related responsibilities you perform(ed) while working in this position.

In addition to employment and job responsibility details, we ask that you assign a percentage of time spent (daily) to each listed category. **The Total Percent must equal 100.** Sample responsibilities for each area can be viewed by placing your cursor over the information icons.

**Distribution of Duties**

Please allocate the percentage of work time that you typically spend/performing duties related to the categories below while in this role. Click on the information symbol to view sample fraud-related duties for each category. The Total Percent box must equal 100%; if a category does not apply, please list it as 0%.

If a portion of your responsibilities falls outside of these categories, you may use the "Other" fields to specify additional fraud-related or non-fraud-related experience.

<p>Accounting/Auditing: </p> <input style="width: 95%;" type="text"/>	<p>Fraud-Related Legal Services, Litigation Support &amp; Consulting: </p> <input style="width: 95%;" type="text"/>
<p>Proactive Fraud D: </p> <input style="width: 95%;" type="text"/>	<p>Fraud Prevention &amp; Fraud Risk Management: </p> <input style="width: 95%;" type="text"/>
<p>Fraud Investigation: </p> <input style="width: 95%;" type="text"/>	<p>Teaching, Writing or Researching About Fraud-Related Topics: </p> <input style="width: 95%;" type="text"/>
<p>Compliance &amp; Ethics: </p> <input style="width: 95%;" type="text"/>	<p>Other (Fraud-Related):</p> <input style="width: 95%;" type="text"/>
<p>Corporate Security &amp; Loss Prevention: </p> <input style="width: 95%;" type="text"/>	<p>Other (Non-Fraud-Related):</p> <input style="width: 95%;" type="text"/>

Total Percent:

**Optional Job Description Upload:** To help the ACFE gain a deeper understanding of your professional responsibilities, you have the option of uploading your official job description. This document (if available) provides helpful context about the scope and design of your role. Please note that this is different from a resume or CV and should be the position description provided by your employer.

**Optional Job Description Upload**

To help us gain a deeper understanding of your professional responsibilities, you may choose to upload your official job description below. This document (if available) provides helpful context about the scope and design of your role. Please note that this is different from a resume or CV and should be the position description provided by your employer. While not required, sharing this information can assist in ensuring your experience is accurately represented and evaluated.

[Upload/View Document](#)

After you have completed your experience details, click **“Save.”** Your experience submission will appear in the application with a status of **“Pending Review.”** You may edit or delete the submission up until your application is officially submitted for review. Repeat these steps for all experience submissions.

EXPERIENCE				Fulfilled	+Add
EMPLOYER	STATUS	YRS REPORTED	NOTES		
ACFE	Pending Review	6.45		Edit	Delete

## Proof of Education

The following are acceptable formats and requirements for documentation of education from an institution of higher learning:

- A photocopy or picture of transcripts, diploma or certificates for any degrees earned; documentation must clearly display your name, the degree type and date earned
- A letter from the registrar of your academic institution verifying your degree or equivalency, including your name and date earned
- **If no degree was earned:** A photocopy or picture of transcripts showing your name, the dates of attendance and total number of credits or hours obtained
- Verification of your degree and/or attendance using DegreeVerify<sup>SM</sup>, our free online service provided by the National Student Clearinghouse (**only available for education completed at an institution located in the United States and some U.S. territories**)

Advisory transcripts are not accepted, and degree equivalencies are handled on a case-by-case basis and may require an official letter from the institution confirming the specific equivalency and process.

**All documentation must include an English translation.** Documentation should be clear and free of blur or grain. If you send a picture, make sure you capture all required information and ensure that the photo is not blurry or difficult to read. All photocopies must be legible and contain the required information as listed above. Self-translations are acceptable but must include the original document.

Under the **“Education”** section, select the **“+Add”** button to add your education details and documentation.

**Education Information**

Please complete this education form and provide documentation for your highest level of education.

**Document Type: Diploma/Transcript** – Use this option to upload your official transcripts or a photocopy of your degree/diploma. All documents must be in English or translated to English. Self-translations are acceptable but must accompany the original document. Uploaded documents must be 10MBs or smaller.

**Document Type: Degree Verify Confirmation** – Use this option to have your degree or attendance verified automatically through National Student Clearinghouse. This option is only available for U.S.-based universities/colleges.

\* Document Type

Diploma/Transcript

Degree Verify Confirmation

Cancel Save and Close

You may choose one of the below document types for your education documentation. For each type, you will be required to provide the **“School Name,” “Academic Major/Field of Study”** and the **“Degree Obtained.”** If no degree was earned, you will be asked to provide your completed credit hours. Please note that DegreeVerify might require additional details to verify your education.

Document Type Selections	
<b>Diploma/Transcript<sup>4</sup></b>	Select this type if you are submitting a photocopy or picture of your official diploma/transcripts or an official registrar letter.
<b>DegreeVerify Confirmation</b>	Select this type to use our online DegreeVerify tool. Institutions must opt into the program and be located in the U.S. <i>If you do not find your school in the dropdown, you cannot use this tool.</i>

If the education status does not appear as **“Pending Review,”** you did not upload a document. Click **“Edit”** to upload your proof of education.

EDUCATION				Fulfilled	+Add
DEGREE	STATUS	SCHOOL NAME	NOTES		
Bachelors	Pending Review	University of Texas		Edit	Delete

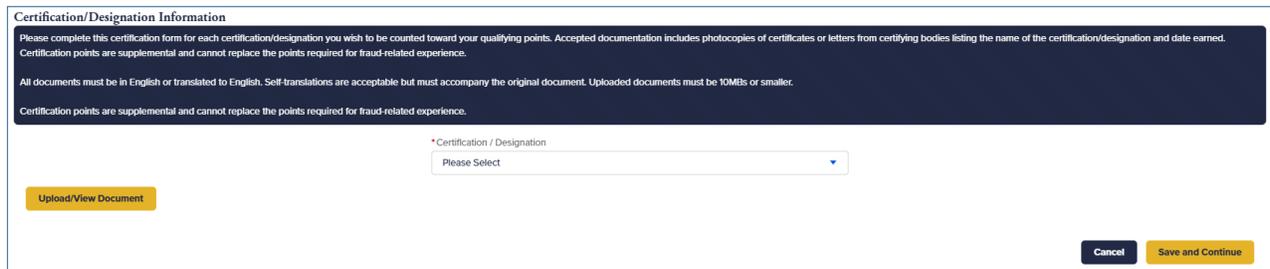
Repeat these steps for all education submissions.

<sup>4</sup>You must provide a document via the “Upload/View Document” button or your education will not be approved. This applies to the submission of diplomas and transcripts.

## Professional Affiliations

In addition to academic education, the ACFE has approved [select professional affiliations](#) as equivalent to 10 academic points.

Under the “**Certifications/Designations**” section, select the “**+Add**” button to add the certification/credential/designation and documentation.



The screenshot shows a form titled "Certification/Designation Information". It contains a dark blue header with instructions: "Please complete this certification form for each certification/designation you wish to be counted toward your qualifying points. Accepted documentation includes photocopies of certificates or letters from certifying bodies listing the name of the certification/designation and date earned. Certification points are supplemental and cannot replace the points required for fraud-related experience. All documents must be in English or translated to English. Self-translations are acceptable but must accompany the original document. Uploaded documents must be 10MBs or smaller. Certification points are supplemental and cannot replace the points required for fraud-related experience." Below the header is a dropdown menu labeled "Certification / Designation" with "Please Select" as the current selection. To the left of the dropdown is a yellow "Upload/View Document" button. At the bottom right are "Cancel" and "Save and Continue" buttons.

If your certification/credential is not available in the dropdown list, it is not eligible for points on the CFE Exam Application.

If the Certification/Designation status does not appear as “**Pending Review**,” you did not upload a document. Click “**Edit**” to upload your document. Repeat these steps for all certification submissions.



The screenshot shows a table titled "CERTIFICATIONS/DESIGNATIONS" with a "Fulfilled" status and a "+Add" button. Below the title is a note: "This field is optional and only required if additional points are needed to meet the qualification requirement." The table has three columns: "NAME", "STATUS", and "NOTES". The "NAME" column contains "CAMS". The "STATUS" column contains "Pending Review", which is highlighted with a yellow box. The "NOTES" column is empty. To the right of the table are "Edit" and "Delete" buttons.

NAME	STATUS	NOTES
CAMS	Pending Review	

## Professional Recommendations

Professional recommendations must be completed by individuals who have worked closely with you in a professional environment or professional capacity (i.e., past or current co-workers, managers or supervisors). Individuals completing recommendations do not have to be CFEs.

For current student members, we accept recommendations from a current or past professor for exam eligibility. However, before you are certified, you will need to provide at least one recommendation from a professional working relationship.

There are two available format options for professional recommendations:

Professional Recommendation Formats	
<b>Online Recommendation (preferred format)</b>	Use this option to submit a request to your recommender to complete an online recommendation on your behalf. If this option is chosen, an automated email will be sent to the individual with a link to complete an online form. When your recommender completes the form, it will automatically be saved directly to your application.
<b>Recommendation Form PDF</b>	Use this option if you will be sending the recommendation form PDF directly to your recommender for completion. You must submit a completed digital or hard copy of the recommendation form with your application. A date and physical or electronic signature are required for the PDF.

Under the “**Recommendations**” section, select the “**+Add**” button to start an online recommendation or to upload your completed recommendation form PDF.

**Recommendation Information**

Please complete this recommendation form for each person recommending you for the CFE credential. All recommendations must be completed by someone who has worked with you in a professional capacity and is familiar with your professional conduct and work.

Recommendations may be submitted in the following formats:  
Online  
[ACFE PDF Form](#)

Professional recommendations are valid for three years from the date signed or until your application expires, whichever comes first.

How will you be submitting this recommendation?

Submit Online Recommendation  
 Upload PDF Recommendation Form

**Submit Online Recommendation** – Use this option to submit a request directly to your recommender. An email will be sent to the individual with a link to complete the online recommendation form. The form will be saved directly to your application once completed.

**Upload PDF Recommendation Form** – Use this option to upload a completed PDF recommendation form to your application.

**Cancel**

After selecting the correct recommendation format, complete all required information. Before saving the recommendation, make sure there are no typos and all dates are entered in the correct format.

**Candidate Tip: For PDF recommendations, ensure that the form is legible, dated and signed, and that there are no typos in the recommender email address field.**

**Candidate Tip: For online recommendations, ensure that you enter all recommender contact information correctly. You cannot make changes after saving.**

## Online Recommendation Example

**Candidate Information**

Candidate Name: CFE Candidate

City/Town:  Country:

Employer:  Official Job Title:

**Recommender Contact Information**

\*Prefix:  \*First Name:  \*Last Name:

\*Email Address:  \*Did/do you work with the recommender in a professional or educational setting?:

Add a personal message for your recommender:

If the **“Online Recommendation”** status is not **“Needs Info,”** the recommendation request was not sent. Start over with a new recommendation and try again. Repeat these steps for all online recommendation submissions.

## Recommendation Form PDF Example

**Candidate Information**

Candidate Name: CFE Candidate

City/Town:  Country:

Employer:  Official Job Title:

**Recommender Contact Information**

\*Prefix:  \*First Name:  \*Last Name:

\*Employer:  \*Job Title:

\*Email Address:  \*Date Signed (use calendar icon to select date):

\*Did/do you work with the recommender in a professional or educational setting?:

If the **“PDF Recommendation Form”** status is not **“Pending Review,”** you did not upload a document. Click **“Edit”** to upload your document. Repeat these steps for all recommendation form PDF submissions. If you scanned three forms together, you must upload the document to each recommendation submission.

RECOMMENDATIONS - THREE REQUIRED. ONLINE OR UPLOADED FORM ONLY					In Progress	<input type="button" value="+Add"/>
RECOMMENDER NAME	STATUS	DOCUMENTATION	DATE SIGNED	NOTES		
CFE Recommender	Needs Info				<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
CFE Recommender	Pending Review		2023-08-01		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

## Submitting Your Documentation for Review

Upon submission of the required experience information, education details and documentation and three professional recommendations, candidates will be eligible to submit their application to the Certification Committee for review. **Online applications require approximately three to five business days to be reviewed upon submission.**

**3. Submit Application**

Congratulations! You can now submit your CFE Exam Application for review.

[Submit](#)

The Certification Committee will notify candidates by email upon completion of internal review. You may be asked to provide additional information or documentation by the Committee. You can view detailed notes regarding what is needed in the **“Notes”** column of all application submissions.

EXPERIENCE			Fulfilled	+Add
EMPLOYER	STATUS	YRS REPORTED	NOTES	
ACFE	Not Approved	6.45	Please create a new experience line to elaborate on your fraud-related responsibilities.	

## Application Period and Validity

**CFE Exam Applications are valid for a period of two years from the date received.** The two-year application window may be extended one time for an additional year with the payment of a \$150 application extension fee. During the initial two-year period or the additional one-year extension, any passing exam scores you have obtained will remain valid, and you may use any remaining attempts for sections not yet passed. For more details about exam results and attempts, please refer to the [“CFE Exam Results and Retakes”](#) section of this Handbook.

If you do not pass all required sections of the CFE Exam within the initial two-year window or during the one-year extension, your application and exam results will expire, and you will need to reapply for the exam, repay the application fee and resubmit supporting documentation.

## Taking the CFE Exam

After candidates have completed their exam preparation, submitted an application and received approval, they become eligible to take the CFE Exam. The CFE Exam is administered year-round, and all exams are live-proctored by Prometric, the ACFE’s exam delivery vendor.

## Exam Delivery Options

Prometric offers two ways to take the CFE Exam:

- Through remote proctoring at a private location of your choice
- At an in-person Prometric Testing Center

It is important to familiarize yourself with the requirements of the remote proctoring option before choosing your preferred exam modality.<sup>5</sup>

### Remote Proctoring with ProProctor

Remote exams are offered using Prometric's ProProctor™ online software. To take your exam remotely, you must ensure that you have access to a:

- Computer capable of installing a lightweight app
- Web camera capable of a 360-degree environmental check
- Microphone/speakers
- Stable internet connection
- Private location
- Valid government-issued photo identification

Additionally, ProProctor has the following **system requirements**:

- **Screen resolution:**
  - **Recommended:** 1920 x 1080
  - **Minimum:** 1024 x 768
- **Supported Operating Systems:**
  - **Windows:** 8.1 or above
  - **MacOS:** 12.0 or higher except Ventura 13.0-13.2.1
- **Web Browser:** Latest Google Chrome
- **WebCam:** Using a mobile device as a web camera is not supported.
- **WebCam Resolution:** 640 X 480p
- **Microphone:** Enabled
- **Download Speed:** 5.0 Mbps



<sup>5</sup>In-person *CFE Exam Review Course* attendees also have the option to take a paper-based exam during the week of the course. This option is **not** available for other *CFE Exam Review Course* formats, including [Authorised Training](#) courses.

You must also have access to a testing area that meets the following **environmental requirements**:

- The testing location must be indoors (walled), well-lit and free from background noise and disruptions. Glass walls are not permitted.
- No third party may be present in the room or enter the room for the duration of the exam. If this occurs, your exam will be terminated and/or your results invalidated.
- Workstation and surrounding area, including walls and shelves, must be free of clutter, including pens, paper and electronic devices.
- No content or materials that could potentially provide an unfair advantage during your exam, including anything posted on walls or within your immediate area, should be present during your exam.

Note that connecting your computer through a VPN may limit performance and block your access to the exam delivery software completely. We recommend disabling any VPN connections before your appointment. Similarly, if you choose to test from a corporate/work computer, we strongly recommend you involve your IT team to resolve any issues, including potential firewall or VPN issues, long before test day. **It is best to avoid testing on an employer-provided computer or network whenever possible.**

Additional details and expectations can be found in the [ProProctor User Guide](#).

## In-Person Prometric Testing Center

If you are unable to comply with all ProProctor requirements and policies, prefer to take the exam in person or require special accommodations, you may take the CFE Exam at a Prometric Testing Center. Government-issued photo identification is required.

Prometric Testing Centers are located all over the world. [Click here to locate a testing center near you](#). You will be required to select an exam to use the search feature. It does not matter which exam you select when searching for availability in your area, as long as it is an ACFE exam.

## Activating Eligibility and Scheduling Your Exam Appointments

After receiving notification that your CFE Exam Application has been approved, you are eligible to request exam eligibility. All candidates have 60 days to schedule and take each section of the exam upon generation of their eligibility. The ACFE recommends that all Prometric exam appointments be scheduled at least 30 days in advance to ensure that you will get the exam date, time and location of your choice. You will need to schedule a separate exam appointment for each section of the exam. To activate your exam eligibility and schedule an exam:

- Log into the [Certification Portal](#) and select **“Edit”** to view your approved application. Proceed to section 4 to manage your exam eligibility.
- Read through the **“Next Steps”** section and make note of your **“Eligibility ID”** (your ACFE member number) and the first four characters of your last name.
- Click the **“Activate Eligibility”** button. Upon clicking this button, you will begin your 60-day eligibility window for completing each exam section and will open section 5, **“CFE Exam Eligibility, Scheduling and Results.”**

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

##### About the CFE Exam

The CFE Exam is a comprehensive examination that demonstrates expertise in fraud prevention, detection, deterrence and investigation. Passing the CFE Exam is a requirement for earning the Certified Fraud Examiner (CFE) credential.

Learn more about the exam by reviewing the [CFE Exam FAQs](#).

##### Next Steps

When you are ready to take the CFE Exam, your first step is activating or receiving your CFE Exam eligibility. Exam eligibility is your authorization to take the CFE Exam. It outlines which sections you are approved to access and specifies the time frame in which you are authorized to schedule and complete your exams. **CFE Exam eligibility windows are open for 60 days.**

You are ready to activate/receive your eligibility if:

- You are prepared to complete all exams within the next **60 days**.
- The **first and last name/surname** registered on your ACFE account match your unexpired government-issued photo identification.
- You have read the [CFE Exam FAQs](#) and are familiar with all CFE Exam testing requirements.
- Your **ACFE membership is active**. Active membership is required to take the CFE Exam, as well as to earn and maintain the CFE credential.
- You are **not** attending an **in-person CFE Exam Review Course** where the CFE Exam is administered onsite.

First Name: CFE

Last Name/Surname: Candidate

If the above details do not match your government-issued photo identification, please contact [Exam@ACFE.com](mailto:Exam@ACFE.com) before activating your eligibility.

Activate Eligibility

This button will start your 60-day exam window and open Section 5. Do not click this button unless you are ready.

Once you have opened section 5, you will see your exam eligibility windows for each exam section and receive access to the [Prometric CFE Exam Portal](#) to schedule your appointments. As you progress through your exams, this table will be updated with your exam results and appointment details. **You can only activate your eligibility one time;** if you missed an exam appointment, let your eligibility expire or need to retake an exam, please follow the directions you were provided or email [Exam@ACFE.com](mailto:Exam@ACFE.com).

#### 5. CFE Exam Eligibility, Scheduling and Results

SECTION	SCHEDULE ELIGIBILITY START	SCHEDULE ELIGIBILITY END	ELIGIBILITY STATUS	RESULT	CONFIRMATION #	EXAM STATUS
Law	11/03/2025	01/02/2026	Active			Active
Investigation	11/03/2025	01/02/2026	Active			Active
Financial Transactions and Fraud Schemes	11/03/2025	01/02/2026	Active			Active
Fraud Prevention and Deterrence	11/03/2025	01/02/2026	Active			Active

\*All dates displayed above are in mm/dd/yy format.

\*Your confirmation # and result will not populate until after your appointment has been completed.

##### Scheduling and Rescheduling

\*Please visit the [Prometric CFE Exam Portal](#) to schedule.\*

Eligibility ID: 588976

First Four Characters of Last Name/Surname: Cand

Prometric CFE Exam Portal: <https://www.prometric.com/exams/acfe>

Upon successfully scheduling an exam appointment, a **16-digit appointment confirmation number** will be emailed to you. Keep this confirmation number; you will need it to manage your appointment and launch your exam.

**We strongly recommend scheduling at least 30 days in advance to secure the appointment of your choice.** If you need to modify or cancel an existing exam appointment, please familiarize yourself with the reschedule/cancellation policy.

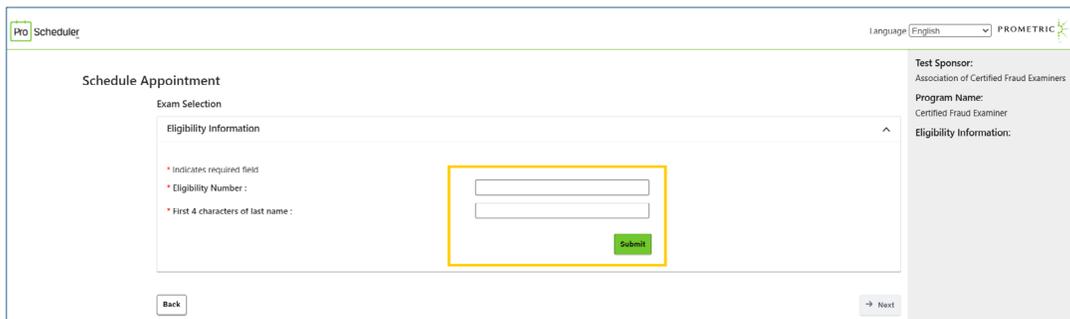
##### CFE Exam Results

After successfully completing each exam, a preliminary Score Report Assessment will automatically be emailed to you within 24 hours (usually within an hour). Results can be accessed in the [Prometric Score Report Portal](#) using your appointment confirmation number and last name for up to five years from your exam date. You may also view the Pass/Fail status of your exams within the eligibility table above.

The Prometric CFE Exam Portal is the central location where candidates manage their CFE Exam appointments. It provides tools and instructions for scheduling, rescheduling and modifying exam sessions through a streamlined online interface.



After selecting a scheduling link, you will be asked to consent to the collection and processing of your personal data as described in the information presented. The full Prometric Privacy Policy can be found [here](#). Enter your **Prometric Eligibility Number/ID** and the **first four characters of your last name** when prompted.



Follow the prompts to schedule an appointment for your first exam section. If you receive an error, make sure your Eligibility Number/ID and the first four characters of your last name are entered properly. **If you have not yet activated your exam eligibility, you will not be able to access the scheduler with your credentials.**

*The images and instructions below might vary slightly if you schedule at an in-person testing facility.*

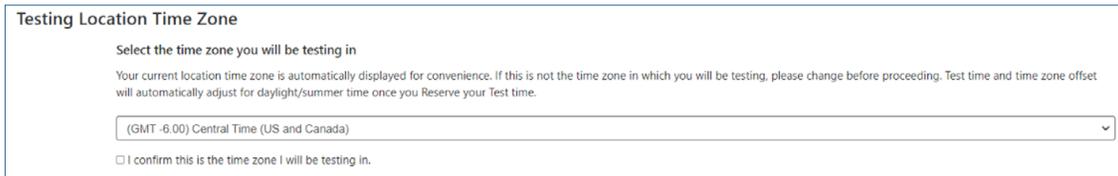
### Prompt 1 – Select Your Exam



The screenshot shows a 'Schedule Appointment' form. At the top, there is a section for 'Exam Selection' with a dropdown menu currently set to 'Eligibility Information'. Below this, another 'Exam Selection' dropdown is expanded, showing '4 Results Found'. The results are listed as follows:

- CFE Exam- Financial Transactions and Fraud Schemes  
Testing Window: 22 MAR 2023 to 21 MAY 2023
- CFE Exam- Fraud Prevention and Deterrence  
Testing Window: 22 MAR 2023 to 21 MAY 2023
- CFE Exam- Investigation  
Testing Window: 22 MAR 2023 to 21 MAY 2023
- CFE Exam- Law  
Testing Window: 22 MAR 2023 to 21 MAY 2023

### Prompt 2 – Select and Confirm Your Time Zone



The screenshot shows a 'Testing Location Time Zone' form. It includes the following text and elements:

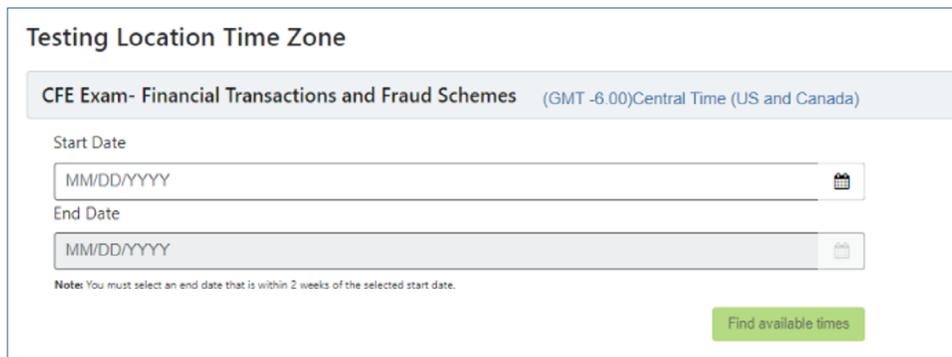
Select the time zone you will be testing in

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.

### Prompt 3 – Search Availability and Select Your Exam Date and Time



The screenshot shows a 'Testing Location Time Zone' form with the following details:

CFE Exam- Financial Transactions and Fraud Schemes (GMT -6.00)Central Time (US and Canada)

Start Date: MM/DD/YYYY

End Date: MM/DD/YYYY

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

Find available times

### Candidate Tips:

- Your search window (i.e., time between start date and end date) can be set to a maximum of 2 weeks. For best results, it is helpful to set your search window to 1–3 days.
- The appointments will load with the first available date and time in a.m./p.m. format, starting at 1:00 a.m., but you can select “More Times” to navigate through the dates and times available within your window selection.
- Click “Select” when you are ready to confirm an appointment, and then select “Reserve Test Time.”
- You will have 15 minutes to finalize and reserve your appointment after selecting your preferred date and time.

Central Time (US and Canada)

MAR 23 2:45 AM

Thursday, 23 MAR 2023

Central Time (US and Canada)

MAR 23 3:00 AM

Thursday, 23 MAR 2023

Central Time (US and Canada)

MAR 23 3:15 AM

Thursday, 23 MAR 2023

More Times

### Prompt 4 – Confirm Your Appointment and Receive Confirmation

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, government-issued ID that shows your name in the English alphabet, your signature and your photograph. Additional identification policies may apply. Please check with your sponsoring organization for details.

\* Indicates required field

\* ClientCandidateId1

\* First (Given) Name

\* Last (Family) Name

City

\* Country

\* State/Province

\* Home (Evening) Phone

\* Postal Code

Email Address

Validate Email

- After selecting your appointment time, you will need to consent to Prometric’s Biometric Data Policy and provide additional demographic information.
- Next, verify that the appointment and personal details listed are correct. If the details are incorrect, you can go back and make any necessary changes. You can also sign up for text message appointment reminders from Prometric at this time.
- Select **“Complete Appointment”** if all details are accurate. Note that once you select “Complete Appointment,” you cannot make changes unless you reschedule or cancel your existing appointment. (See the section on **“Rescheduling and Canceling Exams”** in this Handbook.)

**Appointment Verification**

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

**Personal Details**  
 Name: CFE Candidate  
 Phone: 512-478-9000  
 Email: examsecurity@acfe.com

**Appointment Details**  
 AUG 16 Central Time (US and Canada) on Wed, 16 AUG 2023 (8:45 AM - 11:00 AM)  
 Exam: CFE Exam- Investigation  
 Time 8:45 AM - 11:00 AM  
 Date Wed, 16 AUG 2023  
 Total Duration: 2 hr. 15 min.

**Payment Details**

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

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

Prometric has a firm commitment to protecting your privacy. We will not disclose, to third parties, any specific personal identifying information about you without your permission.  
 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](#)

- Review your appointment summary and check your email to ensure you received your confirmation details. **Keep this email in a safe place because you will need your confirmation number to launch your exam appointment** and to cancel or reschedule an existing appointment, if necessary.
- **Confirm that the time in your appointment confirmation email is correct as soon as possible. Note that the format will be in military time.**

**Appointment Summary**

**Appointment Confirmed**

Confirmation Number: 000000101490564

A confirmation email has been sent to examsecurity@acfe.com

**Personal Details**  
 Name: CFE Candidate  
 Phone: 512-478-9000  
 Email: examsecurity@acfe.com

**Appointment Details**  
 AUG 16 Central Time (US and Canada) on Wed, 16 AUG 2023 (8:45 AM - 11:00 AM) Status: Scheduled  
 Exam: CFE Exam- Investigation  
 Time 8:45 AM - 11:00 AM  
 Date Wed, 16 AUG 2023  
 Total Duration: 2 hr. 15 min.

**Payment Details**

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

- Return to the [Prometric CFE Exam Portal](#) and repeat these steps for all remaining exam sections.

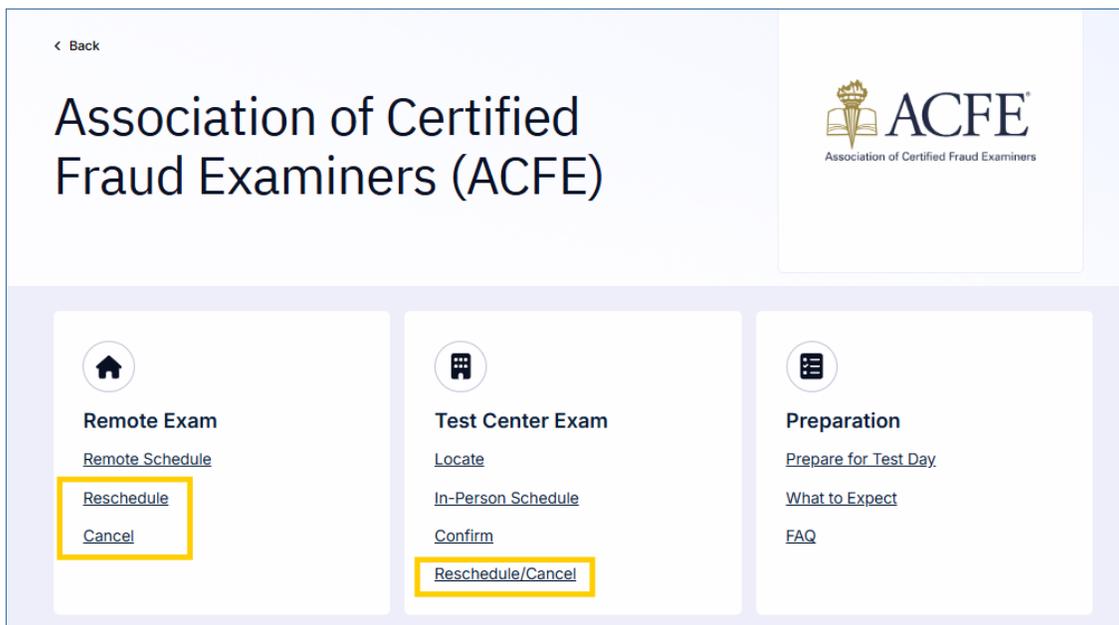
## Rescheduling and Canceling Exams

Should you need to reschedule or cancel an existing exam appointment, a rescheduling fee might apply. Please be aware of the following policy and time frames:

Rescheduling and Cancellation Policy	
<b>30+ days before your scheduled appointment</b>	There is no charge for changing or canceling an exam appointment 30 days or more before a scheduled appointment.
<b>3–29 days before your scheduled appointment</b>	Changes made between 3 and 29 days are subject to a \$35 fee, paid directly to Prometric at the time of the appointment change.
<b>Less than three days before your scheduled appointment</b>	You may not reschedule an exam less than three days prior to your appointment. <u>If you fail to show up for an exam or cancel within three days of a scheduled appointment, you will be subject to a \$55 rescheduling fee (paid directly to the ACFE).</u> Technical difficulties that prevent you from accessing or fully completing the exam might also be subject to fees, depending on individual circumstances.

To cancel or reschedule an exam appointment three or more days in advance:

- Visit the [Prometric CFE Exam Portal](#).
- Click on the **“Reschedule”** or **“Cancel”** link that matches the testing modality you chose (i.e., remote proctoring or test center) and follow the prompts.
- You will receive an email confirming your new appointment time or cancellation.



Note that if you wish to change your testing modality, you will need to contact Prometric for assistance. If there are fewer than three days left before your scheduled appointment, contact the ACFE for next steps.

## What to Expect During the CFE Exam

Candidates may arrive up to 30 minutes early to their exam appointments to begin the check-in process. For all Prometric exam appointments, please be prepared to confirm your:

- **Scheduling details:**
  - Exam appointment confirmation number
  - Eligibility Number/ID (your ACFE member number)
  - Exam name (e.g., Financial Transactions and Fraud Schemes)
- **Identity: Be sure to bring a valid government-issued photo ID.**
  - The name used to schedule your appointment must exactly match the name on the identification you will be showing at the time of your appointment.

Additional details specific to each type of exam appointment (remote or testing center) follow.

### Remote Proctoring with ProProctor

**BEFORE EXAM DAY:** To ensure you are prepared for your exam, the ACFE highly recommends that you read through the [ProProctor User Guide](#) before your first exam appointment. This support tool will show you how to prepare for your exam session.

**At least three days before your exam appointment,** download and install the ProProctor application that delivers your exam to run an Enhanced System Check on your device. If the download launch is blocked by your computer's firewall, follow the links below for instructions to add ProProctor to the exceptions list on your device:

- [Windows OS](#)
- [MacOS](#)
- [Corporate computers](#)

From the ProProctor application, enter your appointment confirmation number and the first four letters of your last name/surname. Click **“CHECK MY SYSTEM”** and follow the steps below to complete the Enhanced System Check:

- Check your system for device requirements.
- Check that your camera can capture your ID (official ID not required for the Enhanced System Check) and self-image.
- Launch a demo exam.

If your device fails a check, please contact the [Prometric Help Desk](#). The chat support is in the bottom-right of the webpage.

In addition to checking your device, we recommend assessing your testing area prior to your appointment. During the check-in process on exam day, you will be required to show your workstation and surrounding area through an environmental scan and participate in a quick personal security scan of your body. Preparations include:

- **Ensuring that you have a clear, orderly and well-lit room or workspace:** Completely remove any papers, books, envelopes, clutter or other materials from your testing area.
- **Getting your workstation ready:** Make sure you have a flat surface to test on, a stool or chair and a private room with four walls and a door. You will not be able to complete the environmental check if your testing area includes glass walls and uncovered windows or mirrors.

**EXAM DAY:** Please make sure you allow yourself at least 15 minutes to prepare your testing environment. When you are comfortably sitting at your workstation, go to the [Prometric ProProctor site](#) and launch the application. The exam onboarding process will include the following phases:

- Image Capture
- ID Capture
- Readiness Process
- Proctor Check
- Launch and Complete Exam

The self-serve check-in process will guide you through final preparations before you complete the Readiness Process and launch your exam.

The Readiness Process, which includes an environment and security scan, involves a full 360-degree scan of the room where you are testing, your desk/table area, your chair, the floor around you, your arms and hands, behind the ears, pockets and more. You will not be permitted to wear jewelry or have any notes or electronic devices near you. **You may be asked to remove or cover nearby clutter with a blanket or sheet.**

			
Clear, orderly, and well-lit room or workspace	Sit in an upright position	Testing alone for the entire exam	Desktop/Laptop must be on table or desk
			
Sitting or reclining in a bed or couch with computer on your lap	Poorly lit room or workspace	Cluttered or crowded room or workspace	Person(s) or pet(s) present at any time in testing room area
			Using a dual monitor configuration or any unauthorized electronic devices to take the exam

After successful completion of the environment and security scan, you will be ready to take your online-proctored exam. You will not see a Prometric Proctor on video once your exam begins, but they will monitor you throughout the testing process and will be available to help at any point during your exam. You can use the chat feature on the upper-right of your screen to speak with or send a message to your proctor if you need assistance.

**When taking a remotely proctored exam, be aware that:**

- All exams are continuously monitored by video and audio recording.
- Changing location while testing, turning off lighting or audio and speaking to or receiving aid from other individuals is strictly prohibited.
- Candidates are required to be professional, civil and respectful at all times while testing.
- A Remote Proctor (RP) is authorized to dismiss you from the exam session for any violation of testing policies and regulations, including exhibiting abusive behavior toward the RP, and will notify the ACFE of any incidents.
- You have **one five-minute unscheduled emergency break** should you need it. You must inform the RP before you take it, and you will be required to complete another full security scan before returning to the exam. **The exam timer will continue to run while you are gone. If you do not come back within five minutes, your exam session will be automatically terminated.**

## In-Person Prometric Testing Center

**BEFORE EXAM DAY:** Review your confirmation email to ensure you know where your testing center is located, how to get there and the time of your scheduled appointment.

**EXAM DAY:** Please make sure you arrive at least 15 minutes early to your appointment. During the check-in process, Prometric testing center employees will:

- Visually check your identification and confirm your identity.
  - This includes thoroughly inspecting glasses/spectacles and masks or face coverings. Candidates wearing masks will need to lower or remove them momentarily for this process so that the reverse side can be inspected.
- Require you to sign in on a roster sheet with a Prometric-supplied pen.
- Provide you a key and an assigned locker to store your belongings, if needed. You will retain the key, and the locker area will remain under video surveillance while the center is open.

**Prior to entering the proctoring room, the following processes will be enacted:**

- As a part of Prometric’s security protocols, test takers will be asked to show arms and ankles, as well as empty their pockets. Test takers will be scanned with a handheld metal detection device prior to entering the testing room.
- Test center staff will provide candidates with one sheet of paper and one pencil for taking notes during the exam. This is only meant to aid your testing and will be collected by testing center staff upon completion of the exam.

### When attending an exam at a testing center, be aware that:

- Where local government guidelines dictate, test takers will be seated in a manner that ensures applicable distancing requirements are satisfied during testing.
- Monitoring of the test room will be done exclusively using existing DVR monitoring. Physical walk-throughs by testing center staff will also be conducted at least every 10 minutes.
- You have **one five-minute unscheduled emergency break** should you need it. You must inform the proctor before you take it, and you will be required to complete another full security scan before returning. The exam timer will continue to run while you are gone. If you do not return within five minutes, your exam session will be automatically terminated.
  - To take an emergency break or ask a question, test takers should raise their hands and wait for a testing center employee to acknowledge them.
- Testing center staff will record the candidate's time in and out of the test room, removing the need for the test taker to sign the roster when exiting and returning from breaks.

### Once the exam is finished, test takers will be asked to return to the reception/admin area to complete their sign-out process, which includes:

- Signing out with a Prometric-provided pen
- Placing scratch paper and pencils into a secure bin
- Accessing lockers to collect personal items
- Returning locker keys

## Exam Administration

Regardless of testing modality, when your exam begins, you will have 10 minutes to complete a tutorial that will guide you through the exam format and introduce you to the exam delivery platform's features. You may skip the tutorial and start your exam at any time. Your exam will launch after the tutorial, and **you will have two hours to complete it**. When you are ready to complete your exam, click the **"Finish Test"** button.

## Reporting Concerns

If you have any concerns or feel like you were treated inappropriately during the onboarding process or at any time during your exam, please email [ExamSecurity@ACFE.com](mailto:ExamSecurity@ACFE.com). The ACFE is committed to ensuring that all CFE candidates are treated fairly and professionally, and we take such feedback very seriously.



## CFE Exam Results and Retakes

### Exam Results

After you successfully complete an exam session, Prometric will email you a Score Report Assessment containing your exam results within 24 hours (usually within an hour). Results can also be accessed in the [Prometric Score Report Portal](#) using your appointment confirmation number and last name.

To pass, you must accurately answer at least 75% of the questions in each section correctly. To ensure the integrity of the exam, the ACFE is unable to share details regarding correct or incorrect responses, but the Score Report Assessment does provide a benchmark of proficiency levels in each exam domain, or content area. This information is intended to help identify areas where candidates need further study to enhance their knowledge and skills.

Upon passing all sections of the CFE Exam, you will receive a confirmation email from the ACFE. Your CFE Exam Application, supporting documentation, exam results and proctoring sessions will then be submitted to the Certification Committee for final review. The final review process will take approximately three weeks to complete. Once approved for certification, you will be notified by email.

NOTE: If you have passed the CFE Exam but do not have enough points or fraud-related experience to become certified, your exam results will remain valid for five years from the date you passed your last exam section. (See the Handbook section on [“Eligibility Requirements for Becoming a CFE”](#) for more details.)

## Retakes

Candidates have up to **five attempts** to pass each section of the CFE Exam. After the third attempt, a 30-day waiting period is required. If you do not pass an exam section within five attempts, your eligibility for the program and all previous exam results will expire. At that point, you must wait two years from the date of your last exam attempt before you can reapply for the program and start the exam process over again.

Payment of \$110 per failed section is required to retake failed exams. You cannot retake an exam that you have already passed unless your results have expired or been invalidated.

If you do not pass an exam section, you will receive an invoice for the retake fee within three to five business days after completing the failed exam. Once payment is received, you will be issued a new exam eligibility within one to two business days. Retake eligibilities include an updated 60-day window to schedule and take the failed exam section(s). For attempts four and five, any time remaining for the 30-day waiting period will be added to this window, depending on when retake fees have been paid.



Before retaking an exam, we highly recommend refreshing your knowledge by revisiting your study materials. Use your Score Report Assessment to help identify the content areas where you need further study and focus. Each content area on the exam maps to the corresponding chapter covered in the *Fraud Examiners Manual* and *CFE Exam Prep Course*. For additional study resources, guidance and encouragement, candidates may contact the [CFE Exam Coach](#) for personalized feedback, including strategic techniques and study tips.

<sup>6</sup> CFE Exam Review Course attendees receive two \$55 retake fees per section for their first two retakes.

## Exam Integrity and Security Information

The concept of certification, as well as the anti-fraud profession as a whole, is built on fairness and integrity, which is why the ACFE treats exam security as a primary goal. CFEs work hard to earn the credential and deserve the respect and credence that comes with it. CFE Exam content is confidential; it is never appropriate to share, discuss, post or upload exam content in any manner or through any medium.

The ACFE has active measures to prevent, detect and investigate unethical conduct related to the CFE Exam and unauthorized use of our intellectual property. To ensure the integrity of the CFE Exam program, we consistently follow industry standards and best-practice guidelines for credentialing examinations, including modern testing designs and delivery methods. In addition to the security services provided by Prometric, our exam proctoring vendor, the ACFE also implements security safeguards and procedures that involve dynamic data forensic tools and benchmarks indicative of fraudulent activity, which enable suspicious behavior to be identified and addressed quickly and proactively. Furthermore, the ACFE's Legal and Exam Integrity Teams regularly engage in proactive monitoring activities to identify actual or suspected incidents of improper exam-related activity.

Some specific examples of ethics violations and misconduct include:

- Falsifying information on ACFE membership or CFE Exam applications
- Assisting someone else during their exam, having someone else assist you during your exam or allowing any other user access to your computer while taking an exam
- Communicating with other parties during the exam (other than with ACFE support staff or the exam proctor)
- Copying and/or distributing CFE Exam content
- Using notes, books or other preparation resources during your exam
- Using unauthorized electronic devices or other prohibited items during the exam
- Failing to follow directions of Prometric staff

To report suspected or known incidences of unethical behavior, exam misconduct or any other suspicious activities related to the CFE Exam, email the Exam Integrity Team at [ExamSecurity@ACFE.com](mailto:ExamSecurity@ACFE.com). The ACFE also offers an anonymous 24-hour third-party hotline for reporting misconduct by ACFE members. To file a report using this service, you can submit the complaint [online](#) or call the hotline at **+1 (877) 647-3335**. You will need to use the following Client Code: **ACFEMembership**.

Incidents of candidate misconduct are considered serious offenses and will be escalated to the CFE Exam Integrity Committee for action, up to and including invalidation of exam results and disqualification from the CFE credential program.

Additionally, ACFE members engaging in exam misconduct may be subject to a disciplinary complaint and referral to the ACFE Board of Regents. The ACFE Board of Regents has the authority to take disciplinary action against ACFE members, including expulsion and publication of the disciplinary action in *Fraud Magazine*®.

[Visit our website](#) for more information on the ACFE's disciplinary process.

## Getting Certified and Maintaining the Credential

After receiving notification from the Certification Committee that you have met all requirements to be certified, you will automatically be issued a [digital CFE Badge](#). You may also request a printed CFE certificate.



With your CFE status comes a variety of benefits and duties, which are designed to sharpen your skills, improve your career and connect you to a global community of peers. The most important responsibility is ensuring that your anti-fraud skills and knowledge continue to evolve and grow along with new developments in the fraud examination field. CFEs are therefore required to earn [Continuing Professional Education \(CPE\)](#) annually to maintain the CFE credential.

CFEs must obtain a minimum of 20 CPE credits each year; at least 10 of these must relate directly to the detection and deterrence of fraud, and two must relate directly to ethics. For more information regarding what qualifies for each of these categories, please [click here](#).

CPE reporting periods are unique to each CFE and are based on certification and anniversary dates. You can find your anniversary month by visiting [ACFE.com/myCPE](https://www.acfe.com/myCPE) or by contacting the ACFE at [MemberServices@ACFE.com](mailto:MemberServices@ACFE.com).

Welcome, CFE Candidate  
CFE | Active

Quick Tasks

- [My Learning and Resources](#)
- [Certify CPE Compliance](#)
- [My Event CPE and Certificates](#)
- [Interests and Professional Information](#)
- [Participate in the ACFE Community](#)
- [Search the Member Directory](#)
- [Look for a Mentor or Mentee](#)

### Certify CPE Compliance

✔ Your CPE Compliance is in good standing. Your next compliance due date is April 2024.

Compliance Year	Status
2023	CPE Compliance Complete
2022	Exempt from CPE Compliance

New CFEs are exempt from CPE requirements for their first reporting period as a CFE (i.e., from the day of certification through their next anniversary month). Following your initial exemption period, you will be required to certify that you are in compliance with CPE requirements each year. You will receive reminders and notifications from the ACFE as your CPE deadline approaches. Additionally, you may be asked to provide CPE documentation if you are selected for an audit or are involved in a disciplinary proceeding.

As a CFE, you are responsible for keeping track of your CPE records. Proof of CPE must be kept for three years. This includes supporting documents for CPE credit you earn, such as CPE certificates. The ACFE does not maintain comprehensive CPE records for members, which means even if you earned CPE through the ACFE, you need to keep track of your credits. **Only send CPE records to the ACFE when specifically requested by the ACFE's staff in the event of a CPE audit.**

There are four easy ways to confirm your annual CPE compliance:

- Visit the [My CPE page](#) to certify your CPE compliance online.

Compliance Year	Status	
2024	CPE Compliance Incomplete	Edit
2023	CPE Compliance Complete	
2022	Exempt from CPE Compliance	

- Call (800) 245-3321 / +1 (512) 478-9000 to certify your compliance by phone.
- Certify your CPE compliance via secure chat.
- Mail in the CPE stub on the bottom of your annual membership invoice.

If you have trouble meeting your CPE requirements, you can apply for a CPE deadline extension via your ACFE account or by contacting a Member Services Representative. However, if you are unable to demonstrate CPE compliance by specific deadlines, you may be subject to suspension. As a CFE, if you accumulate five or more years of CPE suspensions, your credential will be revoked and your membership will be transferred to associate status.

If your employment status or professional needs alter, there are multiple ways you can still stay connected to the ACFE and continue to receive the resources and education you need. [Click here](#) to review the alternative membership status options or contact a Member Services Representative. For a complete list of CPE requirements and guidelines such as acceptable fields of study, types of CPE and credential suspension details, please [click here](#).

## Recertification

CFEs who have let their membership expire for more than three consecutive years are subject to additional Recertification Guidelines. To view the guidelines in detail, [click here](#).

## Contact Information and Forms

### Contact Information

#### Global Headquarters

##### Address

Association of Certified Fraud Examiners  
Global Headquarters - The Gregor Building  
716 West Ave.  
Austin, TX 78701-2727 USA

##### Phone

(800) 245-3321 (USA & Canada only)  
+1 (512) 478-9000  
+1 (512) 478-9297 (Fax)

##### Email

[Exam@ACFE.com](mailto:Exam@ACFE.com)

[ExamAccommodations@ACFE.com](mailto:ExamAccommodations@ACFE.com)

[ExamSecurity@ACFE.com](mailto:ExamSecurity@ACFE.com)

[FraudExaminersManual@ACFE.com](mailto:FraudExaminersManual@ACFE.com)

[Legal@ACFE.com](mailto:Legal@ACFE.com)

[MemberServices@ACFE.com](mailto:MemberServices@ACFE.com)

[PrepCourse@ACFE.com](mailto:PrepCourse@ACFE.com)

[ReviewCourse@ACFE.com](mailto:ReviewCourse@ACFE.com)

A complete list of helpful ACFE email addresses can be found [here](#).

##### Live Chat

Chat with an ACFE Member Services Representative 24 hours a day, Monday–Friday.

[Chat Now →](#)

### PDF Recommendation Form

[Professional Recommendation Form](#)

# Policies

## CFE Exam Disclosure

Maintaining the integrity of the CFE Exam protects the value of the credential and ensures that all who earn it have demonstrated the same level of professional expertise and high ethical standards. To ensure a fair and secure testing environment, **the CFE Exam is a live-proctored examination.**

By continuing, you confirm your agreement to the following terms:

- ACFE or its authorized proctor may access your web camera and computer screen during the exam.
- ACFE or its authorized proctor may record, store, review and audit images of your photo identification and video/audio recordings of you and your testing space during the exam.
- ACFE or its authorized proctor may utilize biometric facial recognition software for identity verification purposes and to detect and prevent exam violations.
- Use of the CFE Exam remote proctoring software must comply with all applicable device or network usage guidelines and restrictions. You certify that using the software will not violate any user restrictions, workplace codes of conduct or other usage guidelines or restrictions.
- The CFE Exam is confidential and proprietary; reproduction, distribution, sharing or posting of exam content in any form is strictly prohibited. I understand that any violation of exam policies can lead to invalidation of exam results, disqualification from the CFE credential program, credential revocation and/or potential legal action.

## CFE Program Attestation Statement

With the submission of this application, you affirm your understanding and agreement with the following:

### 1. Accurate Information

All information provided in the application and the accompanying documentation is true, complete and accurate to the best of my knowledge. Falsification of any information on this application is grounds for denial or revocation of membership with the ACFE.

### 2. Personal Completion of Application

I attest that I am the individual completing this application and that all information provided is my own. No one else has completed or submitted this application on my behalf. I understand that misrepresentation of my identity or involvement in the application process may result in disqualification from the CFE credential program.

### 3. Compliance with Program Policies

I agree to comply with all policies, procedures and requirements associated with the CFE credential program. If this application is accepted, I agree to abide by the ACFE Bylaws, ACFE Code of Professional Ethics and CFE Code of Professional Standards. Qualifications are established by the Board of Regents, whose decisions are final. I understand that if the ACFE determines that I do not meet the minimum requirements to take the CFE Exam, my application will be canceled and I will be eligible for a refund of my application fee, less a \$100 application processing fee.

#### **4. Membership, Application and Exam Result Validity**

I understand that active membership is a requirement to take the CFE Exam and maintain the credential. My application and any passing results obtained will expire two years after the date of submission if I do not pass all required exam sections. If I do not complete the CFE credential program within this period, my application will be canceled and I will need to submit a new application, fee and supporting documentation to continue. Upon passing all required exams, my complete results will be valid for five years from the date of my last passed exam, allowing me up to five years to meet all certification requirements.

#### **5. Verification Authorization**

I understand that any and all information provided in this application is subject to verification, including my employment, education and professional recommendations, and that my application may be selected for a random audit at any point prior to certification.

#### **6. Release of Exam Information**

Details regarding my CFE Exam, including exam scores, results and any other exam information, will not be shared or released to a third party without my consent, unless required by a lawful court order or a request related to a legitimate government investigation. If my employer paid for my application fee, the ACFE will provide pass/fail information upon request, but this information will not contain my specific exam score.

## ACFE Exam Content Non-Disclosure Rules

The CFE Exam is confidential and is the exclusive, copyrighted property of the Association of Certified Fraud Examiners (ACFE). You may not record, copy, reproduce, publish, transmit or share any portion of the exam for any reason. Furnishing another person with any questions or answers from the exam — or accepting questions and answers from another person — is grounds for automatic disqualification and/or revocation of your membership in the ACFE.

## ACFE Privacy Policy

For the ACFE Privacy Policy, [click here](#).

## Prometric Privacy Policy

For the Prometric Privacy Policy, [click here](#).



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