

# CAMS

## RECERTIFICATION GUIDE AND APPLICATION



[www.acams.org](http://www.acams.org)

[www.acams.org/espanol](http://www.acams.org/espanol)

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

## CONTINUING EDUCATION CREDIT REQUIREMENTS

- A total of sixty (60) continuing education credits must be accumulated within a three-year cycle. Utilize the work sheet provided in this guide to tally your acceptable continuing education credits.
- Candidates will not be granted continuing education credits for activities completed prior to obtaining their CAMS credential or their most recent recertification.
- The deadline for earning continuing education credits is December 15 of the year of your recertification.

## DEADLINE FOR CAMS RECERTIFICATION

Recertification candidates are required to submit both a completed CAMS Recertification Application and the associated evaluation fees postmarked no later than December 15 of the third year after receiving their initial certification or their most recent recertification. A late fee of \$50 will be applied to all candidates who miss the December 15 deadline and will be accepted for only 90 days after the deadline. Examples of recertification schedules are provided below:

Date of Certification or Most Recent Recertification	Recertification Deadline
<b>Applicant passes CAMS Examination January 15, 2009</b>	December 15, 2012
<b>Applicant passes CAMS Examination November 17, 2010</b>	December 15, 2013
<b>Applicant recertifies December 15, 2008</b>	December 15, 2011



## DOCUMENTATION

Candidates do not need to include supporting documentation along with the recertification application, however, are advised to retain original copies of their supporting documents in their files in the event that ACAMS should find it necessary to audit their records.

## Recertification Evaluation Fees

Recertification Evaluation Fees		
<b>Early Application</b>	<b>\$ 200</b>	The CAMS Recertification Application and evaluation fees must be postmarked no later than October 1st
<b>Regular Application</b>	<b>\$ 250</b>	The CAMS Recertification Application and evaluation fees must be postmarked no later than December 15 (the recertification deadline)
<b>Late Application</b>	<b>\$ 300</b>	The CAMS Recertification Application and evaluation fees must be postmarked no later than March 31st after the recertification deadline

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

### INTERIM REVIEW OF CONTINUING EDUCATION CREDITS

- Upon request, ACAMS will review continuing education activities submitted for approval free of charge.
- All supporting documents submitted for interim review must be accompanied by a CAMS Continuing Education Interim Request Form.

### LOSS OF CERTIFICATION

- Those who fail to recertify by the late application deadline of March 31st will have their certification revoked.
- Those who fail to maintain ACAMS membership will have their certification revoked.
- CAMS professionals who lapse in their recertification may recertify only by successfully retaking and passing the CAMS examination.

### MEMBERSHIP STATUS

- Recertification applicants must have an active ACAMS membership before they may recertify.
- Non-members who pass the CAMS Exam will not be considered certified until they join ACAMS, at which time they will be reclassified as "CAMS Certified" from the date they initially passed the exam.



# CAMS RECERTIFICATION INTERIM REVIEW REQUEST FORM

## Your Information (\* Indicates required field)

First Name*	Last Name/Surname*	Member #*	
Job Title*	Company/Institution*	Industry	
Mailing Address 1 (No P. O. Boxes, please)*			
City*	State/Province	Zip/Postal Code*	Country*
Phone*	Fax*	Email*	

## ACTIVITIES FOR REVIEW

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## INSTRUCTIONS:

The following materials are required to ensure a timely and accurate review of your recertification activity:

- Certificate or proof of attendance (e.g. letter from supervisor on official letterhead)
- Program agenda or outline. Please list if the activity has been approved for any other designation (e.g. CPE, CLE, CRCM, etc.)

**Note:** Any recertification activity completed through the Association of Certified Anti-Money Laundering Specialists (ACAMS) or are automatically granted recertification eligibility.

Fax or e-mail completed forms to **the ACAMS Certification Department** at +1 305.373.7788 or [certification@acams.org](mailto:certification@acams.org). Please allow 6 - 8 weeks for review.

# CAMS RECERTIFICATION WORKSHEET

## RECERTIFICATION ACTIVITIES

A total of sixty (60) Continuing Education Credits must be earned within a three-year cycle from the year of certification. Please refer to table below for guidance on applicable continuing education and applied credits. Please see the CAMS Recertification Narrative for complete instructions (available online at [go.acams.org/recert](http://go.acams.org/recert)).

<b>1. Professional Experience</b>	<b>Credits</b>	<b>Limit</b>	<b>Total</b>
<b>1.1</b> Full-time professional experience in the field of money laundering control and/or related fields* for either the public or private sector	<b>8/year</b>	<b>24/cycle</b>	
<b>2. Association Membership</b>	<b>Credits</b>	<b>Limit</b>	<b>Total</b>
<b>2.1</b> Uninterrupted membership in a recognized association dedicated to the development and continuing education of the CAMS professional	<b>4/year</b>	<b>12/ cycle</b>	
<b>3. Educational Courses, Programs and Seminars</b>	<b>Credits</b>	<b>Limit</b>	<b>Total</b>
<b>3.1</b> Attendance at a conference, workshop, seminar, web seminar, symposium, educational and/or training session about money laundering control and/or related topics*	<b>1/hour</b>	<b>Unlimited</b>	
<b>3.2</b> Completion of a compliance school offered by an accredited college, university or your country's Bankers Association or equivalent	<b>6 each</b>	<b>12/cycle</b>	
<b>3.3</b> Obtaining other professional certifications and/or licenses within the three-year recertification cycle (includes CPA, CFE, MICA, CPP, CRCM, or similar credentials)	<b>4 each</b>	<b>4/cycle</b>	
<b>4. Instruction, Speeches and Other Presentations</b>	<b>Credits</b>	<b>Limit</b>	<b>Total</b>
<b>4.1</b> Instructor, speaker, panelist or moderator at a conference, workshop, seminar, symposium, educational and/or training session on the subject of money laundering control and/or related topics*	<b>3 each</b>	<b>Unlimited</b>	
<b>4.2</b> Principal instructor or speaker for a course at an accredited college or university on the subject of money laundering control and/or related topics*	<b>6 each</b>	<b>12/cycle</b>	
<b>5. Authorship of a Published Work</b>	<b>Credits</b>	<b>Limit</b>	<b>Total</b>
<b>5.1</b> Authorship of a published book on the subject of money laundering control and/or related topics*	<b>8 each</b>	<b>Unlimited</b>	
<b>5.2</b> Contribution to a published book on the subject of money laundering control and/or related topics*	<b>3 each</b>	<b>Unlimited</b>	
<b>5.3</b> Authorship of a published article or booklet on the subject of money laundering control and/or related topics*	<b>3 each</b>	<b>Unlimited</b>	
<b>6. Volunteer Service</b>	<b>Credits</b>	<b>Limit</b>	<b>Total</b>
<b>6.1</b> Active member of the ACAMS Advisory Board or ACAMS Chapter Executive Committee (criteria for active participation will be set forth and evaluated by each board or committee)	<b>4/year</b>	<b>12/cycle</b>	
<b>6.2</b> Member of an Executive Committee, Board of Directors or Advisory Board of a professional association that directly contributes to the development and continuing education of the CAMS professional	<b>4/year</b>	<b>12/cycle</b>	
<b>6.3</b> Service on a host committee for an annual or major conference on the subject of money laundering control and/or related topics*	<b>3/post</b>	<b>9/cycle</b>	
<b>6.4</b> Delegate to an international body (i.e. FATF, CFATF, etc.) whose mission relates to the subject of money laundering control and/or related topics*	<b>5/post</b>	<b>10/cycle</b>	
<b>7. Other Accomplishments</b>	<b>Credits</b>	<b>Limit</b>	<b>Total</b>
<b>7.1</b> Testimony in a court as an expert witness on money laundering control and/or related topics*	<b>4/case</b>	<b>8/cycle</b>	
<b>7.2</b> Special activities related to the topic of money laundering control or related subjects* (acceptance and credit assessment is at the discretion of ACAMS)	<b>1-6/activity</b>	<b>6/cycle</b>	
<b>Total Credits Earned</b>	<b>Grand Total</b>		
A total of sixty (60) Continuing Education Credits must be earned within a three-year cycle.			

\* Examples include fraud prevention, risk management, regulatory compliance, terrorist finance control, security, technology (as it relates to any of the aforementioned topics), and/or other related subjects. The credits awarded for activities under this matrix are subject to change without notice. Please see [www.acams.org](http://www.acams.org) for current details.

# CAMS RECERTIFICATION APPLICATION

The CAMS recertification application and evaluation fees must be postmarked no later than the deadlines shown:

**Early Application:** October 1st

**Regular Application:** December 15th

**Late Application:** March 31st

## Your Information (\* Indicates required field)

First Name*	Last Name/Surname*	Member #*		
Job Title*	Company/Institution*	Industry		
Mailing Address 1 (No P. O. Boxes, please)*				
City*	State/Province	Zip/Postal Code*	Country*	
Phone*	Alternate Phone	Fax	Email	Alternate Email

## Payment Method

Early Application: \$200 Regular Application: \$250 Late Application: \$300

Please charge my credit card (please circle one)

MasterCard    Visa    American Express    Discover    Diners Club

Name on Card	Card Number	
Exp. Date	CVV Code	Signature Cardholder

*The CVV (Credit Verification Value) code is usually a 3-digit code located on the back of your card, inside the signature area. On AMEX cards, it is a 4-digit code located on the front above the account number. Orders without the CVV code will cause processing delays. Visit [www.acams.org/policies.aspx](http://www.acams.org/policies.aspx) for our cancellation/refund policy.*

Please bill me (If needed, your corporate purchase order number): \_\_\_\_\_

Check enclosed, made payable to **ACAMS**

Brickell Bayview Centre, 80 Southwest 8th Street  
Suite 2350, Miami, FL 33130

Send wire transfer to:

**Comerica Bank San Jose, CA**  
**Routing number: 121-137522**  
**Account number: 1894064128**  
**SWIFT Code: MNBDVS33**



# CAMS RECERTIFICATION POLICY

## Application Fee

The recertification application fees are as follows: Early Application \$200; Regular Application \$250; Late Application \$300. Fees must be submitted by the deadlines indicated in the Recertification Narrative and are non-refundable. Recertification fees are subject to change without notice. Applicants who submit applications with the inappropriate payment amount will be invoiced the difference and will remain unprocessed until the amount is paid in full. Fees can be paid by credit card, wire transfer or by check made payable to ACAMS. Please do not send cash. The certificant's name and company must appear on all payments made by check.

## Recertification Cycle

Recertification continuing education credits must be accumulated during the three-year cycle.

## Processing

Please allow four to six weeks from the time ACAMS receives your application for review and notification. Applications submitted near a deadline (e.g., October 1st, December 15th, or March 31st) may take six to eight weeks to review due to the higher volume of recertification applications received.

## Late Application Policy

CAMS certificants are expected to submit their applications on or before their recertification deadline. Applications postmarked the same day as the deadline are considered on-time submissions. Early Application deadline for recertification is October 1st of the year of the certificant's recertification (\$200). Regular Application deadline is December 15th of the year of the certificant's recertification (\$250). Late Application deadline is March 31st of the year following the certificant's recertification deadline (\$300). After the Late Application deadline of March 31st, a member must take the CAMS examination to obtain the CAMS designation. Exceptions only due to documented extenuating circumstances as described below under the section labeled "Extensions".

## Extensions

Occasionally, extenuating circumstances—such as prolonged unemployment or the serious illness of a close family member—may prevent certificants from meeting the required 60 credits of continuing education experience over a three-year period. One-year extensions of the recertification deadline can be requested in such circumstances. The extension can be taken only once during a certificant's recertification career and must be approved at least 3 months prior (October 1st, 3rd year after receiving the initial certification) to the recertification deadline. The fee to request an extension is U.S. \$100. Certificants may also choose to recertify by examination on or before their recertification deadline. Examples of who may be eligible for an extension:

1. Certificants who have been out of work for at least one year of the three-year recertification cycle due to being laid off or child birth/childcare.
2. Certificants who have spent a significant amount of time caring for a seriously ill family member or who have suffered serious illness themselves.
3. Certificants who are being deployed to active duty in one of the armed forces for at least a one-year assignment.

If the extension is approved, the recertification expiration date will be extended for one year, allowing enough time to accumulate the necessary continuing education credits. At the end of that period, certificants will be required to submit a completed recertification application form demonstrating that they have successfully met the continuing education requirements. The full recertification application fee is also due at that time. Upon successful recertification, the new three-year recertification cycle will begin at the end of the extension period.

To request the extension, the following materials must be submitted at least 3 months (October 1st, 3rd year after receiving the initial certification) before the recertification deadline:

1. A written request for extension providing a description of the extenuating circumstances.
2. Documentation of the extenuating circumstances. This may include a letter from a physician, notice of termination or receipt of unemployment benefits.
3. The extension request fee of U.S. \$100.
4. A completed recertification application demonstrating the efforts made to meet recertification requirements.

# CAMS RECERTIFICATION POLICY (Continued)

## **Those not eligible for an extension:**

Certificants who have not accrued the required 60 recertification credits by their expiration date and who have not experienced extenuating circumstances or have simply not submitted a recertification application on or before their expiration date are not eligible for an extension.

## **CAMS Certification Dormant State**

Certificants who are not able to recertify by the Late Application deadline of March 31st of the year following the certificant's recertification period, can request to have their CAMS certification placed in a "Dormant State".

After the Late Application deadline, a member must take the CAMS examination in order to regain the CAMS designation. By selecting to have the CAMS certification placed in a Dormant State, the CAMS designation will be inactive until the member is able to provide us with the required Recertification Application and supporting documentation of the 60 continuing education credits received within the three year preceding period of the year of submission to reinstate the CAMS certification.

The fee to request a Dormant State of the CAMS designation is \$50 per year. The Late Application Fee at the time of request to reinstate will apply is \$300. Note that before the CAMS designation can be placed in a Dormant State, the \$50 fee must be paid in full before the March 31st Late Application deadline.

## **Lapsed Certifications**

CAMS certificants who do not submit an application within 3 months after their recertification deadline (March 31st of the year following the recertification deadline) will be considered lapsed and no longer certified. ACAMS will notify certificants if their certification expires and will also provide certification status to employers who request it. Certified memberships will be downgraded to Professional memberships for individuals whose CAMS certification has lapsed. They must cease using the CAMS designation immediately. To become certified, they must retake the CAMS examination.

CAMS certificants who do not recertify or whose recertification applications do not meet the established recertification criteria are considered lapsed and no longer certified. They must cease using the CAMS designation. To become certified, they must retake the CAMS examination.

## **Recertification by Examination**

Those who opt to recertify by examination must submit a written request with payment by the Regular Application deadline (December 15th, 3rd year after receiving the initial certification). The cost to retake exam is \$250.00 plus a \$25.00 background verification fee. This fee is subject to change without notice. Applicants who submit applications with the inappropriate payment amount will be invoiced the difference and will remain unprocessed until the amount is paid in full. Fees can be paid by credit card, wire transfer, or by check made payable to ACAMS. Please do not send cash. The certificant's name and company must appear on all payments made by check. This fee is nonrefundable.

The CAMS Examination Application may be found online. Examination registration must be for a CAMS examination in the year following the recertification deadline. Applicants who do not successfully pass the CAMS examination by December 31st of the year following the recertification deadline will be considered lapsed and no longer certified (please refer to "Lapsed Certifications" for more information.)

Applicants that fail to submit a written request to retake the exam by the regular deadline date of December 15th of the year to recertify will be required to proceed through the regular CAMS examination process and pay the applicable regular fees at the time of submission of the CAMS Examination application.

## **Reminders and Application Submission**

Certificants should keep track of their recertification cycles and submit a completed application on or before their recertification deadline. As a professional courtesy, ACAMS will send at least two reminder e-mails or mailings to all certificants before the end of their recertification cycles: one approximately six months before the expiration date and one approximately 3 months before the recertification deadline. **ACAMS will send the reminders to the e-mail address and home or office address on file, so it is important to make sure you notify ACAMS of all address changes.** Recertification cycles and submission requirements will not be changed because a certificant did not receive reminders that were sent to the addresses on file.