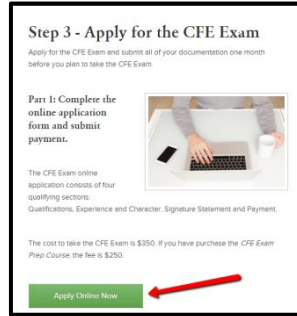


CFE Exam Application Step-by-Step Instructions

This guide includes the step-by-step process to complete the 2 part online exam application. Part 1, includes instructions to complete your online CFE Exam application. Part 2, includes instructions to access and submit your supporting documentation to the Certification Portal.

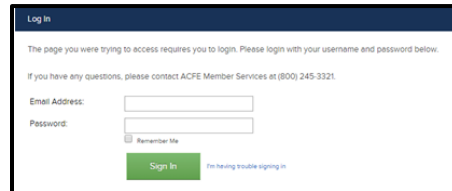
Part 1: Complete the online application form.

1. Visit [ACFE.com/CFEExamApplication](https://www.acfe.com/CFEExamApplication)

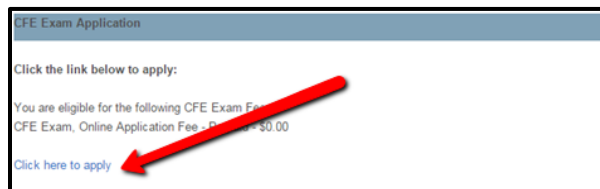


2. Click on the Apply Online Now link:

3. Sign in using your ACFE.com email address and password:



4. Click the "Click here to apply" link:



5. Complete all entries on page 1 (Qualifications and Demographics) of the application:

A. Birthplace- Enter the city, state or country you were born in.

B. Experience- Enter the number of years worked in each fraud related category

C. Qualification Score-

Years of Professional Fraud Related Experience: Enter the total number of years worked in a fraud related field

If you have less than 2 years of fraud related work experience, enter the approximate date when you will reach 2 years

CFE Exam Application Wizard | CFE Exam Application

Qualifications and Demographics

Demographics

BIRTHPLACE: Birth place

Experience

Minimum of 50 qualifying points (Applicants may take the CFE Exam with a total of 40 qualifying points, however applicants must meet the education and experience requirements before certification)
Minimum of two years of professional experience that is either directly or indirectly related to fraud (ie. Accounting, Auditing, Criminology, Loss Prevention, and Law Enforcement, or Legal experience as it relates to fraud)

AUDITING:	0	TEACHING OR RESEARCH:	0
FORENSIC ACCOUNTING:	0	CONSULTING ON FRAUD-RELATED:	0
FRAUD INVESTIGATION:	0	MATERS: COMPUTER FORENSICS:	0
FRAUD-RELATED INTERNAL CONTROLS:	0	LOSS PREVENTION:	0
OTHER:	0		

IF "OTHER", PLEASE DESCRIBE: a34_years_other_description

Qualifications Score Quantity Score

CFE Exam Application Step-by-Step Instructions

Completed Bachelor's Degree?: Choose Yes or No from the dropdown menu

If you do not currently hold a Bachelor's Degree, enter the number of years of education you currently hold (Maximum 4 years)

Master's Degree: Enter how many Masters Degrees you currently hold (1, 2, etc)

Ph.D, J.D or equivalent: Enter the total number obtained (1, 2, etc)

Professional Certifications/Designations: Use the drop down menu to choose certifications/designations you currently hold. If your certification/designation is not on the list please contact reviewcourse@acfe.com

D. Click "Next" to go to page 2 of the application

6. Complete all entries on page 2 (Qualifications Continued) of the exam application:

A. Enter the approximate number of cases of suspected fraud you have investigated

B. Qualification Questions: Select Yes or No from the drop down menu

C. Character Questions: Select Yes or No from the drop down menu (Please note: more information may be required)

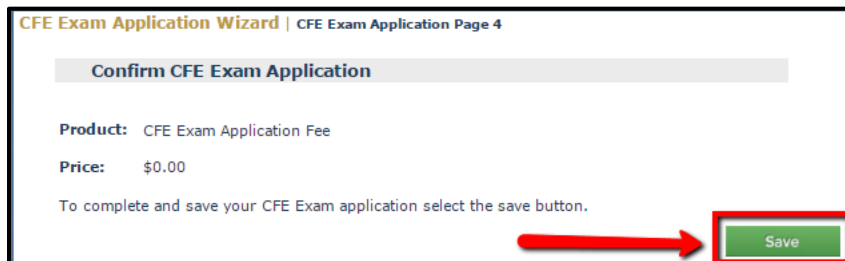
D. Select "Next" once complete

7. Check the box certifying you have completed a true and accurate application. The check box indicates an electronic signature which is as valid as an original handwritten signature. Click "Next" once complete.

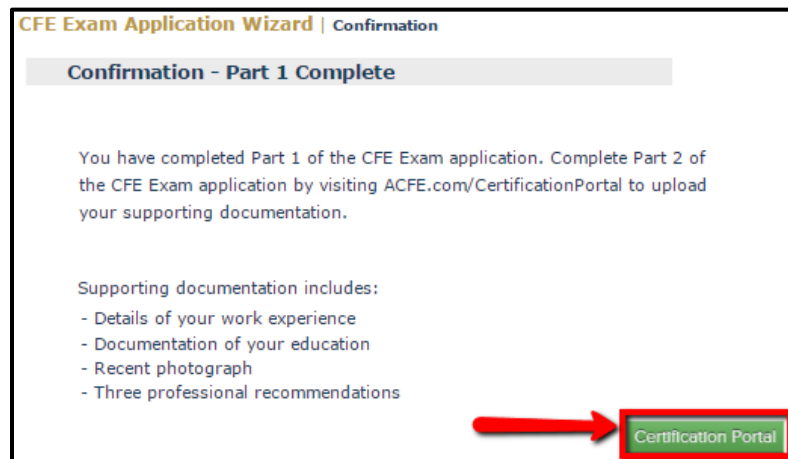
CFE Exam Application Step-by-Step Instructions

8. Save your CFE Exam application and confirm the fee (Note: The total will be \$0.00)

You MUST select the Green Save button to complete and save your application.



9. Part 1 of the application is complete. Click on "Certification Portal" to upload your supporting documents required for completion of your application.



CFE Exam Application Step-by-Step Instructions

Part 2: Complete the Certification Portal to include documentation that supports your CFE Exam Application. To access the portal visit www.ACFE.com/CertificationPortal.

***Experience:** This section is to provide the details on your fraud related work experience. **Click the green “Add” button** to add your experience details.

The image shows two screenshots from the CFE Exam application portal. The left screenshot shows the 'Add Experience' button in the 'EXPERIENCE' section. The right screenshot shows the 'Experience Details' form with various fields and a 'Save' button. Red boxes and letters A through H are used to highlight specific elements in the form.

1. Prequalify and Purchase CFE Exam (45 pts)

2. Provide Supporting Documentation (0.00 pts)

3. Submit Application

Experience Details Form:

- A:** Organization name
- B:** Title
- C:** Hire date and end date
- D:** Check box for "I am currently employed at this organization."
- E:** Text area for "Please describe the fraud-related responsibilities in this position."
- F:** Percentage input for "Auditing"
- G:** Percentage input for "Other (specify)"
- H:** Save button

On the next screen:

- Enter the company name
- Enter the title of your occupation at the company you entered above
- Enter the hire date and end date of the company you entered (mm/dd/yyyy)
- If you are currently working in this position click on the check box
- Enter a description of your fraud related duties. Please include anything you want our Certification Department to review to determine your eligibility
- Add the percentage of time in you spend in each fraud related category.
- If other, enter the percent, then explain in the “Other (specify) box
- Select Save

Repeat Experience steps for all fraud-related positions you have held.

CFE Exam Application Step-by-Step Instructions

***Education:** This section is to provide your highest level of education earned. Click the green “Add” button to add your education details and documentation.

The image shows two screenshots of the CFE Exam application interface. The left screenshot displays the main application dashboard with sections for '1. Prequalify and Purchase CFE Exam' (45 pts), '2. Provide Supporting Documentation' (0.00 pts), and '3. Submit Application'. The 'EDUCATION' section is highlighted with a red box and a green '+ ADD' button. A red arrow points from this button to the right screenshot. The right screenshot is a detailed form for adding education details. It includes fields for 'School Name' (A), 'Field of Study' (B), 'Degree Earned at this institution' (C), and 'How many full years of college did you spend at this institution (maximum of four allowed)?' (D). Below these is a 'Documentation' section with a 'Document Type' dropdown (E) and a 'Choose File' button (E.1 - E.2). A 'Save' button (F) is at the bottom right.

On the next screen:

- A. Enter your school name as shown on your supporting documentation
- B. Enter your Field of Study (this is not a required field)
- C. If you earned Bachelors, Masters, J.D or Ph.D choose it from the dropdown menu
 - C.1. In the Year Degree Earned box, enter the year your degree was earned

This screenshot shows a close-up of the 'Degree Earned at this Institution' dropdown menu, which is set to 'Bachelors' (C). Below it is the 'Year Degree Earned' input field, which contains the year '2004' (C.1).

D. If you did not receive a degree, leave “No Degree Earned” and Click the drop down menu to choose how many full years of college you earned

- D. 1. If no degree earned, enter the number of full years of college (maximum 4 years)

This screenshot shows a close-up of the 'Degree Earned at this Institution' dropdown menu, which is set to 'No Degree Earned'. Below it is the 'How many full years of college did you spend at this institution (maximum of four allowed)?' dropdown menu, which is set to '0' (D.1).

E. Select the documentation type.

CFE Exam Application Step-by-Step Instructions

E.1. Diploma – then upload diploma by selecting Choose file button.

E.2. Transcripts – then upload transcripts by selecting Choose file button.

E.3. Degree Verify Confirmation – **(US Schools only)** If you do not have a diploma or transcript to upload, choose “Degree Verify” to enter your school information and receive approval directly from the institution.

E.3.1. Choose the state and school name from the drop down menu

E.3.2 Fill in any other name the school may have on file

E.3.3 “Save” to submit for verification

The screenshot shows a web form for 'Degree Verify Confirmation'. At the top, a dropdown menu is set to 'Degree Verify Confirmation', with a red box and arrow labeled 'E.3'. Below this is a yellow informational box. The form fields include: '* State:' (dropdown, 'Please select state'), '* Institution:' (dropdown, 'Please select state'), 'Name:' (text, 'Ms. Lora VanHoogstraat'), 'Also known as:' section with 'First Name:', 'Middle Name:', and 'Last Name:' (text boxes), and '* DOB:' (text box with a calendar icon). A red box and arrow labeled 'E.3.1' points to the State and Institution dropdowns. Another red box and arrow labeled 'E.3.2' points to the 'Also known as' text boxes. A final red box and arrow labeled 'E.3.3' points to the 'Save' button at the bottom right.

Repeat Education steps as needed.

***Certifications/Designations:** This section is to provide additional professional credentials/designations. Click the green “Add” Button to choose the Certifications/Designations you have received.

The screenshot shows a dashboard with three main sections: '1. Prequalify and Purchase CFE Exam' (45 pts), '2. Provide Supporting Documentation' (0.00 pts), and '3. Submit Application'. The '2. Provide Supporting Documentation' section has a list of categories: 'EXPERIENCE', 'EDUCATION', 'CERTIFICATIONS/DESIGNATIONS', 'PHOTO', and 'PROFESSIONAL RECOMMENDATION'. Each category has an 'IN-PROGRESS' status and a green '+ ADD' button. A red arrow points from the '+ ADD' button for 'CERTIFICATIONS/DESIGNATIONS' to the right.

The screenshot shows a form for adding a certification or designation. It features a dropdown menu for '* Cert / Designation:' with the text 'Select a Certification / Designation...'. Below this is a section titled 'documentation' with a message: 'No file has been selected. Please select a file.' There is a 'Choose File' button, a 'Save' button, and a 'Cancel' button. Red boxes and arrows labeled 'A', 'B', and 'C' indicate the steps: 'A' points to the dropdown menu, 'B' points to the 'Choose File' button, and 'C' points to the 'Save' button.

A. Choose the certification or designation you have received from the drop down menu

B. Upload your certificate/proof of designation

C. Click “Save” to complete this section

Repeat Certifications/Designations steps as needed.

CFE Exam Application Step-by-Step Instructions

***Photograph:** This section is to provide a recent photograph. The file size must be 25kb or larger. Click the green “Add” button to add your photograph.

1. Prequalify and Purchase CFE Exam
In order to take the CFE Exam, you must meet a minimum of 40 qualifying points. In order to earn the CFE credential after passing the CFE Exam, you must have a minimum of 50 qualifying points and two years of fraud-related professional experience. 45 pts
[View Reported Prequalifications >](#)

2. Provide Supporting Documentation
Fulfill each sub-section below by completing the forms and uploading the proper documentation for each category. Once you have fulfilled the basic requirements to take the exam the Submit button below will become active. 0.00 pts

EXPERIENCE IN-PROGRESS + ADD
Click the Add button to the right to provide supporting documentation for this section.

EDUCATION IN-PROGRESS + ADD
Click the Add button to the right to provide supporting documentation for this section.

CERTIFICATIONS/DESIGNATIONS IN-PROGRESS + ADD
Click the Add button to the right to provide supporting documentation for this section.

PHOTO IN-PROGRESS + ADD
Click the Add button to the right to provide supporting documentation for this section.

PROFESSIONAL RECOMMENDATION IN-PROGRESS + ADD
Click the Add button to the right to provide supporting documentation for this section.

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

Documentation

No file has been selected. Please select a file.

Choose File A

B Save Cancel

A. Select the Choose file button to upload your recent photograph

B. Click “Save” to complete this section

***Professional Recommendations:** This section is to provide your 3 Professional Recommendations by upload or online method. Click green “Add” button to begin adding your required professional recommendation forms.

1. Prequalify and Purchase CFE Exam
In order to take the CFE Exam, you must meet a minimum of 40 qualifying points. In order to earn the CFE credential after passing the CFE Exam, you must have a minimum of 50 qualifying points and two years of fraud-related professional experience. 45 pts
[View Reported Prequalifications >](#)

2. Provide Supporting Documentation
Fulfill each sub-section below by completing the forms and uploading the proper documentation for each category. Once you have fulfilled the basic requirements to take the exam the Submit button below will become active. 0.00 pts

EXPERIENCE IN-PROGRESS + ADD
Click the Add button to the right to provide supporting documentation for this section.

EDUCATION IN-PROGRESS + ADD
Click the Add button to the right to provide supporting documentation for this section.

CERTIFICATIONS/DESIGNATIONS IN-PROGRESS + ADD
Click the Add button to the right to provide supporting documentation for this section.

PHOTO IN-PROGRESS + ADD
Click the Add button to the right to provide supporting documentation for this section.

PROFESSIONAL RECOMMENDATION IN-PROGRESS + ADD
Click the Add button to the right to provide supporting documentation for this section.

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

* Submission Type: Submit Online Recommendation Upload Scanned Recommendation

Candidate Information
Candidate Name: Ms. Lora VanHoogstraat Employer: Association of Certified Fraud Examine

* Submission Type: Submit Online Recommendation Upload Scanned Recommendation

Candidate Information
Candidate Name: Ms. Lora VanHoogstraat Employer: Association of Certified Fraud Examine

CFE Exam Application Step-by-Step Instructions

Choose the method to provide your recommendation forms:

- **Submit Online Recommendation:** Use this option to send a request by email to your recommender to complete an online professional recommendation on your behalf.
- **Upload Scanned Recommendation:** Use this option to upload your documents if you have already received the completed professional recommendation form(s).

Online Recommendation:

- Select "Submit Online Recommendation" button
- Fill out the recommender contact information. The email address provided will be used to request your professional recommendation
- Select "Save" Button
- On the next screen select "Invite Recommender"

The screenshot shows the 'Submit Online Recommendation' form. At the top, the 'Submission Type' is set to 'Submit Online Recommendation', which is highlighted with a red box and labeled 'A'. Below this, the 'Candidate Information' section is filled out with 'Ms. Lora VanHoogstraat' as the candidate name, 'Austin' as the city, and 'UNITED STATES' as the country. The 'Recommender Contact Information' section is also filled out, including fields for Name, Job Title, Employer, Email Address, and Business Phone. A red box labeled 'B' highlights the 'Email Address' field. At the bottom right, a red box labeled 'C' highlights the 'Save' button, which is a blue button with a checkmark icon. A red arrow points from 'C' to the 'Save' button. A 'Cancel' button is also visible next to the 'Save' button.

The screenshot shows a dialog box titled 'Invite Recommender'. It contains a warning icon and the text: 'Clicking "Invite Recommender" will send an email invitation to this person. NOTICE: If you have not already, please notify this individual they will be receiving an email request on your behalf. The automated email will come from Exam@ACFE.com. Once the recommendation is complete the status for this recommendation will change to pending review.' At the bottom, there are two buttons: 'Invite Recommender' and 'Cancel'. A red box labeled 'D' highlights the 'Invite Recommender' button, and a red arrow points from 'D' to the button.

Scanned Recommendation:

- Select "Upload Scanned Recommendation" Button
- Fill out the recommender contact information that is on the recommendation form
- Choose the form to upload
- Select "Save" Button

The screenshot shows the 'Upload Scanned Recommendation' form. At the top, the 'Submission Type' is set to 'Upload Scanned Recommendation', which is highlighted with a red box and labeled 'A'. Below this, the 'Candidate Information' section is filled out with 'Ms. Lora VanHoogstraat' as the candidate name, 'Austin' as the city, and 'UNITED STATES' as the country. The 'Recommender Contact Information' section is also filled out, including fields for Name, Job Title, Employer, Email Address, and Business Phone. A red box labeled 'B' highlights the 'Email Address' field. At the bottom right, a red box labeled 'C' highlights the 'Save' button, which is a blue button with a checkmark icon. A red arrow points from 'C' to the 'Save' button. A 'Cancel' button is also visible next to the 'Save' button. Below the 'Save' button, there is a 'Documentation' section with a message: 'No file has been selected. Please select a file.' and a 'Choose File' button. A red box labeled 'C' highlights the 'Choose File' button, and a red arrow points from 'C' to the button.

Submit completed application once the "Submit" button in blue. Allow 3-5 business days for review.

The screenshot shows a blue button labeled 'SUBMIT'. Above the button, the text reads: '3. Submit Application. Congratulations! You can now submit your CFE Exam application. Within 3-5 business days of submission, the Certification Department will review your application.' A red arrow points from the text to the 'SUBMIT' button.