



# How to Apply for a CFE Exam on ACFE.com – No Payment Required

Prepared By: ACFE  
Last Modified: July 29, 2019

1. APPLYING FOR THE CFE EXAM ON ACFE.COM

1. In your browser, navigate to <https://www.acfe.com/CFEExamApplication/>.
2. In the **Membership & Certification** tab, click **Apply Online Now**.

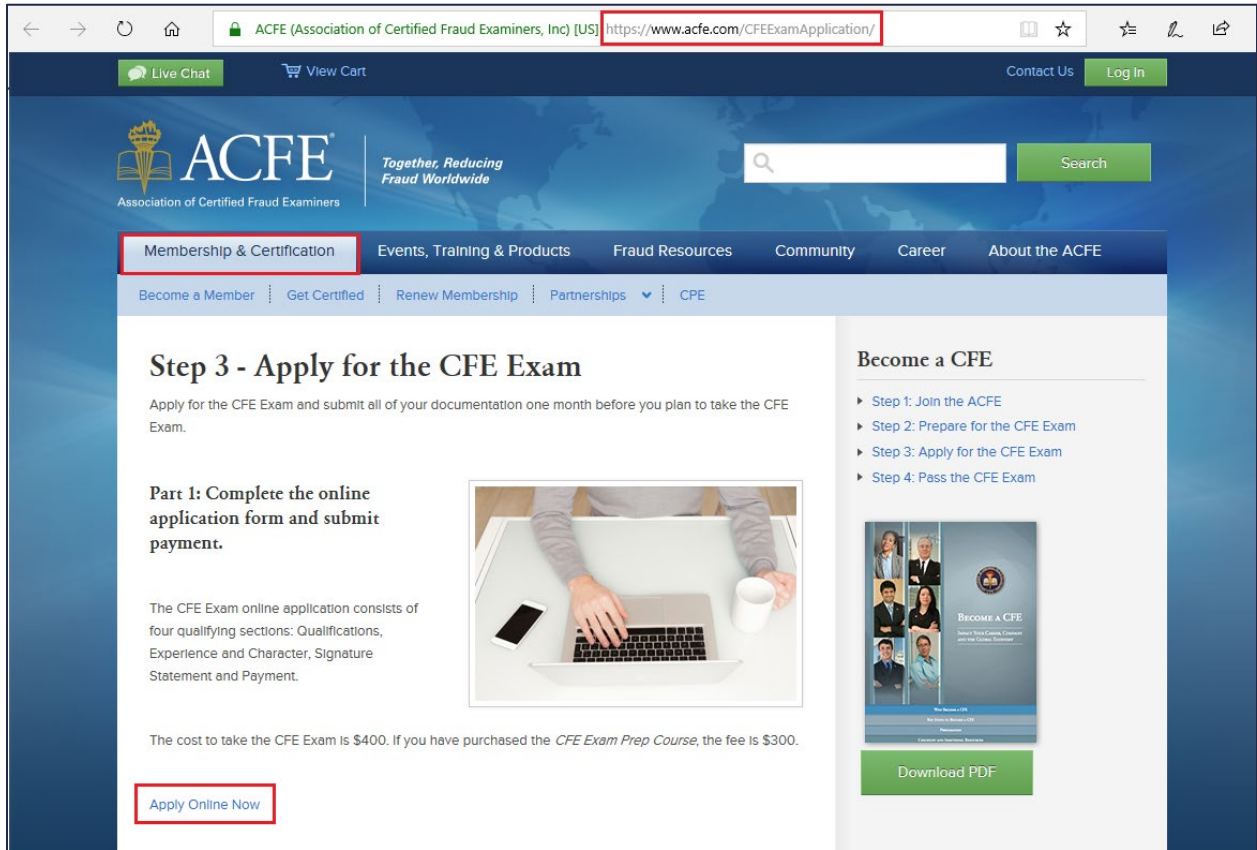


Figure 1-1: Apply Online Now

3. Login to your **ACFE.com** account.

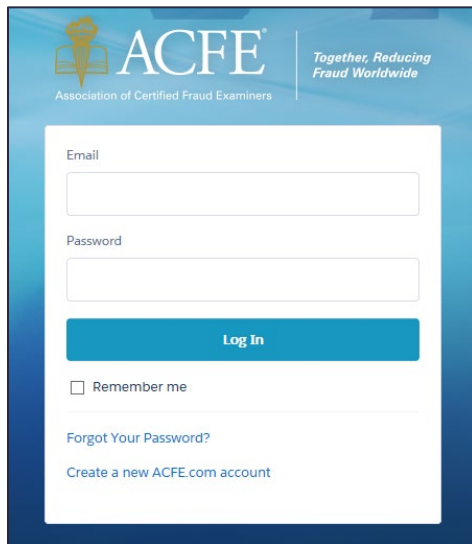


Figure 1-2: ACFE Account Login

4. In the **CFE EXAM APPLICATION** tab, click **Create New Application**.

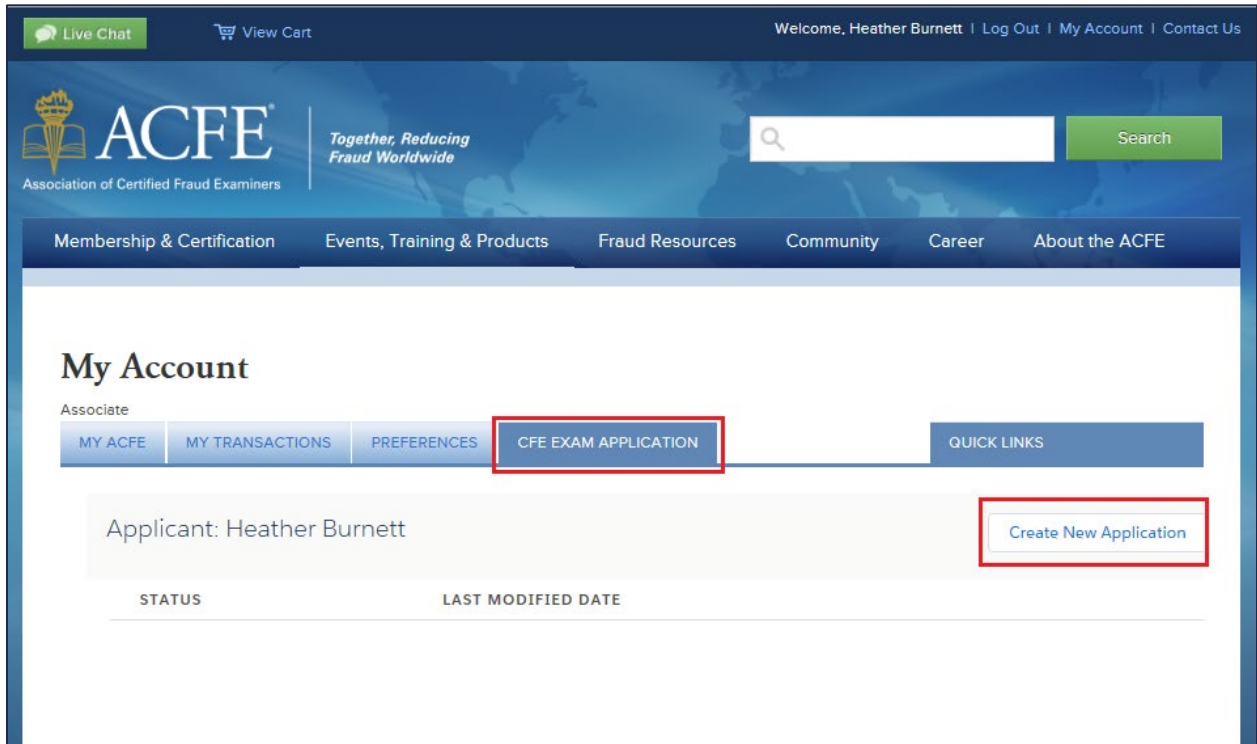


Figure 1-3: CFE Exam Application Tab

5. In the **Applicant** wizard, navigate to **1. Prequalify and Purchase CFE Exam** and click **Start Prequalification**.

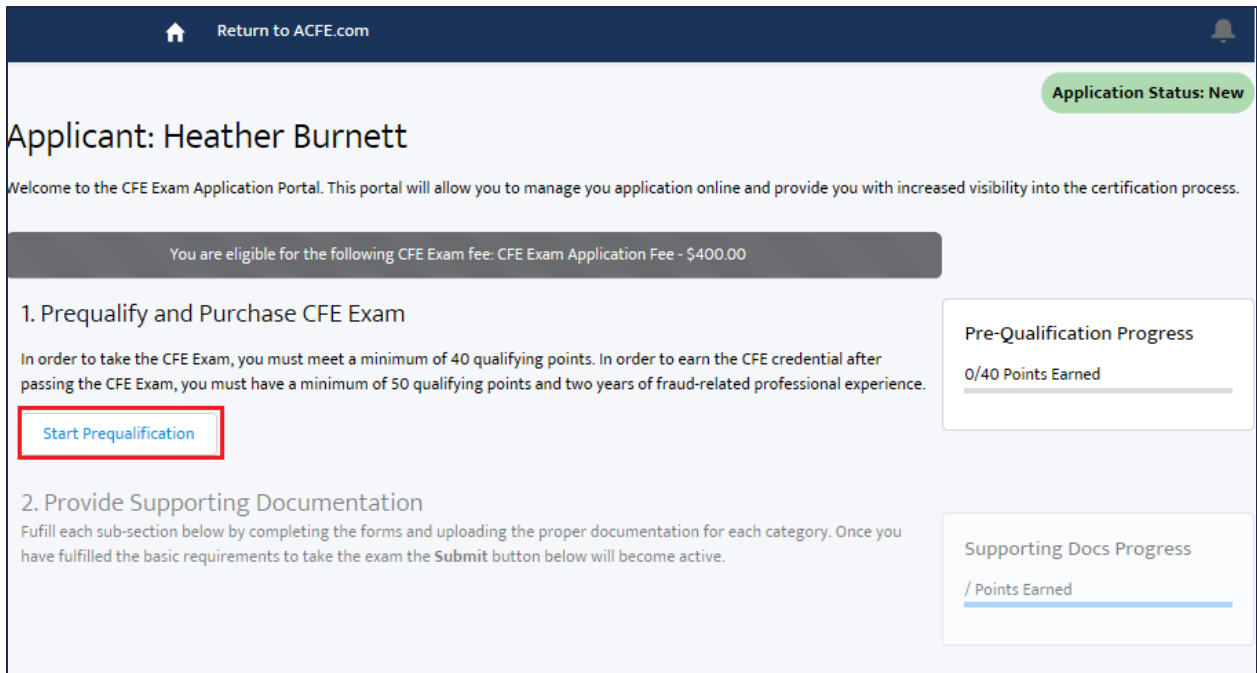


Figure 1-4: Applicant Wizard | Start Prequalification

6. On the **CFE Pre-Application** page, navigate to the **Demographics** section and use the **Calendar** to set the **Birthdate**.
7. In the **Qualifications** section, enter the following information:
  - ✦ Years of Professional Fraud Related Experience: Enter the number of years of experience in numerals. If less than 2, enter what date will equate to 2 years. Click the Calendar icon to enter the date.
  - ✦ Have you earned a bachelor's degree? Yes/No. If no, how many years have been earned towards a bachelor's degree?
  - ✦ Master's Degree (Number Obtained): Enter number of degrees obtained.
  - ✦ PH.D, J.D. or Equivalent (Number Obtained): Enter number of degrees obtained.
  - ✦ Professional Certification: If you have earned an ACFE approved professional certificates, enter up to four (4) by selecting them from one of the drop-down lists. If your certification/designation is not on the list, please contact MemberServices@ACFE.com.
8. Click **Next**.

The screenshot shows the 'CFE Pre-Application' page with a '0/40 Points Earned' indicator. The 'Application Status: New' is shown in a green bubble. The 'Demographics' section contains a 'Birthdate (use calendar icon to select date)' field, which is highlighted with a red border. The 'Qualifications' section includes a warning box: 'You must have at least 2 years of experience in a position that is directly or indirectly related to fraud. Examples are Accounting, Auditing, Criminology, Loss Prevention, and Law Enforcement. Additionally accepted is legal experience as it relates to fraud.' Below this are several input fields: 'Years of Professional Fraud Related Experience' (with a red star icon), 'Have you earned a bachelor's degree?' (with a red star icon and a dropdown menu), 'At what date will your experience equal 2 years? (use calendar icon to select date)' (with a red star icon), 'How many years have been earned towards a bachelor's degree?' (with a red star icon and a text input field), 'Master's Degree (Number Obtained)' (with a red star icon), 'PH.D, J.D. or Equivalent (Number Obtained)' (with a red star icon), and four 'Professional Certification' dropdown menus (#1, #2, #3, #4), each with a red star icon. At the bottom, there are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a red box.

Figure 1-5: CFE Pre-Application Page | 1

9. In the **Qualifications (cont)** section, complete the fields with the available information.
10. In the Character section, enter the following information:
  - ✦ Felony
  - ✦ Discipline/sanction by a professional body
  - ✦ License revoked or suspended
11. Click **Next**.

CFE Pre-Application  
170/40 Points Earned

Application Status: New

### Qualifications (cont)

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

Have you ever written audit or security programs designed to detect or uncover fraud?

Do you have experience in computer related fraud?

Have you conducted original research or written articles and/or books in a fraud-related industry?

Have you ever qualified as an expert witness in accounting or fraud matters by a judicial authority?

Have you ever served on professional committees?

Do you have any special qualifications in a fraud-related area?

### 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?

Back Next

Figure 1-6: CFE Pre-Application Page | 2

12. On the **Signature Statement** page, review the text and click the **Certify** check box if correct.
13. Click **Next**.

CFE Pre-Application  
170/40 Points Earned

Application Status: New

### Signature Statement

Today's Date: 4/8/2019

I certify that the information submitted with this application is true and correct to the best of my knowledge. Falsification of any information on this application is grounds for denial or revocation of membership. If this application is accepted, I agree to abide by the Bylaws and Code of Professional Ethics of the Association of Certified Fraud Examiners. Membership is a privilege and not a right. Active membership is a requirement to take the CFE Exam and maintain the CFE credential. Qualifications are established by the Board of Regents whose decision are final. I consent to the storage of my personal information in the ACFE's offices in the United States, in its regional offices, and by its local chapters. An electronically affixed signature on this form carries the same level of enforceability and validity as a handwritten signature.

By clicking the following checkbox, I certify that the above is correct.

Back Next

Figure 1-7: Signature Statement

14. In the **Applicant** wizard, navigate to **2. Provide Supporting Documentation** and enter/upload the supporting documentation for the **Exam Application**.

**Applicant: Heather Burnett**

Application Status: Information Needed

Welcome to the CFE Exam Application Portal. This portal will allow you to manage your application online and provide you with increased visibility into the certification process.

### 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.

**Pre-Qualification Progress**  
50/40 Points Earned

### 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.

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.		
PHOTOS	In Progress	+Add
There are currently no records.		
RECOMMENDATIONS	In Progress	+Add
There are currently no records.		

### 3. Submit Application

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

**Supporting Docs Progress**  
0/40 Points Earned

Figure 1-8: Applicant Page | Providing Supporting Documentation

15. For **Experience**, click **+Add**. Do this for all fraud related positions you've held.

- ✦ Organization: Enter the name of the Company.
- ✦ Hire Date and End Date (if necessary)
- ✦ Title
- ✦ I am currently employed at this organization: If currently employed at this organization, click the check box. The date will automatically populate.
- ✦ Please describe the fraud-related responsibilities in this position: Enter details about the fraud-related responsibilities in this position.
- ✦ Duties Percentages: Enter the specific percentage of time spent in each category. The Total Percent will auto-calculate.
- ✦ Click **Save**.

### Experience Information

Please complete this experience form for each organization where you have held a fraud-related positions. Your fraud-related 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.

\*Organization ✦

Hire Date (use calendar icon ✦ to select date)

\*Title ✦

End Date (use calendar icon ✦ to select date)

I am currently employed at this organization. ✦

\*Please describe the fraud-related responsibilities in this position ✦

Duties Percentages ✦

Please outline below the specific percentage of time spent in each of the following categories.  
\*Concurrent experience in more than one area cannot be claimed.

Auditing:	Computer Forensics:
Forensic Accounting:	Consulting on Fraud-Related Matters:
Fraud Investigation:	Teaching or Research at a University on Fraud-Related Matters:
Fraud-Related Internal Controls:	Other:
Loss Prevention:	Other (specify):
	Total Percent: ✦

Figure 1-9: Supporting Documentation | Experience

16. For **Education**, click **+Add** (see Figure 3-10).
- ✦ School Name: Enter the name of the undergraduate university.
  - ✦ Field of Study: Enter the major field of study.
  - ✦ Degree Earned at this institution: Select the degree name in the drop-down list. If no degree was earned, enter the number of full years in the *How many full years...* drop-down list.
  - ✦ How many full years of college you spent at this institution: If no degree was earned, enter the number of full years you spent at this institution.
  - ✦ Document Type: Click the type of document you are uploading in the drop-down list.
    1. Click Upload/View Document to upload the Document Type.
    2. In the Upload Document window, click Upload Files.



Figure 1-10: Upload Document

3. In the Upload Files window, browse to the document and click Open.
4. In the Upload Files window, click Done.

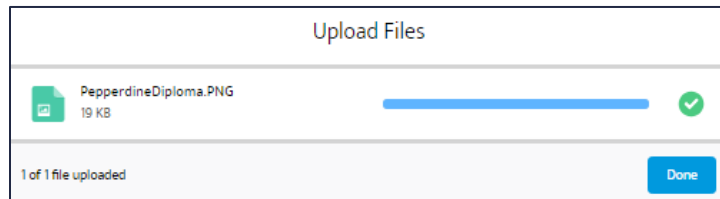


Figure 1-11: Upload Files

5. In the Upload Document window, click Done.
- ✦ Click **Save and Close**.

Education Information

Please complete this form and provide documentation for your highest level of education or number of full-time years completed. Uploaded documents must be 10MB or smaller.

Accepted Documentation includes:  
Official Transcripts  
Photocopies of degree certificates or diplomas

All documents must be written in English or translated to English. Advisory transcripts not accepted.

For some U.S. schools you have the ability to request online degree verification through the Degree Verification Confirmation Option.

\*School Name ✦

\*Field of Study ✦

\*Degree Earned at this institution ✦

\*How Many Full Years of College did you spend at this institution (maximum of four allowed)? ✦

\*Document Type ✦

Figure 1-12: Supporting Documentation | Education



- For **Certifications/Designations**, select a **Cert/Designation** in the drop-down list (see Figure 3-10).
- Click **Upload/View Document** and follow instructions.
- Click **Save and Continue**.

Certification/Designation Information

Please complete the following form and provide documentation for each credential/designation you are using towards your qualifying points. Accepted documentation includes photocopies of certificates or letters from certifying bodies stating the credentials/designation and date earned (must be provided in English or translated to English). Uploaded Documents must be 10MBs or smaller.

\* Cert / Designation  
Please Select

Upload/View Document

Cancel Save and Continue

Figure 1-13: Supporting Documentation | Certifications/Designations

- For **Photos**, click **+Add** (see Figure 3-10).
- Follow instructions to upload a **Photo** document.
- When a **Recommender** completes a **Recommendation Form**, navigate to **Recommendations** and click **+Add** (see Figure 3-10).
  - NOTE: The Applicant must provide/upload 3 recommendations before submitting the application for review.
- On the **Recommendation Information** page, enter the **Recommender Contact Information**.
- Click **Upload/View Document** and follow instructions.
- Click **Save and Continue**.

Recommendation Information

Three Professional Recommendation Forms are required with your application. Use this form for each person recommending you for the CFE Credential. The recommendations must be filled out by someone who has worked with you in a professional capacity. All documents must be written in English or translated to English. Visit this link ([Recommendation Form](#)) to view the recommendation form. Professional Recommendations are valid for a period of three years from the date signed.

Candidate Information

Candidate Name: Karen Rogers  
City:  
Country: United States  
Employer: ACFE  
Official Job Title: Billing

Recommender Contact Information

\* Prefix  
\* First Name  
\* Last Name  
\* Employer  
\* Job Title  
\* Email Address  
\* Date Signed (use calendar icon to select date)

Upload/View Document

Cancel Save and Continue

Figure 1-14: Supporting Documentation | Recommendations

26. When all information has been entered, click **Submit**.

Welcome to the CFE Exam Application Portal. This portal will allow you to manage you application online and provide you with increased visibility into the certification process.

### 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.

### 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.

EXPERIENCE				Fulfilled	+Add
EMPLOYER	STATUS	YRS REPORTED	NOTES		
Security Foundation	Pending Review	30.03		Edit	Delete

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

CERTIFICATIONS/DESIGNATIONS			Fulfilled	+Add
NAME	STATUS	NOTES		
CFA	Pending Review		Edit	Delete

PHOTOS			Fulfilled	+Add
FILE NAME	STATUS	NOTES		
2053 bug	Pending Review		Edit	Delete

RECOMMENDATIONS				Fulfilled	+Add
RECOMMENDER NAME	STATUS	DOCUMENTATION	DATE SIGNED		
Meredith Brookings	Pending Review		2019-04-02	Edit	Delete
Joe Schmo	Pending Review		2019-04-03	Edit	Delete
Kathleen Shurlds	Pending Review		2019-04-01	Edit	Delete

### 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.

**Submit**

**Pre-Qualification Progress**  
170/40 Points Earned

**Supporting Docs Progress**  
200.16/40 Points Earned

Please allow 3-5 business days for a response. Maximum 1000 characters.

Post Question

Share an update... **Share**

Figure 1-15: Submit Supporting Documentation

27. In the **Please Confirm Submission** message, review the disclaimer and click **Submit**.

## Please Confirm Submission

---

By clicking the Submit button below you are sending your CFE Exam Application to the Certification Department for prcessing Please allow 3-5 **business days** for your application review.

Please note, after you submit your application you will not be able to make any changes to your CFE Exam Application or the supporting documentation.

Figure 1-16: Please Confirm Submission Message