

CFE Exam Review Course – Instructions

General information on how to become a Certified Fraud Examiner

Please study the 4 steps of “how to become a Certified Fraud Examiner” as explained on the homepage of acfe.com: <http://www.acfe.com/become-cfe-qualifications.aspx>. Not all of it will apply for the CFE Exam Review Course at SAFEXA.

CFE Exam Review Course Process at SAFEXA

Please register for the CFE Exam Review Course online on www.safexa.ch.

Step 1 – registration (join the ACFE)

Please disregard the ACFE membership application as explained on “how to become a Certified Fraud Examiner”. It is either not necessary because you are already an ACFE member or you will automatically be registered in connection with your registration for the CFE Exam Review Course. After your registration, you will get an email from ACFE USA with the Prep Course material (download or online).

Please disregard the automatic invoice received with this email from ACFE USA. Your course fee has already been paid by online registration (credit card).

Step 2 – prepare for the CFE Exam

Install the Prep Course program on your computer (or install the online-access) as explained in the email of ACFE USA and study the material. At the CFE Exam Review Course in Zurich you will repeat the essentials needed to pass the CFE Exam.

As you are attending the CFE Exam Review Course, you do not have to complete the Prep Course software in order to take the exam. However, we do encourage you to study the material before you come to the course and before you are taking the exam. This allows you to be familiar with the question format and style before you begin the class, allowing you to concentrate on the content during the class sessions.

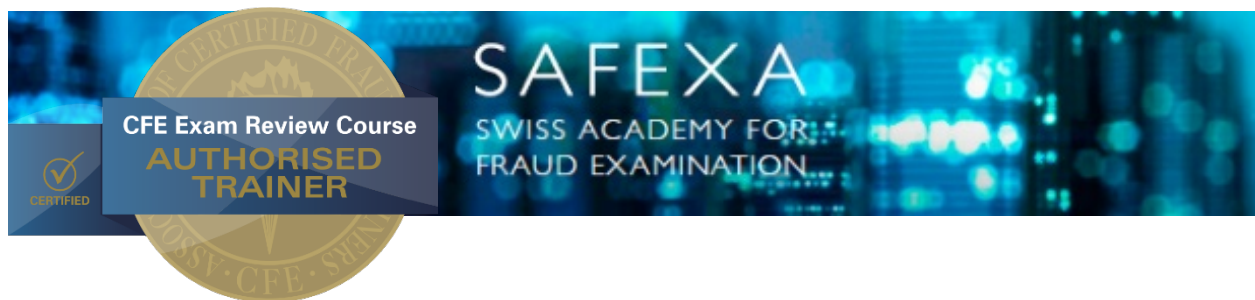
Step 3 – apply for the CFE Exam

Please submit your CFE Exam Application and supporting documents through the ACFE Portal one week prior to the starting date of the Review Course. The document “[How to Apply for a CFE Exam on ACFE](#)” will guide you through the application process. For the recommendation letters please use http://www.acfe.com/uploadedFiles/ACFE_Website/Content/documents/CFE-recommendation.pdf.

Step 4 – pass the CFE Exam

You take the exam on your computer and submit your results electronically. You will receive four individual exam codes and will be allowed to take and submit each section individually. If you fail a section, a retake code will be sent to you. An **Internet connection is required** to activate the exam and submit your results. The rooms at HWZ provide an internet connection (WLAN).

If you take the exam during the week of the course, you will be notified of the results the next day.



Exam Key Code Rules

- Attendees will have **thirty days** from the receipt of their exam key(s) to take any associated exam sections.
- Exam keys expire **24 hours** after they have been entered.
- Failure to complete an exam section within the specified time frames will count as a failed attempt.
- Candidates have **3 attempts** to pass each section. Additional retake fees or proof of study progress will be required to continue with that section.
- Excessive attempts to pass the CFE Exam might terminate a candidate's eligibility to continue with the CFE program.

Exam Affidavit

If you completed any parts of the exam on the computer, you will need to submit an exam affidavit certifying that you did not use notes or any other assistance during the exam. The instructors will hand you out your personal Affidavit at the last day of the Review Course.

CFE credential

If you passed the Exam during the week, the ACFE Certification Committee will review your exam scores and your application documents. When your application is approved by the CFE committee, you will be notified that you have been awarded the CFE credential. Until then, you are not permitted to use the credential. You will be notified of your CFE Status 7 – 10 business days after the last day of the course.

Computer

Please bring your own computer so that you can take the exam on-site during the week. Install your Prep Course or make sure that you can access your online version during the week.

Zurich, 24 September 2019