



CAMS

Certified
Anti-Money
Laundering
Specialist®

Association of Certified
Anti-Money Laundering
Specialists®

ACAMS®

CAMS Recertification Guide and Application

www.acams.org

CAMS RECERTIFICATION NARRATIVE

The purpose of the CAMS recertification requirements is to ensure that Certified Anti-Money Laundering Specialists (CAMS) 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
- Please refer to the document entitled CAMS RECERTIFICATION ACTIVITIES for a complete list of acceptable activities and their assigned credits
- Candidates will not be granted continuing education credits for activities completed prior to obtaining their CAMS credential or their most recent recertification
- All continuing education credits must be earned prior to the December 31st deadline

DEADLINE FOR CAMS RECERTIFICATION

Recertification candidates are required to submit a completed CAMS RECERTIFICATION APPLICATION and evaluation fees postmarked no later than December 31st of the third year after receiving their initial certification or their most recent recertification, otherwise a late fee is applied and will be accepted for only 90 days after the deadline date. Examples of recertification schedules are provided below:

Date of Certification or Most Recent Recertification	Recertification Deadline
Applicant passes CAMS Examination January 15, 2003	December 31, 2006
Applicant passes CAMS Examination May 25, 2004	December 31, 2007
Applicant passes CAMS Examination November 17, 2005	December 31, 2008
Applicant recertifies December 31, 2006	December 31, 2009
Applicant recertifies December 31, 2007	December 31, 2010

SUPPORTING DOCUMENTATION

- CAMS recertification candidates should 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		
Early Application	\$ 200	The CAMS RECERTIFICATION APPLICATION and evaluation fees, must be postmarked no later than October 1st (90 days before the recertification deadline)
Regular Application	\$ 250	The CAMS RECERTIFICATION APPLICATION and evaluation fees must be postmarked no later than December 31st (the recertification deadline)
Late Application	\$ 300	The CAMS RECERTIFICATION APPLICATION and evaluation fees must be postmarked no later than March 31st (90 days after the recertification deadline)

- ACAMS will not accept recertification applications postmarked after March 31st (90 days after the recertification deadline)
- 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 REVIEW REQUEST FORM

DECERTIFICATION

- Failure to recertify by the late application deadline (March 31st, 90 days after the recertification deadline) will result in decertification
- Failure to maintain ACAMS membership in good standing for the entirety of the recertification cycle will result in decertification
- CAMS professionals that are decertified may recertify only by successfully completing the CAMS examination

MEMBERSHIP STATUS

- Upon recertification, ACAMS members will retain their "Certified Member" status
- CAMS members whose memberships have expired must renew their memberships 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
 Certified
 Anti-Money
 Laundering
 Specialist®

CAMS RECERTIFICATION INTERIM REVIEW REQUEST FORM

YOUR INFORMATION (* Indicates required field)

*First Name	*Last Name	*Member #
*Title	*Company/Institution	Department/Unit
*Mailing Address (No P.O. Boxes, please)		
*City	*State/Province	Zip/Postal Code *Country
*Phone	*Fax	*E-mail

ACTIVITIES FOR REVIEW

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 Alert Global Media are automatically granted recertification eligibility.

Fax or e-mail completed forms and supporting documentation to Giovanna Oquendo, Certification Manager at (305) 373-7788 or e-mail to goquendo@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 www.acams.org/Certification/RecertificationActivities.aspx).

1. Professional Experience	Credits	Limit	Total
1.1 Full-time professional experience in the field of money laundering control and/or related fields* for either the public or private sector.	8/year	24/cycle	

2. Association Membership	Credits	Limit	Total
2.1 Uninterrupted membership in a recognized association dedicated to the development and continuing education of the CAMS professional.	4/year	12/cycle	

3. Educational Courses, Programs and Seminars	Credits	Limit	Total
3.1 Attendance at a conference, workshop, seminar, web seminar, symposium, educational and/or training session about money laundering control and/or related topics*	1/hour	Unlimited	
3.2 Completion of a compliance school offered by an accredited college, university or your country's Bankers Association or equivalent	6 each	12/cycle	
3.3 Obtaining other professional certifications and/or licenses within the three-year recertification cycle (includes CPA, CFE, MICA, CPP, CRCM, or similar credentials)	4 each	4/cycle	

4. Instruction, Speeches and Other Presentations	Credits	Limit	Total
4.1 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*	3 each	Unlimited	
4.2 Principal instructor or speaker for a course at an accredited college or university on the subject of money laundering control and/or related topics*	6 each	12/cycle	

5. Authorship of a Published Work	Credits	Limit	Total
5.1 Authorship of a published book on the subject of money laundering control and/or related topics*	8 each	Unlimited	
5.2 Contribution to a published book on the subject of money laundering control and/or related topics*	3 each	Unlimited	
5.3 Authorship of a published article or booklet on the subject of money laundering control and/or related topics*	3 each	Unlimited	



CAMS RECERTIFICATION WORKSHEET CONT.

6. Volunteer Service	Credits	Limit	Total
6.1 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)	4/year	12/cycle	
6.2 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	4/year	12/cycle	
6.3 Service on a host committee for an annual or major conference on the subject of money laundering control and/or related topics*	3/post	9/cycle	
6.4 Delegate to an international body (i.e. FATE, CFATF, etc.) whose mission relates to the subject of money laundering control and/or related topics*	5/post	10/cycle	

7. Other Accomplishments	Credits	Limit	Total
7.1 Testimony in a court as an expert witness on money laundering control and/or related topics*	4/case	8/cycle	
7.2 Special activities related to the topic of money laundering control or related subjects* (acceptance and credit assessment is at the discretion of ACAMS)	1-6/activity	6/cycle	

Total	Credits Earned	Grand Total
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 for current details.

CAMS
 Certified
 Anti-Money
 Laundering
 Specialist®

CAMS RECERTIFICATION APPLICATION

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

- Early Application (October 1, 3rd year after receiving the initial certification)
- Regular Application (December 31st, 3rd year after receiving the initial certification)
- Late Application (March 31st, of the year following the recertification deadline)

YOUR INFORMATION (* Indicates required field)

FIRST NAME*	LAST NAME/SURNAME *	MEMBER #*	
TITLE*	COMPANY/INSTITUTION*	DEPARTMENT/UNIT*	
MAILING ADDRESS 1 (NO P.O. BOXES, PLEASE)*			
CITY*	STATE/PROVINCE*	ZIP/POSTAL CODE*	COUNTRY*
PHONE*	FAX*	E-MAIL*	

BUSINESS INFORMATION (* Indicates required field)

MAILING ADDRESS 1 (NO P.O. BOXES, PLEASE)*			
CITY*	STATE/PROVINCE*	ZIP/POSTAL CODE*	COUNTRY*
PHONE*	FAX*	E-MAIL*	

Payment Method

- Early Application (October 1st): \$200 Regular Application (December 31st): \$250 Late Application (March 31st): \$300

Please charge my credit card:

- 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 for our cancellation/refund policy.

- Please bill me (If needed, your corporate purchase order number: _____)
- Check enclosed, made payable to **ACAMS**
Brickell Bayview Center, 80 Southwest 8th Street,
Suite 2350, Miami, FL 33130
- Wire transfer to Comerica Bank, San Jose, CA 95113, Routing number: 121-137522.
Account number: 1894064128. Swift Code: MNBDVS33

CAMS
Certified
Anti-Money
Laundering
Specialist®

ACAMS Brickell Bayview Center, 80 Southwest 8th Street, Suite 2350, Miami, FL 33130 USA
Phone: 866.459.CAMS or +1.305.373.0020 Fax: +1.305.373.7788 or +1.305.373.5229
Web: www.ACAMS.org www.ACAMS.org/espanol E-mail: info@ACAMS.org

BACKGROUND VERIFICATION AUTHORIZATION AND AFFIDAVIT

I hereby authorize ACAMS to conduct a comprehensive investigation and inquiry into my background, including and not limited to, criminal records and references of my work, character and reputation.

I hereby swear and affirm that I have never been convicted of a felony or a crime of moral turpitude, as defined by ACAMS. I understand I must confirm my compliance with the ACAMS Bylaws and ACAMS Membership Standards to maintain my membership and certification.

I hereby certify that I have completed a minimum of 60 approved continuing education credit hours within the applicable recertification period. I understand that although no supporting documentation of the required continuing education is required to be submitted with this application, ACAMS reserves the right to request and audit documentation confirming the information submitted and verification of the continuing education.

I understand a signed photocopy of this authorization may be considered as valid as the original. In the event my reactivation is not approved, the recertification fee, less \$100 for administrative costs, will be refunded

SIGNATURE*

DATE*

FIRST NAME*

MIDDLE NAME*

LAST NAME*

MAILING ADDRESS 1 (THIS MUST BE YOUR HOME ADDRESS - NOT COMPANY - NO P.O. BOXES, PLEASE)*

CITY*

STATE/PROVINCE*

ZIP/POSTAL CODE*

COUNTRY*

DATE OF BIRTH*

SOCIAL SECURITY #*

PASSPORT NUMBER*

NATIONAL REGISTRATION NUMBER*

E-MAIL*

PHONE*



Please submit information to:

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

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

To submit an application, you should review the application and policy, and then you must complete the required information and sign the application. 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 31st, 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 31st 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. The extension request fee of U.S. \$100.
3. A completed recertification application demonstrating the efforts made to meet recertification requirements.

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, which for 2008 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 31st, 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 31st 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.