



BECOME A CFE

IMPACT YOUR CAREER, COMPANY
AND THE GLOBAL ECONOMY

WHY BECOME A CFE

KEY STEPS TO BECOME A CFE

PREPARATION

CHECKLIST AND ADDITIONAL RESOURCES



The Certified Fraud Examiner (CFE) Credential

The 2014 *Report to the Nations on Occupational Fraud and Abuse* estimates the **typical organization loses 5 percent of its revenues to fraud each year**. At its extreme, fraud can destroy entire companies. Certified Fraud Examiners possess unique expertise in preventing and detecting fraud, and are highly-valued and sought after by organizations spanning all industries, sectors and sizes.

The CFE credential denotes proven expertise in fraud prevention, detection and deterrence. CFEs are trained to identify the warning signs that indicate evidence of fraud and fraud risk. They protect the global economy by uncovering fraud and implementing processes to prevent fraud from occurring in the first place.

CFEs have a unique set of skills not found in any other career field or discipline. They combine knowledge of complex financial transactions with an understanding of investigative techniques, legal issues and the ability to resolve allegations of fraud. Careers in the anti-fraud profession continue to grow as organizations seek individuals with this unique skill set.

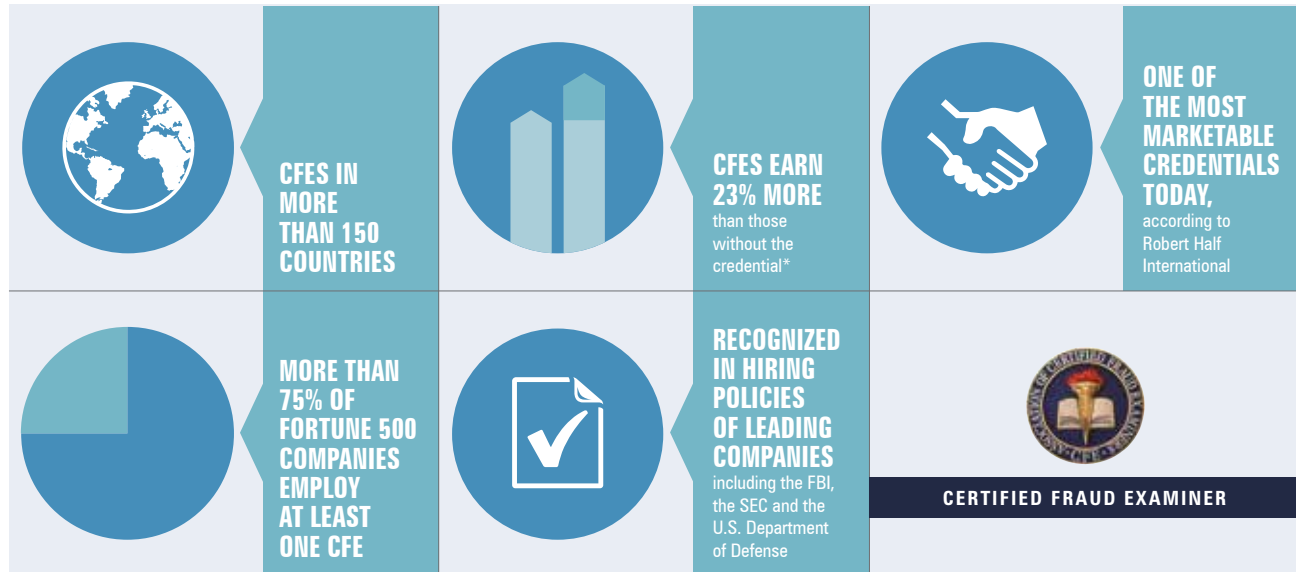


“Obtaining my CFE has allowed me not only to speak with the knowledge and confidence of a subject matter expert in the fraud arena, it provides the clout to be listened to when you speak about fraud.”

— Steve Ozan, CFE
Global Fraud Prevention Project Manager

A Global Credential to Advance Your Career

The CFE credential is globally-recognized, respected and accepted as the standard of professional excellence. CFE certification represents documented evidence of anti-fraud expertise, knowledge and professionalism.



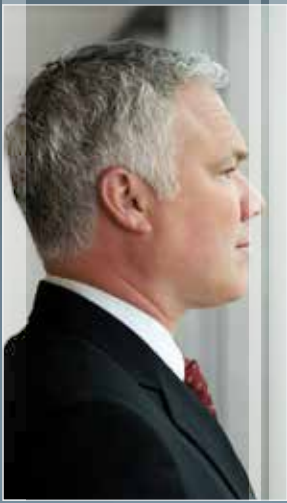
*2015/2016 Compensation Guide for Anti-Fraud Professionals.

Companies and government agencies place a high degree of importance on hiring and promoting CFEs to tackle today's tough anti-fraud challenges and to anticipate the problems of tomorrow. As a result, businesses, government entities and law enforcement agencies are increasingly designating the CFE as a preferred credential in their hiring practices.



“[The CFE credential] has added a great deal of credibility to the roles of me and my staff. I believe it has had a direct influence on my performance reviews and promotional considerations.”

— David P. Mills, CFE, PCI
Senior Manager for Corporate Investigations



Fraud Threatens Organizations

Research conducted by the ACFE in the 2014 *Report to the Nations* determined that:

- **22 percent of the cases in the survey resulted in losses over \$1 million.**
- **The median loss amounted to \$145,000 and the frauds lasted a median of 18 months before being detected.**
- **Occupational fraud is a significant threat to small businesses.** The smallest organizations in our study suffered the largest median losses.
- **The cost of occupational fraud** — both financially and to an organization's reputation — can be acutely damaging. At the time of our survey, more than half of the victim organizations had not recovered any of their losses. Proactive measures to prevent fraud are critical.

Distribution of Dollar Loss



Source: 2014 *Report to the Nations on Occupational Fraud and Abuse*



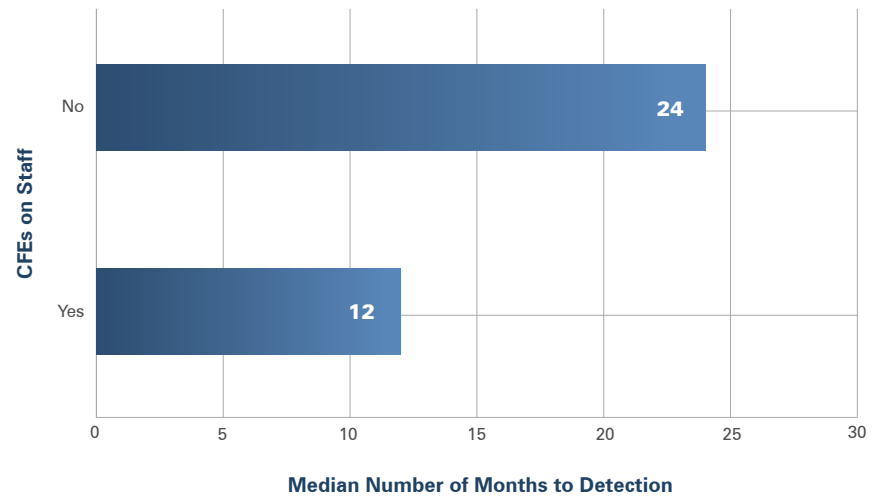
“On a scale of 1-10, the CFE is a 10 for me... without it my credibility would be a zero.”

— Connie Tommerup, CFE, CPA
Business Owner

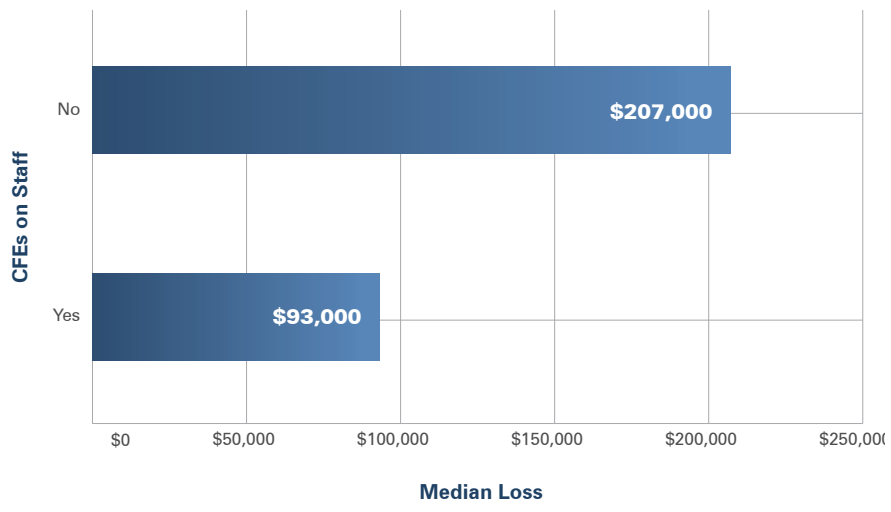
CFEs Protect Organizations

CFEs possess expertise in preventing, detecting and investigating fraud, and this proactive approach reduces the duration and median loss of a fraud. ACFE research shows that organizations with CFEs on staff uncover frauds 50 percent sooner and suffer losses 55 percent lower than organizations without CFEs.

Fraud Duration by Whether Victim Had CFEs on Staff



Median Loss by Whether Victim Had CFEs on Staff





4 Key Steps to Certification

1

STEP 1: Become a Member

Associate membership in the ACFE is the first step, and is open to individuals of all job functions, industries and levels of experience who are interested in the prevention, detection and deterrence of fraud. **To become a member, visit [ACFE.com/Join](https://www.acfe.com/Join).**

2

STEP 2: Prepare for the CFE Exam

Whether you prefer a self-paced computer course, or a live instructor-led event, the ACFE supports you in your efforts to prepare for the CFE Exam. **See Preparation on page 8 to evaluate your study options.**

3

STEP 3: Apply to Take the CFE Exam

We recommend you apply approximately one month before you plan to take the CFE Exam. Submit the CFE Exam application and your payment online at **[ACFE.com/CFEExamApplication](https://www.acfe.com/CFEExamApplication)**. Then visit the Certification Portal to submit your supporting documentation, which includes details of your work experience, proof of education, a recent photo and professional recommendations.

The following categories are acceptable as fraud-related experience:

- Accounting and Auditing
- Criminology and Sociology
- Fraud Investigation
- Loss Prevention
- Law

4

STEP 4: Pass the CFE Exam

The CFE Exam is available in online or download format and has a number of sophisticated controls to ensure integrity. It can take up to 10 hours to complete the CFE Exam. Each of the four sections has 125 questions. In order to pass the exam, you must score at least 75 percent correct on each section. Before taking the exam you are required to request the Exam Activation Key.

Once you pass the CFE Exam, your CFE Exam application will be reviewed by the ACFE Certification Committee. You should receive email notification of your certification status within 5-7 business days of passing the CFE Exam and completing the exam application process.



“Having the CFE credential has allowed me to be a transformational leader in the fight against fraud, waste and abuse in the areas of financial management, intelligence contingency funding and management of internal control programs for Army military intelligence worldwide.”

— George W. Hall, CFE, CGFM
Senior Internal Auditor






“The CFE credential has made me more marketable. It’s an internationally established and recognized brand and since I work in an multi-national, multi-country organization, the CFE is a very valuable accreditation to have.”

— Hita van Wyk, CFE, CA(SA)
Data and Regulatory Reporting Lead



Prepare for the CFE Exam

Study Preference	Details
<p>CFE Exam Prep Course Study on your own, with a self-paced course</p> 	<p>Designed with the busy anti-fraud professional in mind, the <i>CFE Exam Prep Course</i> gives you the flexibility to prepare for the CFE Exam on your schedule and at your pace.</p> <p>Including study questions and practice tests that simulate the actual exam experience, the <i>CFE Exam Prep Course</i> will help you prepare to pass the rigorous CFE Exam.</p>
<p>CFE Exam Review Course A structured and interactive classroom environment</p> 	<p>The <i>CFE Exam Review Course</i> offers you four days of guidance from experienced instructors, giving you all the tools you need to prepare for and pass the exam. Registration includes the <i>CFE Exam Prep Course</i>.</p>
<p>Study on your own, with the <i>Fraud Examiners Manual</i></p> 	<p>All of the CFE Exam questions are derived from material contained in the <i>Fraud Examiners Manual</i>. A comprehensive guide ranging from 1,500 to 2,000 pages depending on the version (U.S. or International), the <i>Fraud Examiners Manual</i> is an essential resource for all anti-fraud professionals.</p>



Benefits	Take Action
<ul style="list-style-type: none"> • Convenient Exam Preparation — Study on your own time, at your own pace. • Efficient Use of Your Study Time — Streamlines CFE Exam preparation. Use your time effectively by focusing on the areas you need to study the most. • User-Friendly Interface — The most relevant information is at your fingertips. Quickly review your <i>Prep Course</i> progress by subsection and topic, access on-screen help menus and study tips, and stay on track to meeting your target certification date. • Money-Back Pass Guarantee — Prepare for the CFE Exam with confidence knowing that the <i>CFE Exam Prep Course</i> is backed by our Money-Back Pass Guarantee. 	<p>Visit ACFE.com/CFEPrep and get on track to become a CFE today.</p>
<ul style="list-style-type: none"> • Structured Learning — Learn how to prepare for the CFE Exam. • Fast Track — Participate in an intense, 4-day preparation period. • Instructor-Led — Receive guidance from experienced instructors. • Interactive Sessions — Participate in open discussions on a variety of topics in fraud prevention. • Team Environment — Meet others preparing for the CFE Exam and practicing CFE instructors to help you organize study sessions, review materials, and provide you with tips and processes designed for your busy schedule. • On-Site Testing — Take advantage of the option to test on-site. Go home knowing you've passed the CFE Exam. 	<p>Find an upcoming course at ACFE.com/ExamReview and register online today.</p>
<ul style="list-style-type: none"> • Allows for a Self-Directed and Designed Study Plan — Best suited for those who are self-motivated and focused on the task at hand. • The Most Comprehensive Guide on Fraud — The <i>Fraud Examiners Manual</i> is the global standard for the anti-fraud profession. 	<p>Visit ACFE.com/Bookstore for available versions and formats.</p>



Become a CFE Checklist

- Join the ACFE as an Associate member
- Determine if I meet the academic requirements
- Determine if I meet the professional requirements
- Obtain proof of education
- Obtain three Candidate Recommendation forms
- Complete and submit the CFE Exam application, proof of education, Candidate Recommendation forms, a recent photo, details of your work experience and payment
- Study for the CFE Exam
- Request an Exam Activation Key (allow 3-5 business days to receive your key)
- Take the CFE Exam
- Submit completed CFE Exam and await final approval of certification from the ACFE Certification Committee (allow 5-7 business days)
- Become a Certified Fraud Examiner



“Having the CFE credential differentiates me from the crowd and emphasizes my commitment to the profession. When decision-makers pore over the multitude of résumés to select the right candidate to hire, their eyes will naturally pick up those with the all-important initials that trail their name. This has been an important ‘door-opener’ in my career.”

— Melissa Aw Yong, CFE, CIA, CCSA
Senior Manager

Additional Resources

CFE Exam Coach

The ACFE's dedicated CFE Exam Coach, Angela Archie, will help you with tips and encouragement along your journey toward becoming a CFE. She is your resource to help stay on track to earning your CFE certification. Please feel free to contact Angela any time:



Angela Archie

ACFE CFE Exam Coach

CFECoach@ACFE.com

(800) 245-3321 / +1 (512) 478-9000

The CFE Exam Coach E-Newsletter

This monthly e-newsletter provides study suggestions, answers to your questions and encouragement to help you complete the process. All *CFE Exam Prep Course* purchasers are automatically signed up to receive *The CFE Exam Coach* e-newsletter. If you haven't purchased the *CFE Exam Prep Course*, you may still sign up for the newsletter at **ACFE.com/CFECoach**.

Chapter Support

Many chapters provide support and motivation such as study groups and financial incentive awards that encourage and motivate members to earn the CFE credential. Chapter members typically span a broad spectrum of experience from newly-minted CFEs to those with a wealth of anti-fraud knowledge, providing you with a valuable study resource, in addition to fostering friendships and developing career connections.

Online Resources



LinkedIn

Join the ACFE's LinkedIn Group and connect with other members and current CFEs who can share tips, advice and study strategies.



Discussion Forums

Participate in the CFE Exam/Prep Discussion Forum to post questions online and receive feedback from other members and ACFE staff.



Contact the ACFE Support Staff

The ACFE staff is always happy to help with questions about the CFE Exam, *CFE Exam Review Course*, *CFE Exam Prep Course* or becoming a CFE in general. Contact an ACFE Member Services Representative at (800) 245-3321 / +1 (512) 478-9000 between 7:30 a.m.-6:00 p.m. Central Time, by email at MemberServices@ACFE.com or via live online chat on **ACFE.com**.



Stay Connected

Phone Numbers

(800) 245-3321 (USA and Canada)

+1 (512) 478-9000

7:30 a.m.-6 p.m. Central Time, Monday through Friday

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Social Media



Facebook



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