

CERTIFICATION

Candidate Handbook

For the Certified Global Sanctions
Specialist Examination



Why Earn CGSS?



The ACAMS Certified Global Sanctions Specialists (CGSS) certification program equips an organization's workforce with a credential that represents a serious commitment to sanctions compliance, in a world of increasingly complex laws, regulations, and policies. CGSS is global, allowing multinational institutions to strategically and uniformly apply the same program for all global employees. Become CGSS-certified and demonstrate to regulators a strong commitment to compliance in sanctions.

CGSS enables organizations to tap into the diverse, international global network of ACAMS, the world's largest membership organization dedicated to enhancing the knowledge and skills of financial crime prevention professionals.

Select Workplace Competencies:

- Understand the restrictive measures imposed by sanctions, their purpose, how they are introduced and the risks of non-compliance.
- Adopt a clear and analytical approach when faced with restrictive measures imposed by sanctions.
- Be knowledgeable on organizations that issue and enforce sanctions, and individuals, countries and entities that are subject to sanctions.
- Know how to embed sanctions compliance into risk assessment and compliance programs, and training.
- Identify common methods that sanctioned targets use to evade sanctions.
- Differentiate between AML risk and sanctions risk.
- Perform sanctions due diligence to ensure that the institution is not conducting business with sanctioned parties

CGSS equips individuals with the necessary skills critical for, and not limited to, the following roles:

- Sanctions Compliance
- Economic Sanctions
- Financial Sanctions
- Sanctions Screening
- AML/CTF
- Regulatory Compliance
- Risk Management
- Legal Counsel
- Embargoes
- Compliance Technology.

CGSS PREPARATION AND SUPPORT

The Certified Global Sanctions Specialist (CGSS) examination requires thorough preparation. But, we're with you every step of the way. Our certification program equips you with everything you need to properly prepare for the exam.

Study Materials

The study guide is your main reference material and content source for preparing for the rigors of the examination. We also offer additional study materials to support you, please visit our website acams.org or contact your account manager for more details.

[Contact Us | ACAMS](#)

About CGSS Certification

About this Handbook

This handbook provides information that you will need to register for the Certified Global Sanctions Specialist (CGSS) examination including eligibility requirements, policies, an exam blueprint and instructions on how to apply. It also includes the CGSS recertification policies so that you can keep your CGSS certification active and up to date.

CGSS Eligibility Requirements and ACAMS Membership

Candidates wishing to sit for the CGSS examination must have:

- **Active ACAMS membership**
- **40 Eligibility credits required**
 - Education
 - 10 for Associates
 - 20 for Bachelors
 - 30 for Masters
 - 40 for JD or PhD
 - Work Experience
 - 10 credits for each year of experience
 - Unlimited
 - Training
 - 1 credit for each hour of financial-crime related training
 - Unlimited
- **Note:** If you have an active CAMS certification you are automatically eligible to take the CGSS examination.

To check if you meet the eligibility requirements, go to: [Eligibility Calculator](#)

Candidates who pass the CGSS examination and wish to use and display the CGSS credential must have an active ACAMS membership.

Examination Fee

CGSS STANDARD PACKAGE:

PRIVATE SECTOR	US \$1,995
PUBLIC SECTOR*	US \$1,495

CGSS VIRTUAL CLASSROOM BUNDLE:

PRIVATE SECTOR	US \$2,395
PUBLIC SECTOR*	US \$1,995

**For individuals who work for the government.*

How to Get Started

STEP 1:

Fill out your [application](#) online.

STEP 2:

Choose your membership and CGSS certification package.

STEP 3:

Submit your payment, application and supporting documents.

STEP 4:

Upon payment, we will provide you with access to the ACAMS LMS where you will find all your preparation material.

STEP 5:

Once your application is approved and your membership and certification payment is complete, you will receive an email from ACAMS to schedule your exam.

About CGSS Certification

How to Apply

Complete your online application and submit payment.

Payment may be made by credit card, personal check, cashier's check, money order or wire transfer (wire transfers must include identifying information). Checks should be made payable to ACAMS. Prices are subject to change. Declined credit cards and/or returned checks are subject to a US \$25 penalty.

Please submit your questions via our [Contact Us](#) page online.

Background Verification Check

ACAMS reserves the right to conduct a background check, including a criminal records check, on all people wishing to take the CGSS examination. Candidates may be required to fill out a Background Verification Authorization Form.

Candidates will receive correspondence from ACAMS regarding the status of their application in the event ACAMS performs a background check.

Please be advised that for the integrity of our association and its mission, in the event an individual is subject to a background check and does not pass, that individual will not be allowed to take the CGSS examination.

Statement of Nondiscrimination

ACAMS does not discriminate among candidates based on age, gender, race, color, religion, national origin, disability or marital status.

Copyright and Exam Non-Disclosure

All examinations and the exam materials are the copyright of ACAMS and may not be published, shared, reproduced, or otherwise distributed or disseminated without the express written consent of ACAMS. You will maintain the confidentiality of, and not distribute, share, or disclose any exam materials. You agree not to discuss the content of an examination with anyone, and that you will not record, copy, or disclose any examination question or answers, in whole or in part, directly or indirectly, in any form or by any means whatsoever. Additionally, you represent that you have not received Examination questions or answers from others.

Disclosing exam materials or information about exam materials may result in a lawsuit that may result in paying monetary damages or in you being subject to other court-

enforced penalties, criminal penalties, cancellation of your test scores, revocation, or suspension of any of your current certifications, and/or revocation or suspension of your ACAMS memberships.

ACAMS is the final authority that determines in its sole discretion whether you have the privilege of maintaining your membership or any certification, sitting for an examination, and whether any score you receive is satisfactory. Initial receipt of a satisfactory score or certificate does not waive ACAMS' right and discretion to deem a score non-satisfactory in the event ACAMS determines there were test taking irregularities or that the score may have been obtained by way of unfair advantage (e.g., evidence of cheating). In such an event, your memberships and certificate(s) may be suspended or revoked. In the event ACAMS determines that a certification or examination result was obtained by way of irregularities or unfair advantage, no refunds for examination or membership fees will be provided.

Disability Services

ACAMS is committed to providing reasonable accommodations for individuals with documented disabilities as defined by local or applicable law. Our intent is to ensure that everyone who makes a request for accommodations is advised of the accommodation process as promptly as possible. If you have a disability as defined under local or applicable law, please contact our Accommodations Coordinator for a request form and information regarding our accommodation process.

Process:

1. Contact Disability Services Accommodation Coordinator:
E-mail: accommodations@acams.org
Phone: 1.786.456.4705
Fax: 1.866.494.0040
2. The Accommodations Coordinator will provide you an application. Complete the accommodation request form specifying your impairment and the requested accommodation. In addition to the form, you must provide recent (generally no more than five years old) certification and/or documentation from a qualified medical or educational professional that (a) provides a specific diagnosis; and (b) recommends specific accommodations that might be helpful to the applicable setting and request based on the diagnosis.
3. Your request with supporting documentation will be evaluated as appropriate to determine whether your request can reasonably be granted. If granted, we will coordinate to implement the request. If the request is denied or deemed unreasonable by ACAMS, we will explore any alternative reasonable accommodations options, if appropriate.

Requests are reviewed on an individual and rolling basis. Please note, the time for approval could potentially affect the timeframe for testing with approved accommodation/s. If you believe you have been discriminated against due to a disability you should contact: accommodations-management@acams.org to address the immediate situation.

CGSS Examination

Taking the CGSS Examination

The CGSS examination consists of 100 multiple choice and multiple response questions. The exam includes unscored questions, which are included to gather statistical information. These unscored questions are not identified on the exam and do not impact your score. The passing score is 75. All candidates have 175 minutes to complete the exam. There is no penalty for guessing. Avoid leaving any questions unanswered to maximize your chances of passing.

CGSS Examination Blueprint

The CGSS examination consists of three domains. Below you will find the test objectives for each of the domains.

I. SANCTIONS FRAMEWORKS AND GOVERNANCE – 20%

- | | |
|--|---|
| 1.1 How primary and secondary sanctions are created, changed, and enforced (e.g., global laws and regulations, legal processes) | 1.4 Geographic scope of sanctions (e.g., the IEEPA, extraterritorial reach, blocking statutes, the effect on trade restrictions, national and autonomous sanctions) |
| 1.2 Key concepts of sanctions (e.g., definitions, UN Security Council, OFAC, EU, UK-HMT, AUSTAC sanctions; multilateral v. unilateral sanctions; restrictive measures; blocking regulations) | 1.5 License types and the scope of permitted activities (e.g., authorities for issuing licenses, assumptions and errors, license application processes, operational challenges including managing exemptions) |
| 1.3 Different types of sanctions (e.g., individuals, countries, goods, vessels, sectoral sanctions, terrorism-related sanctions) | 1.6 Purpose and limitations of contract clauses (e.g., controls framework) |

II. BUILDING A SANCTIONS COMPLIANCE PROGRAM – 50%

- | | |
|---|---|
| 2.1 Key sanctions risk areas, including customers, the nature of their business, products, and jurisdiction (e.g., differences between the EU and OFAC concerning due diligence and beneficial ownership) | 2.4 Sanctions risks specific to certain financial services and products |
| 2.2 Principles of governance, risk-based approach, and how they apply to sanctions screening (e.g., risk categories, regulator expectations) | 2.5 How to apply sanctions due diligence to different lines of business (e.g., luxury goods industry, retail banking, commercial banking, insurance) |
| 2.3 Sanctions due diligence key concepts to effectively mitigate sanctions risks (e.g., approach for assessing sanctions risks, geographic scope, risk assessment formula, transaction-level due diligence) | 2.6 Beneficial ownership control and calculation (e.g., compare the 25% rule for AML to 50% rule for Sanctions, EU/US guidance on beneficial ownership) |
| | 2.7 How to conduct trade related due-diligence, including dual-use goods and export controls |

II. BUILDING A SANCTIONS COMPLIANCE PROGRAM – 50% *continued*

- 2.8 Sanctions monitoring procedures and important controls (e.g., similarities and differences between AML monitoring and controls and sanctions monitoring and controls, interdiction software)
- 2.9 Screening key concepts, including Automated Screening Tools (ASTs), interdiction systems, algorithms, and regulatory expectations (e.g., inequalities and exclusion lists, filtering and weighting of potential matches)
- 2.10 Customer and third-party name screening (e.g., common naming conventions, transliteration, fuzzy logic, Romanization)
- 2.11 Payment screening process (e.g., common methods for managing AST alerts, relevant fields in a SWIFT payment message)
- 2.12 Sanctions technology and software (e.g., screening, matching algorithms, setting and tuning thresholds, machine learning, artificial intelligence, model validation)
- 2.13 Data management and analysis (e.g., list management, predictive analytics, data quality)

III. DETECTING AND INVESTIGATING SANCTIONS EVASION TECHNIQUES – 30%

- 3.1 Types of attempts that are made by illicit actors to evade sanctions, including evasion techniques related to payments and transactions
- 3.2 Trade-related evasion techniques (e.g., how targets try to conceal the end-use of goods or the identity of the end-user)
- 3.3 Methods that targets use to hide their identity (e.g., shell companies, LLCs, restructuring, ownership schemes)
- 3.4 Key concepts of virtual assets/cryptocurrencies (e.g., anonymity, traceability, vulnerability to sanctions evasion)
- 3.5 How to conduct investigations, usage of internal and external primary and secondary sources, record keeping, and reporting
- 3.6 Freezing assets, managing frozen assets, permissible activity, unfreezing assets, and reporting (e.g., requirements for managing frozen assets, identifying a target's assets, divestments)
- 3.7 Differentiating between notifying targets and tipping-off

Taking Your Exam At Pearson VUE



Reschedule/Cancellation Policy Regarding Your Exam Date

Refunds will not be granted to individuals requesting to withdraw from an exam after registering. You can reschedule or cancel on the web up to 72 hours before the exam at no charge. You can also reschedule or cancel via the Pearson VUE call center (+1 866-389-8339) up to 72 hours before the exam for a fee of US\$20.

If you cancel or reschedule an exam within 24 to 72 hours of your scheduled time, there will be a fee of US\$100 collected by Pearson VUE. There is an additional fee for scheduling an exam by phone rather than by using the online system. Pearson VUE call centers will answer questions for assisting with online scheduling free of charge.

However, if the exam is scheduled on the phone, there will be a US\$20 fee collected by Pearson VUE.

If you cancel your exam within 24 hours or do not show up for your scheduled appointment, you will need to contact ACAMS and you will be charged for a new authorization (US\$299 private sector/US\$199 public sector).

Examination Day

Plan to arrive/login 30 minutes before the scheduled appointment to allow time for check-in. Candidates who are late may not be allowed to test.

Identification

Bring with you two forms of current and valid government-issued identification bearing a photograph and a signature. The name on the identification must match the name used for registration.

Identification (ID) Requirements:

- The first and last name that the candidate uses to register must match exactly the first and last name on both of the IDs that are presented on test day.
- All IDs required must be issued by the country/region in which the candidate is testing. If the candidate does not have a qualifying primary ID issued from the country/region they are testing in, an International Travel Passport from their country/region of citizenship is required, along with a secondary ID.
- Candidate is required to present two forms of original (no photo copies or digital IDs), valid (unexpired) IDs; one form as a primary ID (government issued with name, recent recognizable photo, and signature) and one form as a secondary ID (with at least a name and signature, or name and recent recognizable photo).

Additional ID Allowances:

- Expired forms of ID are not acceptable unless accompanied by valid renewal papers.
- For candidates testing in Japan, please click on [link](#) for Japan ID policy.
- If a government issued ID is missing a visible signature (or has an embedded signature), the candidate is allowed to test as long as the other requirements for primary and secondary IDs are met.
- If you have any questions about the ID you are required to bring with you to the testing center for admittance for your exam, please contact Pearson VUE customer service at <http://www.pearsonvue.com/acams/contact>. Any candidate exceptions to the ID policy must be pre-approved by the Pearson VUE customer service center at least three business days before the scheduled exam appointment.

Taking Your Exam At Pearson VUE *continued*

Examination Integrity/ Professional Dishonesty

The examination performance of all candidates is monitored and may be analyzed statistically for purposes of detecting and verifying any form of cheating. Candidates are also advised that they cannot disclose Exam Materials,

including questions or answers. This includes discussing the content of the exam with anyone, recording, copying, or disclosing any exam question or answer, in whole or in part, directly or indirectly, in any form or by any means whatsoever (this includes "chat rooms", message boards, forums, etc.) If it

is determined that a score has questionable validity, after appropriate review, the score will be marked as invalid and the candidate may be barred from retesting indefinitely or for a period as determined by ACAMS.

Examination Procedures and Code of Conduct

There are no scheduled breaks. Candidates must have the permission of the proctor to leave the testing room.

No questions concerning the content of the exam may be asked during the testing period. It is the responsibility of each candidate to read the directions given on the computer and listen carefully to the instructions given by the proctor.

The proctor reserves the right to dismiss a candidate from the examination for any of the following reasons:

1. If the candidate's admission to the exam is unauthorized.
2. If a candidate creates a disturbance, is abusive or is otherwise uncooperative.
3. If a candidate gives or receives help or is suspected of doing so.
4. If a candidate attempts to remove examination materials or notes from the testing room.
5. If a candidate is discovered in possession of an electronic communication or recording device.

Confidentiality

Candidates receive their exam results immediately (pass or fail) at the conclusion of the test. Results will not be given over the telephone, by facsimile, or electronic mail. When an organization pays for an individual's examination, the organization may request ACAMS to release the result to the organization. If a candidate does not want this information to be released to the organization, then the candidate must notify ACAMS in writing. ACAMS posts a [list](#) of certified members.

To schedule a re-take, the candidate must:

1. Request an invoice through the [Contact Us](#) page online.
2. Pay the examination fee for their new Authorization to Test: US\$299 for Private members and US\$199 for Public members.
3. Reschedule their exam through the test delivery website.

Appeals

ACAMS provides an appeal mechanism for challenging denial of admission to the exam or revocation of the certification. It is the responsibility of the individual to initiate the appeal process by written request to ACAMS within 30 days of the circumstance leading to the appeal.

Please note: Failure of the exam does not constitute grounds for a review and appeal.

Data and Privacy Policies

To read through Pearson VUE's data and privacy policies please visit <https://home.pearsonvue.com/privacy>.

Pearson VUE Demo

If you would like a preview of the Pearson VUE computer-based testing platform, [click here](#) to launch the demo. It includes information about question types and the user interface so that you can become familiar with it prior to taking your exam.



Taking Your Exam At Pearson VUE *continued*

Integrity of the Examination

ACAMS has taken strict security measures to ensure the integrity of the CGSS examination. These security measures include:

Proctors – There will be examination proctors present before, during, and after the examination to ensure that all rules and regulations are followed.

Video Cameras – There are high-tech video cameras surrounding the examination site of every testing center to ensure that no assistance is given during the examination.

Audio – There is a live audio recording of each examination session to ensure that no assistance is given during the examination.

Retaking the Examination

If a candidate does not pass, they will have the opportunity to retake the CGSS examination based on the following retake policy:

- Candidates who do not pass the exam on their first attempt can retake it after 30 days.
- Candidates who do not pass the exam on their second attempt can retake it after 60 days.
- Candidates who do not pass the exam on their third or more attempt can retake it after 90 days.

TEST CENTER

ITEMS NOT PERMITTED

No personal items, including but not limited to mobile phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats (and other non-religious head coverings), bags, coats, jackets, eyeglass cases, pens, or pencils, are

allowed in the testing room. No barrettes or hair clips that are larger than 1/4 inch (1/2 centimeter) wide and headbands or hairbands that are larger than 1/2 inch (1 centimeter) wide are allowed in the testing room. No jewelry that is removable and larger than 1/4 inch (1/2 centimeter) wide is allowed in the testing room. No books and/or notes are allowed in the testing room unless authorized by the test program sponsor for your use during the test. You must store all personal items in a secure area as indicated by the test administrator or return them to your vehicle. If you refuse to store your personal items, you will be unable to test, and you will lose your test fee. All electronic devices must be turned off before storing them in the designated secure area.

CENTER PROBLEM REPORTING

If there are any irregularities during the examination process, the proctor at each testing center will fill out a Center Problem Report which records the exact details of the irregular incident.

INCLEMENT WEATHER

In the event of inclement weather or unforeseen emergencies on the day of an exam, ACAMS will determine whether circumstances warrant cancellation and subsequent rescheduling of an exam. Every attempt will be made to administer all exams as scheduled. However, should an exam be canceled at a test center, all scheduled candidates will be contacted and receive notification regarding a rescheduled date or reapplication instructions.

HOME OR OFFICE

ONLINE PROCTORING

ACAMS may be offering online proctoring at your home or office for candidates taking their certification in certain locations. Test Taker must read the [FAQ](#) for Online Proctored Exam's limitations and restrictions.

CGSS Recertification Policies

The purpose of the CGSS recertification process is to ensure that Certified Global Sanctions Specialists continue to maintain and enhance their sanctions expertise. Therefore, CGSS professionals are required to earn recertification credits through training, education and other professional development activities as outlined below.

Recertification Requirements

In order to recertify the CGSS credential, you must meet the following requirements:

1. Maintain an active ACAMS membership
2. Meet the recertification credit requirements
3. Submit an online application with the appropriate renewal fees

Recertification Credit Requirements

- A total of 30 recertification credits must be accumulated within a three-year cycle.
- A minimum of fifteen (15) of the total credits must be earned from ACAMS-provided training.
- Applicants will not be granted recertification credits for activities completed prior to obtaining their CGSS credential or their most recent recertification.
- Additional credits earned past the required 30 cannot be rolled over to the following cycle.
- The deadline for earning recertification credits is December 15 of the year of your recertification.

ACAMS Credits

ACAMS Credits are earned from ACAMS-hosted activities such as virtual classrooms, webinars, events, chapter, certificates, and certifications. These are tracked and added automatically to our members' profiles.

Non-ACAMS Credits

These are earned from any source other than ACAMS. These are not added automatically to members' profiles. Instead, members are responsible for providing their proof of participation to ACAMS. The criteria for an external activity to count for non-ACAMS credits is outlined below:

- Be related to the subject matter; AFC – AML/CTF, Sanctions, etc.
- Meet a minimum of one hour of continuous learning.

- Provide proof of participation after completion. All documentation submitted to ACAMS needs to clearly state the participant's name, the training's title, date, and the number of credits.
- Be completed before the end of the recertification cycle.
- The activity must be synchronous. No asynchronous activities will be accepted.

Deadline for CGSS Recertification

Recertification applicants are required to submit both a completed CGSS Recertification Application and the associated fees postmarked no later than December 15 of the third year after receiving their initial certification or their most recent recertification. A late fee of US\$50 will be applied to all applicants who miss the December 15 deadline and will be accepted for only 90 days after the deadline.

Documentation

Applicants do not need to include supporting documentation along with the recertification application; however, they are advised to retain original copies of their supporting documents in their files in the event that ACAMS should find it necessary to audit their records.

Recertification Audit

The ACAMS audit process has been created to ensure ACAMS certified individuals have complied with their recertification requirements.

Audits are performed for every recertifying class. ACAMS will notify selected audit candidates advising them of the processes.

CGSS Recertification Policies *continued*

Recertification Fees

Early Application	US\$200	Application and fee must be post-marked no later than October 1.
Regular Application	US\$250	Application and fee must be postmarked no later than December 15.
Late Application	US\$300	Application and fee must be postmarked no later than March 31.

ACAMS will not accept late recertification applications postmarked after March 31. Checks, credit cards and wire-transfers are acceptable forms of payment.

Loss of Certification

- Those who fail to recertify by the late application deadline of March 31 will have their certification revoked.
- Those who fail to maintain an ACAMS membership will have their certification revoked.
- CGSS professionals who lapse in their recertification may recertify only by successfully retaking and passing the CGSS examination.

Membership Status

Recertification applicants must maintain an active ACAMS membership over the 3-year period in order to recertify.

Recertification Fee

Fees must be submitted by the deadlines indicated 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 applicant's name and company must appear on all payments made by check or wire.

Recertification Cycle

The recertification cycle is the three-year period from the time an individual receives their certification or from the date of their most recent recertification.

Application

Please complete the online application [here](#). Allow 5-7 business days from the time ACAMS receives your application for review and notification. Applications submitted near a deadline (e.g., October 1, December 15, or March 31) may take longer to review due to the higher volume of recertification applications received.

Late Application Policy

After the Late Application deadline of March 31, a member must take the CGSS examination to obtain the CGSS designation. Exceptions will only be considered if they are due to a documented extenuating circumstance as described below under the section labeled "Extensions."

Extensions

Occasionally, extenuating circumstances—such as prolonged unemployment or serious illness of the applicant or a close family member (e.g. spouse or child)—may prevent an individual from meeting the required credits of continuing education over a three-year period. One-year extensions of the recertification deadline can be requested in such circumstances. The extension can be used only once during a member's recertification career and must be approved at least three months prior to the first recertification deadline (October 1). The fee to request an extension is US\$100. Members may also choose to recertify by examination on or before their recertification deadline. Examples of who may be eligible for an extension:

1. Members 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. Members who have spent a significant amount of time caring for a seriously ill family member or who have suffered serious illness themselves.
3. Members who are being deployed to active duty in one of the armed forces for at least a one-year assignment.

CGSS Recertification Policies *continued*

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, members 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 an extension, the following documents must be submitted at least three months prior to the first recertification deadline (October 1):

1. A written request for extension providing a description of the extenuating circumstance through our [Contact Us](#) webpage.
2. Documentation of the extenuating circumstance. This may include a letter from a physician, notice of termination or receipt of unemployment benefits.
3. The extension fee of US\$100.
4. A completed recertification application demonstrating the efforts made to meet the recertification requirements.

Extension Non-Eligibility

Members who have not accrued the required recertification credits by their deadline date or have lapsed a recertification cycle are not eligible for an extension.

Lapsed Certifications

Members who do not submit an application within three months after their recertification deadline (March 31) will be considered no longer certified and must

immediately cease using the CGSS designation. To become certified the candidate must purchase the CGSS certification package and retake the exam.

Recertification by Examination

Those who opt to recertify by examination must submit a written request with payment by the Regular Application deadline (December 15). The cost to retake the exam is US\$299. This fee is subject to change without notice. Applicants who submit their paperwork without the appropriate 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 applicant's name and company must appear on all payments made by check. This fee is non-refundable.

Applicants do not need to submit a new examination form for this option.

Reminders and Application Submission

Members 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 to all members before the end of their recertification cycles: one approximately six months before the expiration date and the other approximately three months before the recertification deadline.

ACAMS will send the reminders to the e-mail address on file; therefore, it is important to make sure you notify ACAMS of any changes. Recertification cycles and submission requirements will not be changed because a member did not receive reminders that were sent to the address on file.

CGSS Recertification Worksheet

Recertification Activities

A total of thirty (30) Recertification Credits must be earned within a three-year cycle from the year of certification. Members are required to earn fifteen (15) of the total credits from attending ACAMS training events. Please refer to table below for guidance on applicable continuing education.

1	ACAMS EDUCATIONAL COURSES, PROGRAMS AND SEMINARS (Minimum of 15)	Credits	Limit
1.1	Attendance at a conference, workshop, seminar, chapter events, webinar, symposium, educational and/or training session about money laundering control, sanctions, and/or related topics* hosted by ACAMS	1/hour	Unlimited
2	EDUCATIONAL COURSES, PROGRAMS AND SEMINARS	Credits	Limit
2.1	Attendance at a conference, workshop, seminar, webinar, symposium, educational and/or training session about money laundering control, sanctions, and/or related topics*	1/hour	Unlimited
2.2	Completion of a compliance school offered by an accredited college, university or your country's Bankers Association or equivalent	6 each	12/cycle
2.3	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
3	INSTRUCTION, SPEECHES AND OTHER PRESENTATIONS	Credits	Limit
3.1	Instructor, speaker, panelist or moderator at a conference, workshop, seminar, symposium, educational and/or training session on the subject of money laundering control, sanctions, and/or related topics*	3 each	Unlimited
3.2	Principal instructor or speaker for a course at an accredited college or university on the subject of money laundering control, sanctions, and/or related topics*	6 each	12/cycle
4	AUTHORSHIP OF A PUBLISHED WORK	Credits	Limit
4.1	Authorship of a published book on the subject of money laundering control, sanctions, and/or related topics*	8 each	Unlimited
4.2	Contribution to a published book on the subject of money laundering control, sanctions, and/or related topics*.	3 each	Unlimited
4.3	Authorship of a published article or booklet on the subject of money laundering control, sanctions, and/or related topics*	3 each	Unlimited
5	VOLUNTEER SERVICE	Credits	Limit
5.1	Active member of the ACAMS Advisory Board or an ACAMS Chapter Executive Board (criteria for active participation will be set forth and evaluated by each board or committee)	4/year	12/cycle
5.2	Member of an Executive Committee, Board of Directors or Advisory Board of a professional association	4/year	12/cycle
5.3	Service on a host committee for an annual or major conference on the subject of money laundering control, sanctions, and/or related topics*	3/post	9/cycle
5.4	Delegate to an international body (i.e. FATF, CFATF, etc.) whose mission relates to the subject of money laundering control, sanctions, and/or related topics*	5/post	10/cycle
6	Other Accomplishments	Credits	Limit
6.1	Testimony in a court as an expert witness on money laundering control, sanctions, and/or related topics	4/case	8/cycle
6.2	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	

*Examples include sanction compliance, 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.

Contact Us

acams.org

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