



ASSOCIATION OF CERTIFIED FRAUD SPECIALISTS

Official Membership Application

Why Join Our Ranks or Become a Certified Fraud Specialist?

Joining is the gateway to discounted training, professional networks, special resources and certification, which is only available to members. Being designated a Certified Fraud Specialist by our Association, a nationally recognized, educational non-profit, provides independent validation of your training, skills and experience. In the eyes of courts, employers and the public, the CFS designation denotes a professional who is uniquely qualified to handle fraud matters. Certification also provides the personal satisfaction of knowing that your knowledge and skills were evaluated and determined to meet, or exceed, the standards set by an accepted national authority. The CFS credential both has, and can, make a big difference in today's highly competitive job market.

Who are Certified Fraud Specialists?

We are comprised of law enforcement officers (sworn or non-sworn), internal and external auditors, private and government investigators, public accountants, forensic accountants, attorneys (prosecution and defense), loss prevention/security professionals, as well as educators and other professionals. Each of us works with fraud related issues.

Not a member? Here's your opportunity.

Already a member? Then put this in the hands of a worthy colleague.

What are the Benefits of Membership?

- Cost-effective Training
- Career Development
- Professional Recognition
- Technical Seminars
- Regional Conferences
- National Events
- Exclusive ACFS Publications
- Multi-Disciplined Networking
- Local Chapter Affiliations
- Leadership Opportunities

Association of Certified Fraud Specialists

The Mark of Excellence in the Anti-Fraud Profession

We are committed to serving our membership by providing innovative leadership, cost-effective training and meaningful certification. Through our members, we are dedicated to helping the public fight the war against fraud.

PLEASE READ CAREFULLY

The information you provide will be used to evaluate your qualifications for acceptance into membership. Resumes are encouraged but are not accepted in lieu of a completed application. **NOTE: A person must be admitted into membership before they can be certified.**

POINTS:

All applicants, with the exception of students, must demonstrate a minimum of 25 points to qualify for membership. Students must be in good academic standing at an accredited college, be studying fraud related topics as part of their academic major, and provide a confirming letter from their advisor or college professor.

Work Experience: Applicants may claim 5 points for each year of fraud related experience such as law, auditing, forensic accounting, law enforcement, private investigator, etc.

Education Points: May be claimed for degrees in fraud related disciplines (e.g. accounting, criminal justice): Associates 15 pts; Bachelors 30 pts; Master 45 pts; and PhD 60 pts.

MEMBERSHIP STATUS:

Membership in the ACFS is personal and is non-transferable. All applicants, and members seeking reinstatement, are assigned Associate Member status upon acceptance into membership. Acceptance into membership does not constitute certification.

CERTIFICATION:

Certification is a separate process and is only open to members.. A grandfathering provision exists which requires a member to complete a Petition for Certification. Members are not charged for certification under the grandfathering provision. To reactivate a suspended certification, the reinstating member must prove compliance with CPE requirements. (24 units within preceding 12 months).

APPLICATION FEES:

Applications must be accompanied by the correct fee or the application will be returned. Application fees are nonrefundable.

PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION

First Name

Middle Name

Last Name

Application type: ☐ Membership Only ☐ Membership and Certification ☐ Student Membership

CURRENT EMPLOYMENT

The position described below is ☐ Full Time / ☐ Part Time Date Employed _____/_____/_____

Employer _____

Supervisor's Name _____

Supervisor's Phone Number _____ - _____ - _____ Supervisors Fax Number _____ - _____ - _____

Nature of Business _____ Your Job Title _____

Address _____

City/State/Zip _____

Phone No. _____ - _____ - _____ Total Work Time You Spend on Fraud Matters _____ %

State Present Duties (Resumes may be attached, but are not a substitute for completing this form)

PREFERRED MAILING ADDRESS & CONTACT INFORMATION

Address _____
City/State/Zip _____
Daytime Phone Number _____ - _____ - _____ Cellular Phone Number _____ - _____ - _____
Evening Phone Number _____ - _____ - _____ Email Address _____

Have you ever been found guilty of a fraud charge? ☐ Yes ☐ No

If "Yes," attach a signed and dated explanation with complete details.

Have you ever been found guilty of an ethics violation by a professional organization? ☐ Yes ☐ No

If "Yes," attach a signed and dated explanation with complete details.

Have you previously applied for membership in the ACFS? ☐ Yes ☐ No If yes date: _____/_____/_____

POINTS

Please read instructions carefully. In work experience, please identify the number of years of fraud-related work experience that comprise the points claimed for experience. In education, please identify the major studied and/or degree for which points are claimed.

Work Experience Points: _____

Years of fraud related work experience: _____

Education Points: _____

Degree or Major: _____

MEMBERSHIP FEES AND ANNUAL DUES

New members pay a fee for the processing of their applications and creation of their membership accounts. Members are not charged any additional fee if seeking certification.

Membership application fees are assessed: New Students Member \$25 New Member: \$250 Member Reinstatement: \$250

Members are not charged dues until the first anniversary of being accepted as a member.

Dues are assessed: Students: \$25 Associate (Non-Certified): \$75 Regular (Certified): \$150 Retired: \$50

If you were recruited or sponsored by an ACFS member, who was it? _____

PAYMENT METHOD

CHECK ENCLOSED: ☐ / CREDIT CARD PAYMENT: ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Name on Card _____ Payment Amount _____

Credit Card Number _____ Expires: _____/_____/_____

Billing Address _____

City/State/Zip _____

Authorized Signature _____

ATTESTATION

I certify that all information herein is true and complete to the best of my knowledge and belief. I authorize verification of this information and release all concerned from any liability in connection therewith. I hereby apply for membership in the Association of Certified Fraud Specialists, and affirm I have read and understand the qualifications for membership. I agree to abide by the Association's Bylaws, Rules and Regulations, Code of Ethics, and to promote the Association's objectives and purposes. I understand that providing false or misleading information in the application for membership is sufficient grounds for denial or revocation of membership, when the false or misleading information is discovered.

Signature _____ Date _____/_____/_____

Association of Certified Fraud Specialists, Inc.
7405 Greenback Lane #156
Citrus Heights, CA 95610

P: 916-735-5417
Email: headquarters@acfsnet.org
Website: www.acfsnet.org

Official Petition for Certification

This section is for professionals seeking certification under the our grandfathering provision. Students and individuals seeking associate membership only may skip this section.

POINTS SECTION

Please read these instructions thoroughly and carefully. Your Petition must clearly demonstrate how your points are calculated and support all points claimed.

A. DEGREES:

Petitioners may claim points for ONLY the highest degree earned. Petitioners may claim up to sixty (60) education related points (the total for sections A+B+C+D+E may not exceed 60 points.) Petitioners may be required to provide a certified copy of a college diploma or transcript.

Associate Degree = 15 points

Bachelor Degree = 30 points

Masters Degree = 45 points

Doctorate = 60 points

B. RELATED POST SECONDARY:

Applicants may claim five (5) points for each year of full-time Post Secondary education if an applicant does not possess a related Associate or Bachelor degree. ONLY enrollment in an accredited college or university in a related course of study qualifies. This includes, but is not limited to, accounting, auditing, business, criminology, and law. Credit in this section may not be counted in any other education item.

C. RELATED CERTIFICATION PROGRAM:

Claim five (5) points for each certification granted by an accredited Post Secondary college or university. Credit claimed in this section may not be counted in any other education item. A copy of the certification may be required.

D. SPECIALITY TRAINING:

Claim points on the basis of one (1) point per week of training (40 contact hours) in a related topic area, if the training is not part of a defined certification program. The training must be from a continuing professional education provider accredited by a State Bar, the National Association of State Board of Accountancy (NASBA), a law enforcement agency, or an accredited Post Secondary school.

E. PROFESSIONAL DESIGNATIONS:

A total of ten (10) points maybe claimed for each related Professional Designation (e.g. Certified Internal Auditor, Certified Public Accountant, Certified Protection Professional, Certified Law Enforcement Trainer, etc.). Petitioners must provide the complete name of the designation, the name, address and telephone number of the accrediting body granting the designation, and a certificate or licenses number (if applicable).

F. EXPERIENCE RELATED POINTS:

Claim five (5) points for each full year of related work experience which includes employment in: law enforcement, auditing, loss prevention, forensic accounting, law, criminology, etc. To qualify, each year claimed must contain at least one thousand (1000) hours of cumulative work experience.

G. WORK HISTORY:

Petitioners must provide information on each work position held, and employer, for which work experience points are being claimed. Petitioners must provide the name and contact information of the supervisor and company/agency. (e.g. If a Petitioner claims 70 points for work experience, the Petition for Certification must contain the Petitioners work history for the fourteen (14) years for which points are being claimed.)

NOTE: Petitions that do not contain the required information on work experience will be rejected.

THE PETITION AND CERTIFICATION PROCESS

Membership:

Those desiring certification must first be accepted into membership. Only members may petition for certification.

Status:

Upon certification, the membership status of Petitioners is automatically converted to Regular Member status. Only Certified Fraud Specialists hold Regular (full) Membership status with the right to vote on Association matters or hold elected office.

Certification:

The processes of pursuing membership and pursuing certification are distinctly separate, but they may be pursued simultaneously. Senior professionals, who are members, may use this Petition to apply for certification under the Grandfathering Provision.

Certification Fee:

NO certification fee is charged to members who Petition under the Grandfathering provision.

Grandfathering Provision:

Members, who are senior Professionals, may petition for certification without written examination.

Grandfathering Criteria:

1. That the Petitioner is a member in good standing.
2. That the Petitioner possesses no less than eight years of professional experience.
3. That the Petitioner has performed significant work within one of the professional disciplines targeted for membership.
4. That the Petitioner has submitted a completed, hand signed, Petition for Certification, together with any attachments the Petitioner deems necessary, which fully demonstrate the Petitioners' professional knowledge, skills, training and education.
5. That the Petitioner has evaluated his or her knowledge, skills, training and education according to the points criteria established by the ACFS Board of Regents.
6. That the Petitioner has provided details related to all work experience for which qualifying points have been claimed.
7. That the Petitioner has achieved a cumulative score of at least 100 qualifying points.
8. That the Petitioner has presented three (3) original, authentic, verifiable letters of professional recommendation that conform to the requirements established by the ACFS Board of Regents. The authors of letters of recommendation are randomly contacted via mail or phone to validate letter contents.
9. Gaps in work history must be explained.

Any association member in good standing, who submits a Petition, and who can demonstrate he or she meets the standards established by our Board of Regents, will be granted certification.

GUIDANCE FROM THE PROFESSIONAL STANDARDS AND ADMISSIONS COMMITTEE

How Much Information Should Be Submitted:

The Board of Regents have set a high standard for certification. The guidance provided to the committee is to err on the side of the certification. This means Petitioners will NOT be given the benefit of the doubt. Therefore, Petitioners should provide sufficient information to draw a conclusion. Members who believe they may be qualified, but are unsure, are encouraged to submit a petition.

Completing the Petition:

Answer each question completely. You are encouraged to use additional sheets as necessary. Incomplete petitions will be rejected. Petitioners must NOT rely upon the members of the Professional Standards and Admissions Committee to read between the lines, make assumptions, or understand what the Petitioner meant. It is up to the Petitioner to establish that their education, knowledge, skills and experience rises to the level that warrants certification.

Submitting a Resume or Curriculum Vitae:

A resume or a curriculum vitae is NOT accepted as substitutes for a completed Petition but may accompany the Petition.

Additional Documentation:

Every document provided by a Petitioner will be reviewed in detail and weighed as part of the certification process. It is recommended that Petitioners attach any documents that they believe will support their petition for certification.

Organizing Attachments:

Like report exhibits or work papers, attachments must be organized so that a reviewer can readily evaluate them. When attachments are provided to support an answer to a question, or provide additional information to demonstrate that the Petitioner meets a particular requirement, the documents should be organized and contain a reference as to the particular question or requirement they are addressing.

Letters of Professional Recommendation:

- Be originals (signed by hand).
- Be addressed to the ACFS.
- Be less than six (6) months old.
- The author must confirm knowing the petitioner for at least two (2) years AND provide the context for how the author knows the Petitioner (supervisor, co-worker, associate, etc.)
- Speak to the Petitioner's experience, skills, and character.
- Recommend the Petitioner be awarded certification.
- Provide current mailing address and daytime telephone number (for verification).

NOTE: Letters from law enforcement officers, prosecuting attorneys or Judges are encouraged.

DO NOT submit letters from pastors, relatives, etc.

Association of Certified Fraud Specialists

PETITION FOR CERTIFICATION

Candidate Questionnaire and Information Sheet

Please type or clearly print all information

I, _____
First Name *Middle Name* *Last Name*

do hereby Petition for Certification by the Association of Certified Fraud Specialists.

EDUCATION

Check highest level completed: ☐ High School ☐ Bachelors ☐ Masters ☐ PhD. or J.D.

Major _____

Name of College or University _____

WORK EXPERIENCE

EMPLOYMENT HISTORY: Please list employment information in reverse chronological order. You must list any periods of unemployment that lasted six months or more. Candidate MUST provide employment history for all points claimed.

Candidates may attach copies of this page if employment history is more extensive than this space allows.

Past Employer _____

Employer Address _____

City/State/Zip _____

Supervisor Name _____ Phone _____ - _____ - _____

Your Job Title _____

Dates Employed From _____ / _____ / _____ To _____ / _____ / _____

Past Employer _____

Employer Address _____

City/State/Zip _____

Supervisor Name _____ Phone _____ - _____ - _____

Your Job Title _____

Dates Employed From _____ / _____ / _____ To _____ / _____ / _____

Total Working Time Spent on Fraud Matters _____ % Description of Duties and Responsibilities _____

POINTS

Each lettered section corresponds to a lettered section of the petition instructions.

A. Degree Points _____ List _____

B. Related Post Secondary School Points _____ List _____

C. Related Certification Program Points _____ List _____

D. Specialty Training Points _____ List _____

E. Professional Designation points _____ List _____

Education sub-Total (Max is 60) _____

F. Work Experience Related Points _____ Years of related work experience _____ **TOTAL POINTS CLAIMED** _____

Must meet minimum requirement of 100 points to Petition.

PROFESSIONAL BACKGROUND

Please list each certification you have received by name (no initials). Identify the year in which you were certified, and if the certification is no longer held, identify how many years it was valid. Explanations are not required for certificates that are no longer held; however, one may be submitted. Attach additional sheets as needed.

Certification _____ Year certified _____ Certificate # _____
Issued by _____ Currently valid? ☐ Yes ☐ No

Certification _____ Year certified _____ Certificate # _____
Issued by _____ Currently valid? ☐ Yes ☐ No

Certification _____ Year certified _____ Certificate # _____
Issued by _____ Currently valid? ☐ Yes ☐ No

Have you uncovered, investigated, or prosecuted a suspected fraud? Include all cases, whether or not resolved.

☐ Yes, approximate # of cases _____ ☐ No

Have you written a program or set of procedures designed to detect or uncover fraud? ☐ Yes, approximate # _____ ☐ No

Do you have experience in computer-related investigations or forensics? ☐ Yes, approximate # _____ ☐ No

Have you written articles, books, or developed/presented training in a fraud-related field? ☐ Yes, approximate # _____ ☐ No

Please list article or book titles and their publishers _____

Please list types of training you developed and who it was presented to _____

Have you ever been qualified as an expert witness by a judicial authority? ☐ Yes. ☐ No

If yes, in what area of expertise: _____

Describe any special qualifications you may have in a fraud-related area (i.e. instructor in computer forensics, etc.).

Why are you seeking certification? _____

Have you ever served on a professional committee? (i.e. National Committee, Local chapter, Standards, Ethics, etc.) ☐ Yes, ☐ No

If yes, describe _____

Have you ever been convicted of a felony act involving moral turpitude? ☐ Yes ☐ No

If yes, you must attach a signed and dated sheet containing information of the act and/or circumstances.

Have you ever been discharged, or voluntarily resigned, from employment for reasons involving dishonesty, criminal activity, or moral turpitude? ☐ Yes ☐ No

If yes, you must attach a signed and dated sheet with detailed explanation.

ATTESTATION (Completed form portions of the Petition for Certification must be signed by hand and returned via postal mail)

I certify that all information herein is true and complete to the best of my knowledge and belief. I authorize verification of this information and release all concerned from any liability in connection therewith. I hereby petition for certification by the Association of Certified Fraud Specialists, and affirm I have read and understand the requirements for certification. I agree to abide by the Association's Bylaws, Rules and Regulations, Code of Ethics, and to promote the Association's objectives and purposes. I understand that providing false or misleading information in the Petition for Certification is sufficient grounds for revocation of membership, denial of certification, or expulsion from membership in the Association, when the false or misleading information is discovered.

Signature _____ Date _____

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