

Association of Certified Fraud Examiners

## Brand Guidelines

Using the ACFE Brand: A Comprehensive Guide for Associate Members and Certified Fraud Examiners



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## **OUR MISSION**

The mission of the Association of Certified Fraud Examiners is to reduce the incidence of fraud and white-collar crime, and to assist the membership in its detection and deterrence. To accomplish our mission, the ACFE:

- Provides bona fide qualifications for Certified Fraud Examiners through administration of the CFE Exam
- Sets high standards for admission, including demonstrated competence through mandatory Continuing Professional Education
- Requires Certified Fraud Examiners to adhere to a strict code of professional conduct and ethics
- Serves as the international representative for Certified Fraud Examiners to business, government and academic institutions
- Provides leadership to inspire public confidence in the integrity, objectivity and professionalism of Certified Fraud Examiners





## 66

A brand is not a product or a feeling. It's the sum of all the experiences you have with a company."

- AMIR KASSAEI

The ACFE brand is more than using correct logos, fonts and colors. It is a cohesive identity that represents our commitment to the anti-fraud profession and our members. A strong and consistent brand image gives those we serve confidence in our professionalism and the ability to provide the best service and value possible.

The ACFE brand is used by ACFE employees as well as members across the globe. Thanks to the efforts of the ACFE staff and thousands of dedicated anti-fraud professionals, the ACFE brand is associated with credibility, integrity and professionalism. Following these guidelines will help ensure that the ACFE continues to have these positive associations and that members get the most value from their membership.

Please feel free to engage in the conversation about our brand. Our identity reaches across several platforms - including social media, magazines, letters, signs, books and beyond. Our brand is ever-evolving, and everyone is invited to participate in our continuing brand development.

WHAT OUR BRAND MEANS TO YOU

## COMMUNICATING THE ACFE BRAND

## Communicating the ACFE Brand

This guidebook was designed to help you promote yourself and your affiliation with the ACFE. Inside, you will find information on which logos to use, technical guidelines for how to use them, and pointers to templates and examples.

**Please note:** it is important for all ACFE members to adhere to these guidelines. Thanks to the efforts of thousands of dedicated anti-fraud professionals, the ACFE brand is associated with credibility, integrity and professionalism. Following these guidelines will help ensure that the ACFE continues to have these positive associations and that you get the most value from your ACFE membership.

We ask that you follow these standards precisely. If you have any questions about these brand standards or how a logo should be used in a particular application, contact us and we will be happy to assist you.

#### Legal Disclaimer

Use of any ACFE Brand is subject to the guidelines set forth in this Brand Guidebook and the ACFE Trademark Usage Guidelines located at the end of this document. The ACFE reserves the right to review any work produced using ACFE artwork and may at any time require such artwork to be revised or removed at the cost of the individual or company responsible.

Please direct any questions regarding the usage of the ACFE brand identities to:

Lauren Marshall Senior Design Manager Imarshall@acfe.com



# ACFE Logo Rules for Members in the U.S. and Canada



## The ACFE Member Logo

Promote ACFE membership by using the ACFE Member Logo. Displaying the ACFE Member Logo communicates dedication to the ACFE's Code of Ethics and global fight against fraud. Current ACFE members who are in good standing can download the ACFE Member Logo by logging into their ACFE account or by clicking the links on page 8 in this document.

#### ACFE members can use the ACFE Member Logo in a variety of ways:

- On business cards or letterheads
- Displayed within an email signature
- Placed on a company bio page or personal website
- On Facebook, LinkedIn or Twitter

#### ACFE members agree to the following usage terms and conditions:

- The ACFE Member Logo may only be used by members in good standing. Suspended or expired
  members are not allowed to use the ACFE Member Logo. To check your membership status, please log
  in to your ACFE account on our website.
- The ACFE Member Logo may be used by a school, company or organization only when they employ at least one ACFE member in good standing on a full-time basis. The logo may be used on websites, signage, stationery, business cards, letterheads, brochures and other promotional or display materials.
- When displaying the ACFE Member Logo on a website, the graphic should link to the ACFE home page at <u>ACFE.com</u>. You may not use it to link to other pages on your website or any other websites.
- The ACFE Member Logo may not be used to indicate any kind of endorsement by the ACFE; or suggest that ACFE is the source of the goods or services that you offer; or to imply any kind of relationship with the ACFE aside from those expressly permitted.
- The ACFE Member Logo may not be used on documents such as contracts, certificates, reports, client communications or official disclosure documents provided to a potential or actual client or any purchasers of services or products.
- The ACFE Member Logo may not be used in connection with any disparaging statements about the ACFE or its products, or statements that otherwise reflect poorly on the ACFE.

THE ACFE MEMBER LOGO





## PRIMARY LOGO

The ACFE logo takes two important elements from the ACFE seal: the torch and open book. The torch lights the way to an open book, which represents the body of knowledge in fraud detection and deterrence.

### APPLICATION

Use this logo whenever possible. It should be used in applications like business cards, apparel, websites and social media.

DOWNLOAD LOGOS





## CLEAR SPACE

The ACFE logo is a valuable asset that must always appear in an uncluttered space, free of any text, graphic elements, shapes and strong background patterns.

The minimum clear space surrounding the logo must always be at least 1/4".





## SPECIAL USE

On rare occasions, you may need one-color logos. These are approved variations of the ACFE logo.





11 I BRAND GUIDELINES

## MISUSE

Our logo is proprietary. It has been thoughtfully created. Do not change or distort the logo in any way. Never recreate any elements, and always use approved artwork. Improper usage or editing proportions diminish the brand's recognition and credibility. Consistency and legibility is key.

## Do not modify, misinterpret or mistreat the logo.

- A. Do not rotate the logo.
- B. Do not place the full color logo on a busy background.
- C. Do not place the logo on a background with insufficient contrast.
- D. Do not condense the logo.
- E. Do not use unapproved colors.
- F. Do not remove the ACFE name line.
- G. Do not remove the torch.
- H. Do not remove the <sup>®</sup> or <sup>™</sup>

# The ACFE Member Logo Rules for International Members

## THE ACFE MEMBER LOGO

## The ACFE Member Logo

Promote ACFE membership by using the ACFE Member Logo. Displaying the ACFE Member Logo communicates dedication to the ACFE's Code of Ethics and global fight against fraud. Current ACFE members who are in good standing can download the ACFE Member Logo by logging in to their ACFE account or by clicking the links on page 14 in this document.

#### ACFE members can use the ACFE Member Logo in a variety of ways:

- On business cards or letterheads
- Displayed within an email signature
- Placed on a company bio page or personal website
- On Facebook, LinkedIn or Twitter

#### ACFE members agree to the following usage terms and conditions:

- The ACFE Member Logo may only be used by members in good standing. Suspended or expired members are not allowed to use the ACFE Member Logo. To check your membership status, please log in to your ACFE account on our website.
- The ACFE Member Logo may be used by a school, company or organization only when they employ at least one ACFE member in good standing on a full-time basis. The logo may be used on websites, signage, stationery, business cards, letterheads, brochures and other promotional or display materials.
- When displaying the ACFE Member Logo on a website, the graphic should link to the ACFE home page at ACFE.com. You may not use it to link to other pages on your website or any other websites.
- The ACFE Member Logo may not be used to indicate any kind of endorsement by the ACFE; or suggest that ACFE is the source of the goods or services that you offer; or to imply any kind of relationship with the ACFE aside from those expressly permitted.
- The ACFE Member Logo may not be used on documents such as contracts, certificates, reports, client communications or official disclosure documents provided to a potential or actual client or any purchasers of services or products.
- The ACFE Member Logo may not be used in connection with any disparaging statements about the ACFE or its products, or statements that otherwise reflect poorly on the ACFE.



## PRIMARY LOGO

The ACFE logo takes two important elements from the ACFE seal: the torch and open book. The torch lights the way to an open book, which represents the body of knowledge in fraud detection and deterrence.

### APPLICATION

Use this logo whenever possible. It should be used in applications like business cards, apparel, websites and social media.

FULL COLOR



REVERSED





## CLEAR SPACE

The ACFE logo is a valuable asset that must always appear in an uncluttered space, free of any text, graphic elements, shapes and strong background patterns.

The minimum clear space surrounding the logo must always be at least 1/4".





## SPECIAL USE

On rare occasions, you may need one-color logos. These are approved variations of the ACFE logo.





## MISUSE

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- G. Do not remove the torch.
- H. Do not remove the <sup>®</sup> or <sup>™</sup>





# The ACFE Seal for Certified Fraud Examiners





## The CFE Seal for Certified Fraud Examiners

The CFE Seal was designed to represent those professionals who have earned the Certified Fraud Examiner (CFE) credential.

#### Heraldry of the CFE Seal

The Seal of the Association of Certified Fraud Examiners reflects Aristotle's axiom. With knowledge, fraud and white-collar crime can be reduced. The Seal demonstrates the CFE's commitment through its centerpiece: the torch and the flame.

The torch lights the way to an open book, which represents the body of knowledge in fraud detection and deterrence. The deep ruby color of the flame is symbolic of truth and honor — the cornerstone of the Certified Fraud Examiner's ethical standards.

#### Usage of the CFE Seal by ACFE Members

Only Certified Fraud Examiners in good standing are permitted to use the CFE Seal. Associate Members are not permitted to use the CFE Seal.

**CFEs should use the CFE Seal** provided on the ACFE website under "Member Resources." CFEs can download the CFE Seal by logging in to the website or by clicking the links on page 20 in this document. THE CFE SEAL FOR CERTIFIED FRAUD EXAMINERS





## THE CFE SEAL

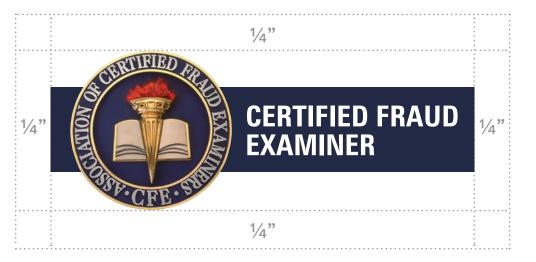
The CFE seal represents the professionals who have earned the CFE credential. The seal of the Association of Certified Fraud Examiners demonstrates the CFE's commitment through its centerpiece: the torch and the flame. The torch lights the way to an open book, which represents the body of knowledge in fraud detection and deterrence. The deep ruby color of the flame is symbolic of truth and honor — the cornerstone of the Certified Fraud Examiner's ethical standards.

### DOWNLOAD LOGOS



## **Clear Space:**





**Sizing Restriction:** 



## THE CFE SEAL CLEAR SPACE + SIZE

The CFE Seal logo is a valuable asset that must always appear in an uncluttered space, free of any text, graphic elements, shapes and strong background patterns.

The minimum clear space surrounding the logo must always be at least 1/4".

The CFE seal is never to be used smaller than 5/8" or 0.625"



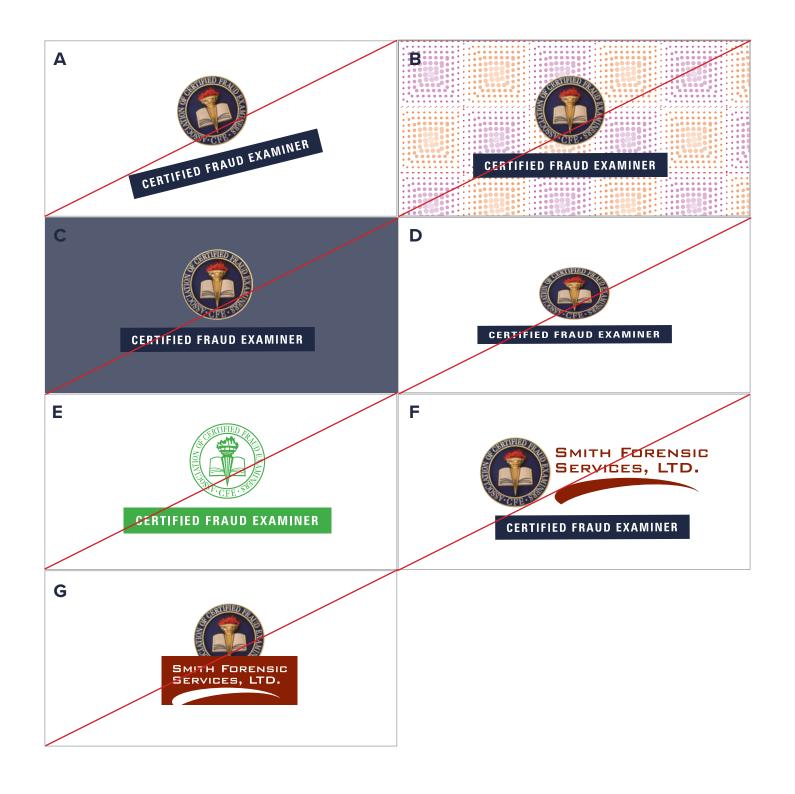


22 | BRAND GUIDELINES

## SPECIAL USE

On rare occasions, we you need one-color logos. These are approved variations of the CFE Seal logo.





23 | BRAND GUIDELINES

## MISUSE

Never recreate any elements, and always use approved artwork. Improper usage or editing proportions diminish the brand's recognition and credibility. Consistency and legibility is key.

## Do not modify, misinterpret or mistreat the logo.

- A. Do not rotate the logo.
- B. Do not place the full color logo on a busy background.
- C. Do not place the logo on a background with insufficient contrast.
- D. Do not condense the logo.
- E. Do not use unapproved colors.
- F. Additional elements, other logos or typography should not be added to the CFE Seal.
- G. In addition, no other elements can be placed in front or over the Seal, including type.



## Questions Regarding Proper Usage of the Seal by CFEs

CFEs can use the CFE Seal to promote themselves in a variety of ways:

- On business cards or letterheads
- Displayed within an email signature
- Placed on a company bio page or personal website
- On Facebook, LinkedIn or Twitter

#### **Guidelines for CFEs**

- The CFE Seal may only be used by CFEs in good standing. CFEs whose membership has lapsed due to nonpayment of dues
  or non-compliance of CPE are not allowed to use the CFE Seal. To check your membership status, please log in to your ACFE
  account on our website. Associate members may not use the CFE Seal.
- The CFE Seal may be used by a school, company or organization only when they employ at least one CFE in good standing on a full-time basis. The logo may be used on websites, signage, stationery, business cards, letterhead, brochures and other promotional or display materials.
- When displaying the CFE Seal on a website, the graphic should link to the ACFE home page at <u>ACFE.com</u>. You may not use it to link to other pages on your website or any other websites.
- The CFE Seal may not be used to indicate any kind of endorsement by the ACFE; or suggest that ACFE is the source of the goods or services that you offer; or to imply any kind of relationship with the ACFE aside from those expressly permitted.
- The CFE Seal may not be used on documents such as contracts, certificates, reports, client communications or official disclosure documents provided to potential or actual clients or purchasers of services or products.
- The CFE Seal may not be used in connection with any disparaging statements about the ACFE or its products, or statements that otherwise reflect poorly on the ACFE.
- The ACFE reserves the right to disallow any use of the CFE Seal.

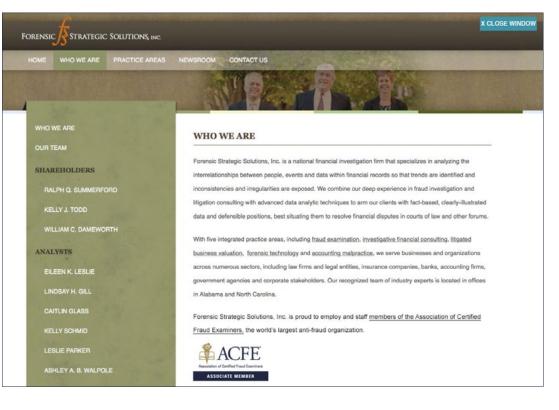
#### **Questions Regarding Proper Usage of the Seal by CFEs**

If you have any questions about how to use or display the CFE Seal, please contact Lauren Marshall at the ACFE's Global Headquarters. You should also send a copy of any proposed collateral including letterhead, business card or website to <u>lmarshall@acfe.com</u> for approval.

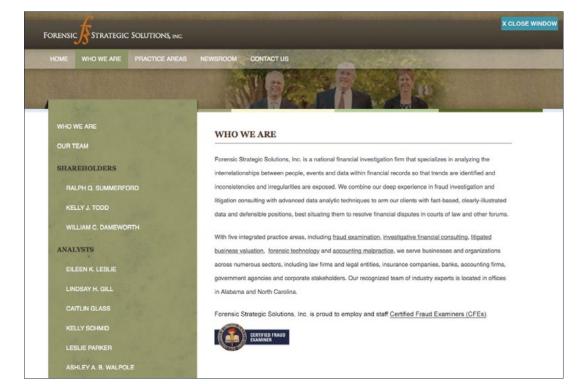
QUESTIONS REGARDING PROPER USAGE OF THE SEAL BY CFES

# Visual Examples

#### ASSOCIATE MEMBER LOGO EXAMPLE



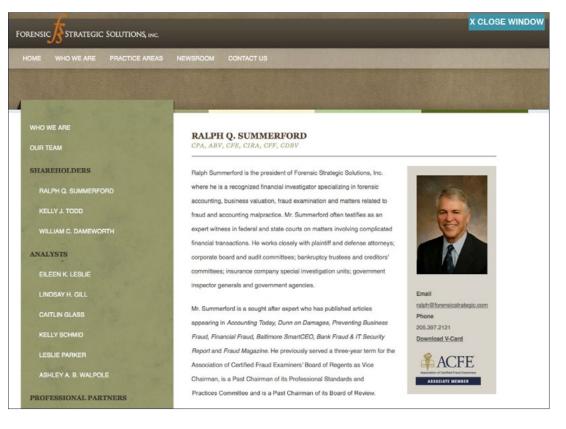
#### THE ACFE SEAL FOR CERTIFIED FRAUD EXAMINERS EXAMPLE



## ON A WEBSITE BIO



#### ASSOCIATE MEMBER LOGO EXAMPLE



#### THE ACFE SEAL FOR CERTIFIED FRAUD EXAMINERS EXAMPLE

SHAREHOLDERS
RALPH Q. SUMMERFORD
KELLY J. TODD
WILLIAM C. DAMEWORTH
ANALYSTS
EILEEN K. LESLIE
LINDSAY H. GILL
CAITLIN GLASS
KELLY SCHMID
LESLIE PARKER
ASHLEY A. B. WALPOLE
PROFESSIONAL PARTNERS
RICHARD A. TURPEN
PACKET NINJAS
SECURIT360
WADE MORGAN
OFFICE MANAGEMENT
RACHEL A. NELSON

Ralph Summerford is the president of Forensic Strategic Solutions, Inc. where he is a recognized financial investigator specializing in forensic accounting, business valuation, fraud examination and matters related to fraud and accounting malpractice. Mr. Summerford often testifies as an expert witness in federal and state courts on matters involving complicated financial transactions. He works closely with plaintiff and defense attorneys; corporate board and audit committees; bankruptoy trustees and reditors' committees; insurance company special investigation units; government inspector generals and government agencies.

Mr. Summerford is a sought after expert who has published articles

appearing in Accounting Today, Dunn on Damages, Preventing Business

Fraud, Financial Fraud, Baltimore SmartCEO, Bank Fraud & IT Security

Report and Fraud Magazine. He previously served a three-year term for the Association of Certified Fraud Examiners' Board of Regents as Vice -

ralph@forensicstrategic.com Phone 205.397.2121 Download V-Card

Chairman, is a Past Chairman of its Professional Standards and Practices Committee and is a Past Chairman of its Board of Review.

Additionally, he serves on the faculty of the Association of Certified Fraud Examiners where he travels the United States and abroad teaching fraud examination courses to auditors, bank examiners, law enforcement, attorneys and financial analysts. He is a frequent guest lecturer at seminars, colleges and universities where he strives to enhance the understanding of fraud and forensic accounting. He is a recipient of the 2010 Creasey Award, the Association of Certified Fraud Examiners' highest honor, which recognizes a lifetime of achievement in the detection and deterrence of fraud.

#### PROFESSIONAL DESIGNATIONS AND CERTIFICATIONS

CPA: Certilled Public Accountant, 1971 CFE: Certilled Fraud Examiner, Association of Certilled Fraud Examiners, 1993 CIRA: Certilled Insolvency and Restructuring Advisor, 2003



## ON A WEBSITE BIO



## BUSINESS CARDS

For Associate Members in the U.S. and Canada

#### DOWNLOAD

For International Associate Members

### DOWNLOAD

CFE Business Cards

DOWNLOAD

## [Your Name] [Your Title]

info@ACFE.com ACFE.com T: 512-478-9000 F: (512) 478-9297

716 West Avenue Austin, TX 78701





## EMAIL SIGNATURE

For Associate Members in the U.S. and Canada

#### DOWNLOAD

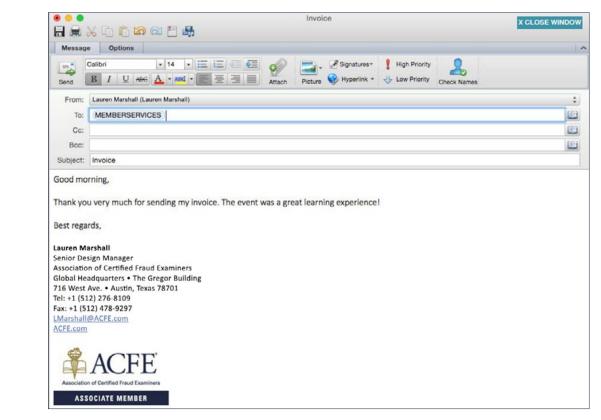
For International Associate Members

#### DOWNLOAD

CFE Email Signature

DOWNLOAD

#### ASSOCIATE MEMBER LOGO EXAMPLE



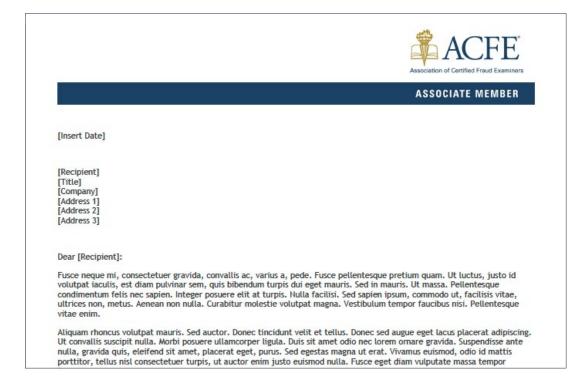
#### THE CFE SEAL FOR CERTIFIED FRAUD EXAMINERS EXAMPLE

Message       Options         Calibri       14         Send       I         I       I <th></th> <th>Invoice</th> <th></th>		Invoice	
Send       I       Image: Send       Image:			
To::       MEMBERSERVICES         Boc::       Boc::         Stubject:       Involce         Good morning,       Involce. The event was a great learning experience!         Best regards,       Best regards,         Senior Design Manager       Association of Certified Fraud Examiners         Slobal Headquarters - The Gregor Building       216 West Ave Austin, Texas 78701         Tel: +1 (512) 276-8109       Fas: +1 (512) 478-9297         Marshall@ACFE.com       MCFE.com			
Ce: Bcc: Subject: Invoice Good morning, Thank you very much for sending my invoice. The event was a great learning experience! Best regards, Lauren Marshall Senior Design Manager Association of Certified Fraud Examiners Global Headquarters • The Gregor Building 716 West Ave. • Austin, Texas 78701 Tel: +1 (512) 276-8109 Fax: +1 (512) 478-9297 Marshall@ACFE.com ACFE.com	From:	Lauren Marshall (Lauren Marshall)	
Bcc: Subject: Invoice Good morning, Thank you very much for sending my invoice. The event was a great learning experience! Best regards, Lauren Marshall Senior Design Manager Association of Certified Fraud Examiners Silobal Headquarters - The Gregor Building 716 West Ave Austin, Texas 78701 Tel: +1 (512) 276-8109 Fax: +1 (512) 478-9297 Marshall@ACFE.com ACFE.com	To:	MEMBERSERVICES	
Subject: Invoice Good morning, Thank you very much for sending my invoice. The event was a great learning experience! Best regards, Lauren Marshall Sector Design Manager Association of Certified Fraud Examiners Silobal Headquarters • The Gregor Building 716 West Ave. • Austin, Texas 78701 Tel: +1 (512) 478-9297 Harshall@ACFE.com ACFE.com	Cc:		
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Senior Design Manager Association of Certified Fraud Examiners Slobal Headquarters - The Gregor Building 716 West Ave Austin, Texas 78701 Tel: +1 (512) 276-8109 Fax: +1 (512) 478-9297 	Best rega	ras,	
Senior Design Manager Association of Certified Fraud Examiners Slobal Headquarters - The Gregor Building 716 West Ave Austin, Texas 78701 Tel: +1 (512) 276-8109 Fax: +1 (512) 478-9297 	lauren M	archall	
Slobal Headquarters • The Gregor Building 716 West Ave. • Austin, Texas 78701 Tel: +1 (512) 276-8109 Fax: +1 (512) 478-9297 .Marshall@ACFE.com ACFE.com CERTIFIED FRAUD			
716 West Ave. • Austin, Texas 78701 Tel: +1 (512) 276-8109 Fax: +1 (512) 478-9297 Marshall@ACFE.com CERTIFIED FRAUD	Senior De	sign Manager	
Fax: +1 (512) 478-9297 Marshall@ACFE.com ACFE.com CERTIFIED FRAUD	Senior De Associatio	sign Manager on of Certified Fraud Examiners	
ACFE.com CERTIFIED FRAUD	Senior De Associatic Global He	sign Manager on of Certified Fraud Examiners adquarters - The Gregor Building	
CERTIFIED FRAUD	Senior De Associatic Global He 716 West Tel: +1 (51	sign Manager on of Certified Fraud Examiners adquarters • The Gregor Building Ave. • Austin, Texas 78701 12) 276-8109	
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#### **ASSOCIATE MEMBER LOGO EXAMPLE**



#### THE CFE SEAL FOR CERTIFIED FRAUD EXAMINERS EXAMPLE



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## LETTERHEAD

For Associate Members in the U.S. and Canada

#### DOWNLOAD

For International Associate Members

#### DOWNLOAD

**CFE** Letterhead

DOWNLOAD



#### FACEBOOK, INSTAGRAM AND TWITTER

#### ASSOCIATE MEMBER LOGO EXAMPLE



#### LINKEDIN

ASSOCIATE MEMBER LOGO EXAMPLE

Association of Certified Fraud Examiners

ASSOCIATE MEMBER

## EXAMINERS EXAMPLE



## SOCIAL MEDIA

For Associate Members in the U.S. and Canada

#### DOWNLOAD

For International Associate Members

#### DOWNLOAD

CFE Social Media

DOWNLOAD



#### THE CFE SEAL FOR CERTIFIED FRAUD EXAMINERS EXAMPLE



## THE CFE SEAL FOR CERTIFIED FRAUD

## Trademark Guidelines

## WHEN TO **USE THE** REGISTERED TRADEMARK SYMBOL

## **ACFE Trademark Usage Guidelines**

The Association of Certified Fraud Examiners ("ACFE") has exclusive rights to its name, trademarks and logos and prohibits their unauthorized use. The ACFE's trademarks include: "ACFE," "CFE," "Certified Fraud Examiner," the ACFE Seal and the ACFE Logo.

The ACFE may terminate your membership or take legal action if it finds that you have violated any of the Trademark Usage Requirements or Brand Guidelines. In addition, The ACFE may terminate your right to use any ACFE trademark if:

- The ACFE finds that you have violated any of the Usage Requirements; or
- The ACFE determines that you are using an ACFE trademark without authorization.

Your right to use any ACFE trademark automatically terminates when your ACFE membership terminates or expires. You agree to cooperate with the ACFE if it becomes necessary for the ACFE to take any action to enforce any of its rights in any of the Licensed Trademarks.

#### **Trademark Usage Requirements**

- You acknowledge in whole or in part that the ACFE is the sole owner of the trademarks and promise that you will not interfere with the trademark rights of the ACFE, including challenging the ACFE's use of, registration of, or application to register such trademarks, alone or in combination with other words, anywhere in the world, and that you will not harm, misuse, or bring into disrepute any ACFE trademark. The goodwill derived from using any part of any ACFE trademark exclusively inures to the benefit of and belongs to ACFE.
- You may not use ACFE trademarks in any way that suggests that the ACFE is the source of the goods or services that you offer or create the impression, directly or indirectly, that The ACFE sponsors or endorses any product or service without the ACFE's prior written consent.
- To avoid misleading the public, do not use ACFE trademarks as part of your company, product, service name or adjacent to a business name.
- ACFE trademarks must not appear more prominently than your company title and logo. Do not use ACFE trademarks as backgrounds or watermarks.
- You may not use any ACFE Trademark as any part of an Internet domain name, website name, letterhead, email address, or metatag.
- You may not use any name, logo, or symbol that is confusingly similar to an ACFE Trademark.
- · You use of the ACFE trademarks must not reflect unfavorably on the ACFE and its products or services.



## Thank You



Association of Certified Fraud Examiners

