

CFE EXAM PREP COURSE



GUIDEBOOK

What You Accomplish Today Will Help Your Career Tomorrow



Congratulations on making the commitment to become a Certified Fraud Examiner (CFE), an achievement that will advance your career and enhance your professional stature as an anti-fraud expert.

Keep this guidebook handy — it will provide the necessary instructions, support and tips for helping you earn your CFE credential.

Whether you are beginning or continuing your journey in fighting fraud, obtaining the CFE credential positions you as a leader within the anti-fraud profession.

Those who earn the CFE credential have the proven ability to detect and deter a wide range of fraudulent conduct. Many major corporations, businesses, government agencies and global entities regard CFE status as an indicator of excellence in the profession.



Sincerely,

A handwritten signature in black ink that reads "James D. Ratley".

James D. Ratley, CFE, ACFE President and CEO

For technical support issues or any other questions, contact the ACFE:

(800) 245-3321 or +1 (512) 478-9000 from 8:00 a.m.-5:00 p.m. CST
ACFE.com • MemberServices@ACFE.com



To get started with the *CFE Exam Prep Course* right away, go to pg. 10.



Look for this symbol throughout the guide for hints and study tips.

Table of Contents

Steps to Becoming a Certified Fraud Examiner (CFE)	4
Your Certification Checklist	6
<i>CFE Exam Prep Course</i> Contents.....	7
Installation and Registration	8
Getting Started	10
<i>CFE Exam Prep Course</i> Weekly Study Plan	12
Starting a Review Session	13
Ending a Review Session.....	14
Checking Your Progress	15
Using the <i>Fraud Examiners Manual</i>	16
Practice Exams.....	16
Working on Two Computers	17
Exporting and Importing Your Progress File	17
Completing the <i>CFE Exam Prep Course</i>	18
Submitting Your CFE Exam Application	18
Money-Back Pass Guarantee	19
Additional Study Resources and Support.....	20
Continuing Professional Education (CPE) Credits.....	21
Technical Support.....	22
End-User License Agreement.....	22



Remember to find a pace and study method that works for you. Becoming a CFE is a challenging process, but with dedication, you can accomplish your goal.

Steps to Becoming a Certified Fraud Examiner (CFE)

Complete the following steps to become a Certified Fraud Examiner using the *CFE Exam Prep Course*.

Step 1 — Meet the requirements. You must:

- Be an ACFE Associate Member in good standing. To join the ACFE, or for more information, visit ACFE.com or call (800) 245-3321 or +1 (512) 478-9000.
- Have a bachelor's degree from an institution of higher learning (see CFE application for alternatives to the educational requirement).
- Have two or more years of professional experience either directly or indirectly related to fraud.

Step 2 — Complete the CFE Exam application.

- The CFE Exam application can be accessed at ACFE.com/CFEExamApplication. See pg. 18 for information about completing the application process. Payment of the application fee is required.
- You can study the *CFE Exam Prep Course* and work on obtaining your supporting documentation for the application simultaneously. We recommend you submit your completed application and supporting documents at least 30 days before you expect to take the exam.

Step 3 — Complete the *CFE Exam Prep Course*, including the practice tests.

- See pg. 8 for instructions on installing the *CFE Exam Prep Course*.
- Answer the questions in each of the four sections until you have answered them all correctly.
- Then, test your progress by taking a practice test.
- Score at least 85% in each of the four practice test sections. Study and take the tests as needed until you achieve a minimum score of 85%.

Note: To qualify for the Money-Back Pass Guarantee, you must complete the CFE Exam within 90 days of completing step 3.

Step 4 — Request Exam Activation Key.

- See pg. 19 for instructions on requesting your exam activation key.
- After requesting your exam activation key, you will receive your CFE Exam activation key via email within three to five business days. Continue to study and review the questions in the *CFE Exam Prep Course* until you receive your CFE Exam activation key and are ready to take the exam.
- You may continue to study with the *CFE Exam Prep Course* in between taking sections of the CFE Exam.
- If you request your exam activation key before completing the *CFE Exam Prep Course*, you waive your Money-Back Pass Guarantee.

Step 5 — Take the CFE Exam.

- The CFE Exam is included on your *CFE Exam Prep Course*. Use the exam key sent to you by the ACFE to access the exam.
- Take the exam on your own computer. The exam is timed, and once you begin a section, you must complete it in the time allotted.
- **The exam is CLOSED BOOK.** The use of notes, *CFE Exam Prep Course* study questions or reference materials is not permitted while taking the CFE Exam.
- Complete the CFE Exam affidavit. Visit the certification portal to access and upload your exam affidavit. Verify the completion of the exam without assistance.



After answering all questions correctly at least once, go back and review the questions again, one subsection at a time.

Your Certification Checklist

This checklist will help you follow the steps to become a CFE.

Check the following steps or requirements as you complete them. See pg. 4, “Steps to Becoming a Certified Fraud Examiner,” for more information about each step or requirement:

- I am an Associate Member of the ACFE in good standing.
- I meet the minimum education and experience qualifications.
- I have submitted the CFE Exam application, with proof of my education and three CFE Candidate Recommendation Forms.
- I have submitted payment of the application fee.
- I have answered all of the *CFE Exam Prep Course* questions correctly, and have scored at least 85% on each section of the practice test.
- I have requested and received my exam key code.
- I have submitted my exam results to the ACFE.
- I have submitted my CFE Exam affidavit.
- I have passed the CFE Exam.

Contact your dedicated CFE Exam Coach for more information:

CFE Exam Coach

CFECoach@ACFE.com

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

Note: You will receive your official certification after the Certification Committee has evaluated all of your documents and exam. Those who have attained the CFE credential will be invoiced at the CFE dues rate upon annual membership renewal.



Consider making a study plan. Are evenings or mornings better for you? Develop a weekly “to do” list to help you establish immediate objectives and goals through your study plan.

CFE Exam Prep Course Contents

The *CFE Exam Prep Course* contains the following essential components. To access these folders/files, right click on "Start," select "Explore" and then locate the Program Files/CFE folder on your computer. A menu of folders/files included with the course will be displayed.

AcroRead Folder

This folder contains the Adobe Acrobat installation files, which will enable you to read the PDF files.

Information Files

These are the files needed to install the *CFE Exam Prep Course*:

- **Readme.txt** — This file describes the contents of the CD-ROM, system requirements and procedures for installing the *CFE Exam Prep Course*. The file also includes procedures for installing and troubleshooting Adobe Acrobat Reader, the Adobe licensing agreement and the process for viewing the *Fraud Examiners Manual*. Please read the contents carefully before installing the software on your computer.
- **Setup.exe** — This is the *CFE Exam Prep Course* installation file, which will copy all necessary files into the Program Files folder on your hard drive during installation.
- **2016 Fraud Examiners Manual.pdf** — This file contains the entire text of the *Fraud Examiners Manual*.

Installation and Registration

System Requirements

- **Operating System:** Windows 10, Windows 8, Windows 7, Windows Vista or Windows XP Service Pack 3
- **Disk Space:** 150 MB of available disk space
- **Memory:** 1 GB minimum
- **Screen Resolution:** 1280x1024 or greater.
- **Processor:** 2 GHz
- **Internet:** An Internet connection is required for product activation and while submitting your results.

Installing the *CFE Exam Prep Course*

Exit all applications open on your computer before beginning the installation process.

1. Insert the *CFE Exam Prep Course* CD-ROM into the appropriate disk drive
2. Double-click "My Computer" or "Computer"
3. Double-click the CD-ROM drive icon
4. Double-click setup.exe
5. Click OK to begin the installation and follow the on-screen instructions

Administrator Permissions

To install the *CFE Exam Prep Course*, you must have administrator permission. The default installation directory is C:\program files*CFE Exam Prep Course*. Once installed, you can remove the administrator rights from your account, but you must maintain write permission. You need write permission because the progress information and the exam answers are written to a file in that directory.



Mark the questions that you missed or do not fully understand. You can easily go back to specific questions to answer them again.

Registering the *CFE Exam Prep Course*

To open the program select the Start menu --> All Programs --> *CFE Exam Prep Course* --> *Prep Course*, or select the shortcut installed to your desktop. The first time you start the *CFE Exam Prep Course*, you will be prompted to register the software. You must complete this form before you can use the program.

Product License Key

To obtain your Prep Course license key, visit ACFE.com/LicenseKey.

Additional Registration Information

The information you enter will be used to tie your unique license key to your ACFE account. Please note that the First Name, Last Name, Email and Country are required fields. The address information is optional, but is recommended. You can change this information at any time by accessing Your Contact Information on the Quick Help menu.

After entering this information, select **Validate Key and Save** to begin the *CFE Exam Prep Course*.

Important: Once you have validated your license key, you must activate the key within ten days.



Start by answering some questions to get a feel for the format of the course. It is recommended that you start by answering the questions and studying the detailed explanation and the material related to the questions as you go.

Getting Started

CFE Exam Prep Course sections

There are four main sections of the *CFE Exam Prep Course* and the CFE Exam:

- **Financial Transactions and Fraud Schemes** — Reviews the types of fraudulent financial transactions in accounting records. To pass this section, you will be required to demonstrate knowledge of basic accounting theory, numerous types of occupational and external fraud schemes and internal controls to prevent and detect fraud.
- **Law** — Ensures that you are familiar with the many legal ramifications of conducting fraud examinations, including criminal and civil law, rules of evidence, rights of the accused and accuser and expert witness matters.
- **Investigation** — Includes questions about interviewing, analyzing data, obtaining information from public records, tracing illicit transactions, evaluating deception and writing reports.
- **Fraud Prevention and Deterrence** — Tests your knowledge of why people commit fraud and what can be done to prevent it. Topics covered in this section include crime causation, white-collar crime, fraud prevention, fraud risk assessment and the ACFE Code of Professional Ethics.

Subsection and Topics

Each main section is divided into subsections and topics. You can view these subsections, topics and the number of questions in each by viewing the

Current Status section on the **Home** tab.

To see progress for each section, click the section name.

SECTION	REVIEW SESSION	PRACTICE EXAM	CFE EXAM
Financial Transactions and Fraud Schemes	0 correct of 600 <input type="text"/>	Not Taken	Not Taken
Fraud Prevention and Deterrence	0 correct of 225 <input type="text"/>	Not Taken	Not Taken
Investigation	0 correct of 375 <input type="text"/>	Not Taken	Not Taken
Law	0 correct of 300 <input type="text"/>	Not Taken	Not Taken

Current Status For both CFE Exam Prep Course and CFE Exams

SECTION	REVIEW SESSION		PRACTICE EXAM	CFE EXAM	
Financial Transactions and Fraud Schemes	0 correct of 800		Not Taken	Not Taken	
Sub Sections	Percent Correct	Correct	Incorrect	Unanswered	Total
Accounting and Auditing	0.0%	0	0	74	74
Occupational Fraud Schemes	0.0%	0	0	168	168
Other Fraud Schemes	0.0%	0	0	368	368
Law	0 correct of 100		Not Taken	Not Taken	

To see progress for each topic, select the subsection name.

Current Status For both CFE Exam Prep Course and CFE Exams

SECTION	REVIEW SESSION		PRACTICE EXAM	CFE EXAM	
Financial Transactions and Fraud Schemes	0 correct of 800		Not Taken	Not Taken	
Sub Sections	Percent Correct	Correct	Incorrect	Unanswered	Total
Accounting and Auditing	0.0%	0	0	74	74
Topics	Percent Correct	Correct	Incorrect	Unanswered	Total
Basic Accounting Concepts	0.0%	0	0	18	18
Introduction to Fraud Examination	0.0%	0	0	24	24
Manager's and Auditor's Responsibilities	0.0%	0	0	32	32

Completing the Pre-Assessment (Optional)

The Pre-Assessment is optional and can only be taken one time. It is designed to identify your topical strengths and weaknesses.

Combined with the ACFE's Weekly Study Plans (pg. 12), the results of the Pre-Assessment will help you choose a study schedule to meet your certification goal. The time required to complete the pre-assessment will vary by user. On average, the pre-assessment should take roughly 30-60 minutes to complete.

To start the Pre-Assessment:

1. Select the Pre-Assessment tab.
2. Select **Start Assessment** in the lower right-hand corner of the page.

Creating Your Weekly Study Plan

Determine Your Target Goal for Certification

Before starting the *CFE Exam Prep Course*, it is important to set a target date for earning the CFE credential. All CFE candidates are required to pass a 500 question exam covering the four main areas of fraud examination, including Financial Transactions and Fraud Schemes, Law, Investigation and Fraud Prevention and Deterrence. Although the breadth of information covered in the CFE Exam can be intimidating, if you create a weekly study plan, you can be certified in as little as 90 days simply studying on your lunch hour.

Begin by choosing a study schedule you can fit into to your current schedule. Based on the suggested study times listed below, set a manageable goal for completing the *CFE Exam Prep Course* and CFE Exam.

Target Days to Completion	Study Time Required Per Week
30 days	15 hours
60 days	7.5 hours
90 days	5 hours

Set Your Target Dates in the *CFE Exam Prep Course*

After installing the *CFE Exam Prep Course*, the **Getting Started** section offers you the option to set target dates for completion.

Complete the Pre-Assessment

After setting your target dates for completion, take the Pre-Assessment. The Pre-Assessment is designed to identify your topical strengths and weaknesses, which will allow you to structure your work with the *CFE Exam Prep Course* effectively and efficiently. The Pre-Assessment is optional, but is recommended, and will take 30-60 minutes to complete (see page 11 to find out more about the Pre-Assessment).

Complete Study Questions for Your Strongest Section

After completing the Pre-Assessment, begin studying with your strongest section first. This way, you are studying your weaker areas closest to taking the exam.

As you complete the study questions, review the explanations for each question. If you're struggling with a particular topic, you can refer to the *Fraud Examiners Manual* for more information. You should also mark study questions that need additional review.

Take the Practice Exam

After completing all the review questions, complete the practice exam. A minimum score of 85% is required to qualify for the Money-Back Pass Guarantee. To aid in your CFE Exam preparation, review the questions you missed on the practice exam.

Complete the Remaining Sections

Continue the same process, working from your strongest to weakest sections, until you have completed all four sections of the *Prep Course* and scored more than 85% on the practice exams.

Final Review for the Exam

Before starting a section on the CFE Exam, it is helpful to:

- Review any marked questions in the section you are planning to take.
- Retake the practice exam and review the results. Not only will you receive your overall score, but a score per subsection. If you scored less than 75% on a particular subsection, review these subsection in the *Prep Course* before taking the exam.

Starting a Review Session

To begin a review session, click on the Review Sessions tab. You will then define your review session by choosing the section, subsection and topics covered and the structure of the review.

1. Select which section you would like to review. You can do so by using the drop-down menu on the right side of the screen.

Define Your Review Session

1. WHAT SECTION DO YOU WANT TO REVIEW?

Review Session Status: 0 correct of 225

Fraud Prevention and Deterrence
Financial Transactions and Fraud Schemes
Fraud Prevention and Deterrence
Investigation
Law

2. Choose the topics to include in this review session. **Include All Topics** is selected by default. Uncheck the **Include all Topics** checkbox if you are interested in reviewing only certain subsections:

3. WHAT TOPICS DO YOU WANT TO INCLUDE FROM THIS SECTION? Include all topics

Fraud Prevention	✓	x	○	Punishment and Ethics	✓	x	○	Understanding Crime	✓	x	○
<input checked="" type="checkbox"/> Fraud Prevention Programs	0	0	44	<input checked="" type="checkbox"/> Ethics for Fraud Examiners	0	0	35	<input checked="" type="checkbox"/> Criminology	0	0	14
<input checked="" type="checkbox"/> Fraud Risk Assessment	0	0	38	<input checked="" type="checkbox"/> Punishment	0	0	12	<input checked="" type="checkbox"/> Occupational Fraud	0	0	39
								<input checked="" type="checkbox"/> Organizational Crime	0	0	30
								<input checked="" type="checkbox"/> White-Collar Crime	0	0	13

3. Select the types of questions you would like to see in your review session. You can view unanswered questions, questions you've missed, questions you've marked for review, answers you got right or a combination of any of these options:

3. INCLUDE QUESTIONS PREVIOUSLY: Unanswered Incorrectly Answered Marked Correctly Answered

4. By limiting your review session, you can schedule a study session for a certain number of questions or for a pre-determined amount of time. This selection is optional and not required to start a review session:

4. (OPTIONAL) LIMIT REVIEW SESSIONS: Number of questions Duration (hours:minutes)

5. Finally, select the **Start Review Session** button to begin:

Start Review Session

Ending a Review Session

To end a session, click the **End Review** button in the lower right-hand corner or select **Exit** from the menu at the top of the screen. If you have answered at least one question, a session report will automatically appear with your results from the current session.

Note: Individual session report summaries CANNOT be retrieved after the application is closed.

Marking Questions

If you are having difficulty with a question, the Mark for Review function allows you to mark a question to revisit at a later time. To mark a question for review, click the **Mark for Review** checkbox when answering practice questions. Mark for Review

To find Marked Questions:

1. During a review session, you can select the

First Marked button on any question:

Previous

Next

First Marked

2. When defining a review session, you can choose to view **Marked Questions**:

3. INCLUDE QUESTIONS PREVIOUSLY: Unanswered Incorrectly Answered Marked Correctly Answered

Checking Your Progress

Each main section includes subsections and topics — you can view these subsections, topics and the number of questions in each by viewing the **Current Status** section on the **Home** tab.

Current Status For both CFE Exam Prep Course and CFE Exams

SECTION	REVIEW SESSION	PRACTICE EXAM	CFE EXAM
Financial Transactions and Fraud Schemes	0 correct of 600	Not Taken	Not Taken
Fraud Prevention and Deterrence	0 correct of 225	Not Taken	Not Taken
Investigation	0 correct of 375	Not Taken	Not Taken
Law	0 correct of 300	Not Taken	Not Taken

To see progress for each section, click the section name.

Current Status For both CFE Exam Prep Course and CFE Exams

SECTION	REVIEW SESSION	PRACTICE EXAM	CFE EXAM			
Financial Transactions and Fraud Schemes	0 correct of 600	Not Taken	Not Taken			
Sub Sections	Percent Correct	Correct	Incorrect	Unanswered	Total	
Accounting and Auditing	0.0%	0	0	74	74	Not Taken
Occupational Fraud Schemes	0.0%	0	0	160	160	Not Taken
Other Fraud Schemes	0.0%	0	0	350	350	Not Taken
Law	0 correct of 300	Not Taken	Not Taken			

To see progress for each topic, select the subsection name.

Current Status For both CFE Exam Prep Course and CFE Exams

SECTION	REVIEW SESSION	PRACTICE EXAM	CFE EXAM			
Financial Transactions and Fraud Schemes	0 correct of 600	Not Taken	Not Taken			
Sub Sections	Percent Correct	Correct	Incorrect	Unanswered	Total	
Accounting and Auditing	0.0%	0	0	74	74	Not Taken
Topics	Percent Correct	Correct	Incorrect	Unanswered	Total	
Basic Accounting Concepts	0.0%	0	0	15	15	
Introduction to Fraud Examination	0.0%	0	0	24	24	
Manager's and Auditor's Responsibilities	0.0%	0	0	32	32	



Make sure you are consistently scoring 85% or higher in each section to ensure that you are ready for the exam.

Using the *Fraud Examiners Manual*

An excellent reference guide to use while taking the *CFE Exam Prep Course* is the *Fraud Examiners Manual*. The *Fraud Examiners Manual*, regarded as the reference standard for the anti-fraud profession, is a comprehensive guide fully explaining the latest fraud examination techniques, methods and procedures.

A PDF of the manual is installed on your computer with the *Prep Course*. It is titled, "2016 *Fraud Examiners Manual.pdf*." You must use Adobe Acrobat Reader to view the file. If you do not have Adobe Acrobat installed, open the "AcroRead" folder on the CD and choose "setup.exe" to install the Reader software.

You may also print out all or part of the manual. Alternatively, a printed version of the *Fraud Examiners Manual* is available for purchase from the ACFE. You may also use the *Fraud Examiners Manual* as a reference tool separately from the *CFE Exam Prep Course*.

Practice Exams

Practice exams simulate the experience of taking the CFE Exam. Each section contains 125 practice questions randomly selected from the corresponding section in the *CFE Exam Prep Course*.

Like the CFE Exam, the practice exams are timed. During a practice exam, you are allotted a maximum of 75 seconds to answer each question. You may go back and change an answer to a previously completed question as long as there is time left on the question timer.

To Start a Practice Exam:

1. Select **Practice Exam** from the navigation tabs.
2. On the left side of the screen, select the practice exam section you wish to complete.

Working on Two Computers

The *CFE Exam Prep Course* gives you the flexibility to work on two computers. First, you must install the *CFE Exam Prep Course* program on both computers. Then you may export your progress file from one computer and transfer it to your second computer. This can be done by flash drive or by email. On the second computer, open the *CFE Exam Prep Course* application and import the file.

Exporting and Importing Your Progress File

The Export Progress utility is used to export a record of your study progress from one computer to another and to create a file to send to the ACFE after the *Prep Course* requirements are fulfilled. It can also be used as a way to back up your progress as you work through the material.

To Export Your Progress File:

1. Click on the **Home** tab.
2. Access the **Utilities** section of the **Quick Help Menu** and select **Export Progress File**.
3. Select your save destination and enter the file name using `firstname_lastname_MMDDYY`.
4. You will receive notification confirming the export was successful.

To import Your Progress File:

1. Click on the Home tab.
2. Access the **Utilities** section of the **Quick Help Menu** and select **Import Progress File**.
3. Select the file from the location where you saved it and click **Open**.
4. Confirm that you wish to overwrite the previous progress file by selecting **Yes**.*
5. You will receive notification confirming the import was successful.

*You will not be able to retrieve the previous progress once you have overwritten the file.

Completing the *CFE Exam Prep Course*

To take the CFE Exam and qualify for the Money-Back Pass Guarantee (see pg. 19 for more details), you must take the following steps within one year of purchase:

1. Complete all sections of the *CFE Exam Prep Course* by answering each question correctly.
2. Score at least 85% on the practice exam for each section.
3. Choose Request Exam Activation Key from the Quick Help Menu.
4. Take the CFE Exam within 90 days* of completing Steps 1 and 2 above.

*Completion date is recorded automatically by the software the day of the last completed practice exam, or on the date you answered all questions correctly — whichever is later.

Submitting Your CFE Exam Application

To take the CFE Exam, you must submit a completed CFE Exam Application. To apply online, visit **[ACFE.com/CFEExamApplication](https://www.acfe.com/CFEExamApplication)**.

You must submit your CFE Application with proof of your education, three CFE Candidate Recommendation Forms, a recent photograph and payment. A photocopy of transcripts or certificates of any degrees earned and professional certifications acquired are acceptable for proof of education.

The Money-Back Pass Guarantee

To qualify for the guarantee, you must meet the following conditions:

- Correctly answer all questions in the *Prep Course* database at least once. If you incorrectly answer a question, it will return to the question pool and you will be asked the question again at a future time.
- As soon as you have answered all the *Prep Course* questions at least once and scored at least 85% on each practice exam, you may take the CFE Exam. However, you must complete the *Prep Course* within one year of the purchase date and finish the exam within 90 days of completing the *Prep Course*. Use the tear-off reminder card in the back of this guidebook to help you keep track of your purchase date.

NOTE: If you fail any of the four sections of the exam, you may retake those sections again at no additional cost. If you do not wish to retake the sections, then you may receive a refund of the purchase price of the *CFE Exam Prep Course* software. (Please note that if you received/purchased this software in connection with a special offer, such as a bundle or as part of a live instructional program, you may only receive a refund of that portion of the purchase price that is allocated to the *Prep Course* software.)

Accessing the CFE Exam

To Open the CFE Exam:

- **Launch CFE Exam** on the **Quick Help Menu**;
- Double click the CFE Exam desktop icon; or
- Under the Start Menu, select All Programs --> *CFE Exam Prep Course* --> CFE Exam.

Requesting Your Exam Key:

1. Select **Request Exam Activation Key** located under CFE Certification on the **Quick Help Menu**.
2. If you've completed the *CFE Exam Prep Course*, verify that your email address is correct and click **Submit Request**.
3. You will receive confirmation that your Exam Key Request was successfully sent. Please allow 3-5 business days for the Exam Key to arrive.

NOTE: If you are requesting your exam key before meeting the Money-Back Pass Guarantee requirements, the system will provide you with a warning message before proceeding. If you would like to waive the Money-Back Pass Guarantee, choose **Submit Request**.

About the CFE Exam

All CFEs are required to pass the CFE Exam in order to earn their CFE credential. The CFE Exam is administered via computer so you can take it at a convenient time.

The CFE Exam contains 500 multiple choice and true/false questions designed to test your knowledge in four areas:

- Financial Transactions and Fraud Schemes
- Law
- Investigation
- Fraud Prevention and Deterrence

Additional Study Resources and Support

The ACFE has numerous resources to assist you through the process of obtaining your CFE credential. Take advantage of these resources today.

- **Find a CFE in Your Area** — Locate a CFE in your area to learn more about the certification process and the benefits of becoming a CFE. You can also meet mentors and study with others in your local ACFE chapter. To use either of these services, visit the ACFE website at ACFE.com and click on the “Fraud Resources” link.
- **A Dedicated Coach** — The CFE Coach is dedicated to providing you with the encouragement and support you need throughout the certification process. This ACFE staff member works exclusively with members who are preparing for the CFE Exam. Email: CFECoach@ACFE.com.
- **Discussion Forums** — ACFE members can visit the *CFE Exam/Prep* discussion forum to post questions online and receive feedback from other members and ACFE staff. The discussion forums are located in the Members Only section of ACFE.com.
- **CFE Exam Coach E-Newsletter** — Containing study tips, practice questions, suggestions from members who have taken the exam and more, this monthly e-newsletter is a useful tool for anyone pursuing the CFE certification. Be sure to keep your email address updated with the ACFE to receive this valuable tool.

- **CFE Exam Review Course** — Prefer a classroom environment? This 3½-day, instructor-led course provides the essentials needed to pass the CFE Exam and become a Certified Fraud Examiner. This course, in combination with the *CFE Exam Prep Course* software, will provide you with an unbeatable combination for passing the exam.
- **Support Staff** — The ACFE staff will be happy to help you with technical support issues or any other questions you may have. Contact an ACFE Member Services Representative at (800) 245-3321 / +1 (512) 478-9000 between 8 a.m. – 5 p.m. CST or by email at MemberServices@ACFE.com.

Continuing Professional Education Credits

If you complete the *CFE Exam Prep Course*, you may earn 35 Continuing Professional Education (CPE) credits. Due to changes in NASBA's CPE standards, we are not issuing NASBA-compliant CPE credits for this course; however, your local licensing body may still grant CPE credit. Please contact the organization for which you plan to claim CPE credit to determine if it will grant CPE hours for completion of this course.

To Claim CPE Credit

To earn CPE credit, you must complete each section of the *CFE Exam Prep Course* by answering each question correctly at least once AND you must score at least 85% on each of the practice tests for the four major subject areas (Financial Transactions and Fraud Schemes, Law, Investigation and Fraud Prevention and Deterrence). If you are currently not a CFE, CPE credits earned before obtaining the CFE cannot be claimed in the future.

Maintaining Your CFE Credential

All CFEs must exemplify the highest moral and ethical standards and must agree to adhere to the Code of Professional Ethics. CFEs are also required to complete at least 20 hours of CPE per 12 months. At least 10 hours of CPE credit must be fraud-related and at least two hours must relate directly to Ethics. CFEs must certify their compliance with CPE requirements on an annual basis by their anniversary date. For more information, visit ACFE.com/CPE.

Technical Support

To report an issue in the *Prep Course* software, access the **Report an Issue Utility** on the **Quick Help Menu**. The types of issues you can report from this utility include a bug, incorrect answer, typographical error or general comment. If your issue is related to a specific question, please include the question number and any other details you have about the issue. You may be contacted by the ACFE if any additional information is necessary.

For additional support, you can also contact an ACFE Member Services Representative directly at (800) 245-3321 / +1 (512) 478-9000 between 8:00 a.m.-5:00 p.m. Central Time or by email at **MemberServices@ACFE.com**.

End User License Agreement

This End-User License Agreement (“EULA”) is a legal agreement between you (either an individual person or a single legal entity, who will be referred to in this EULA as “You”) and the Association of Certified Fraud Examiners, Inc. (“ACFE”) for your use of the ACFE Software Product that accompanies this EULA. For purposes of this EULA, the term “Software Product” includes:

- the “Software” (meaning computer programs contained in the accompanying product, including, but not limited to, codes, techniques, software tools, formats, designs, methods, processes, know-how and ideas; and any and all copies, modifications, upgrades, enhancements, and new releases thereof made or acquired by You);
- the “Content” (meaning the educational content contained in the accompanying product, including but not limited to the database of test questions, the Fraud Examiners Manual, and other exam preparatory materials, whether in printed or electronic form);
- any other printed materials, associated media, or electronic documentation contained in the accompanying product.

ACCEPTANCE OF TERMS

BY INSTALLING, COPYING OR OTHERWISE USING THE SOFTWARE PRODUCT, YOU ACCEPT AND AGREE TO THE TERMS OF THIS EULA. IF YOU DO NOT ACCEPT OR AGREE TO THE TERMS OF THIS EULA, DO NOT INSTALL OR USE THIS SOFTWARE PRODUCT. PROMPTLY RETURN THIS SOFTWARE PRODUCT TO ACFE WITHIN 30 DAYS OF RECEIPT ALONG WITH ANY OTHER MATERIALS RECEIVED UNOPENED AND UNUSED AND YOU WILL RECEIVE A FULL REFUND LESS SHIPPING AND HANDLING.

GRANT OF LICENSE

The Software Product is licensed, not sold, to You for a period not to exceed one year from the date on which you receive the Software Product. ACFE grants You and You hereby accept, without the right to sublicense, a limited, revocable, nontransferable, nonexclusive license to install and use the Software Product solely for its intended purposes as a single-user exam preparation tool. You may install and use the Software Product on up to two devices at a time, provided that each copy of the Software Product is used exclusively by a single individual user. Once You have passed all four portions of the CFE Exam, the database of test questions on this Software Product will be disabled and You will no longer be able to access them; however, You will still be able to access the Fraud Examiners Manual.

At NO time does this license grant You the right to provide or permit a copy of the Software Product or any portion of the Software or Content to be removed or used by someone other than the single user. You may not share, license, sublicense, sell, disclose, publish, lend, rent, create derivative works, lease or otherwise transfer the Software Product or any portion of the Software or Content to any third party without the express prior written consent of ACFE. Any copy of the Software Product or of any portion of the Software or Content made by You will be the property of ACFE and is subject to this EULA. This license will terminate automatically if You use or permit the use of the Software Product or any portion of the Software or Content in any manner not permitted by this EULA. In the event of such termination, You will immediately return to ACFE or destroy the Software Product. You may not: (i) modify any Software or Content other than for Your own use in accordance with this EULA; (ii) disassemble, reverse engineer, decompile or otherwise attempt to discover the source code to any Software; (iii) translate or create any derivative work based on any Software or Content; (iv) copy or reproduce any Software or Content, except as expressly permitted by this EULA; (v) operate any Software on more than one computer at a time.

PROPRIETARY RIGHTS

The Software Product, as well as the Software and the Content, involve valuable copyright, trade secrets, trademark, and other proprietary rights which belong exclusively to ACFE and are protected by applicable copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. ACFE reserves all rights in and to the Software Product, the Software and the Content except those which are expressly granted by this EULA. No title to or ownership of the Software Product, the Software or the Content is transferred to You. You will not infringe, and will take appropriate steps for the protection of such rights. You may not remove, obscure or alter any notice of copyright, trademark, trade secret or other proprietary rights relating to or appearing anywhere on the Software Product, the Software or the Content. ACFE may at any time replace, modify, enhance, or otherwise change any portion of the Software Product. You will not authorize anyone else to do anything prohibited by this EULA.

LIMITED WARRANTY

ACFE warrants solely to the person who directly acquires each license from ACFE (and not to any transferee of the person who directly acquires each license from ACFE) that (i) it

has full right and authority to enter into this Agreement; and (ii) the Software Product will perform substantially in accordance with the accompanying specifications published by ACFE for a period of one year from the date of receipt. If an implied warranty or condition is created by your state/jurisdiction and federal or state/provincial law prohibits disclaimer of it, you also have an implied warranty or condition, BUT ONLY AS TO DEFECTS DISCOVERED DURING THE PERIOD OF THIS LIMITED WARRANTY (ONE YEAR). AS TO ANY DEFECTS DISCOVERED AFTER THE ONE YEAR PERIOD, THERE IS NO WARRANTY OR CONDITION OF ANY KIND. Some states/jurisdictions do not allow limitations on how long an implied warranty or condition lasts, so the above limitation may not apply to you.

YOUR EXCLUSIVE REMEDY

ACFE's and its suppliers' entire liability and your exclusive remedy shall be, at ACFE's option, subject to applicable law, (a) return of the price paid (if any) for the Software Product, or (b) repair or replacement of the Software Product that does not meet the Limited Warranty, provided that the defective Software Product is returned to ACFE with a copy of your receipt. You will receive the remedy elected by ACFE without charge, except that you are responsible for any expenses you may incur (e.g. cost of shipping the Software Product to ACFE). This Limited Warranty is void if failure of the Software Product has resulted from accident, abuse, misapplication, abnormal use or a virus. Any replacement Software Product will be warranted for the remainder of the original warranty period or thirty (30) days, whichever is longer. To exercise your remedy, contact ACFE Member Services at the address set forth in the documentation included in the Software Product or on www.ACFE.com.

DISCLAIMER OF WARRANTIES

THE LIMITED WARRANTY THAT APPEARS ABOVE IS THE ONLY EXPRESS WARRANTY MADE TO YOU AND IS PROVIDED IN LIEU OF ANY OTHER EXPRESS WARRANTIES (IF ANY) CREATED BY ANY DOCUMENTATION OR PACKAGING. EXCEPT FOR THE LIMITED WARRANTY AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, ACFE AND ITS SUPPLIERS PROVIDE THE SOFTWARE PRODUCT AND SUPPORT SERVICES (IF ANY) AS IS AND WITH ALL FAULTS, AND HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, EITHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY (IF ANY) IMPLIED WARRANTIES, DUTIES OR CONDITIONS OF MERCHANTABILITY, OF FITNESS FOR A PARTICULAR PURPOSE, OF ACCURACY OR COMPLETENESS OR RESPONSES, OF RESULTS, OF WORKMANLIKE EFFORT, OF LACK OF VIRUSES AND OF LACK OF NEGLIGENCE, ALL WITH REGARD TO THE SOFTWARE PRODUCT, AND THE PROVISION OF OR FAILURE TO PROVIDE SUPPORT SERVICES. ACFE DOES NOT WARRANT THAT THE SOFTWARE PRODUCT IS FREE FROM ALL BUGS, ERRORS AND OMISSIONS. ALSO, THERE IS NO WARRANTY OR CONDITION OF TITLE, QUIET ENJOYMENT, QUIET POSSESSION, CORRESPONDENCE TO DESCRIPTION OR NON-INFRINGEMENT WITH REGARD TO THE SOFTWARE.

EXCLUSION OF INCIDENTAL, CONSEQUENTIAL AND CERTAIN OTHER DAMAGES
TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL ACFE OR ITS SUPPLIERS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUEN-

TIAL DAMAGES WHATSOEVER (INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS OR CONFIDENTIAL OR OTHER INFORMATION, FOR BUSINESS INTERRUPTION, FOR PERSONAL INJURY, FOR LOSS OF PRIVACY, FOR FAILURE TO MEET ANY DUTY INCLUDING OF GOOD FAITH OR OF REASONABLE CARE, FOR NEGLIGENCE, AND FOR ANY OTHER PECUNIARY OR OTHER LOSS WHATSOEVER) ARISING OUT OF OR IN ANY WAY RELATED TO THE USE OF OR INABILITY TO USE THE SOFTWARE PRODUCT, THE PROVISION OF OR FAILURE TO PROVIDE SUPPORT SERVICES, OR OTHERWISE UNDER OR IN CONNECTION WITH ANY PROVISION OF THIS EULA, EVEN IN THE EVENT OF THE FAULT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, BREACH OF CONTRACT OR BREACH OF WARRANTY OF ACFE OR ANY SUPPLIER, AND EVEN IF ACFE OR ANY SUPPLIER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

LIMITATION OF LIABILITY AND REMEDIES

NOTWITHSTANDING ANY DAMAGES THAT YOU MIGHT INCUR FOR ANY REASON WHATSOEVER (INCLUDING, WITHOUT LIMITATION, ALL DAMAGES REFERENCED ABOVE AND ALL DIRECT OR GENERAL DAMAGES), THE ENTIRE LIABILITY OF ACFE AND ANY OF ITS SUPPLIERS UNDER ANY PROVISION OF THIS EULA AND YOUR EXCLUSIVE REMEDY FOR ALL OF THE FOREGOING (EXCEPT FOR ANY REMEDY OF REPAIR OR REPLACEMENT ELECTED BY ACFE WITH RESPECT TO ANY BREACH OF THE LIMITED WARRANTY) SHALL BE LIMITED TO THE GREATER OF THE AMOUNT ACTUALLY PAID BY YOU FOR THE SOFTWARE OR U.S. \$5.00. THE FOREGOING LIMITATIONS, EXCLUSIONS AND DISCLAIMERS SHALL APPLY TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, EVEN IF ANY REMEDY FAILS ITS ESSENTIAL PURPOSE.

If you are a customer who is a consumer, you may have legal rights in your country of residence which would prohibit the foregoing limitations from applying to you, and where prohibited they will not apply to you. To find out more about rights, you should contact a local consumer advice organization.

EXPORT CONTROL

You may not use or otherwise export or re-export the Software Product except as authorized by United States law and the laws of the jurisdiction(s) in which the Software Product was obtained. In particular, but without limitation, the Software Product may not be exported or re-exported (a) into any U.S. embargoed countries or (b) to anyone on the U.S. Treasury Department's list of Specially Designated Nationals or the U.S. Department of Commerce Denied Person's List or Entity List. By using the Software Product, you represent and warrant that you are not located in any such country or on any such list. You also agree that you will not use the Software Product for any purposes prohibited by United States law.

ENTIRE AGREEMENT

This EULA (including any addendum or amendment to this EULA which is included with the Software Product) is the entire agreement between you and ACFE relating to the Software Product and the support services (if any) and they supersede all prior or contemporaneous

oral or written communications, proposals and representations with respect to the Software Product or any other subject matter covered by this EULA. To the extent the terms of any ACFE policies or programs for support services conflict with the terms of this EULA, the terms of this EULA shall control.

CONTROLLING LAW AND SEVERABILITY

This License will be governed by and construed in accordance with the laws of the State of Texas and the United States of America, excluding its conflict of law principles. This License shall not be governed by the United Nations Convention on Contracts for the International Sale of Goods, the application of which is expressly excluded. If you are a consumer based in the United Kingdom, this License will be governed by the laws of the jurisdiction of your residence. If for any reason a court of competent jurisdiction finds any provision, or portion thereof, to be unenforceable, the remainder of this License shall continue in full force or effect.

ARBITRATION

In the event a dispute between you and ACFE arises under this EULA, it is hereby agreed that the dispute shall be resolved by arbitration and administered by the International Chamber of Commerce in accordance with its Rules of Arbitration. There will be one arbitrator named in accordance with such rules. The arbitrator's decision shall be final and binding, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction. In the event a party fails to proceed with arbitration, unsuccessfully challenges the arbitrator's award, or fails to comply with the arbitrator's award, the other party is entitled of costs of suit including reasonable attorneys' fees for having to compel arbitration or defend or enforce the award. The arbitration will be conducted in the English language in the city of Austin, Texas, United States, in accordance with the U.S. Federal Arbitration Act. The arbitrator shall decide the dispute in accordance with the substantive law of the state of Texas, except as otherwise provided in this EULA.

ATTORNEYS' FEES

In any action or suit to enforce any right or remedy under this EULA or to interpret any provision of this EULA, the prevailing party will be entitled to recover its fees and costs, including reasonable attorneys' fees.

U.S. GOVERNMENT RESTRICTED RIGHTS

This is Commercial Computer Software. Thus, the Federal Government only obtains the rights to use this Software and Database stated in this software license or in any addendum thereto. 48 C.F.R. 12.212; 48 C.F.R. 227.7202-3 through 227.7202-4, as applicable.

Reach your goal
and become
a CFE!

I purchased the *CFE Exam Prep Course* on:

PURCHASE DATE

I have one year to complete the course. My completion deadline is:

COMPLETION DEADLINE DATE

I completed the *CFE Exam Prep Course* on:

CFE EXAM PREP COURSE COMPLETION DATE

I have 90 days from the time I completed the *CFE Exam Prep Course* to take the CFE Exam:

CFE EXAM DEADLINE DATE



**CERTIFIED FRAUD
EXAMINER**



ACFE[®]

Association of Certified Fraud Examiners

GLOBAL HEADQUARTERS • THE GREGOR BUILDING

716 West Ave • Austin, TX 78701-2727 • USA

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

Fax: +1 (512) 478-9297 • Web: ACFE.com

Email: MemberServices@ACFE.com

© 2016 Association of Certified Fraud Examiners, Inc. "ACFE," "CFE," "Certified Fraud Examiner," "CFE Exam Prep Course," "Association of Certified Fraud Examiners," the ACFE Seal, the ACFE Logo and related trademarks, names and logos are the property of the Association of Certified Fraud Examiners, Inc., and are registered and/or used in the U.S. and countries around the world.

SINGLE USER COPY

Not for transfer, distribution or resale. The software will be disabled once user passes CFE Exam.