

## Anti-Fraud Education Partnership FAQs

### RESOURCE QUESTIONS

#### **How do I access the free resources?**

Initial access is granted through the welcome email which includes a link and password to the free online resources. The password changes annually, therefore password requests must be sent by email to [HigherEd@ACFE.com](mailto:HigherEd@ACFE.com).

#### **How long does it take to receive the free resources?**

Typically, it takes two business days to review and process requests to join. Once your institution has been approved, the link and password to the online resources are sent via email.

#### **One of the free resources is a Fraud Examiners Manual (FEM). Can I get a free copy each year?**

Partners receive one free FEM on CD-ROM for their library. Additional FEMs can be purchased using the Educator discount (if qualified).

#### **What textbooks are suggested?**

Ultimately, it is up to the instructor and/or institution. However, we recommend using *Principles of Fraud Examination* by Dr. Joseph T. Wells, CFE, CPA. View other suggested titles [here](#).

#### **Do you provide desk copies of the suggested textbooks?**

Unfortunately, we do not offer desk copies of the suggested textbooks. However, we encourage you to contact the publishing companies directly to inquire about receiving a free copy.

#### **Can I use the free resources at my place of employment?**

No. Resources cannot be shared, distributed or used outside of the participating institution.

### LETTER OF INTENT AND TERMS OF USE QUESTIONS

#### **What is a letter of intent?**

A letter of intent outlines or confirms that a certain course of action will take place between two parties. The instructor or Dean will include in the letter their plan to implement a fraud examination course, name the instructor who will teach the course, list the level and credit hours, date the course will start and sign the Terms of Use.

#### **Who should the letter of intent come from?**

The letter can be submitted on letterhead by the instructor teaching the course, the Dean or other faculty member associated with the course development and approval.

#### **How many months in advance should a letter of intent be provided?**

We recommend that you do not send your letter more than 6 months before your course start date since we cannot send resources that far in advance.

#### **Who should sign the Terms of Use?**

All faculty teaching the fraud examination course and utilizing ACFE resources must sign the Terms of Use.

**How many times do I submit evaluations?**

Evaluations are only submitted after your semester using the ACFE resources. Evaluations are provided to the instructor through the welcome email; instructors do not need to create an evaluation form or submit an institution-created form. The purpose of the evaluations is to get feedback on the resources only.

**REQUIREMENT QUESTIONS****What is the cost to join?**

There is no fee to join. If the requirements of the partnership are met, resources are provided free of charge.

**Do I have to be a Certified Fraud Examiner (CFE) to teach the course?**

Being a CFE is not a requirement to teach the course. We do offer a substantial discount to educator members who wish to become certified and want to obtain the CFE Exam Prep Course at a reduced rate. Contact [HigherEd@ACFE.com](mailto:HigherEd@ACFE.com) for more information.

**What if I already have an existing course but my institution is not a partner?**

A letter of intent must still be submitted to join. If the course title is NOT already titled Fraud Examination, outline your plan to add fraud examination to the title. Each title will be reviewed and considered on a case by case basis.

**What if my current course includes fraud examination *content* but is not *titled* fraud examination?**

Unfortunately, a course that only includes aspects of fraud examination will not qualify for the partnership. The course must be titled fraud examination or have fraud examination in the title to qualify.

**What if my institution does not qualify?**

For those who do not qualify, we encourage integrating the four resources listed on the [Resource Request Form](#). Only Educator members qualify for these resources.

**I am not a member of ACFE. Can my institution still join?**

The instructor teaching the course must be a [member](#) of the ACFE before the institution can join.

**I am employed by a training center. Can my organization apply?**

Unfortunately, the Anti-Fraud Education Partnership is only available to accredited colleges and universities.

**I have taken over a course at my institution. How do I get the resources?** Email [HigherEd@ACFE.com](mailto:HigherEd@ACFE.com) with your institution information for verification. Once verified, you must sign a Terms of Use to be provided the resources.

**What if I am an adjunct professor?**

Adjuncts can join their institution by meeting all requirements of the Anti-Fraud Education Partnership.

**GENERAL QUESTIONS****Can I use the official ACFE logo?**

No. Only the official Anti-Fraud Education Partnership logo can be used; not the ACFE logo. Requests to use the partnership logo can be emailed to Higher Education at [HigherEd@ACFE.com](mailto:HigherEd@ACFE.com).

**What happens if I leave the institution?**

When ACFE sends the resources, they automatically become the property of the institution. It is up to the educator to provide the school with the resources upon leaving. Contact Higher Education at [HigherEd@ACFE.com](mailto:HigherEd@ACFE.com) to notify us of the new instructor.

**What happens if the course is not continued?**

Contact Higher Education at [HigherEd@ACFE.com](mailto:HigherEd@ACFE.com) to notify us that your course has ended.

**When will my institution be listed on the ACFE website?**

Your institution will be listed within two business days of acceptance into the program.