Please mail or fax the registration to:

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ADDITIONAL INFORMATION ON THE CAMS EXAMINATION

Taking the CAMS Examination

The CAMS examination consists of 120 multiple choice and multiple selection questions. All candidates have 3 ½ hours to complete the exam. There is no penalty for guessing.

Tip: Avoid leaving any questions unanswered to maximize your chances of passing. It is better to guess than to leave a question unanswered. Additional study and test-taking tips can be found in the CAMS Examination Study Guide that all candidates receive as part of the CAMS Examination package. For practice questions, please see Chapter 6 of the Study Guide.

CAMS Examination Content Outline

1. RISKS AND METHODS OF MONEY LAUNDERING AND TERRORISM FINANCING

1.1 Identify the risks to individuals for violations of AML laws.
1.2 Identify the risks to institutions for violations of AML laws.
1.3 Identify economic and social consequences of money laundering.
1.4 Identify the purpose of sanctions being imposed (e.g., OFAC, UN, EU).
1.5 Identify methods to finance terrorism.
1.6 Identify methods to launder money used in banks and other deposit taking institutions.
1.7 Identify methods to launder money used in insurance companies.
1.8 Identify methods to launder money using broker-dealers, investment advisors, and the capital markets (e.g., securities, futures).
1.9 Identify methods to launder money used in gaming (e.g., casinos).
1.10. Identify methods to launder money used in dealers of precious metal or high-value items.
1.11 Identify methods to launder money used in real estate.
1.12 Identify methods to launder money used in bureaux de change and money services businesses.
1.13 Identify methods to launder money used by lawyers, notaries, accountants, and auditors.
1.14 Given a scenario about trust and company service providers, identify the red flags that indicate laundering or financing terrorism.
1.15 Given a scenario about emerging risks associated with technology as an enabler of money laundering or financing terrorism, identify the red flags.
1.16 Given a scenario about banks and other deposit taking institutions, identify the red flags that indicate money laundering or financing terrorism.
1.17 Given a scenario about insurance companies, identify the red flags that indicate money laundering or financing terrorism.
1.18 Given a scenario about broker-dealers, investment advisors, and the capital markets (e.g., securities, futures), identify the red flags that indicate money laundering or financing terrorism.
1.19 Given a scenario about gaming (e.g., casinos), identify the red flags that indicate money laundering or financing terrorism.
1.20. Given a scenario about dealers of precious metal dealers and high-value items, identify the red flags that indicate money laundering or financing terrorism.
1.21 Given a scenario about dealers of real estate, identify the red flags that indicate money laundering or financing terrorism.
1.22 Given a scenario about bureaux de change and money services businesses, identify the red flags that indicate money laundering or financing terrorism.
1.23 Given a scenario about lawyers, notaries, accountants, and auditors, identify the red flags that indicate money laundering or financing terrorism.
1.24 Given a scenario, identify the red flags that indicate human trafficking.
1.25 Given a scenario about financial transactions that offer anonymity, identify the red flags that indicate money laundering or financing terrorism.
1.26 Given a scenario about lack of transparency of ownership (e.g., shell companies, trusts), identify the red flags that indicate money laundering or financing terrorism.
1.27 Given a scenario about moving money, identify the red flags that indicate money laundering or financing terrorism could be occurring.
1.28 Given a scenario involving commercial transactions, identify the red flags that indicate how trade-based money laundering could be occurring.

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2. COMPLIANCE STANDARDS FOR ANTI-MONEY LAUNDERING (AML) AND COMBATING THE FINANCING OF TERRORISM (CFT)

2.1 Identify the key aspects of the FATF 40 Recommendations.
2.2 Identify the process that FATF uses to raise awareness of certain jurisdictions with lax AML controls.
2.3 Identify key aspects of BASEL Committee Customer Due Diligence Principles.
2.4 Identify key aspects of the Wolfsberg Groups's AML Principles as they relate to private banking.
2.5 Identify key aspects of the Wolfsberg Group's AML Principles as they relate to correspondent banking.
2.6 Identify the key aspects of the EU Directives on money laundering.
2.7 Identify key aspects of the USA PATRIOT Act that have extraterritorial reach.
2.8 Identify key aspects of OFAC sanctions that have extraterritorial reach.
2.9 Given a scenario involving a non-US financial institution, identify the extraterritorial impact of the USA PATRIOT Act.
2.10. Identify the key roles of regional FATF-style bodies.
2.11 Identify the key objectives of the Egmont Group.

3. AML, CFT AND SANCTIONS COMPLIANCE PROGRAMS

3.1 Identify the components of an institution-wide risk assessment.
3.2 Given a scenario with unmitigated risks, identify the appropriate course of action that should be taken.
3.3 Given a scenario of institution-wide controls, record-keeping requirements and other mitigating factors, identify how these components should be applied.
3.4 Given a scenario, identify the key aspects of delivering targeted training for different audiences and job functions.
3.5 Given a scenario, identify key components of an AML training program.
3.6 Identify the roles senior management and the board of directors play in how an institution addresses AML oversight.
3.7 Given a scenario, identify the roles senior management and board of directors play in how the institution addresses AML governance.
3.8 Given a scenario, identify how customer onboarding should be implemented for the institution.
3.9 Given an scenario, identify areas to increase the efficiency and accuracy of automated AML tools.
3.10. Given a scenario, identify customers and potential employees that would warrant enhanced due diligence.
3.11 Given a scenario, identify the steps that should be followed to trace funds through a financial institution.
3.12 Given a scenario including general client behavior, identify the suspicious behavior.
3.13 Given a scenario including some suspicious client behavior, identify how the institution should respond to these behaviors.
3.14 Given a scenario, identify the red flags and pressures (internal and external) with obscuring wire transfer information (e.g., beneficiary, originator).
3.15 Given a scenario, identify red flags associated with transactions or use of accounts (e.g., cash transactions, non-cash deposits, wire transfers, credit transactions, trade financing, investment activity).
3.16 Given a scenario including red flags associated with transactions or account activity, identify how the institution should respond to the red flags.
3.17 Given a scenario including red flags associated with employee activity, identify how the institution should respond to the suspicious activity.
3.18 Given a scenario, identify situations in which the SAR/STR should be filed.
3.19 Given a scenario, identify how the SAR/STR information in the documents should be protected.
3.20. Given a scenario, identify how to respond to law enforcement/governmental requests.
3.21 Given a scenario about an institution operating with multiple lines of business and/or in multiple jurisdictions, identify the important aspects of implementing an enterprise-wide approach to managing money laundering risk.
3.22 Given a scenario, identify appropriate steps to take to comply with sanctions requirements.
3.23 Identify sources for maintaining up-to-date sanctions lists.
3.24 Given a scenario about a relationship with a PEP, identify the appropriate steps to mitigate the risk.
3.25 Given a scenario, identify internal and external factors that can cause a reassessment of the current AML program.
3.26 Given a scenario, identify when and how to implement necessary program changes (e.g., policy/procedure change, enhanced training).
3.27 Given a scenario, identify the process to assess the money laundering and sanctions risk associated with new products and services.
3.28 Given a scenario, identify internal or external factors that should be escalated to management and/or the board of directors.
3.29 Given a scenario, identify how to respond to AML audit findings and/or regulator findings.
3.30. Given a scenario, identify the importance of ensuring the independence of an audit of the AML program.
3.31 Given a scenario, identify an appropriate risk-based approach to AML audits.

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4. CONDUCTING AND SUPPORTING THE INVESTIGATION PROCESS

4.1 Given a scenario about a high profile SAR/STR, identify how to report it to management/board of directors.
4.2 Given a scenario, identify the appropriate manner to report a SAR/STR to authorities.
4.3 Identify how to maintain and secure all supporting documentation used to identify suspicious activity.
4.4 Given a scenario, identify factors that indicate an institution should exit a relationship due to excessive money laundering risk.
4.5 Given a scenario, identify factors that should be considered to keep an account open based on a law enforcement agency request.
4.6 Given a scenario with an institution conducting an investigation of a customer, identify the areas and/or records it should examine.
4.7 Given a scenario with a regulatory or law enforcement agency conducting an investigation of an institution's customer, identify the additional steps the institution should take.
4.8 Given a scenario with an institution being investigated by a regulatory or law enforcement agency, identify actions the institution should take.
4.9 Identify the factors that must be considered before institutions share customer-related information across and within the same jurisdiction.
4.10. Given a scenario involving a senior level employee engaged in potentially suspicious behavior, identify how address a potential AML situation (e.g., board member, CEO).
4.11 Identify appropriate techniques that can be used for interviewing potential parties involved in an AML event.
4.12 Given a scenario, identify the available public source data and other sources that can be used in an investigation.
4.13 Identify the methods that law enforcement agencies may use to request information from an institution.
4.14 Identify the types of information law enforcement agencies typically ask for from institutions during investigations.
4.15 Identify how authorities (e.g., FIUs, central banks, governments, regulatory bodies) can cooperate and provide assistance when conducting cross-border money laundering investigations.
4.16 Identify what a government FIU does and how it interacts with the public and private sectors.
4.17 Identify the role of strict safeguards on privacy and data protection in AML investigations.

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Reschedule / Cancellation Policy Regarding Your Exam Date

Refunds will not be granted to individuals requesting to withdraw from an exam after registering. If you wish to change your exam date or time, or cancel your appointment, you must do so at least 72 hours prior to your scheduled date. Any exam cancellations or rescheduling that takes place less than 72 hours before the exam will incur a $100 fee which must be paid directly to ACAMS. You must re-establish eligibility with ACAMS by contacting certification@acams.org or +1 305.373.0020. ACAMS will provide you with additional information about your eligibility.

Examination Day

Plan to arrive 15 minutes before the scheduled appointment to allow time for check-in. Candidates who are late may not be allowed to take the exam.

Identification

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

Valid forms of primary identification include:

- Driver's license
- State-issued identification card
- Military identification
- Passport
- Other government-issued identification

Items Not Permitted

Purses, bags, and coats are not permitted in the testing room. If you wear a jacket/coat in the testing room, it must be worn at all times. Lockers will be provided at no cost if item storage is needed. Electronic devices are not permitted in the testing room including:

- Telephones
- Digital watches
- PDA's
- Signaling devices such as pagers and alarms
- Calculators

Examination Procedures and Code of Conduct

You will have three and a half hours to complete the exam. Additional time will not be allowed. There are no scheduled breaks. Candidates must have the permission of the test center proctor to leave the testing room.

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

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

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

Examination Integrity / Professional Dishonesty

The examination performance of all candidates is monitored and may be analyzed statistically for purposes of detecting and verifying any form of cheating. If it is determined that a score has questionable validity, after appropriate review, the score will be marked as invalid and the candidate may be barred from retesting indefinitely or for a period as determined by ACAMS.

Integrity of the Examination

ACAMS has taken strict security measures to ensure the integrity of the CAMS Examination. These security measures include:

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

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

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

Center Problem Reporting

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

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Inclement Weather

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

Confidentiality

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

ACAMS posts a list of certified members on www.ACAMS.org

Retaking the Examination

If a candidate does not pass, they will have the opportunity to retake the examination. The candidate can reschedule 48 hours after taking the exam, but must wait 2 months before retaking the examination. A candidate who applies for reexamination after one year following their original application must resubmit their full application, documentation of eligibility and examination fee. A candidate is not allowed to take the examination more than three consecutive times; there are no exceptions allowed. The waiting period to retake the examination after the third consecutive attempt is 6 months.

To schedule a re-take, the candidate must:

1. Contact ACAMS at certification@ ACAMS.org or +1 305.373.0020
2. Pay the examination fee to receive their new Voucher Code:
   a) $290 for Private members
   b) $190 for Public members
3. Reschedule their exam through the test delivery website.

Appeals

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

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

Candidate Identity Management System (CIMS)

Kryterion takes appropriate organizational and technical measures to protect the personal and test data provided to or collected by it. Kryterion shall not retain data any longer than permitted in order to perform its services or as required under relevant legislation.

Your personal and test data can only be accessed by authorized employees of Kryterion that need to have access to this data in order to be able to fulfill their given duties.

Kryterion shall take appropriate technical measures to protect the confidentiality of the test content, with due observance of the applicable obligations and exceptions under the relevant legislation.

Through its websites, Kryterion offers online test creation and high-stakes test delivery system to its clients using its Webassessor™ product.

What Information Does Kryterion Collect?

Kryterion may gather and process information about you, including (but not limited to) information in the following categories:

a. Identification data (name, address, telephone, email address etc.);
b. Profile information (e.g. age, sex, country of residence etc.) (THIS DOES NOT INCLUDE YOUR USER PROFILE)
c. Banking and payment information (credit card information, account number, etc.);
d. Survey result and usage information;
e. Products or services ordered and delivered;
f. Video and sound recordings;
g. Test data (data processed for the purpose of providing online testing or the billing thereof, including, but not limited to, the duration of the test.)

How Does Kryterion Use this Information and for what Purpose?

Our primary purpose in collecting information is to provide you with a safe, smooth, efficient, and customized experience. Kryterion collects and processes personal data relating to you, as permitted or necessary to protect both your, and Kryterion's, interests, including in particular to enforce our Terms of Service and fight against fraud.

a. Provide testing services by means of the Kryterion Webassessor™ software;
b. Provide other services for you (as described when we collect the information);
c. Provide you with customer support and troubleshooting problems;
d. Compare information for accuracy; verify your identity;
e. Customize, measure, and improve Kryterion software, our products and websites content and layout;
f. Provide eCommerce services
g. Provide and invoice certain services for Webassessor™

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How Long is Your Personal Data Kept by Kryterion?

Kryterion and, where relevant, the Kryterion group entities will retain your information for as long as is necessary to (1) fulfill any of the purposes listed above or (2) comply with applicable legislation, regulatory requests, and relevant orders from competent courts.

To Whom Does Kryterion Transfer Your Personal Information?

Kryterion shall not sell, rent, trade or otherwise transfer any personal and/or test data to any third party without your explicit permission, unless it is obliged to do so under applicable laws or by order of the competent authorities.

Please be informed that, notwithstanding that which has been previously stated, in the event of a designated authority lawfully requesting Kryterion to retain and provide personal data, or test data, Kryterion will provide all reasonable assistance and information to fulfill this request.

ACAMS – USA

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