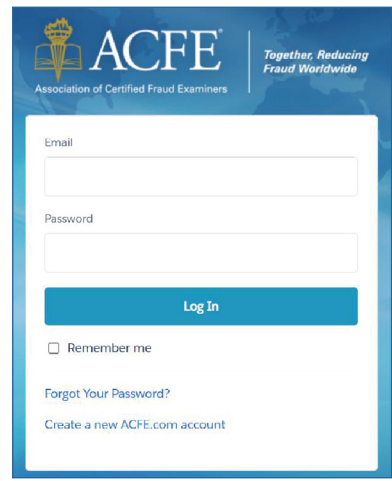


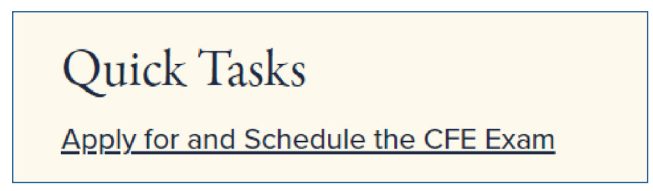
HOW TO SCHEDULE YOUR CFE EXAM

1 Once your application is approved and you received the confirmation email from ACFE, log into your [Certification Portal](#).



The login form features the ACFE logo and tagline 'Together. Reducing Fraud Worldwide'. It includes input fields for 'Email' and 'Password', a blue 'Log In' button, a 'Remember me' checkbox, and links for 'Forgot Your Password?' and 'Create a new ACFE.com account'.

2 Click on the **Apply for and Schedule the CFE Exam** link under the **Quick Task** menu.



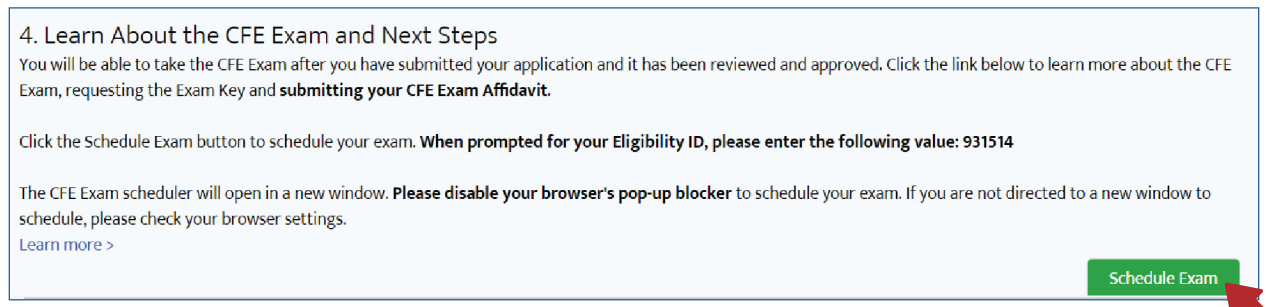
A yellow box titled 'Quick Tasks' containing a link: [Apply for and Schedule the CFE Exam](#)

3 Click **Edit** next to your approved application.

Status	Last Modified Date	
Application Approved	Jun 25, 2022	Edit

4 Scroll down to part 4, **Learn About the CFE Exam and Next Steps**. Take note of your Eligibility ID # (this is the same as your ACFE Member #).

5 Click **Schedule CFE Exam**.



4. Learn About the CFE Exam and Next Steps
You will be able to take the CFE Exam after you have submitted your application and it has been reviewed and approved. Click the link below to learn more about the CFE Exam, requesting the Exam Key and **submitting your CFE Exam Affidavit**.

Click the Schedule Exam button to schedule your exam. **When prompted for your Eligibility ID, please enter the following value: 931514**

The CFE Exam scheduler will open in a new window. **Please disable your browser's pop-up blocker** to schedule your exam. If you are not directed to a new window to schedule, please check your browser settings.
[Learn more >](#)

[Schedule Exam](#)

6 A new page will launch taking you to [Prometric](#).

HOW TO SCHEDULE YOUR CFE EXAM

7 Note: Your exam eligibility has been created and you now have 60 days to schedule and complete all 4 sections of the CFE Exam. You can review your eligibility dates by going back to step #4 in the **Certification Portal**.



EXAM	SECTION	SCHEDULE ELIGIBILITY START	SCHEDULE ELIGIBILITY END	ELIGIBILITY STATUS	Schedule Exam
2021	Financial Transactions and Fraud Schemes	2021-05-24	2021-07-23	Active	
2021	Fraud Prevention and Deterrence	2021-05-24	2021-07-23	Active	
2021	Investigation	2021-05-24	2021-07-23	Active	
2021	Law	2021-05-24	2021-07-23	Active	

8 Choose how you want to take your CFE Exam:


- Remote Proctoring to take your exam on your computer.
- Prometric Testing Center to take your exam at a Prometric center near if you available.

9 Click the **link** to schedule your exam.

Remote Proctoring

- Ensure you have access to a:
 - Computer capable of installing a lightweight app
 - Web camera capable of a 360-degree environmental check
 - Microphone
 - Stable internet connection
 - Private location
- [Confirm](#)  your computer and network's compatibility to allow remote proctoring. Remote exams are offered using Prometric's ProProctor™ online software.
- [Click here](#)  to schedule your remotely proctored exam.

Prometric Testing Center

- [Click here](#)  to schedule your exam at a Prometric Testing Center.
- Note that there will be an additional \$10-per-exam sitting fee for any CFE Exam sections completed at a testing center, paid directly to the ACFE.

10 **IMPORTANT:** Take note of the **Reschedule/Cancelation Policy** before continuing. Fees apply if an exam is scheduled and cancelled less than 30 days in advance.

HOW TO SCHEDULE YOUR CFE EXAM



- 11** Continue the scheduling process by reading the instructions and clicking the **next arrow**.

Schedule Appointment

completion of your exams. You will not be granted the CFE certification until all outstanding balances have been paid.

Please note that you will be charged a rescheduling fee for any changes to your exam appointment within 30 days of your appointment date. Changes made between 3 and 29 days are subject to a \$35 fee, paid directly to Prometric at the time of the appointment change.

You may not reschedule an exam within 3 days of your appointment. Failing to show up for an exam or canceling your exam appointment within the 3-day window will result in a \$50 rescheduling fee and forfeiture of an exam attempt.

- 12** Check the **confirmation** and **consent** boxes and click **next**.


Schedule Appointment

Do you consent to the collection, processing, use and storage of your personal data and information including video and audio-recordings, and where required by the test sponsor biometric data?

I confirm that I am at least 18 years of age, or that I am the parent or guardian of the data subject and/or exam candidate, and that I am authorized to make the consent election required below regarding the collection and processing of personal data.

I Consent

I Do Not Consent



- 13** Enter your Eligibility # (this is the same # as your ACFE Member #) and first 4 characters of your last name (Last Name must match your ACFE account and Government Issued ID).

- 14** Click **Submit**.



Exam Selection

Eligibility Information

* Indicates required field

* Eligibility Number :

* First 4 characters of last name :

HOW TO SCHEDULE YOUR CFE EXAM

- 15** Choose the **exam** you are scheduling. Only choose 1 section at a time to schedule.
*The below screenshots are for remote proctoring. Steps may vary if scheduling at a testing center.



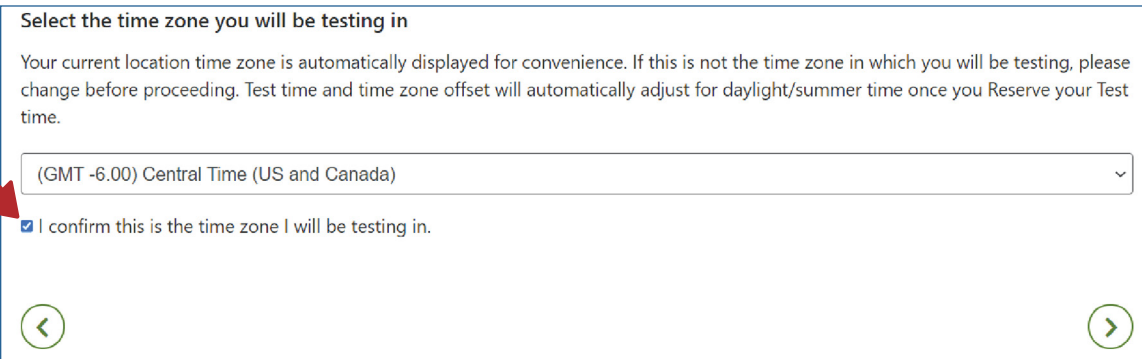
Exam Selection

4 Results Found

Testing Window: 24 MAY 2021 to 23 JUL 2021

- 2021 CFE Exam - Financial Transactions and Fraud Schemes
Testing Window: 30 APR 2021 to 29 JUN 2021
- 2021 CFE Exam - Fraud Prevention and Deterrence
Testing Window: 30 APR 2021 to 29 JUN 2021
- 2021 CFE Exam - Investigation
Testing Window: 24 MAY 2021 to 23 JUL 2021
- 2021 CFE Exam - Law
Testing Window: 30 APR 2021 to 29 JUN 2021

- 16** Select the **time zone** from the drop down menu and click the **confirmation checkbox**.



Select the time zone you will be testing in

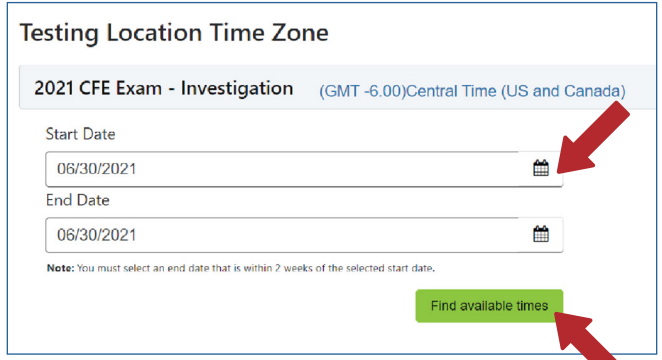
Your current location time zone is automatically displayed for convenience. If this is not the time zone in which you will be testing, please change before proceeding. Test time and time zone offset will automatically adjust for daylight/summer time once you Reserve your Test time.

(GMT -6.00) Central Time (US and Canada)

I confirm this is the time zone I will be testing in.

- 17** Click the **next arrow**.

- 18** Choose the exact date or date range you would like to schedule your exam by clicking the **calendar icon**.



Testing Location Time Zone

2021 CFE Exam - Investigation (GMT -6.00)Central Time (US and Canada)

Start Date: 06/30/2021

End Date: 06/30/2021

Note: You must select an end date that is within 7 weeks of the selected start date.

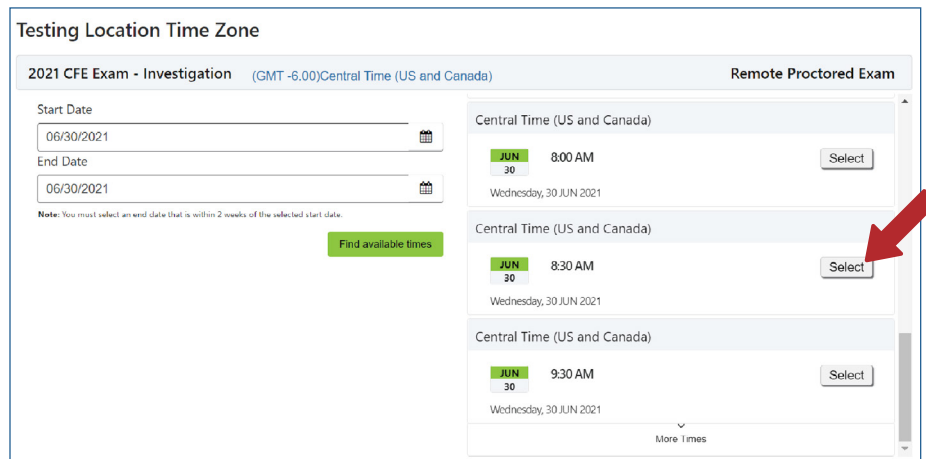
Find available times

- 19** Click **Find available times**.

HOW TO SCHEDULE YOUR CFE EXAM

20 Scroll through the list of available times to choose a time that fits your schedule.

21 Click **Select**.



Testing Location Time Zone

2021 CFE Exam - Investigation (GMT -6.00)Central Time (US and Canada) Remote Proctored Exam

Start Date: 06/30/2021
End Date: 06/30/2021

Note: You must select an end date that is within 2 weeks of the selected start date.

Find available times

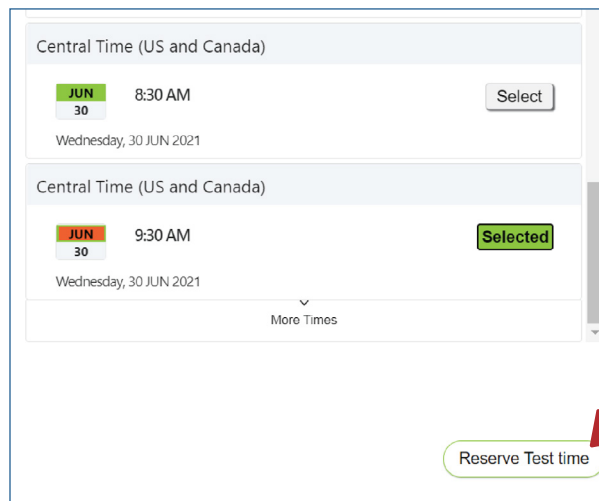
Central Time (US and Canada)
JUN 30 8:00 AM Select
Wednesday, 30 JUN 2021

Central Time (US and Canada)
JUN 30 8:30 AM Select
Wednesday, 30 JUN 2021

Central Time (US and Canada)
JUN 30 9:30 AM Select
Wednesday, 30 JUN 2021

More Times

22 Click **Reserve Test Time**.



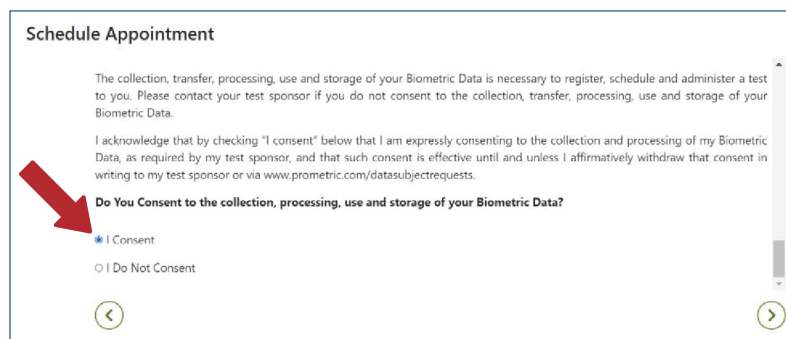
Central Time (US and Canada)
JUN 30 8:30 AM Select
Wednesday, 30 JUN 2021

Central Time (US and Canada)
JUN 30 9:30 AM Selected
Wednesday, 30 JUN 2021

More Times

Reserve Test time

23 Click the **I Consent** box to confirm your appointment.



Schedule Appointment

The collection, transfer, processing, use and storage of your Biometric Data is necessary to register, schedule and administer a test to you. Please contact your test sponsor if you do not consent to the collection, transfer, processing, use and storage of your Biometric Data.

I acknowledge that by checking "I consent" below that I am expressly consenting to the collection and processing of my Biometric Data, as required by my test sponsor, and that such consent is effective until and unless I affirmatively withdraw that consent in writing to my test sponsor or via www.prometric.com/datasubjectrequests.

Do You Consent to the collection, processing, use and storage of your Biometric Data?

I Consent
 I Do Not Consent

< >

HOW TO SCHEDULE YOUR CFE EXAM

- 24 Complete the required fields on the **Profile** page. All information must match your Government issued ID.

Profile

The name used to schedule your appointment must exactly match the name shown on your identification. At a minimum, the identification must be a valid English alphabet, your signature and your photograph. Additional identification policies may apply. Please check with your sponsoring organization for details.

* Indicates required field

* ClientCandidateId1
931514

* First (Given) Name
Lora

* Last (Family) Name
VanHoogstraat

City
[Empty]

* Country
UNITED STATES

* State/Province
TX

* Postal Code
78745

* Home (Evening) Phone
7344173985

Email Address
lorav519@hotmail.comtest

Validate Email
lorav519@hotmail.comtest

- 25 Review the verification screen to ensure your CFE Exam section, appointment location, date and time are correct.

- 26 If you want text reminders of your appointment, click the **SMS/Text checkbox**.

- 27 Once confirmed, click **Complete Appointment**.

Appointment Verification

You must verify the information below and click 'Complete Appointment' to complete your transaction.

Personal Details
 Name: Lora VanHoogstraat
 Phone: 7344173985
 Email: lorav519@hotmail.comtest

Appointment Details
JUN Central Time (US and Canada) on Wed, 30 JUN 2021 (9:30 AM - 11:45 AM)
30 Exam: 2021 CFE Exam - Investigation
 Time 9:30 AM - 11:45 AM
 Date Wed, 30 JUN 2021
 Total Duration: 2 hr, 15 min.

Payment Details

	Price
1. Exam: 2021 CFE Exam - Investigation Exam fee:	\$00.00

Send me an SMS/Text message reminder for this appointment. (Text messaging fee may apply)

Select Country/Region: UNITED STATES Mobile Phone Number: +1 7344173985

By clicking the "Complete Appointment" button below, you agree to all terms and conditions related to payments, reschedules, cancellations, refunds and other policies set forth by your sponsoring organization.

Complete Appointment

HOW TO SCHEDULE YOUR CFE EXAM

- 28** Make sure you get the **Appointment Confirmed** screen. You will receive a confirmation email confirming your appointment as well as additional instructions on what to expect the day of your CFE Exam.

Appointment Summary Print Confirmation

Appointment Confirmed

Confirmation Number: 000000096484446

A confirmation email has been sent to lorav519@hotmail.comtest

Personal Details


Name: Lora VanHoogstraat
Phone: 7344173985
Email: lorav519@hotmail.comtest

Appointment Details


JUN	Central Time (US and Canada)	on Wed, 30 JUN 2021	(9:30 AM - 11:45 AM)	Status: Scheduled
30	Exam: 2021 CFE Exam - Investigation			
	Time 9:30 AM - 11:45 AM			
	Date Wed, 30 JUN 2021			
				Total Duration: 2 hr, 15 min.

Payment Details


	Price
1. Exam: 2021 CFE Exam - Investigation Exam fee:	\$500.00




- 29** Click the **X button** to go back to the Prometric page and schedule your remaining CFE Exams. If you aren't ready to schedule the other exams you may return back to the Prometric page at <https://www.prometric.com/test-takers/search/acfe> and follow these steps again.



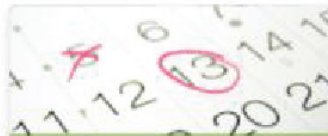
Search Availability




Schedule



Confirmation/Receipt



Reschedule



Cancel