Event Accreditation Guidelines

Non-ACAMS Training

acams.org
Event Accreditation Guidelines

The purpose of these guidelines is to ensure that all external training accredited by ACAMS exemplifies the high standards established for ACAMS events.

- Providers wishing to accredit an event will need to complete and submit the ACAMS Accreditation Application, along with the program’s agenda, by no later than 30 days prior to the start date of the event. In no instance will applications received after the event be accepted for CAMS credits.

- Accreditation is based on a per event basis. Applications for multiple events must be submitted individually. Accreditation is given to an individual event, not the organization.

- After an application is submitted, the timeframe for review is 10 US business days. ACAMS will not refund or credit providers for denied applications.

- Accredited events will be listed on the ACAMS website on the External Event Accreditation web page. If the event is approved, partners may only advertise that the event has been approved for “X” CAMS Credits as awarded by ACAMS. Partners must also provide a link on their website to the ACAMS External Event Accreditation web page.

- The provider must ensure that its trainers have sufficient experience and knowledge to deliver the event in an effective and efficient manner. The provider must also have an effective process for selecting and training its trainers, which guarantees the event is delivered in an effective and efficient manner.
## Eligibility Criteria

- The provider's event must be related to AML and financial crime to qualify for accreditation. Events not related to the subject matter are ineligible for approval. Recorded events will not be considered for accreditation.

- ACAMS awards CAMS credits based on educational hours. 60 minutes of learning = 1 CAMS credit. Time allocated for non-educational components such as; opening/closing remarks, breaks, and networking events, will not be considered for CAMS credits. ACAMS does not award half credits or round-up. **Events must meet a minimum of one hour of continuous learning in order to earn 1 CAMS credit.**

- ACAMS does not guarantee a specific number of credits for any individual event. Credits will vary based on the event’s agenda submitted. ACAMS reserves the right to deny any application if the event does not meet ACAMS standards for training or if it is determined the event can detract attendance from ACAMS conferences or events.

## Eligible Event Formats:

<table>
<thead>
<tr>
<th>Webinar</th>
<th>Seminar (In-person)</th>
<th>Training Course</th>
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<tr>
<td>Internal Training</td>
<td>Government Training</td>
<td>Live Virtual Classrooms</td>
</tr>
<tr>
<td>Workshop</td>
<td>Conference</td>
<td>University / College Course</td>
</tr>
<tr>
<td>Roundtable</td>
<td>Working Group</td>
<td>Symposium</td>
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- Self-Study events are not eligible for accreditation.
- Pre-recorded events are not eligible for accreditation.
Accreditation Process

APPLICATION SUBMISSION

- Providers wishing to accredit their event may fill out the ACAMS Event Accreditation Application. It is required to include the event’s agenda while filling out the online application.

- The event’s Agenda must include the specific time for each session, as well as a brief description of the topic and its speaker(s). The timed outline must include a time breakdown for all event components including:
  - Session Topics
  - Breaks (if any)
  - Opening/Closing remarks (if any)
  - Networking Events (if any)

- Events submitted without an agenda will not be evaluated.

- Documentation not supporting these specifications will result in application denial, should the provider not be able to produce the requested information within 7 days from the date of notification by ACAMS.

APPLICATION FEE

- ACAMS is required to collect sales tax on certain taxable sales, depending on the location of the customer’s business. We will monitor developments in sales tax laws, and we will collect sales tax from customers as required to ensure that we remain in compliance with laws, unless the customer is a tax-exempt organization or a reseller with a current exemption certificate on file with ACAMS.

- The cost to apply is $50 per individual application, and the accreditation fee is only billed to partners whose event is ready for approval. ACAMS Customer Support will provide the invoice via email. Accepted payment methods include credit card, wire transfer, or check.

APPLICATION EVALUATION

- Applications will be evaluated by ACAMS in the order in which they are received. Events not submitted via the application form will not be evaluated.

- Some events may take longer to evaluate than others. In such instances, ACAMS will notify the provider of the delay, and advise if further documentation is required.

Accreditation Results

- Providers will receive a notification regarding the approval status of their application within 10 US business days of submission.

- Appeals of denied applications will be reviewed on a case-by-case basis. Appeals should be submitted no later than 48 hours from the date of denial. ACAMS reserves the right to reject any appeals.
Accredited Events

PROOF OF PARTICIPATION

- Credits obtained from non-ACAMS trainings are not added automatically to ACAMS members’ profiles. Therefore, it is required to provide proper proof of participation to attendees after the event has concluded.

- Accepted documentation includes a letter or certificate of participation. Any documentation provided will need to clearly state the participant’s name, as well as the event’s title, date and number of CAMS credits.

EVENT CHANGES

It is the responsibility of the provider to notify ACAMS of any changes to the event prior to the event start date. Any modification to the application may delay the accreditation process. Changes submitted after the event will not be re-evaluated for additional credits.

LOGO/PROMOTIONAL POLICY

- Providers do not have permission to use the ACAMS logo, or to imply the accredited event is associated with an ACAMS run event. If the event is approved, accreditation partners may only advertise that the event has been approved for “X” CAMS Credits as awarded by ACAMS, and must provide a link on their website to the ACAMS External Event Accreditation web page.