Event Accreditation Guidelines

Non-ACAMS Training

ACAMS

Important Notice:

As part of our efforts to improve the experience of our members, ACAMS is streamlining its recertification processes and is phasing out its existing 3rd party provider accreditation process for external events.

Starting **July 1st, 2022**, we will no longer accredit 3rd party external events for the purpose of recertification requirements. As an alternative, we will provide our members with a list of requirements for third-party training opportunities to qualify for external non-ACAMS recertification credits, designed to ensure the quality of ongoing education for certified anti-financial crime (AFC) professionals remains high. Members seeking accreditation for non-ACAMS events will continue to be responsible for submitting the documentation to prove their participation in the training to certifications@acams.org.

The recertification credits will no longer be referred to as "CAMS credits" after **June 30th, 2022**, and will instead be cited as "**non-ACAMS credits**." All previously accredited events will be honored until the expiration of the accreditation (one year from the date of the event).

We will continue accepting and processing accreditation requests from 3rd party providers until **June 30th, 2022.**

Should you have any questions, comments, or concerns regarding this change, please do not hesitate to reach out to us at accreditations@acams.org.

Best wishes,

Certifications Department – Accreditations
ACAMS

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.

- 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.

- The list of accredited events is available for download 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.

  - After July 1st, 2022, no external company will have authorization to promote events as accredited by ACAMS, regardless of the status of the accreditation.

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 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:

Webinar	Seminar (In-person)	Training Course
Internal Training	Government Training	Live Virtual Classrooms
Workshop	Conference	University / College Course
Roundtable	Working Group	Symposium

- 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.