



PROGRAM GUIDELINES FIBA AMLCA CERTIFICATION ONLINE

Online Access & Login Information	<p>Participants have 90 days to complete the program. Login information is sent to the email associated to your FIBA account on the program start date. If the email does not appear in your inbox, we recommend checking your spam/junk folder.</p> <p>Participants will have 2 separate login credentials:</p> <p>FIBA login: The profile created by the participant to register, pay, and download the digital certificate after successful completion of the program.</p> <p>FIU login: Participants will be sent login credentials to FIU (Florida International University) Learning Management System (Canvas). These credentials will only be used to participate in the academic program. Access to the Canvas will conclude after the assigned 90 days.</p>
Required Reading	<p>Participants are required to a complete comprehensive reading list consisting of the most recent version of the FFIEC manual, FATF Advisories, FinCEN Advisories, and case studies. The required reading is over 700 pages. It may be helpful to print double sided and insert in a notebook. Suggested reading time: 10-15 hours.</p>
ZOOM Meetings	<p>There are 3 optional zoom sessions with the instructor and fellow students. All sessions are listed in eastern standard time (EST Time). These sessions are not mandatory and will not affect your final score, but they are highly recommended and are not recorded. Zoom sessions can only be accessed through the Zoom tab inside the course (FIU Canvas). The dates of these meetings are subject to change.</p>
Discussion Forums	<p>Case studies are posted frequently to create interaction between students and the instructor. Discussion forums are used to enhance your analytical thinking.</p>
PowerPoint Narratives	<p>The program is divided into chapters, which can be viewed on recorded PowerPoint narratives. Participants may view these slides as many times as they wish. The estimated completion time is 13 hours.</p>
Online Practice Quizzes	<p>Practice quizzes are for practice only and will not count towards the final grade. Quizzes are open book, designed to test and reinforce your comprehension of the reading materials, and will assist you to pass the certification exam. You have two attempts to take each quiz with no time limit.</p>
Online AMLCA Certification Exam	<p>Participants passing the exam with 75% or higher will receive the prestigious FIBA-FIU Anti-Money Laundering Certified Associate (AMLCA) and be awarded the (AMLCA) designation.</p> <p><i>All participants must abide by the FIU Student Code of Conduct. Prohibited conduct specifically mentions the "Misuse, reproduction, alteration or forgery of any material" meaning participants CANNOT photograph OR duplicate ANY content, quizzes, or exam material. Failure to comply with this policy will result in a failing score and removal from the online platform or eviction from the program.</i></p> <p>Participants have one exam attempt included in their registration. If needed, participants can request a maximum of 2 additional exam attempts (exam must be completed successfully <u>within a year of taking the course</u>). If the participant does not pass the exam, they must re-enroll in the entire program again. Please be aware that you must have the latest version of Respondus Lockdown Browser software to take the exam (Respondus LockDown Browser guide)</p>
Exam Extensions or Retakes	<p>Exam Extensions: Available upon request and require a \$200 fee for each 30-day extension. If the exam is not completed within a year, participants will need to re-enroll for the entire program.</p> <p>Exam Retake: A thirty (30) day study period is recommended prior to retaking the exam. The exam retake fee is \$200. How to register for an exam extension or exam retake</p>
Certificates	<p>Certificate Delivery: Your certificate will be available in the FIBA platform within 30 days of taking the exam. The certificate will be available in the "Professional Development" section under "Certifications/Programs". How to download your certificate</p>
Continuing Education	<p>In order to maintain your certification in active status, alumni are required to participate in 20 hours of continuing education for every two (2) year cycle. Continuing education credits may be obtained through a variety of programs, such as the FIBA Anti Money Laundering Conference, or other AML related programs, webinars, or conferences.</p> <p>FIBA Alumni are required to report their CE credits and pay a bi-annual recertification fee of \$150 (a late fee of \$100 will be applied to all applicants who miss the June 30th deadline). For more information, please visit https://www.fiba.net/page/recertification.</p>