



# MEMBERSHIP APPLICATION

## THE ASSOCIATION OF CERTIFIED FORENSIC INVESTIGATORS OF CANADA

The Association of Certified Forensic Investigators (Association) is a non-profit Canadian organization whose objective is to promote and foster a national forum and governing body for the affiliation of professionals who provide to the public, governments and employers, their expertise and services in the areas of fraud prevention, detection and investigation. The Association shall, through a process of accreditation, review and continuing education, promote the Certified Forensic Investigator (CFI) designation in Canada amongst its members and to the public as a symbol of the highest standard of excellence in its field. The Association shall pursue its objectives for the benefit of the public at large and in service to its members.

# MEMBERSHIP

# APPLICATION

## Rules for Admission

Membership in the Association is open to those who, through academic education and practical Canadian experience, can achieve the required number of points per boxes C & D on the last page of this application, and who are interested in furthering the objectives of the Association. The CFI certification is awarded to those who, having met the membership requirements, demonstrate their competency through examination.

The Board of Directors reserves the right to amend and/or change the rules for admission.

## Benefits of Membership

Members receive discounts on all Association events as well as books and manuals published under agreement with the Association. Other member benefits include periodic newsletters, access to the 'members only' section of our website, plus opportunities to network with others in the field of fraud prevention, detection and investigation. Regular members receive a free copy of the current ACFI Fraud Manual upon payment of their membership fees.

## MEMBERSHIP CLASSIFICATION

There are two (2) classifications of membership in the Association:

### • Regular Members

Candidates who qualify through academic education and practical experience and who subsequently pass the examination and are granted the CFI designation. Minimum Points required = 60 (See sections C & D on the last page)

### • Associate Members

Students and others who do not qualify or who do not currently wish to apply for regular membership.

Associate members are not permitted to use the CFI designation or to use their membership in the Association in any form of advertisement.

## Grandfathering

Until further notice, individuals may apply simultaneously for membership in the Association and for the CFI designation. The Board of Directors may, at its discretion, waive the requirement that an applicant write the formal Entrance Examination, provided that the applicant successfully completes the Abridged Entrance Examination, after having met the membership requirements established by the Professional Standards and Admissions Committee and amended from time to time.

Upon successful completion of the Abridged Examination, the candidate may be admitted to the Association and be granted the CFI designation subject to the rules, regulations and code of professional ethics and conduct of the Association, as amended from time to time.

*Information contained in the candidate's application and all subsequent information gathered is strictly confidential and will not be disclosed without the candidate's written permission or by order of a court of competent jurisdiction.*

*Applicants acknowledge that the Association has the right to verify any or all details submitted by the candidate in support of their application for membership in the Association.*

*All applicants for membership agree to abide by the Association's professional code of ethics and conduct as pronounced by the Association and subject to amendment from time to time.*

## MEMBERSHIP FEES AND REQUIRED SUBMISSIONS

(HST #87970 8428 RT0001)

- **Regular Members** \$245.00 (+GST/HST) per annum
- **Associate Members** \$100.00 (+GST/HST) per annum

**Candidates applying for Regular membership** in the Association as well as the CFI designation (Grandfathering), are required to submit the following to the Association:

1. The completed membership application form signed and dated by the applicant.
2. A letter from the applicant which summarizes their background and their years of practical Canadian experience.
3. Three (3) letters of reference which vouch for the candidate's experience, character and integrity. References must be unrelated to the applicant and have known the applicant for at least 3 years.
4. Proof of Canadian experience and education (see sections C and D).
  - \* Proof of education are copies of certificates, diplomas, etc.
  - \* Proof of experience are letters from unrelated third parties attesting to the years of Canadian experience of the candidate. Letters should specify the types of forensic investigative experience encompassing a description of the work performed.
5. A current photograph of themselves (Head and Shoulders).
6. Payment of \$445 (+GST/HST). This amount includes a one-time, non-refundable application processing fee of \$200 plus the first year's membership fee of \$245.

**Applicants for Associate membership**, who are not applying for the CFI designation are not required to meet the minimum 60 points but must submit the following:

1. The completed membership application form signed by the applicant.
2. A letter from the applicant briefly outlining their background.
3. A cheque in the amount of \$100 (+GST/HST) representing the applicant's first year's membership fee.

Applicants for Associate membership should note that if they subsequently make application for the CFI designation they will be required to submit the same documentation as described in numbers 1 to 5 of the requirements for Regular membership.

# CODE OF PROFESSIONAL ETHICS AND CONDUCT

## A Certified Forensic Investigator

### Communications

*Shall always base their findings and conclusions upon supporting documentation and factual information in order to render an objective and balanced opinion. They shall not issue, sign or associate themselves with any communication which they know, or should have known, is false or misleading. A member will disclose, in reports, any material fact or information, the omission of which could render the report misleading. A member shall promptly disclose to their employer or client, upon their being made aware, any relevant and material information, upon which a member had previously issued a communication providing it is prudent to do so.*

### Conduct

*Shall always exercise due care and integrity in the performance of their work and be dedicated to their clients or employers. A member should display objectivity and fairness when dealing with employees and exercise loyalty to the Association in a manner deserving of a professional. Members will always strive to safeguard the interests of the general public and will not lend their name or act in any way which would discredit the profession, nor will they engage in any illegal or unethical activity.*

### Competence

*Shall maintain their professional competence by continually striving to maintain their proficiency through continuing relevant education and experience. Members may only accept engagements or assignments for which there is a reasonable expectation that the engagement or assignment will be completed with professional competence and objectivity.*

### Conflict of Interest

*Shall hold themselves free of any interest or arrangement which could in fact or appearance impair their professional objectivity or judgement. Members shall inform a client or employer of any business connections, affiliations and interests of which the client or employer might reasonably be expected to be informed and shall not use information relating to their employment or an engagement to either directly or indirectly obtain an advantage or benefit.*

### Confidentiality

*Shall treat any and all information that becomes known to them in the course of their work as confidential, save and except where disclosure is required by a court of competent jurisdiction or with the consent of the employer/client, or if a member becomes aware of illegal activity. Disclosure of confidential information may be required by the Board of Directors of the Association in order for it to properly exercise its duties.*

*Any violations of the Code of Professional Ethics and Conduct will be referred to the Discipline Committee of the Association and may result in expulsion or other disciplinary action by the Association.*

Upon completion of this application, please forward it together with the required letter(s) and your cheque to:

**The Association of Certified Forensic Investigators of Canada**  
4 Iris Street, Huntsville, Ontario, P1H 1L8.

Applicants who require further clarification, or further information, please contact the Association's office:  
Call 416-226-3018 or 877-552-5585 • E-mail [info@acfi.ca](mailto:info@acfi.ca) • [www.acfi.ca](http://www.acfi.ca)

# APPLICATION FORM

## SECTION A: Personal Data

Preferred mailing address  Home /  Business

Please print clearly

Mr.  Mrs.  Ms.  Other \_\_\_\_\_ Surname \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Province/Territory \_\_\_\_\_ Postal Code \_\_\_\_\_ Home Telephone # \_\_\_\_\_

Place of Birth \_\_\_\_\_ Date of Birth (day / month / year) \_\_\_\_\_

Please list your designations: \_\_\_\_\_

## SECTION B: Business Data *(Students: disregard this section if you do not have any business background)*

Current Employer \_\_\_\_\_ Telephone # \_\_\_\_\_

Address \_\_\_\_\_ Fax # \_\_\_\_\_

City \_\_\_\_\_ Province/Territory \_\_\_\_\_ Postal Code \_\_\_\_\_

Position Held \_\_\_\_\_ Date Employment Commenced \_\_\_\_\_

Email Address \_\_\_\_\_

Previous Employers (only up to the last 10 years) From To Telephone #

1. \_\_\_\_\_ ( ) \_\_\_\_\_

2. \_\_\_\_\_ ( ) \_\_\_\_\_

3. \_\_\_\_\_ ( ) \_\_\_\_\_

## SECTION C: Education

Undergraduate Degree (i.e. BA, BComm) **Maximum Award** 20 Points \_\_\_\_\_  
(5 points for each year of full-time related post-secondary education)

Postgraduate Degree (i.e. MA, MBA, Phd) 10 Points \_\_\_\_\_  
(5 points for each year of full-time related post-secondary education)

Diplomas 5 points \_\_\_\_\_  
(Which are relevant to the area of fraud)

Other (Please Detail) \_\_\_\_\_

**CERTIFICATION** 10 Points \_\_\_\_\_

CA, CGA, CMA, LLB, etc.

Other (Please Detail) \_\_\_\_\_

**Note:** The maximum points which can be awarded in SECTION C are 45.

**Sub-total C** \_\_\_\_\_

## SECTION D: Canadian Experience

Fraud Auditing \_\_\_\_\_ Years Experience x5 = \_\_\_\_\_

Forensic & Investigative Accounting \_\_\_\_\_ x5 = \_\_\_\_\_

Fraud Investigations \_\_\_\_\_ x5 = \_\_\_\_\_

Commercial Crime/ Law Enforcement \_\_\_\_\_ x5 = \_\_\_\_\_

Other \_\_\_\_\_ x5 = \_\_\_\_\_

**Note:** 1,000 hours = 1 year of experience

**Regular members** require a minimum 15 points in SECTION D = 3 years' Canadian experience

**Sub-total D** \_\_\_\_\_

**Total (C + D)** \_\_\_\_\_

I hereby certify that the information contained herein is true and accurate and acknowledge that the Association has the right to verify any of the details submitted supporting this application for membership. I further certify that I have never been convicted of a criminal offense and that upon acceptance I agree to abide by the rules, regulations and code of professional ethics and conduct of the Association of Certified Forensic Investigators. I further agree to inform the Association of Certified Forensic Investigators of any change of address or pending litigation.

Signed \_\_\_\_\_

Date \_\_\_\_\_