

Frequently Asked Questions on the AML/CFT Certification

Q1. How can I enroll to take the AML/CFT Certification exams?

A1. Enrolment is done through accessing ICPACs portal via the following [link](#). Once you have enrolled, the ICA will proceed with your registration in its database and generate and notify you of your credential which you can use to log-in within 5 working days.

Q2. How do I get the exam materials?

A2. Once you have been registered, you can log-in and download the exam material which is available in electronic format. A dedicated guide on how to access the exam material can be found [here](#). Candidates will also have access to ICA's Learning Hub, which has hundreds of hours of continuous learning resources.

Q3. How can I prepare for the exams?

A3. Self-study of the material is considered sufficient for the preparation.

Q4. How often are the exams and when can I enrol?

A4. There are 4 sittings each year and the exam dates and enrolment periods are as follows:

Registrations open	Registrations close	Exam date
Wednesday 10 th January 2024	Friday 8 th March 2024	Tuesday 9 th April 2024
Thursday 11 th April 2024	Monday 10 th June 2024	Tuesday 9 th July 2024
Wednesday 10 th July 2024	Monday 9 th September 2024	Tuesday 8 th October 2024
Wednesday 9 th October 2024	Monday 9 th December 2024	Wednesday 8 th January 2025

Q5. Where and how will the exams take place?

A5. The exams are conducted online from your preferred location following instructions that will be forwarded by the ICA.

Q6. How much does the exam cost?

A6. The fee has been set at €300 per sitting.

Q7. How long does the exam take?

A7. The exam covers 40 multiple choice questions and has a duration of 60 minutes.

Q8. In which language is the study material and the exam available?

A8. Both the material and the exam are available in Greek and English, and as such, you may choose between English and Greek for both the exam language and study materials.

Q9. Is there a cancellation/ deferral policy?

A9. Cancellation can only be processed in case of emergency medical or other problems supported by evidence. In such case the candidate is entitled to defer the registration to any of the next two sitting dates. The cancellation remains at the discretion of ICPAC and the following supporting documentation will be requested:

- medical letter or report from your doctor / GP / medical professional
- copy of positive Covid-19 test / screen shot of isolation request
- other

Q10. What will happen if I fail the exam?

A10. In case of failure, the candidate can repeat the exam in one of the following sittings. A re-registration will be required. There are no restrictions on the number of attempts.

Q11. If I pass the exam, will I be eligible to claim verifiable CPD units?

A11. If you pass the exams, you will automatically receive 21 verifiable CPD units for the year. The units are not transferable to the following year.

Q12. Can I obtain the AML/CFT Certification if I am not a member of ICPAC or a Compliance Officer in a regulated entity?

A12. Yes, the certification is available to anyone interested to obtain the knowledge and certification.

Q13. If I obtain the certification through an enrolment with ICPAC, can I use to be appointed as a Compliance Officer of other regulated entities?

A13. The Certification provides the necessary knowledge to become a Compliance Officer and can be used for any ICPAC licensed firm provided that the remaining relevant fit & proper criteria are met.

Q14. How will I know the results of the exam?

A14. Upon the completion of the exam, the results will automatically appear on the computer screen of each candidate. All candidates who succeed in the exam will receive a Certificate issued by the ICA.

Q15. In case I succeed the exam, how will I receive the Certificate?

A15. The issuance of the Certificate is automated within the learning system and will be available to download after you have completed the assessment.

Q16. If I succeed at the exam, do I need to take the exam every year in order to be appointed as Compliance Officer?

A16. No. The Certification is a one-off obligation and does not require repetition of the exam once you have successfully completed it.

Q17. Is it possible for the AML/CFT Certification of the Cyprus Bar Association to be used for asserting a position as Compliance Officer in a firm licensed by ICPAC?

A17. Yes.

Q18. Where can I find the material to prepare for the exams?

A18. After receiving your credentials to login to ICAs Member section, go to Learning Hub/ My courses/ Course Manual. A dedicated guide on how to access the exam material can be found [here](#).

Q19. What is the pass mark of the examination?

A19. The pass mark of the examination is set at 70%.

Q20. Is there a requirement to renew my ICA membership for my AML/CFT certification to remain valid?

A20. An active ICA membership is not currently required for your AML/CFT certification to remain valid. An important requirement though for maintaining the

AML/CFT certification is to complete at least 10 CPD (Continuing Professional Development) hours on compliance-related subjects every year as per paragraph 3.1.4 of ICPACs AML/CFT Directive.

Q21. Should I notify ICPAC of my successful completion of the AML/CFT Certification exam?

A21. It is not necessary to notify ICPAC of your successful completion of the AML/CFT Certification exam. However, should you want to send a copy of the certificate to ICPAC, please use the email mlco.exams@icpac.org.cy.

Q22. Where can I find the syllabus for the AML/CFT Certification?

A22. The syllabus can be found on our webpage under the heading ‘Regulations’ – 6.700 Regulation – Compliance Officer Certification. For easy access, please follow the [link](#).

Q23. Is there a register of the AML/CFT Certification Holders?

A23. Yes, ICPAC holds a register where all successful candidates are included. Those who have passed the exam will be given a Unique Exam Certification Number (ECN) and will be given the option to be included in the public register by name, which can be achieved by submitting a signed consent letter. The public AML/CFT Certification Holders Register is uploaded on ICPAC’s website and updated every exam sitting. For easy access, please follow the [link](#).