

# CERTIFIED KNOW YOUR CUSTOMER ASSOCIATE (CKYCA)



Effective KYC/CDD is essential to preventing financial crime, and CKYCA – the new ACAMS certification – provides a new global standard for professionals in the sector.

CKYCA is the first certification from ACAMS developed for the front line and operations teams who assume a critical role in protecting financial institutions.

## Why is ACAMS creating the CKYCA?

ACAMS' mission is to prevent financial crime, and KYC/CDD is among the most important undertakings in this endeavor. By ensuring these early career professionals have demonstrated essential competencies in customer onboarding, those certified with CKYCA can help prevent potential illicit actors from accessing an institution's services. We believe we can assist institutions to reduce financial crime risks by outlining what personnel in KYC/CDD roles should know, by equipping them with relevant training materials, and by enabling them to demonstrate their competency.

## Why earn the CKYCA Certification?

This exam-based certification equips organizations with the means to ensure their front line and operations teams meet competencies involved with Know Your Customer (KYC) and Customer Due Diligence (CDD) activities. CKYCA can set organizations apart by certifying their workforce, based on a new global benchmark developed by the association that created CAMS, the gold standard in anti-money laundering compliance.



# Who is the CKYCA Certification for?

## This program is relevant for:

CKYCA is for early career professionals who wish to work or are currently working in KYC/CDD roles, as well as for people who supervise them. When combined with six to twelve months of experience, CKYCA professionals should be able to perform fundamental enhanced due diligence activities with minimal supervision, and appropriately escalate high risk cases.

## Some of the roles appropriate for CKYCA are:

- KYC Analyst
- KYC/CDD Analyst
- KYC Onboarding Analyst
- KYC Representative
- KYC Team Lead
- Client/Customer Onboarding Analyst
- Client/Customer Onboarding Specialist
- AML Prevention Representative

## How to get certified

### 1. Join ACAMS

ACAMS membership is required to apply and maintain your certification.

### 2. Prepare & Apply

Complete your learning path and submit your application to schedule the exam.

### 3. Schedule & Pass

Once your application is approved, you'll receive instructions by email to schedule your exam. Pass the exam to earn your certification and maintain it through ongoing membership and education.

## We currently offer the CKYCA Exam in the following languages:

- Chinese - simplified
- Chinese - traditional
- Dutch
- English
- French
- German
- Japanese
- Spanish

## Certification Package and Pricing

For group discounts, [request a consultation](#).

### The certification package includes:

- Study guide (PDF)
- Flashcards
- Online study materials (post-assessment)
- Practice exam
- Certification exam

US\$1,045

# What Workforce Competencies are tested by the CKYCA Exam?

## 1. Identify and verify customer

---

- 1.1. Assess the information needed by determining customer type, then research sources as needed to complete gaps
- 1.2. Complete appropriate verification procedures
- 1.3. Assess nature and purpose of the account, with particular attention to shell companies and tax compliance
- 1.4. Identify UBO and connected/third parties
- 1.5. Review and re-consider prior information based on account activity

## 2. Screen the customer

---

- 2.1. Screen for sanctions compliance
- 2.2. Explore primary and secondary sources for customer information (including adverse media) and assess reliability and relevance of information
- 2.3. Distinguish between material and immaterial hits coming from sanctions checks and transaction monitoring, then validate as appropriate

## 3. Rate the customer's risk

---

- 3.1. Evaluate customer risk based on core risk categories (customer, product, country, channel)
- 3.2. Recognize and explain key red flags that could signal money laundering, sanctions evasion, bribery/corruption, tax evasion, etc.
- 3.3. Analyze risk of assets under management
- 3.4. Assess risk scoring against company risk assessment/risk appetite and escalation requirements

## 4. Perform Enhanced Due Diligence (EDD)

---

- 4.1. Identify and obtain details of source of wealth
- 4.2. Examine complex ownership structures for UBO
- 4.3. Determine based on evidence of risk level whether to recommend retaining, terminating customer, or escalating for further EDD
- 4.4. Perform account activity reviews

## 5. Create a customer profile

---

- 5.1. Apply data privacy requirements and explain ramification of data errors
- 5.2. Present effectively crafted profiles with objectivity and precision
- 5.3. Create an audit trail
- 5.4. Review/update customer profile based on periodic review or event triggers