

# AMERICAN BOARD OF FORENSIC ACCOUNTING INSTRUCTION SHEET FOR CONTINUING EDUCATION REPORTING WORKSHEET

## GENERAL CONTINUING EDUCATION REQUIREMENT INFORMATION

Members of the American Board of Forensic Accounting who also hold a Certification and/or have the Diplomate or Fellow designation are required to take 15 continuing education units per calendar year. Units are only required to be reported biennially. Please submit your reporting form either upon completion of your two-year requirement or prior to December 31st of each even numbered year. For example, reporting for units earned in 2017 and 2018 can be submitted at the completion of the 15 unit requirement for 2018 or by December 31, 2018.

Credit for units will only be applied for the year earned, based on calendar year; units do not carry over to the following year.

**We recommend you take our Forensic Accounting Review and other courses offered by the ABFA. Go to our website and search under Programs/Courses. Members may be entitled to a discount.**

**Please submit completed reporting form to the Registrar's office by fax, mail, or email:**

**Mail:** American Board of Forensic Accounting, 1400 Easton Dr. #137, Bakersfield, CA 93309

**Fax:** (661) 861-8005

**Email:** [Staff@abfa.us](mailto:Staff@abfa.us)

## SUBJECT CODES

Please note, as a Board that specializes in forensic and fraud accounting, all reported ABFA continuing education should relate to the forensic and fraud accounting field.

- AA** Accounting & Auditing - pertains to the prevention, detection, and/or reporting of fraud affecting financial statements
- E** Ethics Education - pertains to the relationship, application, and/or promotion of ethics and fraud prevention
- F** Fraud - Courses relating to Financial Fraud prevention and detection
- R** Regulatory Review - board-approved review course on the legal and regulatory implications of fraud prevention, detection, and/or reporting
- T** Technical Subject - pertains to courses that relate to technical or specialized aspects of forensic accounting, including information technology, software, specialized industry or government practices, or the maintenance and/or enhancement of forensic knowledge and skills
- O** Other - Courses and work that pertains to Forensic Accounting (provide written support)

## METHOD OF PRESENTATION

- L** Live Presentation - attend a live presentation with instructor, discussion leader or speaker
- I** Interactive Self Study - requires participant responses to questions, tests understanding of subject matter, and provides feedback on incorrect answers
- P** Author of published work - author of published book (15 units) or article (5 units) relating to the forensic accounting profession (original works only)
- T** Teaching - instructor of a course related to the forensic accounting profession at an accredited college or university (5 units), speaker at other professional conference or event (3 units)
- S** Service - Author of a continuing education module for ABFA (15 units), chair of an ABFA advisory board (8 units), member of an ABFA advisory board (6 units), speaker at ABFA Summit (5 units), or item writing contributor for certification exams (1 unit for every 5 items accepted)

**AMERICAN BOARD OF FORENSIC ACCOUNTING  
CONTINUING EDUCATION REPORTING WORKSHEET  
(CE INFORMATION MANDATORY FOR ACTIVE PROGRAM MEMBERSHIP RENEWAL)**

Your Name and Member # : \_\_\_\_\_

CRFAC, ABGOV, RFI, LHA, Diplomate, and Fellow Members are required to complete 15 units per calendar year

Course Title (For clarity, please avoid abbreviations)	Subject Code	Date(s) Completed (Course must be completed to list) (MM/DD/YYYY)	Units Claimed	Name of Provider	Method of Presentation
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**FIRST YEAR**


**SECOND YEAR**


**HOURS CLAIMED FOR EACH SUBJECT AREA**

REGULATORY REVIEW	<input type="text"/>	ETHICS	<input type="text"/>
A&A CE	<input type="text"/>	TECHNICAL CE	<input type="text"/>
FRAUD	<input type="text"/>	OTHER (Provide written support)	<input type="text"/>

**TOTAL HOURS CLAIMED:**

**Subject Codes:**

Accounting and Auditing (A&A)  
Ethics Education  
Fraud  
Other  
Regulatory Review  
Technical Subject

**Method of Presentation:**

AA	Live Presentation	L
E	Interactive Self Study	I
F	Author of published work	P
O	Teaching	T
R	Service	S
T		

Descriptions of Subject & Method of Presentation Codes are located on the accompanying instruction sheet.

If additional space is needed, this form may be reproduced.

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