

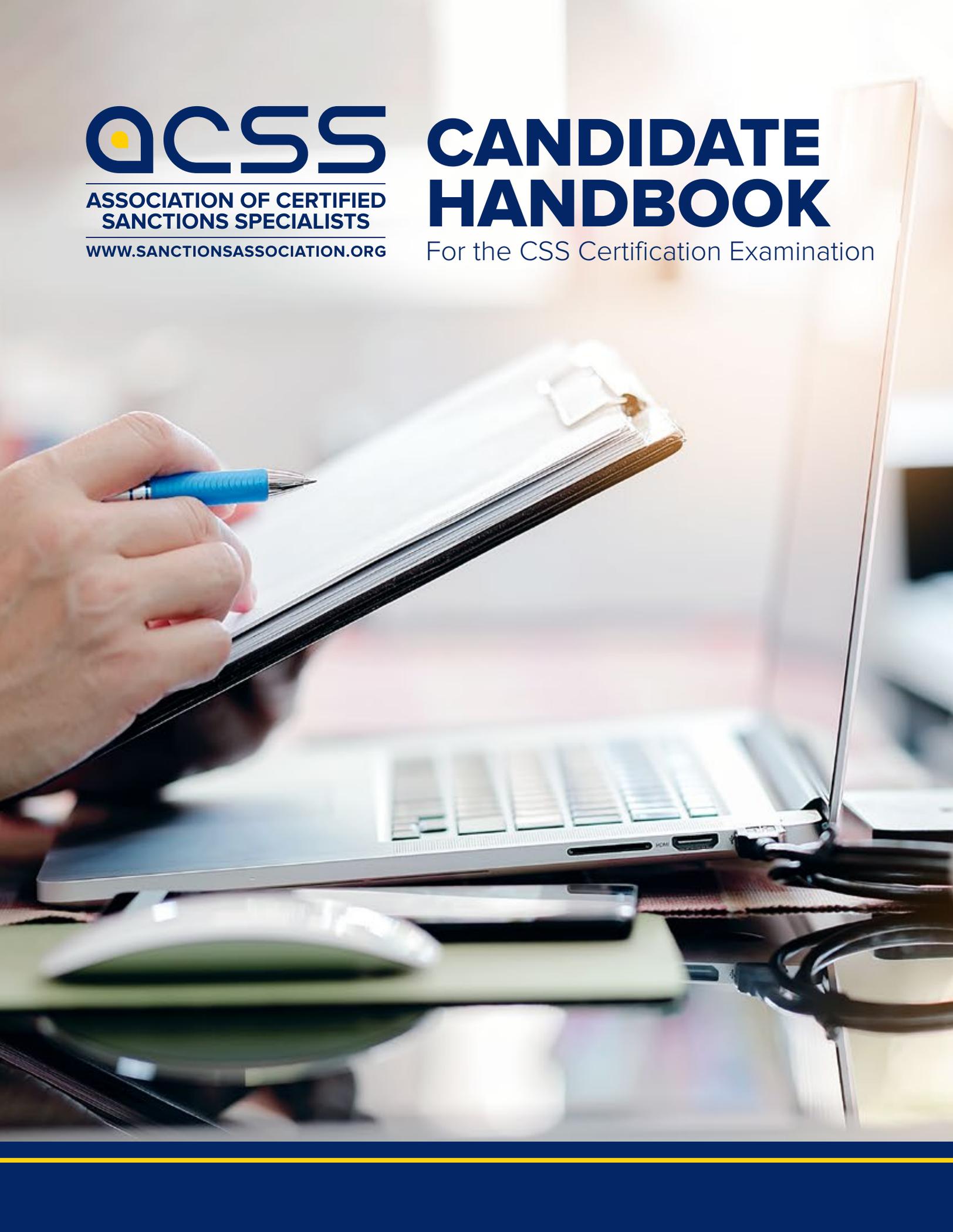


ASSOCIATION OF CERTIFIED
SANCTIONS SPECIALISTS

WWW.SANCTIONSASSOCIATION.ORG

CANDIDATE HANDBOOK

For the CSS Certification Examination



WHY EARN THE CSS CERTIFICATION?



Career opportunities abound for the sanctions specialists, but the days are over that just anyone can fulfill that role. Especially in these days, the “consumer” of the services of a compliance officer or other sanctions expert has become more vigilant, demanding quality. This demand is exacerbated by the media’s constant attention to sanctions issues arising at financial institutions, or international businesses. Certification of the sanctions professional in organizations that are vulnerable to the problem is designed to meet this consumer concern.

BENEFITS OF CERTIFICATION

For the certified sanctions specialist



Pride



Growth



Employment



Financial Rewards

For the employer



Reputation



Achievement

THE CSS CREDENTIAL

- **Demonstrates to regulators that your organization has specialized knowledge in the sanctions field.** CSS is the only sanctions-specific organization dedicated to training professionals in the sanctions industry.
- **Can help your organization minimize risk.** Having a CSS- certified team ensures that your team maintains a common level of sanctions knowledge.
- **Career Growth.** The exam preparation and continuing education required to maintain certification ensures your and your team’s skills remain sharp and their knowledge current.

ABOUT THIS HANDBOOK

This handbook provides information that you will need to register for the CSS Examination including eligibility requirements, policies, an exam content outline and application.

STATEMENT OF NONDISCRIMINATION

ACSS does not discriminate among candidates based on age, gender, race, color, religion, national origin, disability or marital status.

BACKGROUND VERIFICATION CHECK

ACSS reserves the right to conduct a background check, including a criminal records check, on all people wishing to take the CSS Examination. Candidates may be required to fill out a Background Verification Authorization Form. Candidates will receive correspondence from ACSS regarding the status of their application in the event ACSS performs a background check.

Please be advised that for the integrity of our association and its mission, in the event an individual is subject to a background check and does not pass, that individual will not be allowed to take the CSS Examination.



APPLICATION PROCESS

STEP

1

Check your eligibility. Use our [eligibility calculator](#) to check if you have the required number of points to qualify for the ACSS Exam.

To qualify you must:

1. Document a minimum of 40 qualifying credits based on education, other professional certification and professional experience in the field.
2. Submit supporting documents.
3. Provide three professional references.

Candidates who pass the CSS Examination and wish to use and display the CSS credential must also be active members of ACSS.

STEP

2

Check if you are a current ACSS Member. [Click here](#).

STEP

3

Purchase your CSS certification package. [Click here](#) to purchase now.

Examination Fee Schedule

CSS Package with Virtual Classroom Option: Standard CSS Package (without Virtual Classroom):

Private sector \$1795

Private sector \$1145

Public sector** \$995

Public sector** \$695

** For individuals who work for the government.

STEP

4

Study the Exam Material

Upon payment and approval of your application, we will send you a link to access the ACSS learning management system (LMS) containing the online PDF of the CSS Study Guide.

STEP

5

Eligibility Documentation

We will send you a link where you can upload the supporting documentation and if you are taking the virtual classroom, the classroom schedule.

STEP

6

Schedule and take your exam

Using the CSS Examination Voucher Code provided upon your application approval, schedule your examination at one of Pearson Vue live host locations, located around the globe.

Note: Your Examination Voucher will be valid for one year from the date of issue. During this period, you can take the exam, and a re-take if you are not able to pass it during it during your first attempt.



ABOUT

THE CSS CERTIFICATION EXAM

The exam will focus on various aspects of the sanctions subject. A job analysis has determined the content and the importance of each knowledge area for the specialists in the field. The certification exam has been tailored to U.S. and international best practices and basic frameworks for sanctions efforts around the world.

- I** Sanctions Regime Types, Goals, Prohibitions and Effects
- II** Sanctions Imposers and Targets
- III** Sanctions Evasion: Typologies and Schemes
- IV** Essential Components of a Risk-Based Sanctions Compliance Program in Different Industry Settings
- V** Role of Technology and List Screening
- VI** Other Operational Issues Contributing to an Effective and Efficient Sanctions Compliance Program
- VII** Enforcement and Conducting or Supporting Investigations into Sanctions Violations

LENGTH AND DURATION OF EXAM

The CSS examination consists of 106 multiple choice and multiple selection questions. All candidates have 3 hours to complete the exam. There is no penalty for guessing. Avoid leaving any questions unanswered to maximize your chances of passing. It is better to guess than to leave a question unanswered.

HOW TO APPLY

Applications can only be received online. [Click here to get started.](#)

Payment may be made by credit card, personal check, cashier's check, money order or wire transfer (wire transfers must include identifying information). Checks should be made payable to ACSS. Prices are subject to change. Declined credit cards and/or returned checks are subject to a \$25 penalty.

Contact us with questions at:

+1.305.433.7187 or helpdesk@sanctionassociation.org

CSS EXAM PREPARATION

The CSS examination requires thorough preparation. Our certification program equips you with everything you need to properly prepare for the exam.

CSS STUDY GUIDE

The CSS Study guide is your main reference material and content source for preparing for the rigors of the CSS examination. Your success is determined by your comprehension of the material held within the study guide. The Study Guide is provided in an online PDF format and can be downloaded from the ACSS learning management system.

CSS VIRTUAL CLASSROOM

Candidates who need extra guidance and study structure may choose to enroll in the CSS Virtual Classroom. The Virtual Class provides a structured learning environment to candidates by dividing the study materials into six, 2-hour classes that meet once a week with an expert instructor by way of a live web-based interactive classroom. The CSS Virtual Classroom option sets candidates up for success through weekly homework assignments and required readings.

Visit www.sanctionsassociation.org to find out when the next class is in session.

THE DAY OF THE EXAM

AND TESTING CENTERS RULES

ADMISSION POLICY

Please arrive at the test center 30 minutes before your scheduled appointment at the Pearson Vue testing center. This will allow you enough time to complete the check-in procedures before beginning your exam. You will be required to show two (2) forms of personal identification. Both forms must contain your signature, and at least one form must contain your photo. If you arrive more than 30 minutes after your appointment time and are refused admission, the exam and delivery fees are not refundable.

IDENTIFICATION

You are required to present two forms of original (no photo copies), valid (unexpired) IDs; one form as a primary ID (government issued with name, photo and signature) and one form as a secondary ID (with name and signature or name and recent recognizable photo). The first and last name that you used to register must match exactly the first and last name on the ID that is presented on test day. All IDs required must be issued by the country in which you are testing. If you do not have the qualifying ID issued from the country you are testing in, an International Travel Passport from your country of citizenship is required, along with a secondary ID. If you have any questions or concerns about the ID you are required to bring with you to the testing center for admittance for your exam please contact Pearson VUE customer Service at www.pearsonvue.com/contact. To view the full ID policy, including any additional allowances to this policy, please visit <http://www.pearsonvue.com/policies/1S.pdf>.

Candidates may NOT bring in any printed reference material.

No personal items may be taken into the testing room. This includes all bags, books not authorized by the sponsor, notes, phones, pagers, watches and wallets.

EXAMINATION PROCEDURES AND CODE OF CONDUCT

You will have three hours to complete the exam. Additional time will not be allowed. There are no scheduled breaks. Candidates must have the permission of the test center proctor to leave the testing room.

No questions concerning the content of the exam may be asked during the testing period. It is the responsibility of each candidate to read the directions given on the computer and listen carefully to the instructions given by the proctor.

For more information, check here: <https://home.pearsonvue.com/acss>

The examination performance of all candidates is monitored and may be analyzed statistically for purposes of detecting and verifying any form of cheating. If it is determined that a score has questionable validity, after appropriate review, the score will be marked as invalid and the candidate may be barred from retesting indefinitely or for a period as determined by ACSS.

RESCHEDULE AND CANCELLATION POLICY

If you wish to reschedule or cancel your exam without an additional fee, you must contact Pearson VUE at least 72 hours prior to your scheduled appointment. Exams cannot be rescheduled less than 72 hours prior to your appointment. Missing your exam will result in forfeiting all exam fees. NOTE: During your time period you have two attempts to take the exam.



EXAM RESULTS

Candidates receive their exam results immediately (pass or fail) at the conclusion of the test. This information is only released to the candidate at the testing center. Results will not be given over the telephone, by facsimile, or electronic mail. When an organization pays for an individual's examination, the organization may request ACSS to release the result to the organization. If a candidate does not want this information to be released to the organization, then the candidate must notify ACSS in writing.

ACSS posts a list of certified members on www.sanctionsassociation.org

RETAKE THE EXAM

If a candidate does not pass, they will have the opportunity to retake the examination a 2nd time.

If the candidate allows the one-year time period to expire without taking the exam, must apply for re-examination. The applicant must resubmit their full application, documentation of eligibility and examination fee.

A candidate is not allowed to take the examination more than three consecutive times; there are no exceptions allowed. The waiting period to retake the examination after the third consecutive attempt is 6 months.

To schedule a re-take, the candidate must:

1. Contact ACSS at helpdesk@sanctionsassociation.org or +1 305.433 7187
2. Pay the examination fee to receive their new Voucher Code:
 - a) \$249 for Private members
 - b) \$149 for Public members
3. Reschedule their exam through the test delivery website.

APPEALS

ACSS provides an appeal mechanism for challenging denial of admission to the exam or revocation of the certificate. It is the responsibility of the individual to initiate the appeal process by written request to ACSS within 30 days of the circumstance leading to the appeal.

Please note: Failure of the exam does not constitute grounds for a review and appeal.

SPECIAL ACCOMMODATIONS

Please contact ACSS if you have a disability covered by the Americans with Disabilities Act so your accommodations for testing can be processed efficiently.



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Association of Certified Sanctions Specialists (ACSS)

7950 NW 53rd Street Suite 337

Miami, FL 33166

United States

helpdesk@sanctionsassociation.org

Tel +1-305 433 7187

www.sanctionsassociation.org