



PROFESSIONAL DESIGNATION

Practicing Specialist Designation Application/Portfolio

Applicants must submit this application with supporting documentation and payment

Name of Applicant: _____ Date: _____

Professional Experience

___ Yes Do you currently hold the CAMLI Practicing Associate (CAMLI-PA) Designation?
___ No

*any applicant not holding the CAMLI PA will be required to complete the CAMLI PA examination (included in the cost of this application)

Applicants for the CAMLI Practicing Specialist must have at least 4 years experience in AML/CTF compliance.

A minimum of 2 of those years must be in a management role.

Professional Experience Documentation (please detail below your most recent professional experience in AML/CTF compliance. Indicate which is/was in a management role)

Dates of Employment: From _____ (Month/Year) to _____ (Month/Year)

Total Months: _____

Name of Employer: _____

Address: _____

Position/Title/Rank: _____

Name & Title of Immediate Supervisor: _____

Business Telephone of Immediate Supervisor: _____

Summary of responsibilities: _____

Dates of Employment: From _____ (Month/Year) to _____ (Month/Year)

Total Months: _____

Name of Employer: _____

Address: _____

Position/Title/Rank: _____

Name & Title of Immediate Supervisor: _____

Business Telephone of Immediate Supervisor: _____

Summary of responsibilities: _____



Name of Applicant: _____ Date: _____

Education

_____ High School Diploma:
 Name of High School _____

_____ College Diploma;
 Name of College and Certificate _____

_____ Bachelors Degree;
 Name of University and Degree _____

_____ Post Graduate Degree;
 Name of University and Degree _____

List of contents of portfolio

Please check off/list all items that you have attached

_____ Table of Contents
 _____ Resume
 _____ Letters of recommendation
 _____ Performance Evaluations
 _____ Certifications

Competency Pages

Please Check off the pages that you have included

1	
2	
3	
4	
5	
6	
7	
8	

Documentation and Demonstration of Competencies ¹

In this section, applicants will describe how the documents included in the portfolio demonstrate their experience and knowledge in the following areas. Applicants must have management level experience in at least 5 of the 8 areas.

1. AML/CTF policy development
2. Training development and implementation
3. Risk management planning
4. Providing overall direction to senior management with respect to compliance issues
5. Budgetary control for the compliance program
6. Management of employees in the compliance group if applicable
7. Liaison with FINTRAC and designated regulatory bodies regarding AML/CTF compliance
8. Planning and implementation of new compliance requirements when put into force by new legislation or guidance from FINTRAC and other relevant regulatory authorities.

¹ - Please fill in the appropriate page for each area to be evaluated

Name of Applicant: _____ Date: _____

Competency Page 1 - AML/CTF Policy Development

Required standards

- Work in developing new policies or reviewing and revising existing policies on AML/CTF
- Experience in communicating and having policies approved by Boards or upper management
- Leadership in the application of policies across the organization
- Degree of involvement in AML/CTF policy application to new service lines, company products, delivery of services, and its coordination across company divisions/departments.

Executive Summary - this section allows you to explain how the items in your portfolio demonstrate your experience and knowledge in the above competency. Please attach additional pages if needed.

Portfolio item _____

Description of relevance _____

Portfolio item _____

Description of relevance _____

What courses, training opportunities, conferences, etc. on this topic have you participated in during the past two years?

Name of Professional Development activity

Date Completed

PD Provider

Hours of duration

Name of Professional Development activity

Date Completed

PD Provider

Hours of duration



Name of Applicant: _____ Date: _____

Competency Page 2 - Training Development and Implementation

Required standards

- Development of training program, or research of available training products
- Enforcing training expectations
- Reporting on progress of training program to board
- Documentation of training completion
- Managing annual and ongoing AML/CTF compliance training.

Executive Summary - this section allows you to explain how the items in your portfolio demonstrate your experience and knowledge in the above competency. Please attach additional pages if needed.

Portfolio item _____

Description of relevance _____

Portfolio item _____

Description of relevance _____

What courses, training opportunities, conferences, etc. on this topic have you participated in during the past two years?

Name of Professional Development activity _____
Date Completed _____
PD Provider _____
Hours of duration _____

Name of Professional Development activity _____
Date Completed _____
PD Provider _____
Hours of duration _____



Name of Applicant: _____ Date: _____

Competency Page 3 - Risk Management Planning

Required standards

- Develop risk management strategy
- Implement risk management strategy
- Effectiveness testing of risk management program
- Coordinating risk management across all business departments

Executive Summary - this section allows you to explain how the items in your portfolio demonstrate your experience and knowledge in the above competency. Please attach additional pages if needed.

Portfolio item _____

Description of relevance _____

Portfolio item _____

Description of relevance _____

What courses, training opportunities, conferences, etc. on this topic have you participated in during the past two years?

Name of Professional Development activity

Date Completed

PD Provider

Hours of duration

Name of Professional Development activity

Date Completed

PD Provider

Hours of duration



Name of Applicant: _____ Date: _____

Competency Page 4 - Advising Board of Directors/Senior Management

Required standards

- Maintaining direct access to Board/senior management
- Ensuring the board is continuously informed and understands the compliance requirements
- Reporting to and responding to Board/senior management
- Managing the compliance tone from the top
- Ensuring all regulatory, required communication to the Board/senior management

Executive Summary - this section allows you to explain how the items in your portfolio demonstrate your experience and knowledge in the above competency. Please attach additional pages if needed.

Portfolio item _____

Description of relevance _____

Portfolio item _____

Description of relevance _____

What courses, training opportunities, conferences, etc. on this topic have you participated in during the past two years?

Name of Professional Development activity _____

Date Completed _____

PD Provider _____

Hours of duration _____

Name of Professional Development activity _____

Date Completed _____

PD Provider _____

Hours of duration _____



Name of Applicant: _____ Date: _____

Competency Page 5 - Budgetary Control for the Compliance Program

Required standards

- Identified compliance budget in place
- Budget addresses compliance regime requirements
- Ensure there is a strategic budget development process
- Effectively managing compliance budget in times of restraint

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Portfolio item _____

Description of relevance _____

Portfolio item _____

Description of relevance _____

What courses, training opportunities, conferences, etc. on this topic have you participated in during the past two years?

Name of Professional Development activity _____

Date Completed _____

PD Provider _____

Hours of duration _____

Name of Professional Development activity _____

Date Completed _____

PD Provider _____

Hours of duration _____



Name of Applicant: _____ Date: _____

Competency Page 6 - Management of Employees in the Compliance Group

Required standards

- Established hiring policy and staffing requirements
- Support for continuing education needs of compliance team members
- Establish and assign employees to compliance responsibilities
- Supervision of compliance team
- Staff competencies assessed and innovation promoted

Executive Summary - this section allows you to explain how the items in your portfolio demonstrate your experience and knowledge in the above competency. Please attach additional pages if needed.

Portfolio item _____

Description of relevance _____

Portfolio item _____

Description of relevance _____

What courses, training opportunities, conferences, etc. on this topic have you participated in during the past two years?

Name of Professional Development activity _____

Date Completed _____

PD Provider _____

Hours of duration _____

Name of Professional Development activity _____

Date Completed _____

PD Provider _____

Hours of duration _____



Name of Applicant: _____ Date: _____

Competency Page 7 - Liaison with FINTRAC and Designated Regulatory Bodies Regarding AML/CTF Compliance

Required standards

- Understanding of your responsibilities with respect to your company regulator and/or FINTRAC
- Responding appropriately to regulatory examination/audits
- Managing effectively all remediation requirements arising from regulatory examinations/audits
- Informing and advising Board/senior management as to results and responses to regulatory examinations/audits

Executive Summary - this section allows you to explain how the items in your portfolio demonstrate your experience and knowledge in the above competency. Please attach additional pages if needed.

Portfolio item _____

Description of relevance _____

Portfolio item _____

Description of relevance _____

What courses, training opportunities, conferences, etc. on this topic have you participated in during the past two years?

Name of Professional Development activity

Date Completed

PD Provider

Hours of duration

Name of Professional Development activity

Date Completed

PD Provider

Hours of duration



Name of Applicant: _____ Date: _____

Competency Page 8 - Planning and Implementation of New Compliance Requirements when Put into Force by New Legislation or Guidance from FINTRAC and other Relevant Regulatory Authorities

Required standards

- Proactive approach to addressing new compliance requirement(s)
- Ensuring new requirement(s) are implemented across the organization
- Designing and delivery of training to support new compliance requirement(s)
- Effectiveness testing of policies and practicing arising from new legislation

Executive Summary - this section allows you to explain how the items in your portfolio demonstrate your experience and knowledge in the above competency. Please attach additional pages if needed.

Portfolio item _____

Description of relevance _____

Portfolio item _____

Description of relevance _____

What courses, training opportunities, conferences, etc. on this topic have you participated in during the past two years?

Name of Professional Development activity _____
Date Completed _____
PD Provider _____
Hours of duration _____

Name of Professional Development activity _____
Date Completed _____
PD Provider _____
Hours of duration _____



Name of Applicant: _____ Date: _____

Professional Development (PD) *add additional pages if needed

Professional Activities

Have you written content for a published article or booklet on AML? Please include the details below.

Have you been an instructor, speaker, panellist or moderator at public/professional event on the subject of AML/CTF control? Please include the details below.

Do you hold a current professional accreditation?

Please specify: _____

What courses, training opportunities, conferences, etc. on the topic of AML/CTF have you participated in during the past two years? Please provide documentation verifying participation.

Name of Professional Development activity

Date Completed _____

PD Provider _____

Hours of duration _____



Name of Professional Development activity

Date Completed _____

PD Provider _____

Hours of duration _____

Name of Professional Development activity

Date Completed _____

PD Provider _____

Hours of duration _____

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