



Luxembourg, 22 October 2019

Your opportunity to become “ACAMS® Certified Anti-Money Laundering Specialist” and gain a deep view on AML in Europe and in the world: Join us for an enlightening seminar in Luxembourg!

Dear Madam, Dear Sir,

"Money laundering is the process of making illegally-gained proceeds (i.e. "dirty money") appear legal (i.e. "clean"). Typically, it involves three steps: placement, layering and integration. First, the illegitimate funds are furtively introduced into the legitimate financial system. Then, the money is moved around to create confusion, sometimes by wiring or transferring through numerous accounts. Finally, it is integrated into the financial system through additional transactions until the "dirty money" appears "clean." Money laundering can facilitate crimes such as drug trafficking and terrorism, and can adversely impact the global economy." (United States Department of the Treasury - FinCen, 2016)

As a professional in Anti-Money Laundering or Compliance, it is your mission to safeguard your bank from the abuses of financial crime, including terrorist financing, money laundering and other illicit activity.

In order to help you achieve your mission and to give you the needed knowledge and tools to accomplish it in the most professional way, the Luxembourg Fund to Fight Drug Trafficking ("Fonds de lutte contre certaines formes de criminalité") decided to support the participation of **12 professionals from its partner countries**. The seminar **Anti-Money Laundering & Counter-Terrorist Financing (AML& CTF) Advanced Level & Preparation course to the CAMS® certification exam** will be implemented by the House of Training - ATTF (<https://www.houseoftraining.lu/> - www.attf.lu).

Who can apply?

Any professional who:

- ✓ fits the target group specified on the Organisation Sheet attached to this invitation;
- ✓ is motivated to deepen his/her knowledge of AML and is aiming to take the CAMS® exam;
- ✓ is a citizen of one of the ATTF partner countries: Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Bulgaria, Cape Verde, China, Croatia, Czech Republic, Egypt, El Salvador, Estonia, Georgia, Hungary, Kazakhstan, Kosovo, Latvia, Lebanon, Lithuania, Macedonia, Moldova, Mongolia, Montenegro, Poland, Romania, Russia, Rwanda, Serbia, Slovakia, Slovenia, Tunisia, Turkey, Ukraine, Vietnam and countries members of the Central Bank of West African States.

How to apply

Deadline for applications: 5 December 2019

Interested professionals are kindly requested to fill in the attached **House of Training-ATTF application form and the ACAMS application preapproval form with copies attached of all relevant documents (diploma's, degrees, certifications, etc)** and to send them back to our official contact in their country (by whom the present invitation was received) **before 5 December 2019**.

We kindly ask you NOT to send any documents to ACAMS directly at this stage.

If you are selected you will receive the instructions later on from the House of Training-ATTF on how to proceed to do your subscription with ACAMS.

The House of Training will liaise with ACAMS to ensure you are granted a membership at a discount rate, which will be included in your contribution fee to this seminar. We will ensure that your registration to sit the exam in Luxembourg is done and invoiced to House of Training-ATTF, who will cover its cost using the mandate from the Luxembourg Fund to Fight Drug Trafficking.

Selection Process

The selection committee is composed of House of Training-ATTF and ACAMS experts. They will carefully exam each application and will select the best candidates according to the relevance of applicants' profile and its correspondence to the target group mentioned in the organisation sheet attached to this invitation. The geographical criterion will NOT be considered.

When and where will the seminar take place?

This 5,5-day multinational seminar will be held in Luxembourg from **24 February to 2 March 2020** and will be organised as follows:

- **24 to 27 February 2020:** lectures on **Prevention of Money Laundering** by several highly qualified AML/Compliance House of Training-ATTF experts, all members of the AML Quality Circle;
- **28 February 2020: Preparation session to the CAMS® certification examination** held by a highly experienced ACAMS specialist. This session is jointly organized by House of Training-ATTF and ACAMS, Association of Certified Anti-Money Laundering Specialists (www.acams.org).
- **2 March 2020: CAMS® certification examination:** The 3,5-hour exam will be held in a certified ACAMS® examination centre and will be administered in a computer-based format (CBT). Selected candidates will receive more detailed information about the exam with their confirmation documents. Should you wish to know more now please refer to <http://www.acams.org/anti-money-laundering-specialist-certification/>.

The arrival date in Luxembourg is requested to be on Sunday 23 February. We kindly ask you to schedule your departure for Tuesday 3 March 2020.

The seminar and the exam will be conducted in English without any translation. Therefore, a very good knowledge of English is essential to ensure all participants to maximise their benefit from the course and enhance the chances to succeed in the exam.

This seminar requires a commitment from the candidates from the moment of their selection as an online material will be sent to them to be studied in advance.

We must call your attention to the fact that the learning experience during the seminar and the results of the exam are directly linked to the study of this on-line material during the months that precede the seminar.



Participating in this seminar will be a unique opportunity for you to meet and interact with highly qualified lecturers as well as to exchange views and experiences with AML professionals from different countries, including Luxembourg. In addition, if you succeed the CAMS® certification, it will certainly be a fantastic asset for your career.

Looking forward to receiving your application to this unique training programme.

Should you need any further information regarding this seminar, please do not hesitate to contact us.

Thank you in advance for your interest.

Yours Sincerely,

Corine KLIP
Programme Coordinator

Should you be interested in enhancing your knowledge in AML & CTF but do not have enough years of experience in the area, please note that the foundation level of the multinational seminar AML & CTF will be organised by the House of Training in Luxembourg from 16-20 March 2020.

This programme will target junior AML & Compliance officers, Relationship Managers and Internal Auditors from central & commercial banks as well as of financial institutions. In addition, officers of supervision authorities confronted to the subject are also welcome to send their applications.

Appendices:

- ✓ Organisation sheet and content
- ✓ House of Training - ATTF application form
- ✓ Financial conditions
- ✓ CAMS Certification Application Preapproval Form

ⁱ One of the core values of the House of Training is pragmatism; the training it provides is therefore: practical, current, modular and targeted.

Bank and finance professionals from all disciplines are facing one international challenge in particular, which is to work together to improve the quality of services while reducing costs, within a framework that is increasingly subject to strict regulations and the use of technology.

In order to face the challenge of delivering fully adapted training programmes, the House of Training uses a quality management method that it calls "Quality Circles" that brings together professionals and practitioners from the financial sector with shared goals, philosophy and passion for learning. Our quality circles have an intimate knowledge of the real needs in the industry and collaborate actively with the House of Training to integrate this understanding into our programmes.