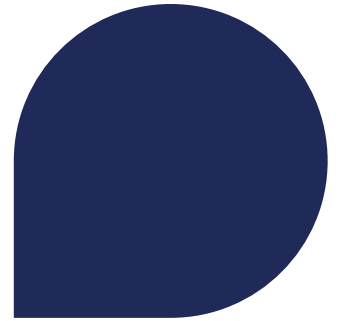


THE Forensic

CERTIFIED PUBLIC ACCOUNTANT PROGRAM

TRINIDAD AND TOBAGO

2020



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CARIBBEAN INSTITUTE OF FORENSIC ACCOUNTING



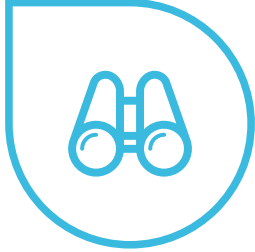


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CARIBBEAN INSTITUTE OF
FORENSIC ACCOUNTING



Our methodology is not limited to only identifying financial discrepancies but also determining – who, what, where when and how.



about us

The Caribbean Institute of Forensic Accounting (CIFA) is the only Caribbean-based Institute dedicated to providing training in anti-fraud and forensic accounting throughout the region.

Established in 2008, CIFA has provided training to industry professionals in

approximately one hundred organizations spanning eleven Caribbean territories.

CIFA in collaboration with the Forensic CPA Society of the USA prepares students for examinations leading towards the FCPA™ (Forensic Certified Public Accountant) designation.

CIFA Consulting (a subsidiary of CIFA) is the consultancy arm of CIFA, providing Forensic Accounting, Auditing, and Investigative Services.

Our network of forensic professionals from our selected honorary members' panel, includes forensic accountants, certified fraud examiners, law enforcement experts, computer forensic experts and asset recovery specialists.

Our team possess the technical skills, knowledge, and most importantly, the hands-on experience necessary to investigate white-collar crime and to advice on managing and mitigating risk.

Our engagements over the past few years have included cases both in the public and private sectors across the caribbean region.



OUR

SERVICES



01

FORENSIC ACCOUNTING & AUDITING

Our combination of auditing, fraud and systems expertise provide a cutting edge service in litigation support, accounting investigations, damage calculations and reconstruction of accounting records.

02

ASSET TRACING

With financial and asset misappropriation on the rise, CIFA will gather, trace and find evidence about mislaid and hidden assets through systematic analysis of a wide range of data repositories around the globe with strategically targeted inquiries to develop intelligence on the location, size and background on available pool of assets.

03

ANTI-BRIBERY AND ANTI-CORRUPTION

Our clients are provided with an extensive range of assistance on anti-corruption-related matters covering pre-transaction, post-acquisition integration and ongoing monitoring. Our services include Forensic Accounting Investigations of alleged violations of anti-corruption legislation, Compliance Program Review and Implementation, Anti-Bribery and Anti-Bribery Controls Analysis.

04

DISPUTE SERVICES

Our accounting expertise act on issues like asset expropriation to purchase price disputes and breaches of contract. We work with both Law Firms and directly with our clients to provide independent, objective Expert witness services to assess damages in claims within the major arbitral institutions and also, with insurance and reinsurance companies and their clients to provide independent, objective services to assess damages due to business interruption and stock loss claims.

05

FORENSIC REVIEW OF CAPITAL PROJECTS

Companies can lose from 10% to 50% and more budgeted CAPEX due to fraud and conflicts of interest. With our distinctive approach we help our clients mitigate such risk: we contrast benchmark costs to market prices, check actual volumes and quality of work on construction sites and identify diverted funds. We answer the questions of who, what, where, when and how.

06

FORENSIC & ANTI-FRAUD TRAINING

We provide customized in-house training for all personnel involved in accounting, auditing, compliance, investigations, and anti-fraud duties.

07

DUE DILIGENCE

Using our well-established global network of agents and contacts we are able to undertake due diligence and investigative research in a number of worldwide jurisdictions including the Caribbean, North & South America, Asia, Europe and Africa under the following scope: directorship appointment check, shareholdings check, court judgment search, litigation search, criminal history check, bankruptcy search, real property assets search, credit history, local press/ ,media check, global press/media check, business verification visits.

08

DOCUMENT EXAMINATION

Through laboratory analysis process, our professional and certified court examiner offers a variety of forensic document examinations including the authenticity of signatures, the identification of altered documents, obliterated or indented handwriting, questioned typewritten documents, forgery detection and many more.

09

GOVERNANCE, RISK AND COMPLIANCE

We offer support to our clients to better manage risk and to achieve a proper balance between risks and opportunities. Also, we provide assistance to our clients in designing and implementing governance, fraud risk and compliance programmes to ensure that the business continues to operate within the boundaries of relevant legislation and regulations.

10

PROCESS RE-ENGINEERING

Our team is versed in analyzing business processes and redesigning them in a more efficient manner, so that notable improvements in critical measures of performance such as cost, quality, service and speed can be attained. We will work alongside your team to discern value-adding and non-value adding processes that affect the overall performance of the business.

11

COMPUTER FORENSICS & DATA RECOVERY

We offer case review on digital evidence exhibits present in cases, enquiry, and tribunals. For example: pre-trial consultation on cases involving digital exhibits and expert witness testimony on digital investigations and electronic discoveries. We also provide computer security consulting services to corporate and government organizations. Computer Security Audits ensure that established procedures are appropriately designed and properly executed.

12

CONTRACT COMPLIANCE AUDITING

Clever strategies must be developed to fight organized crime. Contract compliance audits are a valuable component of finding and preventing fraud in the energy, public and procurement sector. In this sector, we observed a high reliance on the ethical principles of contractors to supply goods that meet the established quality requirements or standards so we have designed a contract compliance audit that can provide added assurance.

13

SPECIAL INVESTIGATIONS

Even in the most secure environment, attempts at embezzlement or other fraud may occur. As expert fraud investigators, we can handle all aspects of the investigation into suspected acts of fraud and abuse in a manner that maximizes your likelihood of successful litigation and/or recovery of lost resources. In addition to assessing the total amount lost to fraud, we can build the case for your recovery of lost funds and even provide expert witness testimony and expert witness reports designed to maximize your chances of recovery.

14

ANTI-MONEY LAUNDERING COMPLIANCE

We combat financial terrorism by combining local, regional and international experience in anti-money laundering, CFT sanctions and compliance to proactively improve the quality of due diligence by the financial community in today's marketplace.

15

FRAUD RISK & LOSS MANAGEMENT

As business opportunities increase, risk exposure becomes inevitable. Risk management provides a guided approach in pursuing business objectives and provides a disciplined and structured process that integrates risk management activities into the fabric of the organization.

Risk, if managed effectively, attempts to minimize the number of surprises, enabling an organization to exploit opportunities when they arise and be prepared for potentially damaging events and circumstances when they materialize. A robust risk management framework equips an organization with an added edge to effectively manage shareholder expectation, gain investor confidence, capitalize on growth opportunities at the same time maintain a sharp focus on risk.



THE **forensic** CERTIFIED PUBLIC ACCOUNTANT PROGRAM

TRINIDAD AND TOBAGO

A PROGRAM BY





ABOUT THIS PROGRAM



The FCPA certification program consists of 5 papers:

- 1 FRD510: Principles of Fraud Examination**
- 2 FRD 508: Forensic and Investigative Accounting**
- 3 CRM 504: Criminal Interrogations & Confessions**
- 4 FRD 506: Financial Investigation & Forensic Accounting**
- 5 FRD 502: Corporate Fraud Handbook**

The Forensic Certified Public Accountant (FCPA) program is a certification program developed by the FCPA Society of the United States of America.

It is an internationally accepted credential, and more than 37 countries have participated in the program.

On completion, successful participants may use the FCPA designation, e.g., John Smith, FCPA which serves to notify the public and the business community that the bearer is CPA certified having met the testing and experience guidelines.

The Caribbean Institute of Forensic Accounting (CIFA) provides classroom instruction for each paper, and participants are required to sit a test for each paper. Successful participants will be awarded certification once they complete the exams for all 5 papers and meet the certification pre-requisites.

NB: CIFA does not provide classes for Paper 5 as this is a case study paper.

↑ FCPA PROGRAM ELIGIBILITY

Participation in the program is open to all professionals in fields which benefit from the discipline of forensic accounting. However, only qualified accounting professionals, such as ACCA, CGA, CPA, CA, CMA may acquire the Forensic Certified Public Accountant (FCPA) designation.

↑ FCPA CERTIFICATE COURSE

Persons other than qualified Accountants may pursue all or some of the certificate paper to enhance their skills set in their various professions.

Participants will receive a certificate for each paper they complete once they have successfully passed the online examination. They will, however, not be eligible to use the (FCPA) designation. All participants are awarded CPE hours for each paper.

↑ THE FORENSIC CERTIFIED ACCOUNTANT PROGRAM

To guarantee success in these exams, there is an optional online study guide available at the cost of US \$500.00 for all 5 courses. The Study Guide is a question database of approximately 300 – 400 questions per Paper.

For the exam, 100 questions are randomly selected from this database for each certification test. Furthermore, it provides feedback for each question explaining which answer is correct and the logic behind the answer. The feedback section also explains why incorrect answers are wrong.

THE FORENSIC CPA SYLLABUS

PAPER 1

FRD 510 – PRINCIPLES OF FRAUD EXAMINATION

Principles of Fraud Examination provide a wealth of informative and entertaining insights into the complex social factors behind fraudulent behavior.

The course also provides a broad overview of the field of Fraud Examination – from what fraud is, to how it is committed, detected and deterred.

Coverage begins with an explanation of fraud examination methodology, followed by a detailed examination of the most prevalent fraud schemes used by employees, owners, managers, and executives.

TOPICS TO BE COVERED ARE:

- SKIMMING
- CASH LARCENY
- BILLING SCHEMES
- CHECK TAMPERING
- PAYROLL SCHEMES
- EXPENSE REIMBURSEMENT SCHEMES
- REGISTER DISBURSEMENT SCHEMES
- NON-CASH ASSETS
- CORRUPTION
- ACCOUNTING PRINCIPLES AND FRAUD
- FRAUDULENT FINANCIAL STATEMENT SCHEMES
- INTERVIEWING WITNESSES
- CONDUCTING INVESTIGATIONS AND REPORT WRITING
- OCCUPATIONAL FRAUD AND ABUSE: THE BIG PICTURE
- HANDWRITING ANALYSIS
- FRAUD RISK ASSESSMENT

PAPER 2

FRD 508 – FORENSIC AND INVESTIGATIVE ACCOUNTING

Forensic and Investigative Accounting is comprised of five parts: The first part defines the discipline and practice of forensic accounting, including a brief history of forensic accounting from Glasgow, Scotland to post-Enron USA. It also contains a description of the various forensic specialties, career opportunities, associations, and certifications.

The second part deals with uncovering a wide variety of accounting crimes. These include financial statement fraud, misappropriation of assets, indirect methods of reconstructing income and money laundering.

The attention then shifts to the courtroom in the third section, with discussions of courtroom procedures, proper evidence management, the calculation of damages and damage expert reports, antitrust litigation and federal Fraudulent Claims Act litigation.

Cybercrime is the subject of the fourth part, which provides an overview of techniques for tracing hackers, an incisive survey of federal and state computer crime statutes and a chapter on cybercrime loss valuations, including valuations for recovery purposes under "hacker" insurance policies.

The final part focuses on business valuations, especially in the context of economic measurements associated with litigation. The primary business valuations methods are discussed and illustrated.

TOPICS TO BE COVERED ARE:

- FORENSIC ACCOUNTING EDUCATION, INSTITUTIONS AND SPECIALTIES
- FRAUDULENT FINANCIAL REPORTING
- DETECTING FRAUD IN FINANCIAL REPORTING
- EMPLOYEE FRAUD: THE MISAPPROPRIATION OF ASSETS
- INDIRECT METHODS OF RECONSTRUCTING INCOME
- MONEY LAUNDERING AND TRANSNATIONAL FINANCIAL FLOWS
- LITIGATION SERVICES PROVIDED BY ACCOUNTANTS
- PROPER EVIDENCE MANAGEMENT
- COMMERCIAL DAMAGES
- LITIGATION SUPPORT IN SPECIAL SITUATIONS
- COMPUTING ECONOMIC DAMAGES
- COMPUTER FORENSICS
- INTERNET FORENSIC ANALYSIS: PROFILING THE CYBERCRIMINAL
- CYBERCRIME MANAGEMENT: LEGAL ISSUES
- CYBERCRIME LOSS VALUATIONS



PAPER 3

CRM 504 CRIMINAL INTERROGATION AND CONFESSIONS

To be successful as a fraud examiner, you must be able to conduct effective interviews, draw out the truth from suspects and identify stages of deception.

You may explore supplemental options to your current practice with included class discussions with field applications.

Criminal Interrogation and Confessions includes transcripts from actual interviews and interrogations, as well as communica-

tion examples from other sources that reflect those times when one person communicated with another and the exchange provided learning material.

Ancient and historical sources from modern-day concepts of inquiry, persuasion, and deception are also explored.

TOPICS TO BE COVERED ARE:

- **DISTINCTIONS BETWEEN INTERVIEWS AND INTERROGATIONS**
- **OBTAINING AND EVALUATING FACTUAL INFORMATION**
- **CASE SOLUTION POSSIBILITIES**
- **PRECAUTIONARY MEASURES FOR THE PROTECTION OF THE INNOCENT**
- **PRIVACY AND THE INTERVIEW ROOM**
- **QUALIFICATIONS, ATTITUDE & GENERAL CONDUCT FOR THE INVESTIGATOR**
- **PREPARATION & STARTING THE INTERVIEW FORMULATING INTERVIEW QUESTIONS**
- **BEHAVIOUR SYMPTOM ANALYSIS**
- **PRECAUTIONS WHEN EVALUATING BEHAVIOUR SYMPTOMS OF TRUTHFUL AND UNTRUTHFUL SUBJECTS**
- **THE BEHAVIOUR ANALYSIS INTERVIEW**
- **THE USE OF SPECIALIZED QUESTIONING TECHNIQUES**
- **THE REID NINE STEPS OF INTERROGATION**
- **RECOMMENDATIONS FOR INTERROGATORS**
- **DISTINGUISHING BETWEEN TRUE & FALSE CONFESSIONS**
- **TESTIFYING ON A CONFESSION**
- **INTERROGATION LAW**
- **CONFESSION LAW**



PAPER 4

FRD 506 – FINANCIAL INVESTIGATIONS AND FORENSIC ACCOUNTING

Embezzlement, theft, fraud and money laundering are among the hardest crimes to prosecute. Any investigation is impossible without an understanding of the law, accounting, finance and banking procedures. Law enforcement must have the proper weapons to combat the evolving sophistication of financial crimes.

Financial Investigation and Forensic Accounting offer a thorough examination of current methods and legal concerns for the detection and prosecution of economic crime. The course will guide law enforcement and prosecutors from

detection through indictment and conviction.

The mechanics of gambling, fraud and money laundering will be explained. You will learn how prosecutors present the tax codes, off-shore banking laws, and the Racketeer-Influenced and Corrupt Organization (RICO) statutes to judges and juries. Financial Investigation and Forensic Accounting detail the exacting legal standards for the successful execution of warrants, seizures, and forfeitures. This course provides an invaluable approach to the detection and prosecution of economic crime.

TOPICS TO BE COVERED ARE:

- ECONOMICS OF CRIME
- FINANCIAL CRIMES
- OFFSHORE ACTIVITIES
- EVIDENCE
- NET WORTH THEORY
- EXPENDITURE THEORY
- SCENARIO CASE
- RICO NET WORTH SOLUTIONS
- TAX NET WORTH SOLUTION
- RICO EXPENDITURE SOLUTION
- TAX EXPENDITURE SOLUTION
- ORGANIZED CRIME
- TRIAL PREPARATION AND TESTIMONY
- ACCOUNTING AND AUDIT TECHNIQUES
- SOURCES OF INFORMATION
- WAGERING AND GAMBLING

PAPER 5

FRD 502 CORPORATE FRAUD HANDBOOK (A Self – Study Course)

The Corporate Fraud Handbook is a case study paper that explores the three main categories of occupational fraud and abuse. These are

- ASSET MISAPPROPRIATION,
- CORRUPTION, AND
- FRAUDULENT STATEMENTS.

Additionally, this course identifies and classifies thirteen separate schemes. It also provides an overview of the complex social factors that go into creating an occupational offender, exploring why people do things, and for what reasons.

This course also looks at why employees engage in this behavior and show the key to prevent it.

The Corporate Fraud Handbook features:

- Case studies revealing clear insights into the mind of the fraudulent employee
- Statistics from the ACFE's 2012 Report to the Nations showing the average cost and prevalence for each method of fraud
- Observations and conclusions in each chapter to guide readers through devising prevention and detection strategies
- The fraud tree, a systematic classification of the various types of occupational fraud

FORENSIC CPA TRINIDAD AND TOBAGO SCHEDULE

CLASS	TIME	DATE
PAPER 1 FRD 510: PRINCIPLES OF FRAUD EXAMINATION	9:00 am – 3:00 pm	SAT 04 APRIL 2020 SAT 18 APRIL 2020 SAT 25 APRIL 2020
PAPER 2 FRD 508: FORENSIC AND INVESTIGATIVE ACCOUNTING	9:00 am – 3:00 pm	SAT 02 MAY 2020 SAT 09 MAY 2020 SAT 16 MAY 2020
PAPER 3 CRM 504: CRIMINAL INTERROGATION AND CONFESSION	9:00 am – 3:00 pm	SAT 06 JUNE 2020 SAT 11 JUNE 2020 SAT 27 JUNE 2020 SAT 4 JULY 2020
PAPER 4 FRD 506: FINANCIAL AND INVESTIGATIVE ACCOUNTING	9:00 am – 3:00 pm	SAT 05 SEPT 2020 SAT 12 SEPT 2020 SAT 19 SEPT 2020 SAT 26 SEPT 2020
REVISION CLASS	9:00 am – 3:00 pm	SAT 3 OCTOBER 2020



FEEES AND PAYMENT

↑ COURSE COST OUTLINE

FULL PROGRAM TUITION FEES (TTD)

Tuition and Examination fees **TTD \$20,000.00**

Student Registration Fees **TTD \$200.00**

INDIVIDUAL CERTIFICATE BREAKDOWN

PAPER 1

FRD 510: PRINCIPLES OF FRAUD EXAMINATION

\$5000.00

PAPER 2

FRD 508: FORENSIC AND INVESTIGATIVE ACCOUNTING

\$5000.00

PAPER 3

CRM 504: CRIMINAL INTERROGATION AND CONFESSION

\$5000.00

PAPER 4

FRD 506: FINANCIAL AND INVESTIGATIVE ACCOUNTING

\$5000.00

REGISTRATION DETAILS

To register complete and return the registration form to CIFA at info@cifa-edu.com. For more information, please contact us at **1 (868) 224 3478** or email info@cifa-edu.com, or visit our website at www.cifa-edu.com.



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