



International Association for Identification Crime Scene Certification Board

2535 Pilot Knob Road, Suite 117
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CCSI Certification Program Agreement

This CCSI Certification Program Agreement (“Contract”) is made as of _____, 200__, by and between The International Association for Identification (“IAI”) and _____ (“Institution”).

WHEREAS, the IAI offers a certification, “Certified Crime Scene Investigator”, for qualified individuals that meet the IAI requirements for certification, including passing a test regarding crime scene matters and one year experience in crime scene related employment;

WHEREAS, Institution is providing university classes covering crime scene matters;

WHEREAS, Institution and IAI want to encourage Institution’s students to apply for the IAI CCSI certification;

WHEREAS, Institution is willing to proctor the IAI CCSI certification exam (“CCSI Exam”) for Institution’s students;

WHEREAS, IAI is willing to allow Institution’s students to take the IAI CCSI certification exam while still in school and to complete the additional requirements for certification within a five (5) year period;

THEREFORE, in consideration of the premises and the agreements contained herein, the parties agree as follows:

1. Course Requirements. The Institution must offer crime scene related courses for college credit. Examples of such courses are:

- Alternate Light Source Training
- Arson Investigations
- Blood Pattern Analysis
- Clandestine Lab Training

- Collection & Preservation of Evidence
- Courtroom Testimony
- Crime Scene Documentation
- Crime Scene Investigations
- Crime Scene Photography
- Crime Scene Reconstruction
- Death Investigations
- Evidence Photography
- Footwear and Tire Tread
- Forensic Anthropology
- Forensic Archeology
- Forensic Odontology
- Latent Print Detection/Comparison
- Post Blast Investigations
- Traffic Accident Investigations
- Underwater/Subsurface search and recovery

Institution will provide IAI with information regarding Institution's courses offered in these areas. IAI must approve specific courses that qualify for credit under the IAI CCSI certification program. Institution may advertise its arrangement with the IAI for CCSI certification. Any advertising or use of the IAI name or logo must be approved by IAI.

2. Fee

Institution must complete this agreement on an annual basis and permission to offer testing is also contingent on payment of an annual fee of \$1,500 by the institution. The initial agreement shall be for a 12 month period and renewable annually.

3. Student Requirements to Sit for CCSI Exam.

A. Student must complete and pass a minimum of two IAI approved crime scene courses offered by Institution.

B. Student must complete the IAI application form for certification as CCSI. (Application forms and instructions are located on the IAI website, (www.theiai.org.) The application requires:

- Completed Application
- Non-refundable Application Fee
- Letter of endorsement from the Institution's Forensic Science Program Director
- Certified copy of documentation showing student's completion with passing grade of two IAI approved crime scene courses offered by Institution

4. IAI and Institution Obligations regarding CCSI Exam.

A. Upon receipt of a student's application, IAI will review the application to determine if it complies with the requirements identified in Section 3 above. IAI will notify the student and Institution when a student is approved to sit for the CCSI Exam.

B. IAI and Institution will agree upon a testing date and time. IAI will send a package to Institution that contains instructions and a sealed CCSI Exam. Institution will not open the sealed CCSI Exam before the agreed upon date and time for the CCSI Exam. Institution may only open the sealed CCSI Exam at the agreed upon date and time of the CCSI Exam and in the presence of the student taking the CCSI Exam. Institution will be responsible for keeping the CCSI Exam sealed until such time. The Institution will also be responsible for insuring that the CCSI Exam is not photocopied, photographed or duplicated in any form.

C. Institution will proctor the CCSI Exam in accordance with the instructions provided by the IAI. Institution will also follow its own procedures and guidelines for proctoring exams, to the extent that Institution's procedures and guidelines do not conflict with the IAI instructions.

D. The person selected by Institution to proctor the CCSI Exam ("Proctor") must be an employee of the Institution. Institution may not select a Proctor who is related to the student or otherwise has a relationship with the student that would cause a conflict of interest or the appearance of a conflict of interest. The Proctor will be responsible for adherence to all IAI instructions, including without limitation, adherence to time allotments. The Proctor must remain in the testing room at all times during the CCSI Exam. The student will not be allowed to leave the testing room during the CCSI Exam. The Proctor shall insure that no cell phones are allowed inside the testing room.

E. At the end of the allotted time for the CCSI Exam, in accordance with the IAI instructions, the Proctor will package and seal the CCSI Exam and return it to IAI. IAI will grade the CCSI Exam and notify the student and Institution if the student passed (a grade of 75% or better) or failed (a grade less than 75%) the CCSI Exam.

5. Additional Requirements for IAI CCSI. Upon receipt of the letter from the IAI stating that the student has passed the CCSI Exam, the student will NOT be a CCSI. However, the student will be allowed a period of five (5) years to complete the remaining requirements for certification as a CCSI. One requirement is employment in a crime scene related job for a period of one year. Upon completion of this requirement, student must apply to the IAI for certification as a CCSI. The student will also be required to comply with any requirements then in existence for such certification; however, the student will NOT be required to take another CCSI Exam.

6. Compliance with Laws. Institution will comply with any and all privacy laws, rules and/or regulations applicable to the CCSI Exam and the results of such CCSI Exam. Institution will, at minimum, institute industry standard procedures to insure compliance. Any failure to comply with such laws will be the responsibility of Institution.

7. Results Published in JFI. The names of students passing the CCSI Exam may be published in the *Journal of Forensic Identification*, the professional publication for the IAI.

8. Term. This Contract may be terminated by either party at any time upon written notice to the other party.

9. Remedies. If Institution or any of Institution's employees, contractors or representatives, violates the terms, conditions or covenants of this Contract then the IAI, in addition to other rights available to the IAI in law and in equity, shall have the right to the immediate return of any CCSI Exam and/or copy, photograph or duplication of such CCSI Exam, which right may be enforced by specific performance.

10. Indemnification. Institution agrees to assume, defend, indemnify, protect, save and hold harmless the IAI, the IAI Board of Directors and all of its members, officers, and employees against any and all claims, demands, actions, penalties, causes of action, loses, liabilities, costs and expenses, including without limitation legal fees and expenses, arising or resulting indirectly or directly from the proctoring of the CCSI Exam by Institution, Institution's employees or contractors or injuries or damages occurring during the CCSI Exam.

11. No Assignment. This Contract may not be assigned.

12. Governing Law. This Contract shall be governed by the laws of the State of Minnesota. Venue for any dispute arising hereunder will be in Dakota County, Minnesota.

13. Notices. Any notice or other document to be provided in connection with this Contract shall be in writing and shall be delivered personally, by United States certified mail, return receipt requested, or overnight express courier, and shall be prepaid and addressed to the party at the party's address listed below. Such notice will be effective upon receipt.

IAI:

Mr. Joseph P. Polski, Chief Operations Officer
International Association for Identification
2535 Pilot Knob Road, Suite 117
Mendota Heights, MN 55120-1120

Institution:

14. Severability. In case any one or more of the provisions contained in this Contract for any reason is held to be invalid or unenforceable in any respect, that provision, or those provisions, shall not affect any other provision of this Contract.

15. Waiver. The waiver of any breach of any term or condition of this Contract shall not be deemed to constitute the waiver of any other breach of the same or any other term or condition.

16. Entire Agreement. This Contract contains the entire agreement between the parties. It may not be changed orally, but only by a written document signed by Institution and IAI.

EXECUTED as of the date set forth above.

INTERNATIONAL ASSOCIATION
FOR IDENTIFICATION (IAI)

(“Institution”)

Joseph P. Polski
Name: _____

Name: _____

Chief Operations Officer
Title: _____

Title: _____