



International Association for Identification Crime Scene Certification Board

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Student Crime Scene Certification Knowledge Testing Procedures

Congratulations on your institution's status as qualified to administer the Student Knowledge Test for the IAI's Crime Scene Certification Program. As the program is quite new, we are attempting to create guidelines that will ensure the application and testing process runs smoothly for both the IAI and your institution.

Please note the following guidelines for the program:

- We believe it is in our mutual interest to channel the students' applications for testing through a person or persons in your institution. Most institutions will want to administer the test at their convenience, probably once or twice a year. If applications are channeled through your institution, you will have knowledge of who has applied, when the test will be administered, etc.
- When you have scheduled a test date, please call the IAI office at (651) 681-8566 at least 60 days in advance of the scheduled test date. In addition, please complete the attached Test Request Form indicating to whom the tests should be sent, date of test, contact numbers, students' names, etc. Please feel free to make copies of that form if needed. Only one test request form is required for each testing session.
- In order to ensure that tests will be available when needed, it is necessary that all applications and the Test Request Form be received at the IAI office no later than 30 days before the scheduled test date.
- Each student application will need to be endorsed/certified by a professor in your institution. That certification, which is part of the application, will need to verify that the student has taken at least two crime scene related courses from your institution and that you do not see any impediments to that person taking the examination. The courses offered by your institution would have been approved by the IAI's Crime Scene Certification Board prior to approval of your institution's Memorandum of Understanding (MOU) with the IAI.

- If a student wants to include a check or credit card number with their application, instruct them to place the information in a sealed envelope and attach it to the application. We will send the student a receipt for the payment.
- Test results will be forwarded to the student. Due to privacy concerns, the IAI Crime Scene Certification Board cannot notify your institution of the results. You can request, or require, that information from your students.

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