



# International Association for Identification

## Application for Recertification Footwear Examiner

Certification/Application Number: \_\_\_\_\_

Current Certification Expires: \_\_\_\_\_

For IAI Use Only	
Date Received	_____
Check No. & Amount	_____
Pass Date	_____
Fail Date	_____

### Instructions to the Applicant

- Requirements for all certification programs can be found on the IAI's website ([www.theiai.org](http://www.theiai.org)).
- Please note the following credit information carefully. If you are applying for recertification as a Latent Fingerprint Examiner, Forensic Photographer, any of the three levels of Crime Scene Certification: Crime Scene Investigator, Crime Scene Analyst, Senior Crime Scene Analyst, Bloodstain Pattern Analyst, TenPrint Fingerprint Examiner or Footwear Examiner you must have accrued at least 80 credits to qualify for renewal. If you are applying for recertification as a Composite Artist you must have accrued at least 50 credits to qualify for renewal.
- Documentation must be included documenting any activity for which credit is claimed. For example, if training was attended, a certificate must be attached. If credit is claimed for publishing, a copy of the article must be attached, etc. Feel free to attach additional pages if necessary.
- Type or print all information. Each item in the application must bear an entry. If one is not applicable, so state. Use extra sheets for additional information. Identify the material being furnished, and show your name and address on each sheet.
- All materials must be submitted in duplicate, including this application and the letters of endorsement, if applicable.
- Enclose the current recertification fee listed on the IAI website in US currency. Make check or money order payable to the IAI. Note: This fee is not refundable. Only persons who believe they clearly meet the requirements for certification/recertification should submit an application. The IAI also accepts all major credit cards. See credit card information below.
- All IAI certification programs allow a one-year grace period after expiration of certification during which the applicant may apply for recertification without taking the certification test again. If a certification is expired for more than one year, the applicant will be required to retest for the appropriate certification.
- Mail the completed application and the attachments to:

Footwear Certification Board Secretary  
 Rodney A. Schenck  
 US Army Criminal Investigation Laboratory  
 4930 N 31st Street  
 Forest Park, GA 30297-5205

Name \_\_\_\_\_

Telephone Work \_\_\_\_\_ Fax \_\_\_\_\_ Home/Cell \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Country \_\_\_\_\_

E-mail \_\_\_\_\_

## Employment History for the Past Five Years

Name & Address of Employer	Dates of Employment
Name & Address of Employer	Dates of Employment

Attach additional sheets of paper if necessary

### Points Acquired

**I. Full-time Forensic Casework – (Greater than 50% of work devoted to forensic science examinations.)**

4 credits/year \_\_\_\_\_

Credit claimed from \_\_\_\_\_, 20\_\_\_\_ until \_\_\_\_\_, 20\_\_\_\_

Supervisor/Co-worker \_\_\_\_\_ Telephone Number \_\_\_\_\_

**II. Participation/attendance at Forensic Meetings**

A. Registered attendance at the IAI Annual International Educational Conference or other IAI state or regional conferences or other forensic meetings recognized by the certification board during the 5-year recertification period: 2 credits per half day with a maximum of 75% of the credits needed for recertification. Credits Claimed: \_\_\_\_\_

Meeting/Location/Date \_\_\_\_\_

Org. Secty. \_\_\_\_\_ Telephone Number \_\_\_\_\_

Meeting/Location/Date \_\_\_\_\_

Org. Secty. \_\_\_\_\_ Telephone Number \_\_\_\_\_

Meeting/Location/Date \_\_\_\_\_

Org. Secty. \_\_\_\_\_ Telephone Number \_\_\_\_\_

B. Presentation of a paper — 5 credits for each different paper — maximum of 50% of the credits needed for recertification as determined by the individual certification board during the 5-year recertification period. Credits Claimed: \_\_\_\_\_

Title \_\_\_\_\_

Location/Forum \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Location/Forum \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Location/Forum \_\_\_\_\_ Date \_\_\_\_\_

C. Participation in a panel discussion/plenary discussion poster presentation — 5 credits for each — maximum of 50% of the credits needed for recertification as determined by the individual certification board during the 5-year recertification period. Credits Claimed: \_\_\_\_\_

Title \_\_\_\_\_

Location/Forum \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Location/Forum \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Location/Forum \_\_\_\_\_ Date \_\_\_\_\_

D. Conduct a training workshop or seminar for forensic examiners within the forensic disciplines — 5 credits for each half-day presentation — maximum of 50% of the credits needed for recertification as determined by the individual certification board during the 5-year recertification period. Credits Claimed: \_\_\_\_\_

Title \_\_\_\_\_

Location/Forum \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Location/Forum \_\_\_\_\_ Date \_\_\_\_\_

E. Conduct a training workshop for non-examiners — 3 credits for each half-day presentation — with a maximum of 25% of the credits needed for recertification as determined by the individual certification board during the 5-year recertification period. Credits Claimed: \_\_\_\_\_

Title \_\_\_\_\_

Location/Forum \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Location/Forum \_\_\_\_\_ Date \_\_\_\_\_

**III. Articles published in board recognized forensic journals — up to 10 credits per article — maximum of 25% of the credits needed for recertification as determined by the individual certification board during the 5-year recertification period. Credits Claimed: \_\_\_\_\_**

Article Title \_\_\_\_\_

Publication \_\_\_\_\_ Date \_\_\_\_\_

**IV. Attendance at or participation in a course or workshop or in-service training recognized by the individual certification board — two credits per half day — maximum of 75% of the credits needed for recertification as determined by the individual certification board during the 5 year recertification period. Credits Claimed: \_\_\_\_\_**

Topic/Title \_\_\_\_\_

Location/Forum \_\_\_\_\_ Date \_\_\_\_\_

Topic/Title \_\_\_\_\_

Location/Forum \_\_\_\_\_ Date \_\_\_\_\_

**V. Holding an office or serving on a committee in a forensic society recognized by the certification board or performing an official service for a forensic journal publication — 5 credits earned for each year served — maximum of 25% of the credits needed for recertification as determined by the individual certification board during the 5-year recertification period. Credits Claimed: \_\_\_\_\_**

Organization \_\_\_\_\_

Position/Committee \_\_\_\_\_

Organization \_\_\_\_\_

Position/Committee \_\_\_\_\_

Credit claimed from \_\_\_\_\_, 20\_\_\_\_ until \_\_\_\_\_, 20\_\_\_\_

**VI. Membership in a forensic society recognized by the certification board — 1 credit earned per year of membership per organization — maximum of 25% of the credits needed for recertification as determined by the individual certification board during the 5-year recertification period. Credits Claimed: \_\_\_\_\_**

Organization \_\_\_\_\_

Org. Secy. \_\_\_\_\_ Telephone Number \_\_\_\_\_

Organization \_\_\_\_\_

Org. Secy. \_\_\_\_\_ Telephone Number \_\_\_\_\_

Organization \_\_\_\_\_

Org. Secy. \_\_\_\_\_ Telephone Number \_\_\_\_\_

Credit claimed from \_\_\_\_\_, 20\_\_\_\_ until \_\_\_\_\_, 20\_\_\_\_

**VII. Acting as the primary provider of on-the-job training for novice forensic examiners — 5 credit for each year in which training is provided — maximum of 25% of the credits needed for recertification as determined by the individual certification board during the 5-year recertification period. Credits Claimed: \_\_\_\_\_**

Name of Trainee \_\_\_\_\_ Date(s) \_\_\_\_\_

Supervisor/Co-worker \_\_\_\_\_ Telephone Number \_\_\_\_\_

Credit claimed from \_\_\_\_\_, 20\_\_\_\_ until \_\_\_\_\_, 20\_\_\_\_

**VIII. Providing a written summary (minimum of 250 words) of an article written by another forensic examiner or related professional and published within the last 5 years — 2 credits per article allowed — with a maximum of 40% during the 5-year period. Credits Claimed: \_\_\_\_\_**

Title of Article: \_\_\_\_\_ Author: \_\_\_\_\_

Publication: \_\_\_\_\_ Date: \_\_\_\_\_

**IX. Any other activity that an applicant for recertification feels that the specific certification board should consider, such as teaching forensic related college courses, research and presentations to the general public, etc. — with a maximum of 30% during the 5-year period. Credits Claimed: \_\_\_\_\_**

Brief Overview of the Activity(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TOTAL CREDITS CLAIMED \_\_\_\_\_**

Please note the following credit information carefully. If you are applying for recertification as a Latent Fingerprint Examiner, Forensic Photographer, any of the three levels of Crime Scene Certification: Crime Scene Investigator, Crime Scene Analyst, Senior Crime Scene Analyst, Bloodstain Pattern Analyst, TenPrint Fingerprint Examiner or Footwear Examiner you must have accrued at least 80 credits to qualify for renewal. If you are applying for recertification as a Composite Artist you must have accrued at least 50 credits to qualify for renewal.

The information listed on this application for recertification is accurate and reflects the continuing education/professional development activities in which I have participated during the past five (5) years. I understand that the IAI Certification Board will verify some or all of the information contained on this form. I agree to authorize the release of this information for recertification purposes.

Signature \_\_\_\_\_

I understand that I may also be required to successfully complete a practical examination/proficiency test provided to me by the Certifying Board. This examination must be completed with no erroneous inclusions or exclusions, must include notes, observations and all supporting documentation used to reach an opinion. Recertification testing and results are guided by the appropriate section(s) of the Certifying Board's Operations Manual.

PLEASE ATTACH 2 COPIES OF ALL SUPPORTING DOCUMENTATION AND THE REQUIRED RECERTIFICATION FEE AS POSTED ON THE IAI WEBSITE.

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Applicant's Certificate # (Please Print or Type)

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Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone Number \_\_\_\_\_

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Witness with Knowledge of Professional Activities Listed (i.e., Supervisor or Co-worker)

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Signature \_\_\_\_\_ Date \_\_\_\_\_ Telephone Number \_\_\_\_\_

**X. CODE OF ETHICS**

As an applicant/certified person of the International Association for Identification, and being actively engaged in the profession of Scientific Identification and Investigation, I dedicate myself to the efficient and scientific administration thereof in the interest of Justice and the betterment of the profession. To cooperate with others of the profession, promote improvement through research, and disseminate such advancement in my effort to make more effective the analysis of the expert. To employ my technical knowledge factually, with zeal and determination, to protect the ethical standards of the profession of Scientific Identification and Investigation. I humbly accept my responsibility to Public Trust and seek Divine guidance that I may keep inviolate the Profession of Scientific Identification and Investigation.

Signature required from all applicants (Member or not): \_\_\_\_\_

**XI. Standards of Professional Conduct**

Every applicant/certified person shall comply with the provisions of the Constitution and By-Laws of the International Association for Identification.

Every applicant/certified person shall strive for the highest standards of personal and professional conduct and shall be forthright in all aspects pertaining to criminal, civil and departmental matters.

Every applicant/certified person shall conduct him/herself personally and professionally within the laws of his/her respective government.

Every applicant/certified person of this Association shall conduct him/herself in a professional manner that will not violate the public trust.

Every applicant/certified person shall cooperate with peers in the advancement of the science and profession of his/her respective discipline(s).

Every applicant/certified person shall maintain and strive to improve his or her knowledge, skills, and abilities and shall continue to use all available resources to be knowledgeable of advances in his/her respective discipline(s).

No applicant/certified person shall misrepresent his/her affiliation with the Association.

No applicant/certified person shall issue any misleading or inaccurate statement that gives the appearance of representing the official position of the Association.

No applicant/certified person shall exaggerate, embellish or misrepresent his/her professional qualifications or credentials. Membership in the Association does not, by itself, qualify any certified member in any forensic discipline.

No applicant/certified person shall offer nor accept any gift or inducement that might improperly influence the performance of duties by him/herself or others.

No applicant/certified person shall knowingly make, promote or tolerate false accusations of a personal, professional or criminal nature.

Every applicant/certified person shall report any violation of this code to the President of the Association. A certified person shall cooperate fully with any official investigation by this Association.

Every applicant/certified person shall maintain and keep inviolate confidential information obtained in the course of professional endeavors.

Every applicant/certified person shall scientifically examine evidence and render professional opinions only in the discipline(s) in which he/she is qualified.

Every applicant/certified person shall maintain an objective and unbiased attitude in conducting forensic examinations in his/her qualified discipline(s).

Every applicant/certified person shall exercise due care to ensure and maintain the integrity of all evidence within his/her custody.

Every applicant/certified person shall conduct all examinations of evidence using accepted and established scientific techniques in his/her discipline(s).

Every applicant/certified person shall comply with appropriate standards and controls in conducting examinations and analyses in his/her discipline, and shall seek verification of findings in accordance with accepted contemporary scientific principles.

Signature required from all applicants (Member or not): \_\_\_\_\_

**XII. The International Association for Identification does not discriminate in membership or certification opportunities on the basis of sex, race, color, disability, religion, sexual orientation, national origin, age, or any other characteristic protected by law. \_\_\_\_\_ (Initials Required)**

If the applicant is rejected for any reason, a new application may be submitted after the period of six months from rejection, accompanied by the current fee that is listed on the IAI Website. In making this application to the International Association for Identification for the issuance to me of a Certificate of Qualification, all in accordance with and subject to its Articles of Incorporation, Bylaws, and such other governing provisions that are in force (herein collectively referred to as its regulations), I agree to disqualification from the issuance to me of a Certificate; suspension of such Certificate; revocation of such Certificate; or to surrender of such Certificate to the International Association for Identification, in the event of any misstatement or misrepresentation of a material fact in this application or in the event that any of the aforementioned regulations applicable to such Certificate are violated by me, as determined by the International Association for Identification. I further agree to hold the International Association for Identification, its officers, examiners, and agents free from any claim, damage or liability by reason of action, they or any of them, may take in respect of this application including, but not limited to, the failure of the International Association for Identification to issue me such Certificate, or the suspension, revocation or making of any demand for the surrender of an issued Certificate, or the removal of my name from the list of such certificates.

In support of this application, I certify, under oath or affirmation, that all of the statements made herein or associated herewith are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

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Signature of Applicant

**If paying by credit card, please complete the following information:**

The IAI accepts credit cards as payment for certification fees. Please indicate credit card type and sign below as authorization to charge your credit card for annual dues as indicated on this invoice.

Visa     American Express     Master Card     Novus/Discover

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

**Examples of converting hours to credits**  
(as stated in Certification Program Operations Manual, pages 15 - 17)

Type of Meeting	Hours	Credits toward cert/recertification
IAI Parent Body annual training conference	40 hours attendance	20 credits for the annual conference
IAI Local training conference	24 hours attendance	12 credits for a 3-day conference
Other forensic meetings, at same calculation	Hours of attendance	4 hrs = 2 credits 8 hrs = 4 credits no more than 4 credits per day

