

FORENSIC CERTIFICATION MANAGEMENT BOARD INTERNATIONAL ASSOCIATION FOR IDENTIFICATION

Certification Program Operations Manual



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Certification Program Operations Manual

Preamble:

The policies and procedures contained herein have been approved by the Forensic Certification Management Board (FCMB) of the International Association for Identification (IAI) and are effective as of the date of publication. They are subject to periodic review and updating by the FCMB and its certification boards (see FCMB-16-2016-A Organization Chart: International Association for Identification). The FCMB-IAI certification program does not discriminate in membership or certification opportunities based on gender, race, color, disability, religion, sexual orientation, national origin, age, or any other characteristic protected by law. The FCMB-IAI recognizes the importance of impartiality with regard to its certification program and strives to maintain objectivity in all of its certification activities. All persons participating in the management of the program, the testing and evaluation of applicants and making the decision regarding the granting of certification are required to adhere to Conflict of Interest and Non-disclosure policies.

1.0 Background, Functions and Purposes of the FCMB- IAI Certification Program

- 1.1 The need to identify qualified individuals who can provide essential professional forensic services has long been recognized. In response to this need and to promote ethical and professional practices among its participants, the IAI Certification Program, as administered by the FCMB, was established to provide a program of certification in the profession of forensic identification, investigation, and scientific examination of physical evidence. In purpose, function and organization, the FCMB-IAI Certification Boards are thus analogous to the certifying boards of other specialties and scientific fields.
- 1.2 The Certification Boards were established to set the standards and qualifications for those who practice specific disciplines within the forensic sciences; to establish voluntary certification testing of applicants who meet or exceed the training, educational, professional experience requirements set by the specific Certification Board; and to annually review, and if necessary, revise the standards and qualifications, as well as the specific Board's provisions in the operations manual.
- 1.3 The FCMB-IAI certification program was established under the auspices of the IAI, a non-profit organization incorporated in the State of Delaware. The certification boards operate under the guidance and oversight of the FCMB which is responsible to the IAI Board of Directors.

2.0 Operations of the Certification Boards

- 2.1 Creation of the certification boards
 - 2.1.1 Establishment of a Certification Board: Based on the recommendation of the FCMB and/or a request from the IAI Board of Directors and subject to the approval of the Director, a Certification Board may be established in any of the forensic disciplines. The Director shall approve the creation of

a new certification board based on need, viability, the potential level of participation and the availability of similar programs.

- 2.1.2 **Composition:** A Certification Board is composed of no fewer than three (3) and no more than seven (7) members, including a chairperson and a secretary. Additional members may be added to a certification board at the discretion of the Director.
- 2.1.3 **Appointment:** The director of the FCMB shall appoint members of the new certification board.
- 2.1.4 **General Powers.** Each Certification Board may grant or deny certification and/or recertification.
- 2.1.5 **Certification Program Operations Manual.** Each Certification Board shall operate in conformance with the provisions of the Certification Program Operations Manual approved by the FCMB. The FCMB shall be responsible for developing and administering a policy and documented procedures to receive, evaluate and make decisions or complaints, and for suspension or withdrawal of certification.

3.0 Terms and Definitions

- 3.1 **Certification:** The process by which a person is tested with regard to knowledge, skill and ability and deemed competent to reliably practice the discipline for which they have been certified.
- 3.2 **FCMB** is the acronym for the Forensic Certification Management Board which oversees and manages the certification program of the International Association for Identification.
- 3.3 **Certification Board** is the body of subject matter experts in a particular discipline charged with developing the requirements and process for certification. The certification board is also responsible for the grading/evaluation of test results and arriving at a determination of whether to certify or not.
- 3.4 **Proctor** is the person responsible for the security of testing materials at the time the test is administered (Invigilator). They are also responsible for insuring that the test taker is in fact the applicant who applied for certification; enforcing the time allowance for the test; assuring that the applicant is not using or receiving any inappropriate assistance; informing the applicant on how to proceed with and complete the test; securing and returning test materials to the certification board at the end of the testing period. The proctor does not participate in the grading or evaluation of the test. The proctor of the exam cannot be an immediate supervisor, co-worker, or a person that might otherwise have a vested interest in the success of the candidate.
- 3.5 **Suspension** of certification is a determination by a certification board that a certified person has made a technical error or otherwise violated a provision of their certification. The suspension will remain in effect until a course of appropriate corrective action, as determined by the certification board, is achieved.

- 3.6 **Revocation** of certification is a determination by a certification board that a certified person has committed an offense in violation of the Code of Ethics and Professional Conduct to the extent that no remediation is possible.
- 3.7 **eCert** is the electronic system by which the FCMB and its certification boards receive applications for certification, review applications and maintains the records of the certification program.
- 3.8 **Certificate** is the official document issued by the appropriate certification board to the applicant who successfully meets all the requirements for certification. Each certificate bears the name of the applicant, discipline of certification, a unique numerical identifier, an expiration date, the embossed seal of the IAI and is signed by the chair and secretary of the appropriate certification board.
- 3.9 **Director** is the official, appointed by the IAI Board of Directors, to manage the affairs of the FCMB. The Director acts as chair of the FCMB and is responsible for running any and all meetings of the FCMB. The job description of the Director-FCMB is available in Appendix I.
- 3.10 **Censure** is a reprimand for errant conduct which does not jeopardize certification status.
- 3.11 **Preparation Course** is a course of instruction directly related to the taking of a certification test. It does not include courses which provide foundational knowledge or skill development required to pass the test. Preparation courses generally focus on the type of questions or practical challenges an applicant may face on a test.

4.0 General Requirements

4.1 Legal Matters

- 4.1.1 The Forensic Certification Management Board (FCMB) is a subdivision of the International Association for Identification (IAI). It was established to provide oversight and guidance to certification programs in various forensic disciplines which operate under the auspices of the IAI. The certification boards fall under the management structure of the FCMB.

4.2 Responsibility for decision on certification.

- 4.2.1 Individual certification board has the sole authority for all matters relating to the grading and evaluation of certification/recertification tests or other requisite aspects of their certification scheme. The certification board will grant certification/recertification when an applicant successfully achieves the required goals of the testing process.

4.3 Management of Impartiality

- 4.3.1 Documentation to show impartial operations is included in the preamble and anti-discrimination policy of this manual.
- 4.3.2 The IAI certification program does not discriminate in membership or certification opportunities on the basis of gender, race, color, disability,

religion, sexual orientation, national origin, age, or any other characteristic protected by law or applicable treaty.

- 4.3.3 No applicant shall be required to provide information regarding gender, race, color, disability, religion, sexual orientation, national origin, age, or any other characteristic protected by law or applicable treaty unless that information is necessary to provide appropriate accommodation to the applicant (e.g. an applicant with a disability may require special physical access to a facility or it may be inappropriate for a male proctor to be alone with a female applicant due to certain religious or cultural beliefs.)

- 4.3.3.1 Proctors are to be notified of any special needs accommodations requested on the application. Proctors will work with the applicant to select an appropriate facility for the administration of the examination.

- 4.3.3.2 Applicants who cannot be identified by the usual means, e.g. government issued documents, may provide other forms of biometric identification. If biometric identification is not feasible, a coworker, supervisor or other professional associate of the applicant may affirm the identity of the applicant by personal introduction of the applicant at the time of testing and providing a signed affidavit of affirmation.

- 4.3.4 IAI Membership is not necessary to apply for certification. However, the fee structure for members is adjusted to reflect the membership dues paid to the IAI during the certification period (5 years).

- 4.3.5 The FCMB is responsible for the impartiality of certification activities and shall not allow commercial, financial or other pressures to compromise impartiality.

- 4.3.6 The FCMB will identify threats (actual or perceived) on conflict of interest forms and investigate any to ensure impartiality of relationships is maintained.

4.4 Finance and Liability

- 4.4.1 The IAI and the FCMB have entered into a Management Services Agreement. This agreement provides the FCMB with access to the vast resources of the IAI including financial services, legal representation and liability insurance (Appendix I, FCMB-11-2016-A). The IAI also agrees to provide all financial support required by the FCMB not covered by its collected certification fees.

- 4.4.2 Certification Board Budget Guidelines

- 4.4.2.1 Budgets of all Certification Boards must be reviewed pursuant to the FCMB-IAI Management Services Agreement. To that end, the Certification Boards will be required to submit their budget requests to the Director for review. The Director may appoint an ad hoc committee to review budget requests. The Chief

Operations Officer will verify that funds exist to support the proposed budgets and disperse funds as appropriate. Board Chairs should schedule meetings and board activities to maximize efficient use of time and ultimately, financial resources.

4.4.2.1.1 Certification Boards may not spend or commit funds for any purpose without prior budget approval or approval of the Director.

4.4.2.1.2 Budget requests are due by April 1st of each calendar year.

4.4.2.2 It is recommended that those serving on the Certification Boards seek financial support from their agency to attend meetings and Board business. If the member's agency cannot provide financial support, the Chair of the specific Certification Board will need to provide verification of the need for funds from the Certification Program funds.

4.4.2.3 Travel Expenses: If the employing agency denies funding for the member's travel, accommodations etc., the following guidelines will govern the use of certification board funds to defray members' expenses to conferences:

4.4.2.3.1 Air travel must be purchased at the lowest possible cost. Tickets should be purchased at least 45 days prior to departure to minimize ticket costs unless there are extenuating circumstances. All travel must be by coach air.

4.4.2.3.2 The IAI Chief Operations Officer (COO) will advise the Director/Certification Board Chairs of reimbursement fees, which are based on the current rate determined by the GSA - U.S. Federal Government.

4.4.2.3.3 If any member uses a government or agency owned vehicle to drive to the conference, then no mileage reimbursement will be made. If any member chooses to drive his/her privately owned vehicle to the conference, cost will be reimbursed at the current Federal Government mileage rate not to exceed the cost of the lowest available air fare to the conference destination. Transportation expense will not exceed the lower of the costs of either airfare or driving mileage.

4.4.2.3.4 Conference registration costs will not be paid from Certification Program funds.

4.4.2.3.5 Hotel/lodging and Per Diem, which includes meals and incidental expenses, will be reimbursed for only the

days on which the Certification Board meets, to a maximum of four (4) days. The Director may approve reimbursement for additional days if needed. Meetings must be for the purposes of administering the certification program. The Certification Board Chair will determine the number of nights lodging required, based on meeting times and travel arrangements, in order for the members to arrive at and depart from the meeting in a timely manner and without undue expense. The reimbursement rate for lodging and meal expenses is based on the GSA - US Government rate; the IAI-COO is to notify the Director/Certification Board Chairs of the current rate a minimum of 90 days prior to the conference for budgeting purposes. Should expenses exceed the GSA rate, the IAI-COO is to be immediately notified. If the meetings are held during the annual educational conference, then the lodging rate will be at the conference rate and meal expenses will be at the GSA rates.

4.4.2.3.6 In the event that special meetings of a Certification Board are required, in addition to the meeting at the annual conference, the expenses of that special meeting may be funded by the FCMB. The Chair of the requesting Certification Board will confer with the Director/IAI-COO to verify available funds before calling a special meeting.

4.4.2.3.7 Receipts are required for hotel expenses, airfare, and cab and public transportation in excess of \$20.00. Receipts are not required for meals; the reimbursement for meals will not exceed the Per Diem rate.

4.4.3 At such time as a Certification Board's level of participation and revenue makes it feasible, the Chair of the Certification Board, with the approval of the members of the individual Certification Board, may petition the Director for approval to pay the Board Secretary an annual stipend based on the volume of work handled.

4.4.4 The certification boards will submit any special requests for expenditures in writing to the Director of the FCMB. Special requests include meetings, stipends and other expenditures that are beyond the day to day operational costs of the application and testing processes.

5.0 Structural Requirements

5.1 Management and Organizational Structure

- 5.1.1 The FCMB is a subdivision of the IAI. The IAI Board of Directors appoints the Director of the FCMB. The Director serves pursuant to a job description as adopted by the Board of Directors (Appendix I: FCMB-10)
- 5.1.2 The Certification Boards are organized under the FCMB. The FCMB consists of the Director, two at large members appointed by the Director and the Chairs of each of the Certification Boards.
- 5.1.3 Changes to the organizational structure will be considered by the FCMB at its annual meeting. Only members of the FCMB may petition for changes to be considered by the FCMB. The IAI Board of Directors may recommend changes through the Director. If the Director verifies that the change does not conflict with existing law, contractual agreements or accreditation standards, he may issue a directive codifying the change and put in place whatever changes are necessary to execute the directive.
- 5.1.4 The Director may act in the stead of any FCMB member or officer in cases where that member or officer is deficient or negligent.
 - 5.1.4.1 This provision shall apply to administrative and/or managerial functions.
 - 5.1.4.2 This provision does not apply to the awarding of certifications.

5.2 Training

- 5.2.1 Members of the Certification Boards shall not conduct training, for which they receive any remuneration, relating to certification preparation courses or courses mandated (non-optional) by the certification board. Members may provide training which is part of the general curriculum required for applicants but shall not infer in any manner that taking such course would provide an advantage to the student seeking certification.
- 5.2.2 A person may not act as a proctor for a certification test if that person previously conducted a certification preparation course in which the applicant was a student.
- 5.2.3 Certification Board members may not act as examiners, assessors or evaluators for any certification candidate who was a student or mentored practitioner of theirs within the previous two years prior to filing an application for certification.
- 5.2.4 The IAI partners with an independent contractor to provide training related to forensic issues. The IAI receives compensation for allowing the contractor to market the training under the IAI label. Because of this relationship, none of the training courses offered by the contractor may be deemed mandatory by the certification boards.

6.0 Resource Requirements

6.1 Prerequisite

- 6.1.1 Openings on the certification board shall be advertised in a manner determined by the board to reach the widest pool of potential candidates. The IAI website, and IAI publication, or electronic dissemination are all acceptable methods.
- 6.1.2 Candidates for certification board service must be certified in the discipline of the board and a member of the International Association for Identification.
- 6.1.3 Candidates for certification board service will submit a letter of interest and a résumé or CV no less than 24 hours prior to the annual board meeting.
 - 6.1.3.1 Certification board vacancies which need to be filled in advance of the annual board meeting will follow the procedure in Sections 6.2.1.7 and 6.2.3.4.
 - 6.1.3.2 With the approval of the Director, the Chair of a certification board may appoint an interim board member to serve until the formal procedures outlined in this section can be instituted.
- 6.1.4 If the candidate is a subordinate employee of an agency, department or other entity they will submit a letter of support for participation from their employer/supervisor.
- 6.2 Personnel Involved in Certification Activities
 - 6.2.1 Selection of Certification Board Members
 - 6.2.1.1 Selections will be held at the annual meeting of the certification board.
 - 6.2.1.2 All persons currently serving on the board and attending the annual meeting will be eligible to vote.
 - 6.2.1.3 The résumés or CV's of all qualified candidates will be made available for inspection by the board members attending the annual meeting.
 - 6.2.1.4 The board will conduct interviews of interested candidates.
 - 6.2.1.5 New board members will be chosen by a consensus of the board by ballot.
 - 6.2.1.6 The term of service will be for four years. No person shall serve more than two consecutive terms.
 - 6.2.1.7 The list of qualified candidates will be maintained for the ensuing year as a resource for possible replacements.
 - 6.2.2 Election of Certification Board Officers
 - 6.2.2.1 The members of the certification board will elect from their number a Chair and a Secretary.
 - 6.2.2.2 Board members wishing to serve in those positions will make their intentions known to the rest of the board. If more than one person seeks the office, an election by ballot will be held.

- 6.2.2.3 The member receiving the most votes will succeed to the open office.
- 6.2.2.4 If only one person seeks an open office, that person will succeed to the office by acclamation.
- 6.2.2.5 The Chair may serve no more than two consecutive terms of four years each. If the officer term exceeds the board member term limit, the Chair will be allowed to complete the officer term.
- 6.2.2.6 The Secretary will be exempt from term limits.
- 6.2.3 Removal from Certification Board or Office
 - 6.2.3.1 Board members and board officers may be removed from their positions for cause.
 - 6.2.3.2 Causes for removal shall include, but are not limited to, malfeasance, breach of security policy, unethical conduct, conflicts of interest, poor job performance, failure to maintain IAI membership or discipline certification specific to the board.
 - 6.2.3.3 When the Director, FCMB, becomes aware of a cause for removal of a certification board member or officer, the Director may order the removal of the board member.
 - 6.2.3.3.1 If there is a need to review the member's situation, the Director may appoint a three-member ad hoc committee to examine the issue(s) and conduct whatever investigative procedures it deems appropriate or necessary. The committee shall consist of the two at-large FCMB members and one chosen from the FCMB. The committee shall issue a report of their findings and a recommendation for action within thirty (30) days. The Director shall consider the committee's findings and recommendations and determine the appropriate action. The Director shall have the authority to remove certification board members or officers when appropriate.
 - 6.2.3.4 Replacement of certification board members or officers shall be in accordance with this section. If a vacancy occurs at a time greater than ninety days (90) from the date of the annual meeting of the board, the board may select a replacement from the list of qualified applicants established at the previous board meeting.
- 6.3 Duties of Certification Board Personnel
 - 6.3.1 The Chair of the certification board is responsible for organizing meeting of the board; arranging for the collective needs of the board; ensuring that board members are completing the tasks assigned them; submitting an annual budget request and participating as a member of the FCMB.

The Chair shall ensure the collection of data to be used for validation of examinations.

6.3.2 The Secretary of the certification board is responsible for maintaining the records of the board including the minutes of all meeting; ensuring that all personnel forms and records (COI statements, Confidentiality Agreements and resumes/CV's) are up to date and properly stored; ensuring that all applications for certification are reviewed in a timely manner; securing proctors for examinations and distributing test material as needed; issuing certification credentials to those who successfully complete the testing regimen.

6.3.3 Members of the certification board are responsible for developing certification schemes; the testing methods best suited for evaluating the knowledge, skills and abilities of the applicants for certification; updating testing material as appropriate; reviewing applications for certification to determine prerequisite compliance; grading and evaluating tests as required. Members shall prepare at least two versions of the examinations. A second version is to be used if a test is compromised. Members shall prepare recertification tests without the participation of board members who will be taking the test.

6.4 Outsourcing

6.4.1 No part of the certification scheme shall be outsourced with the exception of using testing centers as a venue for the administration of a test.

6.4.2 If a testing center is used, testing center personnel will be required to execute a confidentiality agreement with the certification board/FCMB.

6.4.3 Outsourcing restrictions shall not apply to the management agreement between the IAI and FCMB.

6.5 Other Resources

6.5.1 The proctor and applicant shall affirm, at the time of testing, that the premises, equipment and resources present are adequate for the conduct of certification activities.

6.5.2 Affirmation shall be by signatures of the proctor and applicant on the Proctor/Applicant Instruction and Acknowledgement form, FCMB-08.

6.5.3 Any discrepancies shall be addressed prior to the commencement of testing. Discrepancies which cannot be resolved shall require the postponement of the test until they can be corrected.

7.0 Records and Information Requirements

7.1 Records of Applicants, Candidates and Certified Persons

7.1.1 Certification Boards shall utilize the eCert program for the management of applicant records.

- 7.1.2 For applications filed prior to the implementation of the eCert program, hard copy records will be kept for all active certificants. These records will include:
 - 7.1.2.1 Date of certification
 - 7.1.2.2 Date of expiration of certification
 - 7.1.2.3 Date of recertification
 - 7.1.2.4 Unique control number of certification certificate
 - 7.1.2.5 Specific discipline and level or endorsement certified
 - 7.1.2.6 Hard copies may be converted to digital format and stored electronically with certification board records. This will allow for the destruction of physical documents.
- 7.1.3 Hard copy records of those whose certification has lapsed for a period of five or more years may be destroyed provided that an electronic record of that individual's certification exists to include, at a minimum, the individual's name, and last known address, type of certification and date of lapse of certification.
- 7.1.4 Original certification tests for those who pass the examination may be destroyed and only a summary notation of pass/fail be retained in the records. Tests of those who fail may be destroyed after the time period for appeal has expired.
- 7.1.5 The Certification Program Operations Manual, which contains the policies, procedures and standards for the certification program, shall be maintained by the Forensic Certification Management Board (FCMB). The manual shall be cataloged using the year it was approved followed by a small case letter indicating the revision issue for that particular year. All previous editions are superseded on the date of publication of the successor edition.
- 7.2 Public Information
 - 7.2.1 Names of persons certified are published on the certification board website. The list is kept current by the certification board secretary.
 - 7.2.2 Inquiries concerning certified persons or program participation are referred to the Director, FCMB. The Director will provide notice to the certified person/program participant of any information released pursuant to subpoena or court order. Otherwise the only information released will be whether an individual is or is not currently certified.
- 7.3 Confidentiality
 - 7.3.1 All members of the FCMB and the Certification Boards shall be required to execute a Confidentiality Agreement upon appointment/election (Appendix I: FCMB-03)
- 7.4 Security

- 7.4.1 All certification program application records and meeting minutes are contained in the eCert system. This system is user/password restricted and is firewall protected.
- 7.4.2 Other records generated by the certification program will be stored on a cloud based encrypted storage service contracted by the FCMB. Access will be restricted through assigned permissions. These records include, but are not limited to: Conflict of interest forms, Confidentiality Agreements, Board Member CV's, Certification Examinations, and documents related to complaints and appeals.
- 7.4.3 Certification board records and documents are not to be kept on personal computers or other devices not authorized by the FCMB or IAI. This restriction does not include the temporary storage of documents used for composition, editing, updating or the execution of processes required by the governing regulations and policies found in this manual. Once the temporary need is satisfied, updated documents should be uploaded to the appropriate folder and deleted from the local device.
- 7.4.4 Destruction of Records
 - 7.4.4.1 Hard copy records requiring destruction shall be sent to the central office for proper disposal.
 - 7.4.4.2 The central office, at its discretion, may destroy the documents through conventional shredding methods or the use of a credible commercial document disposal service.
- 7.5 Duty to Report
 - 7.5.1 All persons certified by this program shall report information affecting their ability to maintain their certification to the appropriate certification board.
 - 7.5.1.1 Certificants shall report any physical infirmity which may affect their ability to perform the tasks for which they are certified.
 - 7.5.1.2 Certificants shall report any issue which may reflect on their proficiency at performing the tasks for which they are certified.
 - 7.5.1.3 Certificants shall report any legal impediment or conflict which may affect or reflect on their ability to perform the tasks for which they are certified.
 - 7.5.2 Certification Boards are to consider reports referenced in this section and shall make a determination as to whether the certificant may retain their certification.
 - 7.5.2.1 Certificants may exercise or waive any due process rights afforded by these regulations.
 - 7.5.3 Failure to Report
 - 7.5.3.1 Any certificant who fails to adhere to the provisions of this section shall be subject to formal review.

8.0 Certification Schemes

8.1 Each Certification Board shall develop certification schemes to supplement the overall program outlined in this manual.

- 8.1.1 Latent Print Certification est. 1977. See Appendix A
- 8.1.2 Crime Scene Certification est. 1990. See Appendix B
- 8.1.3 Forensic Art Certification est. 1995. See Appendix C
- 8.1.4 Bloodstain Pattern Analysis Certification est. 1996. See Appendix D
- 8.1.5 Footwear Certification est. 1997. See Appendix E
- 8.1.6 Forensic Photography and Imaging Certification est. 2000. See Appendix F
- 8.1.7 Tenprint Certification est. 2002. See Appendix G
- 8.1.8 Forensic Video Analysis Certification est. 2011. See Appendix H

8.2 The following elements will be included in the specific discipline certification schemes (included in appendices A-H):

- 8.2.1 Scope of Certification: Each certification board will document a scope that identifies the categories of scientific foundational and technical knowledge included in the discipline certification scheme.
- 8.2.2 Job and Task Description: Each certification board will document a practice analysis that identifies the jobs and tasks included in the discipline certification scheme. Each certification board will document the dates that these jobs and tasks are evaluated and will ensure reevaluation occurs at regular intervals.
- 8.2.3 Required Competence: Each certification board will document the competence that is required by their scheme.
- 8.2.4 Prerequisites: Each certification board will document the prerequisites required prior to participating in the certification process.
- 8.2.5 Code of Conduct (see Appendix I: FCMB-09)

8.3 Each certification scheme shall document the required certification process requirements:

- 8.3.1 Criteria for initial certification and recertification.
- 8.3.2 Assessment methods for all aspects of the initial certification and recertification.
- 8.3.3 Criteria for suspension and revocation of certification

8.4 Each certification board shall retain a document file to demonstrate that the following development and reviews of certification schemes have taken place:

- 8.4.1 Discipline expertise was included in the process at a sufficient level.
- 8.4.2 Structure fairly represents the interests of all parties significant in the process.
- 8.4.3 The alignment of prerequisites with competence requirements.
- 8.4.4 Assessment mechanisms alignment with competence requirements.
- 8.4.5 Job/practice analysis kept up to date to document alignment with competence requirements, to include:
 - 8.4.5.1 Alignment with the tasks necessary for successful performance

- 8.4.5.2 Alignment with the required competence for each task
- 8.5 The certification body shall ensure that each certification scheme is reviewed and validated (audited) on an annual basis. Results will be recorded using FCMB-14.
- 8.6 The certification board shall collect performance data regarding questions, exhibits, samples and tasks used in testing. Results will be reported using FCMB-15.
- 8.7 Changes to the Certification Scheme
 - 8.7.1 From time to time it may be necessary to make changes to the certification scheme due to legal or other considerations.
 - 8.7.2 Changes may be proposed at the annual or other authorized meetings of the certification board.
 - 8.7.3 Certification boards shall seek input from the concerned community and consider such input before making changes.
 - 8.7.4 Changes shall be submitted to the Director for review before adoption
 - 8.7.5 Changes shall be posted on the certification website and incorporated, as necessary, in the FCMP Certification Program Operations Manual.
 - 8.7.6 A reduction in scope shall be published on the certification website and the publication, Identification News. The change will also be reflected in the FCMP Certification Program Operations Manual.
 - 8.7.7 If the examination regimen is changed, persons applying for recertification shall be required to meet the new requirements at the time of their certification renewal.

9.0 Certification Process Requirements

9.1 Application Process

- 9.1.1 Applications for certification are filed electronically on the IAI's web site using the eCert system. Applicants will create a password protected account and follow the online instructions to complete the application. This process is used for both the initial application for certification and the application for recertification.
- 9.1.2 Applications will not be processed until the appropriate non-refundable fee is paid. (Appendix I: FCMB-04)
 - 9.1.2.1 Only those persons who believe they clearly meet the stated qualifications and requirements for certification and are prepared to take the certification test should submit applications, as no refunds will be offered.
 - 9.1.2.1.1 Certification testing must commence within six (6) months of application approval.
 - 9.1.2.1.2 If a scheduled test date is cancelled, a new date for the test must be set falling within sixty (60) days of the cancelled test date.
 - 9.1.2.1.3 If testing is not accomplished pursuant to the provisions of 9.1.2.1.1 or 9.1.2.1.2, the application will

be closed. The applicant will have to file a new application and pay the appropriate fee.

9.1.2.2 Fees will be utilized by the FCMB and certification boards to cover expenses related to the operation of the certification program.

9.1.2.3 Two (2) letters of endorsement are to be uploaded as part of the application process. One letter of endorsement being from the applicant's supervisor, or a person certified at an equal or higher level. If neither of those is available to the applicant, two letters from professional peers are acceptable. Acceptable file formats are PDF, JPEG, BMP or TIFF. Education and training certificates are to be uploaded in the same manner.

9.1.2.4 All applicants for certification will agree to abide by the Code of Ethics and Standards for Professional Conduct. Agreement will be attested to by virtue of the applicant's electronic signature.

9.1.2.5 Qualifications and requirements for certification are subject to revision by the Certification Board(s) in consultation with the FCMB. The requirements for each certification program are available from the Secretary of the individual Certification Board, the IAI website (www.theiai.org) and Appendices A-H of this manual.

9.1.2.6 Applications are to be reviewed and processed by the certification boards within ninety (90) days of submission.

9.2 Assessment Process

9.2.1 Certification shall be determined by the successful completion of assessments based on a series of tests derived from an approved curriculum and published materials promulgated by the Certification Board. Certification examinations are used to measure the knowledge, skill and ability of the individual applicant. The applicant may not receive any active or passive assistance during the testing period. Refer to the individual Certification Board sections for the requirements and specific information.

9.2.1.1 The percentile grading system applies only to written examinations. There is only one correct answer per question. Answers are chosen by multiple choice, true/false or direct selection or annotation. Written examinations used to assess the skills and abilities of applicants are to be constructed such that questions require the applicant to answer or choose answers that detail the process by which tasks are accomplished.

9.2.1.2 Practical examinations are classified in two categories; Comparative and Performance.

9.2.1.2.1 Comparative examinations such as those given by the Latent Print, Ten Print, and Footwear Examination

Certification Boards, require that the applicant successfully evaluate simulated specimens to known sources from potential candidates. The individual certification board determines the correct conclusions required to pass the test. In all cases, an incorrect conclusion is cause to fail the applicant.

9.2.1.2.2 Performance exams such as those administered by the Forensic Photography and Imaging, Forensic Art, Bloodstain Pattern Analysis, Crime Scene Reconstruction and Forensic Video Certification Boards, require that the applicant perform a skill-based task that is customarily required of discipline practitioners. The success of the effort is evaluated by subject matter experts who are members of the respective certification board. This peer assessment determines whether the applicant has satisfactorily achieved the goals of the examination.

9.2.1.2.2.1 Peer assessors are given guidelines and/or training to minimize variations in the assessment process.

9.2.2 Applicants failing any part of a certification test are bound by the retesting portion of the specific certification board guidelines as published by that Certification Board.

9.2.3 Those reapplying for certification must submit a new application with all attachments plus remit the current certification fee as posted on the IAI website.

9.2.4 Certification boards shall review completed tests

9.2.4.1 In addition to reviewing completed tests for correct answers, applicant responses should be examined for potentially problematic questions or tasks that may be ill designed.

9.2.4.2 Test responses and scores should also be examined for evidence of the use of improper aids or other forms of dishonesty.

9.2.4.3 Applicants suspected of improper behavior while taking the test shall be reported to the Director, FCMB, who may initiate formal proceedings.

9.3 Examination Process

9.3.1 All initial certification examinations are proctored. Proctors are approved and designated by the certification board. Testing materials are sent to the proctors and not directly to the applicant.

9.3.2 Once the proctor has received the test, it shall be administered and returned to the certification board within 30 days. If additional time is required, the request, including the reason for the delay, shall be

submitted in writing to the certification board Chair or designee and copied to the Director. The Certification Board in consultation with the Director shall decide on the appropriateness of any time extension.

- 9.3.3 The packaging containing the test materials is marked, "Contains sealed envelope(s) and instructions, which are to be strictly followed." The sealed envelopes are not to be opened until the time of the test, in accordance with the instructions and in the presence of the applicant. The test proctor designated by the certification board or testing authority administering the test will be responsible for keeping track of the specified testing time frame, maintaining the integrity of the test and must be present during the entire test. All written examinations are "closed book" meaning that no study or reference material, in any format, may be used by the applicant taking the test. The proctor will ensure that the applicant receives no assistance completing the test. At the conclusion, the test will be packaged, sealed according to the instructions, and returned to the Secretary or designee of the certifying board, for grading.

9.3.3.1 Applicants caught using unauthorized aids will receive an automatic failing grade. They will be barred from any future attempts toward certification through the FCMB-IAI program.

- 9.3.4 The location, date/time of the test, individual and lunch breaks will be upon mutual arrangement between the test proctor and applicant. The applicant may, within reason, request accommodation for special needs.

9.4 Decision on Certification

- 9.4.1 The decision to award certification is the sole purview of the certification board. Certification is awarded if the applicant meets all prerequisites and successfully completes the testing regimen.

9.5 Suspending, Withdrawing or Reducing the Scope of Certification

- 9.5.1 If a certification program is suspended, withdrawn or its scope is reduced, person's certified pursuant to that program may no longer claim certification or claim that the certification covers areas involved in the scope reduction.
- 9.5.2 Persons certified in modified programs will be notified through the usual information distribution channels.

9.6 Recertification Process

- 9.6.1 The certification program requires that participants recertify every five (5) years
- 9.6.2 An attempt will be made to notify each Certified Examiner by e-mail prior to the expiration of their certification.
- 9.6.2.1 The notification is addressed to the certified individual's email address as listed in the original application for certification or in the current roster of certified persons. The notification is a

courtesy. Expiration of a certificate and the timely filing for renewal is the responsibility of the applicant.

9.6.2.2 The notification e-mail shall direct the applicant to the recertification application section of the IAI web site, all of which is required to be completed electronically. Payment of the recertification fee currently in effect is required at the time of application.

9.6.2.3 All applicants for recertification should complete the on-line recertification application promptly to insure continuous certification.

9.6.2.4 All certified persons are responsible for updating their records with regard to any changes to their home, work or e-mail information, as necessary. This should be accomplished by logging in to their certification account on eCert.

9.6.3 Recertification Requirements

9.6.3.1 Applicants for recertification must be working in the field of forensic science, as specified by the certification board, or crime scene investigation and must provide documentation that the required amount of recertification credits as specified by the Certification Board has been achieved. Continuing education/professional development credits must have been earned over the five (5) year period since the last certification/recertification period. Continuing Education/Professional Development Credits may be earned by accumulating credits for various activities, which are described as follows (See specific discipline section for exact requirements):

9.6.3.1.1 Participation/registered attendance at forensic meetings recognized by the individual IAI certification boards.

9.6.3.1.2 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: 2 credits per half day (4 hours) with a maximum of 75% of the credits needed for recertification. An approved conference or meeting is sponsored by a professional association organized to deal with issues relating to forensic identification, analysis or investigation. or sponsored by an agency or institution engaged in activities relating to forensic identification, analysis or investigation.

9.6.3.1.3 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.
- 9.6.3.1.4 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.
 - 9.6.3.1.5 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.
 - 9.6.3.1.6 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.
- 9.6.3.2 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. A recognized forensic journal is a peer reviewed publication which focuses on providing information to professional practitioners relating to forensic identification, analysis or investigation and associated issues.
- 9.6.3.3 Attendance at or participation in a course or workshop or in-service training recognized by the individual Certification Board at one credit for every two hours, to a maximum of 75% of the credits needed for recertification as determined by the individual Certification Board during the 5 year recertification period.
- 9.6.3.4 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.
- 9.6.3.5 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.

9.6.3.6 Acting as the primary provider of on-the-job training for novice forensic examiners - 5 credits 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.

9.6.3.7 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% of the credits needed for recertification as determined by the individual Certification Board during the 5-year recertification period.

9.6.3.8 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.

9.6.3.9 Full-time forensic casework, i.e. more than 50% of job duties conducting forensic science examinations - 4 credits/year allowed. Casework shall be specific to the discipline for which application is made.

9.6.3.10 An applicant for recertification may also be required to successfully complete a practical examination/proficiency test provided by the Certification Board. Recertification testing and results are guided by the appropriate section(s) of the Certification Board Manual. Practical/proficiency testing must include exercises which demonstrate the applicants' ability to reliably complete tasks representative of actual casework.

9.6.4 Failure to apply for renewal will automatically place the certification in an expired status. If the certification expires, then a new application for certification must be submitted, meeting all the current requirements for certification, and pay the current certification fee as posted on the IAI web site or provided by the secretary of the individual Certification Board, and take the certification test.

9.6.5 If the certification was placed in suspension due to disciplinary action or forfeited by the certified individual due to technical error, the individual may apply for certification after one year suspension period. He/she must submit an application for certification, along with any supporting documentation required by the certifying board, pay the current certification fee as posted on the IAI web site or provided by the

secretary of the individual Certification Board and take a test commensurate with the violation.

- 9.6.6 Certified persons, who retire prior to the expiration of their certification, may maintain their certification/recertification by meeting the application requirements; successfully acquiring the required number of continuing education/professional credits and successfully completing the recertification test for the specific certification program.
- 9.6.7 The period covered for recertification shall be five (5) years from the date of successful completion of the recertification requirements. Time remaining on the existing certification is forfeited.
- 9.6.8 If a certified person fails to meet the requirements for recertification, their certification will be deemed expired and the provisions of section 9.6.4 shall apply.
- 9.6.9 Specific recertification requirements by discipline are provided in the appropriate Appendix.

9.7 Security

- 9.7.1 Testing materials are to be guarded in accordance with these regulations.
- 9.7.2 Multiple versions of each test are to be maintained to:
 - 9.7.2.1 Provide alternate testing material should there be a security breach
 - 9.7.2.2 Provide varied testing material for group testing situations
- 9.7.3 If tests are created on an ad hoc basis with questions or samples being drawn from a pool of randomly selected items, it is not necessary to maintain multiple test versions.
- 9.7.4 Tests are to be periodically updated to address audit and security issues.
- 9.7.5 If a test has been compromised, it shall be returned to the certification board and a new test will be issued provided there is no allegation of misconduct on the part of the applicant.
- 9.7.6 Proctors are responsible for maintaining the security of the testing material and testing site for the duration of the examination period. Proctors shall be present at all times during the examination. Proctors shall verify the identity of the person(s) taking the test.

9.8 Use of Certificates, Logos and Marks

- 9.8.1 Pursuant to the management agreement between the FCMB and the IAI, the FCMB and its constituent Boards may use, without restriction, the IAI's symbol and logo. The FCMB and its constituent Boards may use, without restriction, materials copyrighted by the IAI.
- 9.8.2 Persons who successfully complete all requirements for certification will be issued a certificate and card indicating the person's name, certification, unique identifier and expiration date. Certificates and cards issued by the certification boards are non-transferable. They remain the property of the certification board. However, every person to whom a

certificate or card has been issued shall be entitled to its continued possession unless and until such certification is revoked.

9.8.3 Any person certified by one of the Certification Boards shall be entitled to use the IAI symbol and logo when referencing their accomplishment for the duration of the certification period.

9.8.4 Any person certified by one of the Certification Boards shall be entitled to use any symbol and logo developed by the Certification Board by which they were certified when referencing their accomplishment for the duration of the certification period.

9.9 Appeals Against Decisions on Certification

9.9.1 It is acknowledged that applicants may at times disagree with the decisions of a certification board regarding test results, pre-test qualifications or procedural matters. In such instances, an applicant may appeal a certification board decision following the procedures outlined in this section. Appellants should be mindful that these general procedures may be modified by the individual boards to account for timing and testing differences.

9.9.2 Technical issues involve the specific practices, knowledge and skills being tested as part of the certification process. These issues will be evaluated by subject matter experts who serve as part of the certification board. If a technical issue is contested, the following procedure will be followed:

9.9.2.1 Applicants may contest the results of their test by filing a written appeal with the Chair of the certification board within thirty (30) days of a board decision.

9.9.2.2 The appeal must contain the specific reason for the challenge and provide support material for the challenge

9.9.2.3 The chair of the certification board will assign three certification board members to review the appeal. Members of the review committee may not have been involved in the evaluation/assessment of the appellant's certification exam. The review committee shall issue a finding and recommendation to the Chair of the certification board within thirty (30) days of its commission.

9.9.2.4 The Chair of the certification board shall issue a decision based on the recommendations of the review committee. The decision of the Chair is final. A record of the appeal will be made part of the applicant's record

9.9.3 Administrative issues concern the procedures involved in applying for certification, following standards and policies of the certification program and any other non-technical or discipline specific aspect of the certification process.

- 9.9.3.1 Applicants may challenge administrative issues employed by the certification board to deny testing or issuance of a certification.
- 9.9.3.2 The applicant will file a written appeal with the Chair of the certification board
- 9.9.3.3 The Chair will review the appeal and issue a decision. The review will ensure that actions taken by the board are in compliance with the policies and procedures of the certification board and the Certification Board Operations Manual. The Chair may confer with other members of the certification board during the review. The Chair will issue a decision within thirty (30) days. The decision will be made part of the applicant's file. At the Chair's discretion, the matter may be immediately referred to the FCMB for review and disposition.
- 9.9.3.4 The applicant may appeal the decision of the board chair to the FCMB within 30 days of the certification board decision. A written appeal must be filed with the Director of the FCMB. The Director shall assign three members of the FCMB to review the appeal. The FCMB appeal committee will render a finding and recommendation within 30 days. The Director will issue a decision within 10 days of the review committee's finding. The decision of the Director is final. A record of the appeal will be made part of the applicant's file.

9.10 Complaints

- 9.10.1 Any allegation of a violation of the Code of Ethics and/or Standards of Professional Conduct, technical error or administrative/eligibility deficiency against a Certified Examiner will be investigated and processed in accordance this manual. Any and all allegations submitted as a formal complaint or petition must comply with the requirements set forth herein. All matters involving complaints shall be considered confidential. Persons involved in the processing or review of complaints shall not distribute, by any means, information about the content of the complaint or any filings by the Petitioner or Respondent except as needed to properly investigate and administer the complaint as required by this section.
- 9.10.2 Processing of Complaints Against Certified Persons
 - 9.10.2.1 Complaints regarding violations of the Code of Ethics and Professional Conduct and technical errors shall be processed in accordance with this section. A complaint may be filed by any person.
 - 9.10.2.2 Signed Written Complaint. Any complaint must be in the form of a written communication (a "complaint") that is signed and sent to the Director, FCMB in care of the IAI main office. If

the complaint is generated by an individual who is not a member of the IAI the complainant's signature must be notarized. Once the Director receives a complaint, it shall be referred to as the Petition.

- 9.10.2.3 Content of the Petition. A Petition must include the following: The name and contact information of the Petitioner and the Respondent; an allegation of the specific violation; an adequate factual basis for the allegation(s); and any necessary documentation or other supporting materials and information.
- 9.10.2.4 Initial Review of the Petition. Within thirty (30) business days of receipt of the Petition, the Director in consultation with the IAI's General Counsel, shall review the Petition to determine if it complies with the requirements of this section. If the Director determines that the Petition does not comply with this section, citing the specific deficiency or deficiencies, the Director shall notify the Petitioner that the Petition will not be considered. The Petitioner may re-file an amended Petition within fifteen (15) business days of the date of the rejection letter.
- 9.10.2.5 Professional Review Board. Once a Petition is determined to conform to the requirements of this section, the Director shall have fifteen (15) business days to appoint three (3) individuals to a Professional Review Board; hereinafter referred to as "PRB", to address the Petition. If for any reason a member of the PRB is unable to perform these or/and other duties the Director shall immediately appoint another qualified member. Members of the PRB shall not be involved in the issue under review. The PRB shall act by majority vote. The Director shall designate a chairperson who will be responsible for collating the results of the review of the parties' submissions and drafting the factual findings and recommendation to the Director. The PRB will schedule at least one meeting, in person or via conference call, to review the Petition and Response, if any.
- 9.10.2.6 Notice Requirements. Concurrent with the selection of the PRB, the Director, in consultation with General Counsel, shall inform the Respondent in writing that a Petition has been submitted. The Director shall provide the Respondent with a copy of the Petition, including all submitted supporting materials, as well as a copy of the governing sections of this manual. Respondent may submit a written response to the Petition which must be submitted within thirty (30) business days of the date of the notification letter.

9.10.2.7 Decision of PRB. The PRB shall strive to render a decision with respect to the Petition within ninety (90) business days of receipt of the Petition and shall notify the Director in writing, of its factual findings and recommendation(s). The Director shall consider the findings of the PRB and decide, in consultation with General Counsel, whether to dismiss the complaint or proceed with disciplinary action. Possible disciplinary actions include, but are not limited to, private reprimand, public written reprimand, suspension or revocation of certification. The Directors' decision will be forwarded to the IAI's General Counsel who will notify the Respondent and the Petitioner in writing of the decision. If the decision results in discipline, the sanction shall not be enforced until the appeal period has expired or an appeal has been decided.

9.10.2.8 Appeal. The Respondent may appeal the findings of the PRB, by filing a written request with the Director within thirty (30) business days of the date of the General Counsel's written notification letter. The written request for an appeal shall address one or more of the following questions: (1) Were there facts or circumstances which the PRB failed to consider? (2) Were there facts or circumstances for which the PRB failed to give sufficient weight? (3) Is there new evidence which was unavailable to the PRB which should be considered now? (4) Was the penalty imposed inappropriate to the offense charged? (5) Was the disciplinary process in accordance with the current procedures? If the Director determines the notice of appeal is timely and states the requirements set forth in this section, the Director shall establish a Board of Appeals, the composition of which is described below, to hear the appeal.

9.10.2.8.1 Composition of Board of Appeals. The Board of Appeals shall consist of three members of the FCMB who were not part of the original PRB. The Director shall designate a chairperson of the Appeals Board. The General Counsel shall act as an advisor to the Board of Appeals. The IAI General Counsel shall serve the Board of Appeals in an advisory capacity.

9.10.2.8.2 Presentation of Petition. The Chairperson shall present the Petition and all supporting documentation, the Respondent's documentation, the PRB's written findings and recommendations, the final decision of the Director and the written request for the appeal. The Respondent shall have the right to appear before

the Board of Appeals. The Respondent shall have the right to be accompanied by a representative, who will not participate in the hearing, (nor speak on behalf of the Respondent), in other than in an advisory capacity to the Respondent. The Respondent may submit additional information within the sole discretion of the Board of Appeals. If necessary or appropriate, the Board of Appeals may request additional information from the parties. The Board of Appeals may render one of the following decisions: uphold the decision of the Director, overturn the decision of the Director, or remand the Petition to the Professional Review Board for further consideration. The Board of Appeals shall strive to issue its ruling within sixty (60) business days of receipt of the notice of appeal. The chairperson of the Board of Appeals shall inform the parties in writing and the Director of its decision. Unless the Board of Appeals remands the matter to the PRB, the Board of Appeals decision is final.

9.10.3 Effect of Surrender of Certification by Respondent. If the Respondent surrenders their certification while a disciplinary process involving the Respondent is pending, the Director, in consultation with the General Counsel shall decide whether the petition should proceed.

9.11 Correspondence Related to Appeals and Complaints

9.11.1 Correspondence related to the notice and findings of appeals and complaints shall be by certified mail, return receipt requested or by other means where proof of receipt/delivery is provided.

10.0 Management System Requirements

10.1 The certification program is managed by the Forensic Certification Management Board (FCMB) and its director. Additional management services are provided by the International Association for Identification pursuant to a Management Services Agreement (MSA). The management system is outlined in this manual (see FCMB-11-2016-A).

10.2 General Management System

10.2.1 The FCMB shall act as an advisory board to the Director and provide consensus guidance regarding the development of regulations used to govern the certification program. The FCMB provides oversight and compliance direction for the certification boards based on the requirements of this program manual and the ISO 17024 standard. Members of the FCMB include the Director, the Chairs of each of the certification boards as well as two at-large members who are not part of

any certification board who will serve as the Compliance Officer and Program Auditor.

10.2.2 The Director provides executive and administrative supervision of the program as required. Executive authority to administer the affairs of the FCMB are vested to the Director.

10.2.3 The Compliance Officer ensures that actions taken by the FCMB and its constituent certification boards are in accordance with the policies and regulations published in this manual and compliance with accreditation standards.

10.2.4 The Auditor is responsible for initiating management and program audits on an annual basis.

10.2.4.1 The Auditor will record the results of the audits and refer any deficiencies to the Compliance Officer.

10.2.4.2 The Auditor shall be selected based on prior experience with standards assessments and certification board operations.

10.2.5 The certification boards are directly administered by the certification board chair and secretary.

10.2.5.1 The certification boards have exclusive authority and responsibility to determine the requirements for certification, the form and content of certification tests and assessments and the basis for awarding certification. The certification boards may suspend or revoke certifications in accordance with the provisions in this manual.

10.2.5.2 The certification boards operate pursuant to the policies contained herein.

10.2.6 The certification program is governed by the contents of this manual.

10.2.6.1 The Certification Program Manual is distributed free of charge through the IAI website to any and all interested parties.

10.2.6.2 The Director, FCMB, is responsible for updating the manual when necessary, disseminating to the FCMB and posting revised versions.

10.2.6.3 The Director, FCMB is responsible for maintaining all prior versions of the certification program manual

10.2.7 All program documents, with the exception of application data, are stored on a secured, password and firewalled site. Application data is stored in the eCert system.

10.2.8 All program documents are assigned a unique identifier following the format of FCMB-(Doc. No.)-(Year published)-(Version designated by alphabetic progression) e.g. FCMB-01-2016-A.

10.2.9 All program documents are reviewed annually to ensure that they reflect current policies, procedures and obligations.

- 10.2.9.1 Documents involving legal issues will be reviewed by the General Counsel.
 - 10.2.9.2 Program documents will be reviewed by a subcommittee of the FCMB prior to publication.
 - 10.2.9.3 Persons reviewing documents will provide a record affirming the review.
- 10.3 Audits: Defined - A systematic, independent and documented process for obtaining audit evidence (3.3) and evaluating it objectively to determine the extent to which the audit criteria (3.2) are fulfilled.¹ Audits are to be conducted, at a minimum, on an annual basis. The Director of FCMB shall designate a board member as the Auditor responsible for directing internal audits and collecting the findings, recommendations and reports relating to audit activities. Program audits are due May 1st of the calendar year. Reports are to be filed with the Director-FCMB for inclusion in the FCMB annual report.
- 10.3.1 Financial Audits
 - 10.3.1.1 Financial audits are to be conducted by an auditing firm chosen by the IAI management in accordance with acceptable accounting practices.
 - 10.3.1.2 Financial audits of the FCMB and its constituent boards are conducted pursuant to the Management Services Agreement (MSA) between the FCMB and the IAI.
 - 10.3.2 Management Audits
 - 10.3.2.1 The management structure of the certification program will be reviewed annually by the Director, Chief Operations Officer of the IAI and the Auditor. The review shall be documented.
 - 10.3.2.2 The audit shall include a review of the policy and procedures manual and its consistency with program information published in other devices, e.g. website, newsletters, program information pamphlets.
 - 10.3.2.3 Minutes and agendas of the proceedings of the FCMB and its constituent boards are to be examined for completeness and the status of any action items.
 - 10.3.2.4 The audit shall include a review of complaints received against certified persons and the ultimate findings and resolutions.
 - 10.3.2.5 The audit shall check that résumés/CV's of FCMB and constituent board personnel are on file and current (no more than 2 years old).
 - 10.3.2.6 The audit shall check that confidentiality agreements have been properly executed for all personnel.

¹ ISO 19011 (3.1)

- 10.3.2.7 The audit shall examine whether the activities of the FCMB and its constituent boards are consistent with the current policy and procedures manual.
- 10.3.2.8 The management audit will include a review of any contracts existing between the FCMB, its constituent boards and any other party.
- 10.3.3 Program Audits
 - 10.3.3.1 Program audits are to be conducted by each constituent board of the FCMB.
 - 10.3.3.2 Review pre-requisite criteria for applying for certification
 - 10.3.3.3 Review applications approved/denied for certification for consistency
 - 10.3.3.4 Review test(s) for errors and current/best practices. Boards are encouraged to seek advice and assistance from their associated Science and Practice Committee-IAI.
 - 10.3.3.5 Review of program complaints and complaint resolution
- 10.4 The Compliance Officer shall be responsible for corrective actions taken due to problems with nonconformity. The Compliance Officer shall:
 - 10.4.1 Identify nonconformities based on audit results
 - 10.4.2 Determine causes
 - 10.4.3 Recommend corrective and preventative actions to the Director
 - 10.4.3.1 The Director will issue a Post Audit Compliance Directive (FCMB-17) as required.
 - 10.4.4 Record corrective actions taken and resolution of nonconformities
- 10.5 Annual meetings of the certification boards will be held in conjunction with the annual educational conference and business meeting of the International Association for Identification. Certification boards will schedule business sessions as well as a period for an open meeting to receive comments from program participants and other interested parties.
 - 10.5.1 The certification board shall prepare an agenda 30 days in advance of their meeting and send a copy to the Director.
 - 10.5.2 Minutes will be recorded of the business and open meeting sessions. Minutes will be archived as required.

Appendix A: Latent Print Certification

Scope of Certification

A Certified Latent Print Examiner will demonstrate an in-depth knowledge and understanding of friction skin physiology and morphology, terminology, detection, recovery, photography, preservation, enhancement, analysis, comparison, documentation and reporting of latent print evidence. Applicants for certification are primarily employed in the field of Forensic Science with duties to include the examination and comparison of latent print evidence, as well as providing expert testimony when necessary.

A Certified Latent Print Examiner will always serve the best interests of the science to the best of their professional ability. In fulfilling this duty, they will use all scientific and investigative techniques at their command to ascertain significant facts relevant to the matters under investigation. Through objective observations and experience, the examiner evaluates these observations to reach their conclusion. Conclusions and opinions will be reported clearly, objectively and unambiguously. In carrying out these functions, the Certified Latent Print Examiner will be guided by best practices and procedures which are generally recognized within the profession. A Certified Latent Print Examiner will also maintain their level of professional knowledge and expertise through periodic training, proficiency testing, journals and literature reviews to ensure they remain up-to-date in the profession. The motives, methods and actions of the Certified Latent Print Examiner shall at all times be in accordance with the Code of Ethics and Standards of Professional Conduct laid out by the Forensic Certification Management Board of the International Association for Identification.

1. Prerequisite Requirements

1.1 Formal Education

- 1.1.1 A Bachelor's Degree plus two (2) years full-time experience as prescribed by the LPCB, or
- 1.1.2 An Associate Degree (or documentation of 60 semester hours or 90 quarter hours of college credits) plus 3 years of full-time experience as a latent print examiner, or
- 1.1.3 High School Degree plus four (4) years full-time experience as a latent print examiner.
- 1.1.4 Educational requirements are not applicable to re-certification.

1.2 Technical Training

- 1.2.1 Minimum of 160 Hours of Certification Board approved training in latent print matters, along with criteria listed on the application form. Qualifying training programs should be structured as recommended by SWGFAST: "Guideline for Training to Competency for Latent Print Examiners"

- 1.2.1 Technical training courses or qualified internal training programs must have been received within the 5 years previous to the application date. Training received outside of the 5 years will not be considered.
- 1.2.2 Court Testimony Training (Effective April 1, 2017). The components of the qualifying training for the court testimony will be the following:
 - 1.2.2.1 Applicants must attend 16 hours of qualifying court testimony training. This training may be either internally developed by the agency/company they are working with or from an external entity. This training will be in addition to the 160 hours of technical training (1.2.1)
 - 1.2.2.2 The applicant must participate in a moot court which can be either developed internally (i.e. by the agency/company) or from a reliable external source (i.e. local IAI division or representatives, training provider).
 - 1.2.2.3 Upon successful completion of the required training and moot court activities from this section, the applicant's supervisor or someone with signing authority from the agency/company they are employed with, will provide a written documentation that the applicant has been deemed competent to represent their agency/company in legal proceedings.
 - 1.2.2.4 This written documentation will be uploaded and attached to the applicant's eCert application in the "Education/Training" field.

1.3 Experience

- 1.3.1 Basic Experience will be prescribed in combination with the Formal Education requirements in section 1.1. The designated years of full-time experience must be conducting the comparisons and identifications of latent print material. Experience with ten-print or inked fingerprint related materials will not be considered.
- 1.3.2 If the applicant has less than full-time experience, times must be accumulated to reach the accepted minimum (i.e. 4 years of part-time experience conducting latent comparisons would be equivalent to 2 years of full-time experience, provided the time dedicated to comparison was equivalent to 50% of their job duties).

2. Examination

- 2.1 Certification shall be determined by testing. The certification test was developed and is maintained by the IAI Latent Print Certification Board. The applicants have 8 hours to complete parts 1, and 2 of the test.
- 2.2 Testing Segments
 - 2.2.1 Written – (Part 1) Is a collection of multiple choice questions relative to the history of fingerprints, development techniques, friction ridge skin development and its related morphology, and the comparison process utilized during

examination of latent prints. Applicants must successfully pass the written test with a minimum score of 85%, but will be recorded as a Pass or Fail.

- 2.2.2 Comparison – (Part 2) Is the comparison of 15 latent prints to a collection of known prints. The applicant must record 12 correct conclusions as to the identity or exclusion of the latent prints with the known prints provided without any erroneous conclusions.

- 2.2.2.1 If 12 or more correct conclusions are made, this part of the test is recorded as a Pass.

- 2.2.2.2 If an erroneous conclusion (identification or exclusion) is made, it is recorded as Erroneous with the number of erroneous conclusions made. This will be recorded as a Fail.

- 2.2.2.3 If less than 12 latent prints are recorded with correct conclusions, and there are no erroneous conclusions, this part of the test is recorded as Incomplete.

- 2.3 Applicants that receive an Incomplete on the Comparison portion of the test and have no erroneous conclusions on the results they have recorded, or fails Parts 1 (Written) must wait 6 months from the test date to reapply for testing.

- 2.4 Applicants that make one erroneous exclusion on Part 2 must wait 6 months from the test date before they are eligible for testing.

- 2.5 Applicants that make two or more erroneous exclusions or an erroneous identification on Part 2 must wait 1 year from the test date to be eligible for testing.

- 2.6 Applicants will need to retake the portion(s) of the test he/she did not successfully pass. If the applicant fails on the second attempt of the comparison portion, they will need to take the entire test again.

- 2.7 Applicants have an additional 6 months from the date they are eligible to re-take the portion(s) of the test they did not successfully complete. If the time between the original test and the newly submitted application extends past the required waiting period plus the additional 6 months, the applicant will be required take all of the portions of the test, as a new applicant. (i.e. Applicant is incomplete on Part 2, they wait 6 months to be eligible to reapply, and an additional 6 months grace period. If they do not apply within this established 12 month time frame, they will be required to retake all portions of the testing process instead of just re-taking Part 2).

- 2.8 Those re-applying must submit a new application with all of the required attachments and fee that is in effect at the time.

3. Endorsements: Two letters of endorsement are required pursuant to Section 9.1.2.3

4. Recertification

- 4.1 All applicants for Recertification must accumulate 80 Continuing Education/Professional Development Credits since their initial certification or previous recertification.

- 4.1.1 Continuing Education/Professional Development Credits must be applicable to the Latent Print Discipline, or a relevant subject in Forensic Science.
 - 4.1.2 Classes/Seminars/Conferences related to another forensic discipline will not be accepted
- 4.2 Applicants will be required to provide proof of Continuing Education/Professional Development Credits they have listed on their application.
 - 4.2.1 The LPCB Secretary or designee will determine if the documentation is sufficient for acceptance of the activities.
 - 4.2.2 If there is a question regarding the content of the activities and its relevance to the Latent Print Recertification, the applicant will be required to supply any additional documentation requested for a final determination of its acceptance for Continuing Education Credits.
- 4.3 Applicants for recertification must prove continued competency by means of a comparison test. After approval of the application by the Latent Print Certification Board Secretary/designee, the applicant will be sent the comparison test.
 - 4.3.1 The test will consist of known prints for comparison with 10 latent prints.
 - 4.3.2 The applicant will have thirty (30) days to complete the test and return it to the Secretary of the LPCB for grading.
 - 4.3.3 The applicant will be required to sign the attached documentation affirming they took the test without assistance and have not maintained any copies (photocopies, electronic files, or other duplication methods) of the test or components comprising the test.
 - 4.3.4 Failure to return the test within the 30 day requirement will place the applicant's test in an expired status.
 - 4.3.5 It is highly recommended the applicant return the test with a reliable shipping vendor with tracking capabilities. Proof of delivery is the responsibility of the applicant if the test is missing or returned beyond the designated time frame.
 - 4.3.6 All conclusions must be completed.
 - 4.3.7 Correct conclusions of all latent prints must be recorded on the supplied form to pass the test.
 - 4.3.8 Any incorrect conclusions of the latent print comparison portion will cause the suspension of their current certification.
 - 4.3.8.1 If the applicant fails due to an erroneous exclusion, they may reapply after six months and will be required to complete an additional recertification test..
 - 4.3.8.2 If the applicant fails due to an erroneous identification, they may reapply after one year and will be required to complete an additional recertification test.

- 4.3.8.3 If the applicant fails due to two or more erroneous conclusions they may reapply after one year, and will be required to complete an additional recertification test.
- 4.3.8.4 If the applicant again fails the recertification test on the second attempt, then the applicant may apply for a new certification after one year and be tested pursuant to the current standards at the time of their application.

5 Final Review

- 5.1 The Secretary of the Latent Print Certification Board will review the application and all related materials and all testing components, case for review, documentation of prior testimony, and recordings of mock trials. If all components are acceptable, a certificate will be issued to the applicant.
- 5.2 The entire Latent Print Certification Board or a representative group of Board members may review the application and all the related material in the event there is a technical or ethical concern about the application or the test results.

Appendix B: Crime Scene Certification

Scope of Certification

Certified Crime Scene Investigator, Certified Crime Scene Analysts and Certified Senior Crime Scene Analysts are individuals who respond to crime scenes as a portion of their full-time job duties in order to identify, document, collect and preserve physical evidence.

The **Certified Crime Scene Investigator Certification** is aimed at the beginning crime scene investigator to assist in the basic methodology of completing a thorough crime scene investigation.

The **Certified Crime Scene Analyst Certification** is aimed at the crime scene investigator that has progressed through the beginning stages of crime scene investigation and progressing to the limited analysis of selected evidence.

The **Certified Senior Crime Scene Analyst Certification** is aimed at the senior level crime scene investigator that is responsible for every aspect of the crime scene including advanced analysis of the evidence at the scene or collected from the scene. The senior level crime scene investigator may also be responsible for the reconstruction of certain aspects of the crime scene or providing the means for a competent reconstruction to be conducted.

Certified Crime Scene Reconstructionists are individuals who respond to crime scenes as a portion of their full-time job duties to identify, document, collect and preserve physical evidence and conduct crime scene reconstructions based upon shooting reconstruction, bloodstain pattern analysis and crime scene analysis.

The **Certified Crime Scene Reconstructionist Certification** is aimed at the experienced crime scene investigator that is responsible for reconstructing the actions or inactions of persons or events before, during and after the commission of a crime. This is usually conducted on violent crime scenes often involving bloodstain patterns and/or shooting reconstruction.

1. Prerequisite Requirements

1.1 An applicant must be employed full time in an occupation that includes crime scene related activities.

- 1.1.1 "Crime scene related activities" is understood to mean responding to crime scenes and having a significant role in locating, documenting, recovering and analyzing physical evidence during the initial scene investigation.
- 1.1.2 Processing or enhancing physical evidence solely in a laboratory or evidence warehouse environment does **not** meet this description.
- 1.1.3 Cold case reviews, historical reconstructions, and visits to the scene after the initial investigation are not considered "crime scene related activities".
- 1.1.4 Full time employment is considered to be more than 30 hours per week or 130 hours per month (per the Internal Revenue Service definition).

- 1.1.5 Formal Education: Applicants must have a high school diploma, GED or equivalent.

1.2 Technical Training

- 1.2.1 Certified Crime Scene Investigator(CCSI)

- 1.2.1.1 Must have completed a minimum of 48 hours of Crime Scene Certification Board approved instruction in crime scene related courses within the last five (5) years.

- 1.2.2 Certified Crime Scene Analyst (CCSA)

- 1.2.2.1 Must have completed a minimum of 96 hours of Crime Scene Certification Board approved instruction in crime scene related courses within the last five (5) years.

- 1.2.3 Certified Senior Crime Scene Analyst (CSCSA)

- 1.2.3.1 Must have completed a minimum of 144 hours of Crime Scene Certification Board approved instruction in crime scene related courses within the last five (5) years.

- 1.2.4 Certified Crime Scene Reconstructionist (CCSR)

- 1.2.4.1 Must have completed a minimum of 120 hours of Crimes Scene Certification Board approved instruction in crime scene and crime scene reconstruction related courses within the last five (5) years except as provided below. This training MUST include the following courses:
 - 1.2.4.1.1 A Bloodstain Pattern Interpretation course that is a minimum of 40 hours in length and completed within the last ten (10) years.
 - 1.2.4.1.2 Shooting Incident Reconstruction courses that total 40 hours and completed within the last ten (10) years.

- 1.2.5 Initial In-house Training:

Upon approval by the Crime Scene Certification Board, an agency's structured training program hours may be reciprocated for portions of or for the number of required hours of instruction for the applied Level.

1.2.6 Continuing Education/Professional Development Hours:

The topics that qualify in the area of crime scene approved training are as listed below. The Crime Scene Certification Board, on request, will consider other topics:

Forensic Light Sources Training	Footwear and Tire Tread Detection/Recovery
Arson Investigations	Forensic Anthropology
Bloodstain Pattern Analysis	Forensic Archeology
Clandestine Lab Training	Forensic Entomology
Collection & Preservation of Evidence	Forensic Odontology
Courtroom Testimony	Latent Print Detection/Processing
Crime Scene Documentation	Post Blast Investigations
Crime Scene Investigations	Report Writing
Crime Scene Photography	Rules of Evidence
Crime Scene Reconstruction	Sex Crime Investigations
Death Investigations	Traffic Accident Investigations
Evidence Photography	Underwater/Subsurface search and recovery
Shooting Incident Reconstruction	Wound Dynamics

1.3 Experience

1.3.1 Certified Crime Scene Investigator(CCSI)

1.3.1.1 Must have a minimum of one (1) year full time employment in crime scene related activities.

1.3.2 Certified Crime Scene Analyst (CCSA)

1.3.2.1 Must have a minimum of three (3) years full time employment in crime scene related activities.

1.3.3 Certified Senior Crime Scene Analyst (CSCSA)

1.3.3.1 Must have a minimum of six (6) years full time employment in crime scene related activities.

1.3.3.2 Must have authored or coauthored an article on some phase of crime scene investigation published in a professional journal **or**,

1.3.3.3 Made a presentation on some phase of crime scene investigation to a professional organization **or**,

1.3.3.4 Be an active instructor in some phase of crime scene investigation who is currently teaching at least once a year **or**,

1.3.3.5 Completed 16 hours of Courtroom Testimony training in addition to the required 144 hours of crime scene related training (listed above).

1.3.4 Certified Crime Scene Reconstructionist (CCSR)

1.3.4.1 Must have a minimum of five (5) years' experience as a crime scene investigator involved in crime scene reconstruction

1.3.4.2 Must have authored or coauthored an article on some phase of crime scene reconstruction published in a professional journal **or**,

1.3.4.3 Made a presentation on some phase of crime scene reconstruction to a professional organization **or**,

- 1.3.4.4 Be an active instructor in some phase of crime scene reconstruction who is currently teaching at least once a year **or**,
- 1.3.4.5 Completed 16 hours of Courtroom Testimony training in addition to the required 120 hours of crime scene related training (listed above).

2 Examination

2.1 Certified Crime Scene Investigator(CCSI)

- 2.1.1 Must successfully pass a written test with a minimum score of 75%. The test will be taken from publications selected by the Crime Scene Certification Board. The titles will be published and the Board may not change them for a minimum of three (3) years.

2.2 Certified Crime Scene Analyst (CCSA)

- 2.2.1 Must successfully pass a written test with a minimum score of 75%. The test will be taken from publications selected by the Crime Scene Certification Board. The titles will be published and the Board may not change them for a minimum of three (3) years.

2.3 Certified Senior Crime Scene Analyst (CSCSA)

- 2.3.1 Must successfully pass a written test with a minimum score of 75%. The test will be taken from publications selected by the Crime Scene Certification Board. The titles will be published and the Board may not change them for a minimum of three (3) years.

2.4 Certified Crime Scene Reconstructionist (CCSR)*

- 2.4.1 Must successfully pass a written test with a minimum score of 75% and a practical test. The written test will be taken from publications selected by the Crime Scene Certification Board. The titles will be published and the Board may not change them for a minimum of three (3) years.
- 2.4.2 This certification program was suspended as of March 21, 2017. Applications for new certifications or renewals will not be processed after that date.

3 Endorsements

- 3.1 Two letters of endorsement are required pursuant to Section 9.1.2.3
- 3.2 Two references are required with the application for certification and should be different than the source of the letters of endorsement. The references should be professional colleagues who can discuss the applicant's work experience and performance.

4 Recertification

- 4.1 All applicants for recertification must accumulate 80 continuing education/professional development credits during the previous 5-year period.
- 4.2 Applicants for recertification will be required to take an examination or demonstrate continued proficiency in the area of crime scene investigation and/or reconstruction.
- 4.3 Applicants for recertification must complete a recertification application and pay the required fee as listed on the IAI Website prior to the expiration date of their current certification.
- 4.4 If an applicant for recertification does not meet the requirements for recertification or fails the recertification test, the applicant is deemed no longer certified.

5 Other

- 5.1 Application for a higher certification may be made by an individual at any time. The prior certification at the lower level is deemed to have expired at the time the new certification is granted. If the applicant fails the higher certification test, the lower certification will remain in effect until the original expiration date.
- 5.2 If an applicant for certification fails the examination, they must wait six months before reapplying to test for certification and must submit the current application fee.
- 5.3 Any Certified Senior Crime Scene Analyst interested in being considered for recommendation for appointment to the Crime Scene Certification Board shall submit a letter and resume to the Chairperson of the Crime Scene Certification Board.

Appendix C: Forensic Art Certification

Scope of Certification

The field of forensic art includes composite art, age progression, and facial reconstruction; it relies heavily on artistic abilities. The forensic artist's primary tools are drawing, sculpting and or digital imagery. This dictates that there is an underlying artistic skill set required for the creation of all forensic images. Additionally, there are scientific concepts related to facial anatomy, human memory, witness interviewing and victim psychology as well as certain terminologies and definitions which are fundamental knowledge for the forensic artist.

An artist applying for IAI forensic art certification is tested on the basic core knowledge and practical skills for forensic art. They are required to submit a portfolio that demonstrates viable forensic art techniques, a variety of actual case studies, and previous successful case "hits". The practical test results and artist portfolio are independently reviewed by each of the certification board members. These reviews are based on a specific set of criteria. Each board member then submits a written review and recommendation regarding certification. Forensic art certification acknowledges that the artist has acquired the artistic skills, basic understanding of the fundamental knowledge, and has demonstrated viable forensic art techniques in their submitted artist portfolio.

1. Prerequisite Requirements

1.1 Formal Education

1.1.1 Due to the multifaceted nature of the field of forensic art, forensic art certification has three categories. They are Composite Imaging, Facial Reconstruction and Image Enhancement or Age Progression. The applicant applies for forensic art certification with an emphasis on any one or all three categories. However, an artist applicant should possess at least a fundamental knowledge for all three forensic art categories.

1.1.1.1 Composite Imaging: Preparation of a sketch of an unknown subject from information obtained during an interview of a witness or victim.

1.1.1.2 Facial Reconstruction: Preparation of a facial image of an unidentified deceased for the purpose of identification. These forensic images could be a three dimensional or two-dimensional post mortem reconstructions.

1.1.1.3 Age or Image Enhancement: These are images of age progressions, age regressions or image enhancements of subjects.

1.2 Technical Training

1.2.1 Applicants are required to receive 80 hours of approved forensic art training programs. These programs should be considered basic and intermediate programs.

- 1.2.2 The applicant is required to receive combination of 40 hours of related workshops, lectures or short program training.
- 1.2.3 Forensic Art Training Programs
 - 1.2.3.1 A forensic art training program must be a minimum of 40 hours.
 - 1.2.3.2 Forensic art training programs should be conducted by an instructor that has been IAI forensic art certified (non- certified instructors may request the board's consideration on an individual basis).
 - 1.2.3.3 Programs can be offered as introduction/basic, intermediate or advanced.
 - 1.2.3.4 Forensic art training programs should cover the following aspects of forensic art as it relates to a specific forensic art category. However, certain techniques in drawing, sculpting, digital techniques, facial reconstruction and age progression may require additional topics. Below are guidelines for these workshop curriculums:
 - 1.2.3.4.1 Introduction or Basic Programs:
 - 1.2.3.4.1.1 Strong emphasis on drawing the human head
 - 1.2.3.4.1.2 Improving the artist's visual skills
 - 1.2.3.4.1.3 Facial proportions
 - 1.2.3.4.1.4 Facial anatomy and the human skull
 - 1.2.3.4.1.5 Rendering elements and lighting patterns
 - 1.2.3.4.1.6 Facial textures
 - 1.2.3.4.1.7 Achieving a strong likeness to a specific subject
 - 1.2.3.4.1.8 Proper use of facial reference materials
 - 1.2.3.4.1.9 General forensic art definitions terminology and concepts
 - 1.2.3.4.2 Intermediate Programs:
 - 1.2.3.4.2.1 A proper procedure for conducting a composite session.
 - 1.2.3.4.2.2 The development of an artist standard operating composite session procedure
 - 1.2.3.4.2.3 Compositing multi images and descriptions into a proper anatomical sketch
 - 1.2.3.4.2.4 Profile views
 - 1.2.3.4.2.5 Racial differences
 - 1.2.3.4.2.6 Interviewing and questioning techniques
 - 1.2.3.4.2.7 General memory and perception concepts
 - 1.2.3.4.2.8 Age Progression techniques
 - 1.2.3.4.2.9 Digital imaging techniques
 - 1.2.3.4.2.10 Post-mortem reconstruction techniques.
 - 1.2.3.4.2.11 Proper skull photographing techniques
 - 1.2.3.4.2.12 Drawing techniques
 - 1.2.3.4.3 Advanced Programs:
 - 1.2.3.4.3.1 Advance interviewing techniques
 - 1.2.3.4.3.2 Typology of witnesses and victims

- 1.2.3.4.3.3 Developing solutions for descriptive words
- 1.2.3.4.3.4 Advanced drawing and reconstruction techniques
- 1.2.3.4.3.5 Managing difficult composite sessions
- 1.2.3.4.3.6 Recognizing witness or victim deception
- 1.2.3.4.3.7 Multi-witness composite sessions
- 1.2.3.4.3.8 Courtroom and expert testimony

1.3 Experience

- 1.3.1 A minimum of two years of experience as a forensic artist for an agency or multiple agencies. The applicant will supply confirmation letters for each agency that they are claiming credit.
- 1.3.2 A minimum of 30 forensic art cases which can include composites, reconstructions and age progressions (other related case experience maybe evaluated on an individual basis).
- 1.3.3 Applicant must submit a portfolio demonstrating his/hers forensic art techniques and cases.

2 Examination

- 2.1 The written exam is a multiple-choice question test. The applicant will be required to answer all the first section questions correctly and score 80 percent or better on the second section.
- 2.2 The practical forensic art test for certification consists of developing multiple forensic art drawings and/or images. The artist's original images will be required to be submitted. The artist must demonstrate a level of professional skill. Each sketch or image will be judged on certain criteria which will include but not limited to the following concepts:
 - 2.2.1 The artist's command of his/her technique
 - 2.2.2 The artist's demonstration of facial anatomy and proportions
 - 2.2.3 The execution of a proper method for the forensic art technique being tested
 - 2.2.4 Proper use of basic rendering elements and textures
 - 2.2.5 Resemblances to subjects
 - 2.2.6 Consistency of technique
 - 2.2.7 Experience demonstrated with descriptive words
- 2.3 Failing any portion of the testing will require the applicant to wait six (6) months from the rejection date to reapply. Those reapplying must submit a new application with all the attachments plus the current certification fee as posted on the IAI Website.
- 2.4 Portfolio Review (Filed separately from the application, with the board secretary)

- 2.4.1 Include 10 forensic art images prepared for law enforcement investigation cases. (These images do not require a suspect hit. They should illustrate your declared emphasis and forensic art techniques/ skills).
 - 2.4.1.1 Each case submitted should include:
 - 2.4.1.1.1 Clear print(s) or digital copies
 - 2.4.1.1.2 A short case history (date, crime, location)
- 2.4.2 Include 3 forensic art cases that resulted in a "Hit". These cases require an image of an identified suspect or individual.
 - 2.4.2.1 Each case submitted should include:
 - 2.4.2.1.1 Clear print(s) or digital copies of the forensic image and identified suspect or individual
 - 2.4.2.1.2 A short case history (date, crime, location)
 - 2.4.2.1.3 A short narrative on how the forensic image assisted in the apprehension or identification.

3 Endorsements

- 3.1 Two letters of endorsement are required pursuant to Section 9.1.2.3. Applicants must submit a letter that states the status of the applicant's employment with the agency, or the status of the agreement under which the applicant's services are provided. All submitted letters should include:
 - 3.1.1 The agency's name and contact information.
 - 3.1.2 The title, name and contact information of the person making the endorsement.
 - 3.1.3 The total number of forensic art cases prepared for the agency.
 - 3.1.4 The applicant's rank or status with the agency.
 - 3.1.5 The applicant's date of appointment or date entered into contract.
 - 3.1.6 A summary of the agency's experience with the applicant.

4 Recertification

- 4.1 Recertification is required every 5 years from the date of the original certification. Two tracks are available for those seeking recertification.
- 4.2 Track I
 - 4.2.1 The artist is required to have successfully completed a 40-hour IAI approved forensic art training program. This program should be considered an advanced level workshop.
 - 4.2.2 Additional 20 hours of related workshops, lectures or short program training.
 - 4.2.3 In the past five years the artist should have completed at least 75 forensic images for investigative cases (other related case experience maybe evaluated

on an individual basis).

4.2.4 The artist is required to submit 5 forensic art cases that resulted in a "Hit". These cases require an image of an identified suspect or individual.

4.2.4.1 Each case submitted should include:

4.2.4.1.1 Clear print(s) or digital images of the forensic image and identified suspect or individual

4.2.4.1.2 A short case history (date, crime, location)

4.2.5 The artist must have attended at least one IAI conferences local or international in the past 5 years. Proof of attendance is required.

4.2.6 The artists requesting recertification are required to pass the practical test established in August 2011, if they haven't already done so.

4.3 Track II

4.3.1 The artist must have been forensic art recertified at least once.

4.3.2 The artist must be a forensic artist for over ten years.

4.3.3 The artist must have completed at least 350 forensic art images during that time.

4.3.4 The artist must have attended at least two IAI conferences, local or international in the past 5 years (proof of attendance required).

4.3.5 The artist has offered his or her forensic art expertise as an educator or lecturer in some capacity for at least a total of 60 hours. (documentation required).

4.3.6 The artist has written forensic art related materials for an agency, training program and/or professional organization. Or the artist has published in any context about forensic art or a related field (documentation required).

Appendix D: Bloodstain Pattern Analyst Certification

Scope of Certification

Bloodstain pattern analysis is based on the sciences of biology, mathematics and physics. It's important that the bloodstain pattern analyst understand these sciences and the role they play in determining how blood reacts when acted upon by forces creating the bloodshed.

Bloodstain pattern analysis is defined as the analysis of the size, shape, distribution and appearance of bloodstains and bloodstain patterns, as a means of determining the types of activities and mechanisms that may have produced them, which in some cases may permit the reconstruction of events involving bloodshed.

A Certified Bloodstain Pattern Analyst (CBPA) should be able to demonstrate the following:

- Knowledge of the history of BPA
- An understanding of the scientific principles relating to BPA
- Problem identification
- Hypothesis
- Experimentation and data collection
- Data analysis
- Theory/Conclusions
- The principles of physics relating to BPA
- Physical laws of motion
- Surface tension
- Viscosity
- Gravity
- Air resistance
- Understanding of blood components, as well as human anatomy and physiology
- The effects of environmental factors on the formation and drying time of blood
- Air flow, humidity, temperature, substrate
- Understanding the characteristics of blood in motion
- Drop formation
- Oscillation
- Flight paths
- Distribution of stains
- Kinetic energy
- The mathematical principles of BPA
- Measurement of bloodstains
- Trigonometric functions
- Methods to determine in three-dimensional space the area of origin
- How to identify bloodstain patterns by their size, shape, distribution and appearance
- Demonstrate techniques of bloodstain pattern documentation to include photograph, sketches and notes

- Understand and explain the limitations of BPA
- Chemical testing and documentation
- Bio-hazard considerations
- The BPA must be able to effectively communicate their findings, conclusions and opinions in written and/or verbal form.

1. Prerequisite Requirements

1.1 Formal Education

- 1.1.1 A Bachelor's Degree plus three (3) years' experience in bloodstain pattern analysis or,
- 1.1.2 An Associate Degree (or documentation of 60 semester hours or 90 quarter hours of college credits) plus 3 years' experience in bloodstain pattern analysis or,
- 1.1.3 High school diploma or equivalent and four years of experience in bloodstain pattern analysis.

1.2 Technical Training

- 1.2.1 It should be noted that for Certification, hours will be used to calculate figures and credits used to calculate recertification figures.
- 1.2.2 The applicant for certification must have a minimum of 240 hours of instruction in associated fields of study related to bloodstain pattern analysis/interpretation. One hundred (100) of the 240 hours of must be in bloodstain pattern analysis specific training. Additionally, a maximum of 20 of the overall 240 required hours may be from online training courses. University BPA courses are given the number of hours the class meets during the semester and the applicant must submit a copy of the BPA class syllabus/outline.
- 1.2.3 In addition to the 100 hours of BPA specific training, the remaining 140 hours of required training may be accrued by completing course work in the following Bloodstain Pattern Analyst Certification Board approved course topics:
 - 1.2.3.1 The remaining training hours
 - 1.2.3.1.1 - Crime Scene Investigation
 - 1.2.3.1.2 - Crime Scene/Forensic Photography
 - 1.2.3.1.3 - Evidence Recovery
 - 1.2.3.1.4 - Blood Detection Techniques
 - 1.2.3.1.5 - Medico Legal Death Investigation
 - 1.2.3.1.6 - Forensic Science and Technology
 - 1.2.3.2 The Bloodstain Pattern Analysis Certification Board, on an individual basis, may approve additional topics and courses. All requests for credit approval should be made to the Certification Board in writing and should contain all documentation necessary to evaluate the request for credit approval.

1.3 Experience

- 1.3.1 The completion of the required 100 hours of BPA training, with a minimum of three (3) years work experience in which duties include the discipline of bloodstain pattern analysis.

2 Examination

2.1 Certification shall be determined by testing. All written tests are graded and recorded on a pass fail/fail basis. The certification exam was developed and is maintained by the Bloodstain Pattern Analysis Certification Board.

2.2 Applicants have six (6) hours to complete the examination. The test will be divided into four sections:

- 2.2.1 Written Examination: Consists of 100 multiple choice and true-false questions
- 2.2.2 Pattern Identification: Correctly identify and provide information regarding designated bloodstain patterns.
- 2.2.3 Analysis Portion: Correctly answer questions regarding bloodstain patterns in crime scene images and provide information to support the conclusion/s offered.
- 2.2.4 Area of Convergence and Area of Origin Calculation: Correctly determine the location of the area of convergence and correctly calculate the area of origin of a spatter pattern.

2.3 The minimum passing score on each section of the examination will be 75%.

2.4 Failing any portion of the examination will require a wait of 6 months from the rejection date to reapply to take the failed portion(s) of the test/or retake the whole test.

2.5 Those reapplying must submit a new application with all the attachments plus the current certification fee as posted on the IAI Website.

3 Endorsements

3.1 Two letters of endorsement are required pursuant to Section 9.1.2.3

4 Recertification

4.1 All applicants for recertification must accumulate 80 continuing education/ professional development credits during the previous 5-year period.

4.2 Applicants for recertification will be required to take an examination to demonstrate continued proficiency in the area of bloodstain pattern analysis/interpretation.

4.3 Applicants for recertification must complete a recertification application and pay the required fee as listed on the IAI Website. The applicant must also submit a letter of endorsement from an individual who has knowledge of his/her continued involvement in the area of bloodstain pattern analysis/interpretation.

Appendix E: Footwear Certification

Scope of Certification

A Certified Footwear Examiner demonstrates an in-depth knowledge and understanding of terminology, detection, recovery, photography, preservation, enhancement, analysis, comparison, manufacturing processes, documentation and reporting of footwear impression evidence. Candidates for certification are primarily employed in the field of Forensic Science with duties to include the examination of footwear impression evidence.

A Certified Footwear Examiner will serve in the interest of the science to the best of their ability. In fulfilling this duty, they will use all scientific and investigative techniques at their command to ascertain significant facts relevant to the matters under investigation. Through objective observations, the examiner evaluates these observations to reach their conclusion. Conclusions and opinions will be reported clearly and unambiguously. In carrying out these functions, the Certified Footwear Examiner will be guided by those practices and procedures which are generally recognized within the profession. The motives, methods and actions of the Certified Footwear Examiner shall at all times be consistent with the proper moral conduct and Code of Ethics laid out by the International Association for Identification

1. Prerequisite Requirements

1.1 Formal Education

- 1.1.1 An applicant must possess a Bachelor's Degree plus two years of full time experience as a footwear examiner, or
- 1.1.2 An Associate Degree (or documentation of 60 semester hours or 90 quarter hours of college credits) plus three years full time experience as a footwear examiner, or
- 1.1.3 A High School diploma or equivalent plus four years of full time experience as a footwear examiner.
- 1.1.4 "A footwear examiner is defined as an individual employed full time in the field of forensic science whose duties include the analysis, comparison and documentation of written opinions regarding footwear impression evidence in a laboratory type setting or as part of a specialized investigative unit. The collection, preservation and documentation of footwear related evidence at a crime scene does not constitute experience as a footwear examiner as required by the IAI for Footwear Certification

1.2 Technical Training

- 1.2.1 An applicant for certification must have satisfactorily completed a training program in the examination of footwear evidence to include, but not limited to, terminology, manufacturing process, photography, enhancement, recovery and preservation of footwear evidence, comparative examinations, case note

preparation and report writing, legal considerations and courtroom testimony. Qualifying training programs should be structured as recommended by SWGTREAD: "Guideline for the Minimum Qualifications and Training Requirements for a Forensic Footwear and/or Tire Tread Examiner."

- 1.2.2 It should be noted that for Certification, hours will be used to calculate figures and credits used to calculate recertification figures.

1.3 Experience

- 1.3.1 Experience requirements are set according to the formal education level achieved as detailed in 1.1.

2. Examination

- 2.1 Certification shall be determined by testing. All written tests are graded and recorded on a pass/fail basis. The certification test was developed and is maintained by the IAI Footwear Certification Board. Applicants have 2 hours to complete the written examination and 60 days from receipt of the practical problems to work and return them.

- 2.1.1 Must successfully pass a written test including, but not limited to, terminology, manufacturing processes for footwear, photography of track/mark evidence, enhancement, recovery and preservation of footwear evidence with a minimum score of 80%.

- 2.1.2 A candidate can prepare for the written test by reading:
Bodziak, W. J., "Footwear Impression Evidence (Second Edition);
IAI Recommended Course of Study for Footwear and Tire Track Examiners;
Published Standards by the Scientific Working Group for Shoeprint and Tire Tread Evidence (SWGTREAD).

- 2.1.3 The practical problems shall consist of the evaluation and comparison of a minimum of three (3) separate cases with no erroneous inclusions or exclusions. Notes, observations and all supporting data used to reach an opinion must be returned with the original test.

- 2.2 Anyone failing the written test must wait 6 months from the rejection date to reapply.

- 2.3 Anyone failing the practical test due to an erroneous inclusion or exclusion must wait for 1 year to reapply.

- 2.4 Those reapplying must submit a new application with all attachments plus whatever fee may be in effect at the time.

- 2.5 Applicants failing any part of the test need retake only that part which they failed.

3. Endorsements

3.1 Two letters of endorsement are required pursuant to Section 9.1.2.3 of the manual.

4. Recertification

4.1 Candidates for recertification are primarily employed in the field of Forensic Science with duties to include the examination of footwear impression evidence.

4.2 All applicants for recertification must accumulate 80 continuing education/professional development credits during the previous 5-year period.

4.3 All applicants for recertification must also complete a practical problem, in the area of footwear examination, provided by the Footwear Certification Board. This problem must be completed with no erroneous inclusions or exclusions. Notes, observations and all supporting documentation used to reach an opinion must be returned with the problem.

4.4 If an applicant for recertification fails to accumulate the required number of continuing education/professional development credits during the 5 year period or they fail to complete the practical problem with no erroneous inclusions or exclusions, they will not be recertified. They may reapply for certification meeting all of the original requirements, paying the requisite fee and taking the written and practical problems established for certification.

4.5 Anyone failing the practical test due to an erroneous inclusion or exclusion must wait for 1 year to reapply for a new certification (written and practicals).

4.6 Those reapplying must submit a new application with all attachments plus whatever fee may be in effect at the time.

Appendix F: Forensic Photography & Imaging Certification

Scope of Certification

Forensic photography & imaging includes the photographic recording of crime scenes, accident scenes, items of evidence such as pattern and impression evidence, and other items that may be relevant in criminal and civil litigation matters for the purposes of documentation, comparison, further analysis or enhancement, and/or visual reconstruction. It also includes the archiving and maintenance of digital images and photographs, image processing, and preparation of images for printing or electronic display.

A Certified Forensic Photographer will have demonstrated the knowledge, skills and abilities to accomplish:

- Photographic documentation of crime scenes, accident scenes, items of evidence including documentation of pattern and impression evidence
- Image Processing, including:
 - Image correction, such as adjustments in color, brightness, contrast, and other allowable best practice corrections
 - Resizing images appropriate for their intended use, including 1:1
 - Preparation of images for printing and/or electronic display
 - Any other processes done within best practice guidelines intended to clarify the image and improve the visual appearance
- Image Authentication and Integrity (image preservation and protection)

1. Prerequisite Requirements

1.1. Formal Education

- 1.1.1. Applicants are required to possess a minimum of a High School Diploma or Equivalency.

1.2. Endorsements

- 1.2.1. All applicants shall submit two letters of endorsement:
 - 1.2.1.1. One endorsement must be from an individual actively working in the area of photography and/or digital imaging, and
 - 1.2.1.2. One endorsement must be from an employer or supervisor, and/or persons who have knowledge of the applicant's experience working in the area of photography and/or digital imaging.
 - 1.2.1.3. Endorsements shall be addressed to the Secretary of the Certification Board and included with your application.

1.3. Technical Training

- 1.3.1. A minimum of eighty (80) hours of classroom training, or equivalent, in photography-related subjects as follows:
 - 1.3.1.1. 40-hours of basic or advanced hands-on photography courses, no time limit.
 - 1.3.1.2. 40-hours of forensic-specific hands-on photography courses within the previous 5 years.
 - 1.3.1.2.1. Up to 8-hours of training in forensic-specific image processing can make up a portion of the 40-hours required in this subsection.
- 1.3.2. Training listed by an applicant when applying for certification is reviewed and considered on a case-by-case basis. It is the applicants' responsibility to demonstrate the training received was substantive; proper documentation of all training is required. The following are examples of training that is acceptable and training that is not acceptable:
 - 1.3.2.1. Attending a hands-on course that has a structured curriculum is acceptable.
 - 1.3.2.2. Attending a college-level class that results in college credits is acceptable.
 - 1.3.2.3. Attending workshops at a professional conference specific to photography is acceptable.
 - 1.3.2.4. Sitting through a presentation or series of presentations at a local camera club or conference is not acceptable.
 - 1.3.2.5. In-service training in the basic use of a point and shoot camera is not acceptable.
- 1.3.3. NOTE: for initial certification, "hours" are used to calculate required training, and "credits" are used to calculate required recertification training.

1.4. Experience

- 1.4.1. An applicant for certification must be actively engaged as an examiner, analyst, practitioner or supervisor in the discipline of forensic science whose duties include the discipline of photography and must have a minimum of two (2) years of experience in photography within this discipline.
 - 1.4.1.1. As used in this requirement, "actively engaged" means full-time forensic casework, i.e. more than 50% of job duties are conducted in the discipline of forensic science.
 - 1.4.1.2. As used in this requirement, being "engaged in the discipline of forensic science" includes anyone that is active through the course of

their employment in documenting, collecting, analyzing, or otherwise engaged in the preservation of evidence that can be used in either a criminal or civil proceeding.

- 1.4.1.3. For purposes of meeting this requirement, a person employed in an academic setting that provides instruction on forensic photography-related subjects and has a minimum of two years of actual hands-on experience in photography, is considered an examiner, analyst, or practitioner.

2. Examination

- 2.1. Prior to taking the written exam, the applicant shall sign a nondisclosure agreement indicating their commitment to not release confidential examination materials or participate in fraudulent test-taking practices on all required tests.

2.2. Written examination

- 2.2.1. The first portion of the certification process shall be determined by written testing. The certification test was developed and is maintained by the Forensic Photography & Imaging Certification Board.
 - 2.2.1.1. The written exam must be completed within 30 days from the time the written exam is received by the proctor.
- 2.2.2. The written test shall consist of questions, including, but not limited to, the history of photography, basic photography principals, digital imaging basics, advanced camera controls, proper use of lenses, exposure theory, depth of field, light theory, lighting techniques, filters and color control, and close-up photography. A minimum passing score of 80% is required.
- 2.2.3. The test provided to the applicant shall be selected at random from no less than three (3) variations of the written test.
- 2.2.4. The secretary will make arrangements for the written exam to be given under the supervision of an approved proctor.
 - 2.2.4.1. The proctor of the exam cannot be an immediate supervisor, a person that is an acquaintance, or might otherwise have a vested interest in the success of the candidate.
- 2.2.5. Applicants have two (2) hours to complete the written examination.
- 2.2.6. The test questions are derived from textbooks and other materials approved by the Forensic Photography & Imaging Certification Board. All approved textbooks and materials are listed on the Forensic Photography Certification page on the IAI website, under the link: [Certification Requirements](#).

- 2.2.7. The written test is graded by the secretary or other designated board member of the Forensic Photography & Imaging Certification Board.
- 2.2.8. For validation purposes, the secretary of the Forensic Photography & Imaging Certification Board shall statistically analyze the results of all written examinations on an annual basis.
 - 2.2.8.1. A report of these statistics shall be provided to the certification board, accompanied by recommendations for possible modifications to ensure all test questions are consistent with the most recent best practices and guidelines established by the appropriate standards-setting bodies, and that the questions accurately reflect the knowledge level of the applicants.
- 2.2.9. If the applicant passes the written examination, the secretary will provide the practical examination to the applicant.
- 2.2.10. If the applicant fails the written examination, the secretary shall notify the applicant in writing, and advise that they can reapply after 6 months from the date of the fail-notification to retake the examination.
 - 2.2.10.1. To reapply the applicant must submit a new application along with the current application fee as listed on the IAI website.

2.3. Practical Examination

- 2.3.1. After successfully passing the written exam, the applicant is provided with a practical exam, which must be completed and submitted within 45 days of receiving the practical exam.
 - 2.3.1.1. No more than one extension may be granted for extenuating circumstances and is not to exceed 15 additional days. A request for extension detailing the circumstances must be made in writing to the secretary. An approval for extension is not automatic and must be approved by the board secretary and/or board chair.
 - 2.3.1.2. If the applicant fails to submit the practical exam within the required period, they will be required to wait one year past the final date the exam was due, at which time they will be required to start the application process over with payment of the required fees.
- 2.3.2. Each applicant must complete a total of ten (10) practical assignments. Each assignment is graded separately on a pass/fail basis. All 10 assignments must be completed successfully in order to pass.
- 2.3.3. The practical exam requires the applicant to demonstrate proficiency in the photography of crime scenes, latent fingerprints, footwear impressions,

injury/assaults, night-time scenes, documenting vehicles, and 1:1 sizing of images.

- 2.3.3.1. The first seven (7) practical assignments are required assignments that all applicants must complete, as they represent core skills that all Certified Forensic Photographers must be able to demonstrate.
- 2.3.4. Recognizing that other required skills may vary from department to department, each applicant must select and complete three (3) additional assignments from a second list of eight (8) assignments.
- 2.3.5. All assignments are graded on the following criteria:
 - 2.3.5.1. Correctly followed instructions
 - 2.3.5.2. Technical aspects of the photography, which includes, but is not limited to, proper composition, good lighting, correct exposure, accurate color, and sharp focus.
 - 2.3.5.3. Application of proper techniques, which includes, but is not limited to, how well an assignment is documented, demonstration of an organized approach, providing an adequate number of images for the subject matter, etc.
 - 2.3.5.4. Images are properly processed and sized.
- 2.3.6. All assignments must be submitted digitally on a CD, DVD, USB drive, or in another manner as directed by the certification board secretary. Specific instructions detailing submission requirements accompany the practical exam.
- 2.3.7. Upon receipt of an applicant's practical submission, a preliminary review is conducted by the secretary or another member of the board, at which time the submission will be either accepted or rejected.
 - 2.3.7.1. The preliminary review is not a review of the quality or accuracy of the applicant's work and is limited to that portion of a practical submission that does not measure an applicant's knowledge or skill to obtain certification.
 - 2.3.7.2. The preliminary review is limited to instructions that the applicant may have overlooked or misinterpreted, or portions of an assignment not submitted by apparent oversight.
 - 2.3.7.3. The preliminary review provides an opportunity for an applicant to make corrections to their submissions, in a timely manner, that are not a measure of their knowledge or skills required for certification.
 - 2.3.7.4. A rejection is only an indication that some portion of the practical exam is lacking and might otherwise have resulted in a failure.

- 2.3.7.5. An applicant has 14 calendar days from the time they are notified to make corrections; not doing so within that time will result in an automatic failure.
- 2.3.8. Accepted practical examinations are independently reviewed and scored by three (3) members of the Forensic Photography & Imaging Certification Board.
 - 2.3.8.1. All board members asked to review an exam that believes they have knowledge of the identity of the applicant, either by personal or professional association, shall recuse themselves from that process for that applicant, and immediately advise the secretary. The secretary will then reassign the exam to a different board member to ensure impartiality to the applicant.
- 2.3.9. When all reviews are complete, the reviewers, Board Secretary and Board Chair conduct a joint review of the results to validate pass or fail recommendations. Following this review, a final determination is made.
 - 2.3.9.1. Written feedback by each reviewer is provided to each applicant, pass or fail.
 - 2.3.9.2. If the applicant fails no more than 3 of the practical assignments, they will be allowed to resubmit those failed assignments within 45 calendar days of the notification.
 - 2.3.9.2.1. Failing to resubmit within the 45 days will result in a failure of the practical exam.
 - 2.3.9.2.2. Failing any one of the 3 resubmitted assignments will result in a failure of the practical exam.
 - 2.3.9.2.3. One extension of not more than 15 days may be granted for extenuating circumstances if approved by the board secretary and/or board chair.
- 2.3.10. If the applicant is unsuccessful in passing the practical examination, the secretary shall prepare a notification letter that provides the following information:
 - 2.3.10.1. That the applicant was unsuccessful in passing their practical examination, with the specific assignments listed that were not passed.
 - 2.3.10.2. That the applicant has 30 calendar days from receipt of this notification in which to appeal, in writing, the failing grade to the Forensic Photography & Imaging Certification Board.

- 2.3.10.3. That if the appeal is not received within 30 calendar days, the applicant can reapply after 6 months, and is required to complete only the practical assignments listed as failed in the notification letter.
- 2.3.10.4. If the applicant does not complete the practical retest within one (1) year from the receipt of their notification, the applicant must start over with the entire process, including the written test.
- 2.3.10.5. A copy of the appeals process shall be included with the letter to the applicant

2.4. Appeals are handled in accordance with Section 9.9 of the FCMB Operations Manual.

2.5. Reapplication

- 2.5.1. Six (6) months following the initial notice that an applicant has failed the practical examination, the applicant can reapply to take the certification test by submitting a new application and application fee as posted on the IAI website.
 - 2.5.1.1. The retest shall be limited only to the specific assignments listed as failed in the failure notice received by the applicant.
 - 2.5.1.2. The applicant is encouraged to submit the required practical exercises at the same time the reapplication is submitted.
 - 2.5.1.3. If the applicant does not complete the practical retest within one (1) year from the receipt of their notification, the applicant must start over with the entire process, including the written test.

3. Recertification

- 3.1. Recertification requirements shall be adequate to ensure there is impartial assessment to confirm the continuing competence of the certified person.
- 3.2. Recertification shall be required every five years in order to ensure the continued competence of the certified person, and ongoing compliance with current certification requirements by the certified person.
- 3.3. All applicants for recertification shall be required to demonstrate professional development, and shall accumulate a minimum number of Continuing Education Credits (CEC's) since their initial certification or last recertification as described in Section 9.6 of the FCMB Certification Operations Manual as follows:
 - 3.3.1. Through 2/29/2020 applicants must accumulate a minimum of 80 CEC's, with no more than 75% of those credits being awarded for conference registration.

- 3.3.2. From 3/01/2020 through 8/31/2020 applicants will be required to accumulate a minimum of 80 CEC's, with no more than 50% of those credits being awarded for conference registration.
- 3.3.3. From 9/01/2020 through 2/28/2021 applicants will be required to accumulate a minimum of 100 CEC's, with no more than 50% of those credits being awarded for conference registration.
- 3.3.4. Effective 3/01/2021 applicants will be required to accumulate a minimum of 120 CEC's, with no more than 50% of those credits being awarded for conference registration.
- 3.3.5. Up to 75% of credits may be earned by attendance at or participation in a course or workshop or in-service training approved by the board.
 - 3.3.5.1. Up to 4 credits can be earned by participating in forensic-specific image processing.
- 3.3.6. Applicants may be subjected to any, or all, of the following:
 - 3.3.6.1. on-site assessment
 - 3.3.6.2. a structured interview
 - 3.3.6.3. show demonstrated physical ability to perform the required competencies for certification
- 3.4. Applications for recertification shall be submitted in conformance with the general provisions of the FCMB Certification Program Operations Manual and will be reviewed and approved by the secretary of the Forensic Photography & Imaging Certification Board. If the secretary does not believe the person has attained the required recertification credits as posted on the IAI website, the secretary shall first contact the applicant and determine if there are any additional supporting documents that the applicant can send to show that the applicant is qualified.
 - 3.4.1. Prior to either accepting or rejecting an applicant, the secretary shall provide the board chair with a recommendation, along with all documents pertaining to the recommendation.
 - 3.4.2. If the applicant is determined not to be qualified for recertification, the secretary shall notify the applicant why the applicant is not qualified and shall advise that the applicant has 30-days to appeal this decision to the chair of the Forensic Photography & Imaging Certification Board. The decision of the chair in this matter shall be final.
 - 3.4.3. If an applicant is rejected, the certification board shall retain all funds remitted by the applicant.

- 3.4.4. If an applicant is accepted, they will then be provided with a practical exam as described in the following section.
- 3.5. Effective 9/01/2019, all applicants for recertification are required to take a practical examination. The practical exam component has been designed to measure continued proficiency in the actual skill of taking proper forensic photographs.
 - 3.5.1. The practical exam must be completed and submitted within 30 days of receiving the practical exam.
 - 3.5.1.1. No more than one extension may be granted for extenuating circumstances and is not to exceed 15 additional days. A request for extension detailing the circumstances must be made in writing to the secretary. An approval for extension is not automatic and must be approved by the board secretary and/or board chair.
 - 3.5.2. Applicants are required to complete their choice of three (3) out of five (5) of the following assignments:
 - 3.5.2.1. Clothing with a stain, footwear impression, macro assignment, night scene, or vehicle documentation.
 - 3.5.3. Individual assignments are graded separately and on a pass/fail basis; all 3 assignments must be completed successfully in order to pass.
 - 3.5.4. All assignments are graded on the following criteria:
 - 3.5.4.1. Correctly followed instructions
 - 3.5.4.2. Technical aspects of the photography, which includes, but is not limited to, proper composition, good lighting, correct exposure, accurate color, and sharp focus.
 - 3.5.4.3. Application of proper techniques, which includes, but is not limited to, how well an assignment is documented, demonstration of an organized approach, providing an adequate number of images for the subject matter, etc.
 - 3.5.4.4. Images are properly processed and sized.
 - 3.5.5. All assignments must be submitted digitally on a CD, DVD, USB drive, or in another manner as directed by the certification board secretary. Specific instructions detailing submission requirements will accompany the practical exam.
 - 3.5.6. The practical examination is independently reviewed and scored by three (3) members of the Forensic Photography & Imaging Certification Board.
 - 3.5.6.1. The practical exam is reviewed anonymously; no name or other identifying indicators shall appear within the assignments or the

overall exam. Board members suspecting they know the identity of the person being evaluated, shall notify the board secretary and shall recuse themselves from grading that exam.

- 3.5.7. When all reviews are completed, the reviewing board members, the board secretary, and the board chair will conduct a joint final review of the results to validate pass or fail recommendations, after which a final determination shall be made.
- 3.5.8. An applicant for recertification shall have only one opportunity to correctly submit the practical exam. No do-overs are allowed.
- 3.5.9. A person failing the practical exam loses their certification and will need to submit a new application if wishing to reapply for certification.

Test questions are taken from the following publications:

- *A Short Course in Digital Photography (2nd Edition)* by Barbara London and Jim Stone
- *Crime Scene Photography, Second or Third Edition* by Edward M. Robinson
- All forensic photography appropriate SWIG Guideline

Appendix G: Tenprint Certification

Scope of Certification

The Certified Tenprint Examiner should be knowledgeable of the generally accepted guidelines and standards (both historically and current) within the Tenprint discipline. Additionally, the Certified Tenprint Examiner should:

- Be able to compare friction ridge impressions of known to unknown subjects and arrive at a conclusion based on current objectively accepted methodology.
- Demonstrate an in-depth understanding (knowledge) of tenprint examinations, the history, foundation and scientific methodology used in Friction Ridge Science and the current topics and/or scientific studies within the tenprint discipline.
- Be able to recognize (interpret) friction ridge impressions including the specific pattern type and the corresponding tracing or ridge count. Additionally, the examiner should be able to demonstrate that they are capable of accurately recording a complete tenprint record.

1. Prerequisite Requirements

1.1 Formal Education

- 1.1.1 Minimum of an Associate's Degree or documentation of sixty (60) semester hours or ninety (90) quarter hours of college credit or,
- 1.1.2 Experience can be substituted for the two-year college degree requirement at a rate of one (1) year full-time experience as a tenprint examiner for one (1) year of college plus the basic experience as a full-time tenprint examiner.

1.2 Technical Training

- 1.2.1 An applicant for certification must have acquired a minimum of eighty (80) hours of board approved training in Tenprint related subject matter.
 - 1.2.1.1 This must have included a minimum of sixteen (16) hours of Board-approved training in courtroom testimony. Training can consist of monitoring court room testimony, participating in moot court trials, reviewing videos of court room testimony, assisting in the pre-trial preparation of a senior examiners case, etc. and must be documented. Documentation must include type of participation, date, length of time, and supervisor's initials.

1.3 Experience

- 1.3.1 An applicant for certification must be actively engaged as an examiner, analyst, practitioner or supervisor in the discipline of forensic science whose duties include the discipline of friction ridge examination.
- 1.3.2 An Applicant must have a minimum of two (2) years of experience within this discipline. If less than full-time experience for given time period is possessed,

time must be accumulated to reach an acceptable minimum.

2 Examination

2.1 The applicant shall have 5 hours to complete parts 1, 2, and 3 of the test. The test comprises the following:

2.1.1 Comparisons: An applicant must correctly identify or exclude a minimum of sixteen (16) out of twenty (20) of the single tenprint impressions with no erroneous conclusions. Results are graded as Pass/Fail.

2.1.2 Written Examination: The written portion of the exam will consist of 100 questions. Questions shall be in the form of multiple choice and true/false. The question portion covers the permanence/ uniqueness of fingerprints, history of fingerprints, pattern interpretation, classification, AFIS, Livescan, and ridgeology and current issues affecting the discipline. Study guides and materials are posted on the website. Applicants must score 80% to pass this portion of the test. Results are graded as Pass/Fail.

2.1.2.1 Recommended reading material includes: The Science of Fingerprints, U.S. Justice Department (chapters 1-4, 8-10), Quantitative - Qualitative Friction Ridge Analysis, David R. Ashbaugh (chapters 1-4), and The Fingerprint Sourcebook, US Department of Justice (chapters 1-6, 9, and 13)

2.1.3 Practical Examination: An applicant shall be required to complete a Fingerprint Pattern Recognition and Interpretation Exam, of one hundred (100) single impressions by pattern type and include any ridge count and/or whorl tracing. Applicants must score at least 90% to pass this portion of the test.

2.1.4 At the time of test date, the applicant must submit a tenprint record that they personally recorded within the prior ninety (90) days. The applicant's name and the date the prints were rolled must be recorded on the tenprint card.

2.2 Pass/Fail Requirements

2.2.1 An applicant for certification who does not complete or who fails the test for any reason other than an erroneous identification must wait six (6) months from the test date before reapplying.

- 2.2.2 An applicant for certification who fails the test by making any erroneous identification(s) must wait one (1) year before reapplying to take the test.
- 2.2.3 An applicant that has previously passed a portion of the exam but fails to reapply within one year will be required to retake all portions of the exam.
- 2.2.4 An applicant for certification who reapplies must submit a new application with all attachments, as well as any fee that may be in effect at that time.
- 2.2.5 An applicant for certification who does not complete or who fails any part of the test must retake the complete section of the exam which was incomplete or failed, unless an erroneous identification was made. In the case of an erroneous identification, the entire test must be retaken.
- 2.2.6 With the successful completion of the testing process a certificate and certification card will be issued.

3 Endorsements: Two letters of endorsement are required pursuant to Section 9.1.2.3

4 Recertification

- 4.1 All applicants for recertification must accumulate eighty (80) Continuing Education/Professional Development Credits since their initial certification or recertification.
 - 4.1.1 Continuing Education/Professional Development Credits must be applicable to the Friction Ridge Discipline, or a relevant subject in Forensic Science.
 - 4.1.2 Classes/Seminars/Conferences related to another forensic discipline will not be accepted
- 4.2 The certification program calls for recertification every five years. Failure to reapply prior to the expiration date will disqualify the applicant from taking the recertification exam and they will be required to take the full certification exam. This is necessary to determine the activities of the applicant over the previous five years and provide for updating of records. Applicants for recertification will be required to take an examination.
- 4.3 The applicant has thirty (30) days to complete the recertification exam. Failure to return the test within thirty (30) days will result in a recertification failure and the applicant will be required to retake the full certification exam after six (6) months.
- 4.4 Applications for recertification shall be submitted in conformance with the general provisions of this manual, and will be reviewed and approved by the Secretary of the IAI Tenprint Certification Board. If the Secretary does not believe the person has attained

the required recertification credits as posted on the IAI website, the Secretary shall first contact the applicant and determine if there are any additional supporting documents that the applicant can send to show that the applicant is qualified. If an applicant is rejected, the Certification Board shall retain all funds remitted by the applicant.

- 4.5 If the applicant is determined not to be qualified for recertification, the Secretary shall notify the applicant why the applicant is not qualified and that the applicant shall have thirty (30) days within which to appeal this decision to the Chair of the IAI Tenprint Certification Board. The decision of the Chair in this matter shall be final.

Appendix H: Forensic Video Certification

Scope of Certification

A certified Forensic Video Examiner demonstrates knowledge, skills and abilities related to the examination, comparison or evaluation of video in legal matters.² Parameters of this certification program include, but are not limited to:

- Demonstrated knowledge of relevant video and image science concepts and technologies.
- Understanding and adherence to discipline accepted methods of collection, preservation and processing of multimedia evidence.
- Ongoing development of skills, knowledge and abilities related to the Video Analysis Discipline through continuing education.

Categories of technical knowledge necessary to be competent in the video analysis discipline are based on standards and/or guidelines outline by organizations such as the Organization of Scientific Area Committees for Forensic Science (OSAC) and the Scientific Working Group of Digital Evidence.³

Candidates for the Forensic Video Examiner Certification are primarily employed in the field of Digital and Multimedia Evidence (DME) with a significant portion of their duties including video based examinations.

1. Prerequisite Requirements

1.1 Formal Education

- 1.1.1 Bachelor's Degree plus three (3) years full-time experience as prescribed by the Certification Board, or
- 1.1.2 Associate Degree (or documentation of 60 semester hours or 90 quarter hours of college credits) plus four (4) years full-time experience as a prescribed by the Certification Board.
- 1.1.3 High School Diploma plus five (5) years full-time experience as prescribed by the Certification Board.

1.2 Technical Training

- 1.2.1 Applicants for certification must possess a minimum of one hundred twenty (120) hours of instruction in fields of study related to DME. A minimum of 80% of those hours (96 hours) must be specifically focused on forensic video.
- 1.2.2 A certificate of completion must be submitted for each course. Completed courses without certificates offered to meet the training requirements will be evaluated by the Certification Board.
- 1.2.3 Dates (month and year) of training courses must be provided.

² Standard Terminology for Digital and Multimedia Evidence Examination, ASTM E2916-13

³ SWGDE Training Guidelines for Video Analysis, Image Analysis and Photography (Version 1.1), February 2016

1.3 Experience

- 1.3.1 An applicant for certification must be primarily employed in the field of DME for a minimum of three (3) years. A significant portion of their duties must include video based examinations.
- 1.3.2 This must include the performance of examinations, but may also include testifying, training/instruction, and research. Other duties may also be considered if documentation is submitted at the time of application.
- 1.3.3 Documentation required for time in discipline must be submitted electronically and may include the following:
 - 1.3.3.1 Transcripts of testimony
 - 1.3.3.2 Articles published
 - 1.3.3.3 Documented instructional activities
 - 1.3.3.3.1 Technical training certificates
 - 1.3.3.3.2 Other means of establishing time in discipline (to be approved by the Certification Board)
- 1.3.4 Documentation will be approved by review and at the discretion of the Certification Board. Certification Board may ask for clarification or additional information in order to make a determination.

2 Examination

2.1 Written Testing

- 2.1.1 The written test shall consist of 100 multiple choice questions as they relate to the scope section of the Forensic Video Certification Program.
- 2.1.2 The written test questions are developed, approved and maintained by the Certification Board.
- 2.1.3 The written test questions will be derived from approved references listed on the IAI website and/or as reported by the secretary of the certification board (or designee).
- 2.1.4 Applicants have three (3) hours to complete the written test.
- 2.1.5 The written test will be graded by the secretary of the certification board, or designee(s).
- 2.1.6 A minimum passing score of 75% is required. The result will be reported as pass or fail.
- 2.1.7 Upon successful completion of the written test, the secretary of the certification board (or designee) will notify the applicant and send the practical test to the applicant.
- 2.1.8 If the applicant fails the written test, the secretary of the certification board (or designee) shall provide notification that the applicant has 30 days to appeal the result to the certification board. This notification shall also inform the applicant that they can reapply after six (6) months if an appeal is not received within 30 days.

- 2.1.8.1 To reapply, the applicant must submit a new application, with all attachments, plus remit the current certification fee as posted.

2.2 Practical Testing

- 2.2.1 The practical test shall consist of assessment and processing of media (video and/or still images) provided to the applicant. The applicant will be expected to answer specific questions concerning aspects of the media and any processing required and/or performed. The applicant will also be expected to return processed media (work product) for review by the certification board. Each aspect of the test is assigned a point value used for grading purposes.
- 2.2.2 The practical test questions and/or exercises are developed, approved and maintained by the certification board.
- 2.2.3 The practical test questions and/or exercises are derived from best practices in the forensic video community.
- 2.2.4 The practical examination must be completed and returned within thirty (30) of receipt.
- 2.2.5 The secretary (or designee) of the certification board will be primarily responsible for grading the practical test. In the event of any issues that may arise during the grading process, the Chair (or designee) shall appoint up to three (3) members of the certification board to grade the practical test. One of these members may be the Chair (or designee) themselves. This committee will assist in determining whether a particular question or exercise was answered or completely correctly. In these cases, a simple majority of the opinions will determine the result.
- 2.2.6 A minimum passing score of 85% is required. The result will be reported as pass or fail.
- 2.2.7 Upon successful completion of the practical test, the secretary of the certification board (or designee) will notify the applicant of the result and certification effective date.
- 2.2.8 If the applicant fails the practical test with a score of 70% or greater, the secretary of the certification board (or designee), shall provide notification that the applicant has 30 days to appeal the result to the certification board. This notification shall also inform that the applicant can reapply after six (6) months (but before 1 year) if an appeal is not received within 30 days
 - 2.2.8.1 To retest, the applicant must submit a new application with all attachments plus remit the current certification fee. The applicant may proceed directly to the practical test portion as a passing score was received on the written test.
 - 2.2.8.2 If the applicant does not retest within one (1) year, the applicant must complete the written test again prior to proceeding to the practical test.
- 2.2.9 If the applicant fails the practical test with a score less than 70%, the secretary of the certification board (or designee), shall provide notification that the applicant

has 30 days to appeal the result to the certification board. This notification shall also inform that the applicant can reapply after one (1) year if an appeal is not received within 30 days.

2.2.9.1.1 To reapply, the applicant must submit a new application with all attachments plus remit the current certification fee. The applicant must complete the written test again prior to proceeding to the practical test.

2.2.10 Appeals are handled in accordance with section 9.8 of this manual.

2.3 Quality Control

2.3.1 The Certification Board shall ensure that the program is reviewed and validated (audited) on an annual basis in accordance with sections 8.5 and 8.6 of this manual.

3 Endorsements

3.1 Two letters of endorsement are required pursuant to Section 9.1.2.3

3.2 One (1) letter must be from an individual actively working in the area of forensic video.

4 Recertification

4.1 The recertification process is handled in accordance with Section 9.6 of this manual.

4.2 The certification program calls for recertification every five (5) years.

4.3 All applicants for recertification must accumulate one hundred twenty (120) recertification credits since the last certification/recertification period. These may be earned as outlined in section 9.6.3 of this manual.

4.3.1 If the applicant does not meet the required recertification credits, the current written test must be completed successfully for recertification.

4.4 If the secretary (or designee) does not believe the applicant has attained the required recertification credits, the applicant will be contacted to determine if there is additional supporting documentation available to demonstrate their qualification. Alternatively, the applicant may elect to take (and pass) the current written test.

4.5 If the applicant is determined not to be qualified for recertification, the secretary of the certification board (or designee) shall notify the applicant of reasons for the decision and the appeals process as outline in section 9.8 of this manual.

Appendix I

Forensic Certification Management Board

Document Index

FCMB-01-2017-A.....	Certification Program Manual
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FCMB-08SP-2017-B.....	Self-Proctored Test Form
FCMB-09-2016-A.....	Code of Ethics and Professional Conduct
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FCMB-18-2018-A.....	Job/Practice Analysis Form

FCMB-02-2016-A: Conflict of Interest Policy

POLICY REGARDING CONFLICTS OF INTEREST AND DISCHARGE OF DUTIES FOR MEMBERS OF CERTIFICATION BOARDS AND THE FORENSIC CERTIFICATION MANAGEMENT BOARD

ARTICLE I PURPOSE

The purpose of this policy is to protect the interest of the Forensic Certification Management Board (hereinafter, the "FCMB") when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an employee, member, officer or director of the FCMB or a Certification Board. This policy is intended to supplement, but not replace any applicable state or federal laws governing conflicts of interest applicable to nonprofit and charitable corporations.

ARTICLE II DEFINITIONS

A. Interested Person.

A key employee, director, officer or member of a committee with board-delegated powers who has a direct or indirect Financial Interest, as defined below, is an Interested Person.

B. Financial Interest.

person has a Financial Interest if the person has, directly or indirectly, through business, investment, or his or her immediate family:

1. an ownership or investment interest in any entity with which the FCMB or a Certification Board has a transaction or arrangement;
2. a compensation arrangement with the FCMB or a Certification Board (other than for services as an officer, director or employee) or with any entity or individual with which the FCMB or a Certification Board has a transaction or arrangement; or
3. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the FCMB or a Certification Board is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature. A Financial Interest is not necessarily a conflict of interest. A person who has a Financial Interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists.

C. Key Employee.

Key employees are the five highest compensated employees of the FCMB and all Certification Boards.

ARTICLE III DISCHARGE OF DUTIES

A. Standard of Care.

It is the responsibility of each key employee, member, director and officer of the FCMB or a Certification Board to discharge his or her duties in good faith, in a manner the person reasonably believes to be in the best interests of the FCMB or a Certification Board, and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.

ARTICLE IV CONFLICTS PROCEDURES

A. Duty to Disclose.

In connection with any actual or possible conflicts of interest, an Interested Person must disclose the existence of his or her Financial Interest and be given the opportunity to disclose all material facts relating to his or her Financial Interest to the directors or members of committees considering the proposed transaction or arrangement.

B. Determining Whether a Conflict of Interest Exists.

After disclosure of the Financial Interest and all material facts, and after any discussion with the Interested Person, the Interested Person must leave the FCMB or Certification Board meeting while the Financial Interest is discussed and voted upon. The remaining FCMB or Certification Board members shall decide if a conflict of interest exists.

C. Procedures for Addressing the Conflict of Interest.

1. An Interested Person may make a presentation at the FCMB or Certification Board meeting regarding the proposed transaction or arrangement, but after such presentation, the Interested Person shall leave the meeting during the discussion of, and the vote on, the proposed transaction or arrangement that results in the conflict of interest.
2. The chairperson of the FCMB or Certification Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the FCMB or Certification Board shall determine whether the FCMB or a Certification Board can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably attainable under the circumstances that would not give rise to a conflict of interest, the FCMB or Certification Board shall determine by a majority vote of the disinterested directors, whether the transaction or arrangement is in the FCMB or a Certification Board's best interest and for its own benefit and whether the transaction is fair and reasonable to

the FCMB or a Certification Board and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

ARTICLE V VIOLATIONS

A. Procedure.

If the FCMB or Certification Board has reasonable cause to believe that a person subject to this policy has failed to disclose actual or possible conflicts of interest or failed to discharge his or her duties in accordance with Article III, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure.

B. Action.

If, after hearing the response of the person and making such further investigation as may be warranted in the circumstances, the FCMB or Certification Board determines that the person has, in fact, failed to discharge his or her duties in accordance with this policy or to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

ARTICLE VI RECORDS OF PROCEEDINGS

The minutes of meetings of the FCMB or Certification Board shall contain:

A. The names of the persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible conflict of interest, the nature of the Financial Interest, any action taken to determine whether a conflict of interest was present and the FCMB or Certification Board's decision as to whether a conflict of interest in fact existed.

B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussions, including any alternatives to the proposed transaction or arrangement and a record of any votes taken in connection therewith.

ARTICLE VII COMPENSATION

The following shall apply to any compensation committee:

A. A voting member of the board of directors who receives compensation, directly or indirectly, from the FCMB or a Certification Board for services is precluded from voting on matters pertaining to that member's compensation.

B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the FCMB or a Certification Board for services, is precluded from voting on matters pertaining to that member's compensation.

ARTICLE VIII ANNUAL STATEMENT

Each key employee, director, officer and member of the FCMB or Certification Board shall complete and sign a Conflicts of Interest Policy Annual Statement at the time of his or her initial election or appointment and annually thereafter. The current form is attached hereto as Exhibit A.

ARTICLE IX PERIODIC REVIEWS

To ensure the FCMB or a Certification Board operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable and are the result of arm's length bargaining.
- B. Whether partnership and joint venture arrangements and arrangements with management service organizations conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

ARTICLE X USE OF OUTSIDE ADVISORS

In conducting the periodic reviews provided for in Article IX, the FCMB or a Certification Board may, but need not, use outside advisors. If outside advisors are used, their use shall not relieve the Board of its responsibility for ensuring that periodic reviews are conducted.

Adopted: August 12, 2016

CONFLICTS OF INTEREST POLICY ANNUAL STATEMENT

The undersigned, being a key employee, director, officer or member of a Certification Board or the Forensic Certification Management Board ("FCMB") hereby acknowledges the following:

1. I have received a copy of the Policy Regarding Conflicts of Interest and Discharge of Duties for Members of Certification Boards and the Forensic Certification Management Board (the "Policy").
2. I have read and understand the Policy.
3. I agree to comply with the Policy.
4. I understand that the Policy applies to employees, members, officers and directors of the FCMB and all Certification Boards.
5. I understand that the IAI is a charitable organization and that in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
6. The following information concerning conflicts and potential conflicts is true, correct and complete to the best of my knowledge:
 - A. I serve or represent the FCMB or Certification Board in the following capacity:
Title:
 - B. I am a director, officer, employee or legal representative, or I have a material financial or beneficial interest in the following organizations which may have a conflict of interest with a Certification Board or the FCMB:
Organization: Title:
 - C. I am not involved in any activity or transaction, nor am I a party to a contract involving interests which could be found to be adverse to a Certification Board or the FCMB except for the following:
 - D. I am not pursuing any business opportunities which might adversely affect a Certification Board or the FCMB except for the following:
 - E. I bring to your attention the following potential conflicts of interest in addition to those, if any, disclosed in B, C and D above: (If none, insert "None.")

Dated: _____

Printed or Typed Name

Signature

FCMB-03-2016-A: Confidentiality Form



INTERNATIONAL ASSOCIATION FOR IDENTIFICATION

FORENSIC CERTIFICATION MANAGEMENT BOARD



Acknowledgement and Agreement of Confidentiality

The undersigned individual (“**you**”), may be granted access by the International Association for Identification (“**IAI**”) and the Forensic Certification Management Board (“**FCMB**”) to certain information, technology, manuals, content, processes, marketing and financial information, information about IAI/FCMB’s members, and other confidential information and materials (collectively, the “**Information**”) related to the association and business activities of IAI/FCMB. You are be granted access to the Information for the sole purpose of evaluating and approving applications to IAI’s forensic certification program(s) (the “**Purpose**”).

In consideration for being granted access to proprietary Information, which is hereby acknowledged, you acknowledge and agree that: (a) you have no ownership interest in the Information; (b) you have not, and are not, independently developing information and/or a product similar to the Information; and (c) the Information is not in the public domain. Except as specifically provided for in this Acknowledgment, you expressly agree that the Information shall be regarded as strictly confidential. In the absence of the prior written consent of IAI/FCMB, you shall not, directly or indirectly, disclose, divulge, reproduce, distribute, or otherwise communicate (each, a “**Disclosure**”) the Information in any form to any other persons or organizations, distribute any materials concerning the Information to any other persons or organizations, or commercially exploit the Information or any items or information substantially similar or relating thereto. You may only use the Information to fulfill the Purpose.

Upon the request of IAI/FCMB, you shall immediately return to IAI/FCMB any and all materials concerning the Information, regardless of whether such materials were provided to you by IAI/FCMB, and regardless of whether such materials contain or additions, modifications, or annotations made by you, together with any and all copies of such materials.

The restrictions contained in this Acknowledgment shall not apply to information that: (a) is, or becomes, publicly known through no wrongful act by you; or (b) is received by you from another person or organization free to disclose it without violating the rights of any other person or organization.

In the event of a breach or broken confidentiality obligations by you, the IAI can hold you responsible.

This Acknowledgment shall be governed by the laws of the State of Florida in the United States. For the purpose of resolving conflicts related to or arising out of this Acknowledgment, IAI/FCMB and you expressly agree that venue shall be in the State of Florida only, and, in addition, IAI/FCMB and you hereby consent to the jurisdiction of the federal and state courts in the State of Florida.

By signing below, you accept and agree to this Acknowledgement.

Accepted and agreed:

Signature: _____

Printed Name: _____ Date: _____

Address: _____

FCMB-04-2017-A: Fee Schedule

Effective January 1, 2017, the fee structure for IAI certification will be:

IAI Members:

Initial certification: \$300 (US)

Recertification: \$300 (US)

Re-testing: \$300 (US)

Non-Members:

Initial certification: \$400 (US)

Recertification: \$400 (US)

Re-testing: \$400 (US)

FCMB-05-2016-A: Criteria for Board Service

Criteria for Recommending Potential Certification Board Members

1. The person must be certified in the discipline served by the credentialing board
 2. The person must be a current and active practitioner of the discipline
 3. The person must be a current member of the IAI
 4. The person must commit to the time necessary to carry out the functions of the board
 5. The person must have the resources to attend the meetings of the board (some expenses may be subsidized by the board)
 6. The person must have the support of their employer
 7. The person must agree to the confidentiality requirements of the program
 8. The person must not have any conflicts of interest e.g. providing certification prep courses or benefiting from the sale of required training materials*
- (* There may be exceptions where the required material is the only available resource and/or the person under consideration did not participate in the selection process)

Other criteria that may be considered:

1. The professional and educational accomplishments of the person under consideration
2. Publishing history of the person under consideration
3. The history of service to the IAI by the person under consideration
4. A skill or talent possessed by the person under consideration which would enhance the program or assist the board in accomplishing its goals

FCMB-06-2016-A: Budget Request Form

FORENSIC ART					LATENT PRINT				
1554A	Secretary Salary				1555A	Secretary Salary			
1554B	Div. Share of Expenses				1555B	Div. Share of Expenses			
1554C	Printing/Copying				1555C	Printing/Copying			
1554D	Office Supplies				1555D	Office Supplies			
1554E	Telephone				1555E	Telephone			
1554F	Audit Expense				1555F	Audit Expense			
1554G	Office Equipment				1555G	Office Equipment			
1554H	Travel				1555H	Travel			
1554J	Postage				1555J	Postage			
1554K	Misc.				1555K	Misc.			
1554N	Credit Card Fees				1555M	Internet			
	TOTAL FORENSIC ART		\$ -		1555N	Credit Card Fees			
						TOTAL LATENT PRINT	\$ -		
CRIME SCENE CERTIFICATION					FOOTWEAR/TIRE TRACK				
1556A	Secretary Salary				1557A	Secretary Salary			
1556AA	CS Testing Coord. (IAI Ofc)				1557B	Div. Share of Expenses			
1556B	Div. Share of Expenses				1557C	Printing/Copying			
1556C	Printing/Copying				1557D	Office Supplies			
1556D	Office Supplies				1557E	Telephone			
1556E	Telephone				1557F	Audit Expense			
1556F	Audit Expense				1557G	Office Equipment			
1556G	Office Equipment				1557H	Travel			
1556H	Travel				1557J	Postage			
1556J	Postage				1557K	Misc.			
1556K	Misc. (includes sales items)				1557N	Credit Card Fees			
1556M	Internet					TOTAL FOOTWEAR/TIRE	\$ -		
1556N	Credit Card Fees								
	TOTAL CRIME SCENE		\$ -						
BLOODSTAIN PATTERN					FORENSIC PHOTOGRAPHY				
1558A	Secretary Salary				1559A	Secretary Salary			
1558B	Div. Share of Expenses				1559B	Div. Share of Expenses			
1558C	Printing/Copying				1559C	Printing/Copying			
1558D	Office Supplies				1559D	Office Supplies			
1558E	Telephone				1559E	Telephone			
1558F	Audit Expense				1559F	Audit Expense			
1558G	Office Equipment				1559G	Office Equipment			
1558H	Travel				1559H	Travel			
1558J	Postage				1559J	Postage			
1558K	Misc.				1559K	Misc.			
1558N	Credit Card Fees				1559N	Credit Card Fees			
	TOTAL BLOODSTAIN PATTERN		\$ -			TOTAL FORENSIC PHOTO	\$ -		
TEN PRINT FINGERPRINT					FORENSIC VIDEO				
1553A	Secretary Salary				1560A	Secretary Salary			
1553B	Div. Share of Expenses				1560B	Div. Share of Expenses			
1553C	Printing/Copying				1560C	Printing/Copying			
1553D	Office Supplies				1560D	Office Supplies			
1553E	Telephone				1560E	Telephone			
1553F	Audit Expense				1560F	Audit Expense			
1553G	Office Equipment				1560G	Office Equipment			
1553H	Travel				1560H	Travel			
1553J	Postage				1560J	Postage			
1553K	Misc.				1560K	Misc.			
1553N	Credit Card Fees				1560N	Credit Card Fees			
	TOTAL TEN PRINT FINGERPRINT		\$ -			TOTAL FORENSIC VIDEO	\$ -		

FCMB-07-2016-A: Meeting Request Form



Forensic Certification Management Board Certification Board Proposed Meeting Budget

Please complete the form with estimated costs related to your meeting. Forms must be submitted to the Director, FCMB at least 120 days in advance of the proposed meeting. All funding is subject to availability and prior approval of the Director and financial manager.

Certification Board	<input type="text"/>	Date(s) of Meeting	<input type="text"/>	Meeting Location	<input type="text"/>
Purpose	<input type="text"/>				
Board Member	<input type="text"/>	Board Member	<input type="text"/>	Board Member	<input type="text"/>
Travel Costs	<input type="text"/>	Travel Costs	<input type="text"/>	Travel Costs	<input type="text"/>
Lodging	<input type="text"/>	Lodging	<input type="text"/>	Lodging	<input type="text"/>
Per Diem/Food	<input type="text"/>	Per Diem/Food	<input type="text"/>	Per Diem/Food	<input type="text"/>

Board Member	<input type="text"/>	Board Member	<input type="text"/>	Board Member	<input type="text"/>	Additional Costs	
						Item	Amount
Travel Costs	<input type="text"/>	Travel Costs	<input type="text"/>	Travel Costs	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lodging	<input type="text"/>	Lodging	<input type="text"/>	Lodging	<input type="text"/>	<input type="text"/>	<input type="text"/>
Per Diem/Food	<input type="text"/>	Per Diem/Food	<input type="text"/>	Per Diem/Food	<input type="text"/>	<input type="text"/>	<input type="text"/>

This form is only to be used by those boards wishing to use IAI funds to cover the cost of their meeting or reimbursement of expenses. If no funding is requested, notification to the IAI-COO and FCMB is still required for indemnification of IAI activities.

Total

Requested by Board Position

FCMB-07-2016-A

FCMB-08-2017-A: Proctor Form



FORENSIC CERTIFICATION MANAGEMENT BOARD

Proctor Instructions and Acknowledgment

FCMB-08-2017-B

Certification Board:

Exam Ctrl # / Applicant:

Proctor:

Test Date:

On behalf of the Forensic Certification Management Board of the IAI, we would like to thank you for taking the time to proctor this certification test. The part that you play in this process is extremely important as we depend on your personal and professional ethics to ensure that the applicant receives a fair and impartial testing environment.

Please adhere to the following procedures:

Certification testing is NOT an open book process. Throughout the comprehensive written testing process the applicant may not have/use any supporting/reference material/textbooks, electronic device(s) or have internet/intranet access.

You will secure/take possession of all electronic devices. Should an applicant be on-call from their agency they may retain a cell phone but it must be placed on vibrate. They will be returned to the applicant(s) after all of the tests have been collected and placed back into the sealed return envelope(s).

If there is more than one applicant being tested you are to provide an appropriate distance between each person. The individuals may not share any written or oral communication amongst themselves until after all of the tests have been collected and placed back into the sealed envelope.

You will not provide the applicant with any information or guidance should they ask a question concerning any of the test questions.

You are not to read, grade, or make any remarks about the test to the applicant other than what is provided here.

The testing period is hours. You may allow ten minute break(s). If you do permit a break you will stop the clock for the applicant(s) and restart it at the end of the ten minutes. Record the test start and finish times, and all break times on the reverse side of this page.

During the break applicants may not remove any testing material from the testing area and/or your presence. You will note the time you started the test on this form and, if you take a break(s), the time the break(s) started and ended, then the time the testing was finished.

CONTINUE READING ON REVERSE SIDE 

Special Instructions:Test Type:

--	--	--	--

Test /Break Start & Finish Times					
Test Start	Break 1 Start	Break 1 Finish	Break 2 Start	Break 2 Finish	Test Finish

Proctor Signature Section

- 1) I hereby acknowledge that the testing premises and the equipment and resources present at the testing site are adequate for carrying out certification activities.
- 2) I have read any special instructions to the applicant and have adhered to the testing procedures as described on this form.

Signed: _____

Date _____

Applicant Signature Section**The test must be returned in the envelope that it came in and sealed upon completion of the test.**

- 1) By signing below, the applicant acknowledges that the FCMB or Certification Board may release information to interested parties regarding the certification status of the applicant and any additional information as described in the FCMB Program Manual, Section 7.0.
- 2) I hereby acknowledge that the testing premises and the equipment and resources present at the testing site are adequate for carrying out certification activities.
- 3) Special instructions were read and understood. I have opened this test, made the marks on the answer sheet, and resealed this test.
- 4) I further agree that I will not reveal or share the contents of testing material. I will not participate in fraudulent test taking practices or use any unauthorized aids while completing the examination process.

Signed: _____

Date _____



FORENSIC CERTIFICATION MANAGEMENT BOARD

Self-Proctored Applicant Instructions and Acknowledgment

FCMB-SP-08-2017-B

Certification Board:

Exam Ctrl # / Applicant:

Applicant:
Address

Date:

Dear Applicant,

On behalf of the Forensic Certification Management Board of the IAI, we would like to thank you for applying for recertification. Enclosed in a separate envelope you will find the recert test, which is the final step of the recertification process, and we wish you well.

Please adhere to the following procedures:

Certification testing is NOT an open book process. Throughout the comprehensive testing process the applicant may not have/use any supporting/reference material/textbooks, electronic device(s) or have internet/intranet access.

Special Instructions:

Test Type:

Applicant Signature Section

The test must be returned in the envelope that it came in and sealed upon completion of the test.

- 1) By signing below, the applicant acknowledges that the FCMB or Certification Board may release information to interested parties regarding the certification status of the applicant and any additional information as described in the FCMB Program Manual, Section 7.0.
- 2) Special instructions were read, understood, and complied with. I have opened this test, made the marks on the answer sheet, and resealed this test.
- 3) I further agree that I will not reveal or share the contents of testing material. I will not participate in fraudulent test taking practices or use any unauthorized aids while completing the examination process.

Signed: _____

Date: _____

FCMB-09-2016-A: Code of Ethics and Professional Conduct

Code of Ethics and Standards of Professional Conduct

All applicants for certification or recertification shall be required to adhere to the Association's Code of Ethics and Standards of Professional Conduct which states that a certified person:

A. Professionalism

1. Is unbiased, and objective, approaching all assignments and examinations with due diligence and an open mind.
2. Conducts full and fair examinations in which conclusions are based on the evidence and reference material relevant to the evidence, not on extraneous information, political pressure, or other outside influences.
3. Is aware of his/her limitations and only renders conclusions that are within his/her area of expertise and about matters for which he/she has given careful consideration.
4. Truthfully communicates with all parties (i.e., the investigator, prosecutor, defense, and other expert witnesses) about information related to his/her analyses, when communications are permitted by law and agency practice.
5. Maintains confidentiality of restricted information obtained in the course of professional endeavors.
6. Reports to appropriate officials any conflicts between his/her ethical/professional responsibilities and applicable agency policy, law, regulation, or other legal authority.
7. Does not accept or participate in any case in which he/she has any personal interest or the appearance of such an interest and shall not be compensated based upon the results of the proceeding.
8. Conducts oneself personally and professionally within the laws of his/her respective jurisdiction and in a manner that does not violate public trust.
9. Reports to the appropriate legal or administrative authorities unethical, illegal, or scientifically questionable conduct of other practitioners of which he/she has knowledge.
10. Does not knowingly make, promote, or tolerate false accusations of a professional or criminal nature.
11. Supports sound scientific techniques and practices and does not use his/her position to pressure a practitioner to arrive at conclusions or results that are not supported by reliable scientific data.

B. Competency and Proficiency

1. Is committed to career-long learning in the forensic disciplines in which he/she practices, and stays abreast of new technology and techniques while guarding against the misuse of methods that have not been validated.

2. Expresses conclusions and opinions that are based on generally accepted protocols and procedures. New and novel techniques must be validated prior to implementation in case work.
3. Is properly trained and determined to be competent through relevant testing prior to undertaking the examination of the evidence.
4. Gives utmost care to the treatment of any samples or items of potential evidentiary value to avoid tampering, adulteration, loss or unnecessary consumption.
5. Uses controls and standards, including reviews and verifications appropriate to his/her discipline, when conducting examinations and analyses.

C. Clear Communications

1. Accurately represents his/her education, training, experience, and area of expertise.
2. Presents accurate and complete data in reports, testimony, publications and oral presentations.
3. Makes and retains full, contemporaneous, clear and accurate records of all examinations and tests conducted, and conclusions drawn, in sufficient detail to allow meaningful review and assessment of the conclusions by an independent person competent in the field.
4. Does not falsify or alter reports or other records, or withhold relevant information from reports for strategic or tactical litigation advantage.
5. Testifies to results obtained and conclusions reached only when he/she has confidence that the opinions are based on good scientific principles and methods. Opinions are to be stated so as to be clear in their meaning.
6. Attempts to qualify his/her responses while testifying when asked a question with the requirement that a simple “yes” or “no” answer be given, if answering “yes” or “no” would be misleading to the judge or the jury.

D. Organizational Responsibility

The ethical and professionally certified person:

1. Does not misrepresent his/her affiliation with the IAI.
2. Does not issue any misleading or inaccurate statement that gives the appearance of representing the official position of the IAI.
3. Reports violations of this code of which he/she knows to the President of the IAI.
4. Cooperate fully with any official investigation by the IAI.

FCMB-10-2016-A: Director Job Description

Scope:

- The Director of the FCMB is charged with the responsibility of oversight of the credentialing boards and testing programs sponsored by the IAI and the maintenance of accreditation standards. This position is a four year appointment.

Qualifications:

- Must be a member in good standing and be familiar with ISO 17024 standards.
- Prior service on the IAI Board of Directors, elected office, or certification board chair, and ISO 17024 Auditor training are recommended.

Duties:

- Standardize the administration of all IAI certification boards.
- Assess and prepare for meeting ISO 17024 requirements for the IAI certification programs or other such accreditation program the BOD shall direct.
- Work with IAI COO to establish training program for all IAI Certification Board Chairs and Secretaries on the eCert program.
- Review all applications for certification in eCert that are denied for testing to ensure compliance with the accreditation standards.
- Review the approval and testing process in eCert to ensure the applications are being completed by the Certifications Boards in a timely manner.
- Establish standard protocol for assigning and proctoring examinations and administration of relevant documents.
- Review and update Certification Board manual as needed.
- Meet with Certification Boards during the annual and mid-year meetings.
- Coordinate communication between Certification Board Chairs and S&P Chair as needed.
- Provide annual and mid-year reports for the IAI Board of Directors and relevant stakeholders.
- Coordinate and chair annual meeting between Certification Board Chairs and S&P Chair.
- Provide Report for IAI membership.
- Work with TCFS and NCFS as a liaison for the IAI Certification Program.
- Attend all meetings of the Board of Directors and shall act as a liaison between the various credentialing/testing programs and the IAI Board of Directors.
- Additional duties as established by the Board of Directors.

FCMB-11-2016-A: IAI-FCMB Management Services Agreement

MANAGEMENT SERVICES AGREEMENT

This Management Services Agreement (“Agreement”) is made and entered into as of _____ (“Effective Date”) by and between International Association for Identification, a Delaware corporation (“Manager”) and the Forensic Certification Management Board (“FCMB”).

RECITALS

WHEREAS, Manager desires to provide to the FCMB certain administrative, management and support services with respect to all of the business operations of the FCMB, to further FCMB’s goal of providing training, education and certification to enhance the quality of practicing forensic scientists, analysts and investigators; and

WHEREAS, the FCMB desires to contract with Manager to administer and manage its services in order to maintain and improve the quality and reliability of forensic scientists, analysts and investigators performing services in the disciplines covered by the International Association for Identification.

NOW, THEREFORE in consideration of the foregoing and the mutual agreements and covenants hereinafter set forth and for other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

ARTICLE ONE

ENGAGEMENT AND RELATIONSHIP OF PARTIES

1.1 **Engagement.** As of the Effective Date, the FCMB hereby engages Manager to manage its services and Manager hereby accepts such engagement and undertakes to perform, responsibly and professionally, all functions described in this Agreement and as otherwise directed by the FCMB, in accordance with the terms and conditions hereof. Subject to the terms and conditions of this Agreement, Manager shall provide administrative, business and management for the FCMB (collectively referred to in the remainder of this Agreement as “Management Services”).

ARTICLE TWO

GENERAL DUTIES AND RESPONSIBILITIES OF FCMB

2.1 **Responsibility for Certification Activities.** The FCMB is solely responsible for all certification activities. Manager shall not be responsible for any decisions relating to certification, including the granting, maintaining, recertifying, expanding and reducing a

certification, and suspending or withdrawing the certification, and Manager's Board of Directors has no control over certification activities.

2.2 Management System Requirements. The FCMB shall establish, document, implement and maintain a management system that is capable of supporting and demonstrating the consistent achievement of the requirements of the International Organization for Standardization/International Electrotechnical Commission 17024 accreditation standard adopted by the FCMB("ISO/IEC 17024").

2.3. The FCMB's top management shall establish and document policies and objectives for its activities and provide such policies and objectives to Manager. The top management shall ensure that the policies are understood, implemented and maintained at all levels of the Manager.

2.4 The FCMB shall assess and monitor the Manager's performance.

ARTICLE THREE GENERAL DUTIES AND RESPONSIBILITIES OF MANAGER

3.1 General. In performing its Management Services, Manager shall comply in all respects with the requirements of ISO/IEC 17024.

3.2 Finances. Manager shall collect fees on behalf of the FCMB and its constituent Certification Boards. Manager shall disburse funds as needed on behalf of the FCMB and its constituent Certification Boards. Manager shall provide an annual financial audit of the FCMB and its constituent Certification Boards' finances at its expense. Manager agrees to provide all supplemental funding necessary to maintain the financial viability of the certification program.

3.3 Personnel.

- a.) Manager shall employ sufficient personnel with the necessary competence to perform the Management Services described in this Agreement. Although such personnel are employed or contracted by Manager, the FCMB shall be consulted in all decisions relating to the performance of such personnel involved in the certification process. The FCMB shall define the competence requirements for personnel involved in the certification process, and Manager shall ensure that personnel involved in the certification process have met those competence requirements.
- b.) Manager shall ensure that all personnel acting on the FCMB's behalf shall keep confidential all information obtained or created during the

performance of certification activities, except as required by law or where authorized by the applicant, candidate or certified person.

- c.) Manager shall provide its personnel with documented instructions describing their duties and responsibilities and shall keep all such instructions current.
- d.) Manager shall maintain up-to-date personnel records, including relevant information, including qualifications, training, experience, professional affiliations, professional status, competence and known conflicts of interest.
- e.) Manager shall require its personnel involved in the certification process to sign a document by which they commit themselves to comply with the rules defined by the FCMB, including those relating to confidentiality, impartiality and conflict of interest.
- f.) Manager shall require its personnel to declare any potential conflict of interest in any candidate.

3.4 Recordkeeping.

- a.) Manager shall maintain records of its activities related to certification. The FCMB will be responsible for the design of all such records, including but not limited to application forms, assessment reports (which include examination records) and other document relating to granting, maintaining, recertifying, expanding and reducing the scope and suspending or withdrawing certification. The records shall demonstrate that the certification or recertification process has been effectively fulfilled.
- b.) Manager shall ensure that all such records are identified, managed and disposed of in such a way as to ensure the integrity of the process and the confidentiality of the information. The records shall be kept for an appropriate time as specified by the FCMB.
- c.) Manager shall maintain records to demonstrate that it meets all requirements relevant to the Management Services.

3.5 Security.

- a.) In consultation with the FCMB, Manager shall be responsible for the eCERT process and program. FCMB shall develop and document policies and procedures necessary to ensure security throughout the entire certification process and shall have measures in place to take corrective actions when security breaches occur.
- b.) Security policies and procedures shall include provisions to ensure the security of examination materials, taking into account the following:
 - (1) the locations of the materials (e.g. transportation, electronic delivery, disposal, storage, examination center);
 - (2) the nature of the materials (e.g. electronic, paper, test equipment);
 - (3) the steps in the examination process (e.g. development, administration, results reporting);
 - (4) the threats arising from repeated use of examination materials.

3.6 Management Systems.

- a.) FCMB, in consultation with the Manager, shall establish procedures to define the controls needed for the identification, storage, protection, retrieval, retention time and disposition of its records related to the fulfillment of the International Standard. FCMB, in consultation with the Manager, shall establish procedures for retaining records for a period consistent with FCMB's contractual and legal obligations. Access to these records shall be consistent with confidentiality arrangements.
- b.) FCMB, in consultation with the Manager, shall establish procedures to review its management system at planned intervals, in order to ensure its continuing suitability, adequacy and effectiveness, including the stated policies and objectives related to the fulfillment of ISO/IEC 17024. These reviews shall be conducted at least once every twelve (12) months and shall be documented.
- c.) FCMB, in consultation with the Manager, shall establish procedures for internal audits to verify that it fulfills the requirements of ISO/IEC 17024 and that the management system is effectively implemented and maintained.
- d.) FCMB shall conduct internal audits at least once every twelve (12) months. The frequency of internal audits may be reduced if the FCMB demonstrates that its management system continues to be effectively implemented in accordance with ISO/IEC 17024 and has proven stability.

ARTICLE FOUR
OTHER BENEFITS TO FCMB

4.1 eCERT Access. Manager agrees to allow the FCMB and its constituent Boards access to and use of Manager's web-based certification program administrative software known as eCERT. Manager shall provide data security software and server maintenance regarding the use of eCERT.

4.2 Publication Access. Manager will provide space on its website, www.theiai.org for the publication of the FCMB and its constituent Boards' program details, news and changes relating to the program and rosters of persons certified by the FCMB and its constituent Certification Boards. Manager shall also provide space in its bi-monthly publication, Identification News, for the publication of the FCMB and its constituent Boards' details, news, and changes relating to the certification program.

4.3 Meeting Space. Manager agrees to provide meeting space for the FCMB and its constituent Certification Boards at the venue of its Annual Educational Conference and business meeting to conduct the business of the FCMB and allow for an open meeting.

4.4 Use of IAI's Copyrighted/Trademarked Materials. FCMB and its constituent Boards may use, without restriction, the Manager's symbol and logo. The FCMB and its constituent Boards may use, without restriction, materials copyrighted by Manager.

ARTICLE FIVE
TERM AND TERMINATION

5.1 Term. This Agreement shall commence on the Effective Date and shall continue for a period of five (5) years (the "Initial Term"). This Agreement shall automatically renew thereafter for successive terms of five (5) years each ("Subsequent Terms") and together with the Initial Term, collectively the ("Term") unless terminated pursuant to this Article Four of this Agreement.

5.2 Termination. This Agreement may be terminated as follows:

- a.) Termination without Cause. Either party may terminate this Agreement at any time, upon not less than thirty (30) days' written notice to the other party.
- b.) Mutual Agreement. This Agreement may be terminated at any time by the mutual agreement of the parties.

- c.) Termination at End of Initial or Subsequent Term. This Agreement may be terminated by either party with at least one hundred eighty (180) days prior written notice to the other party that this Agreement will not automatically renew and will therefore terminate at the end of the then-current Initial or Subsequent Term.

5.3 Duties Upon Termination. If this Agreement is terminated pursuant to any of the foregoing provisions, the parties shall be required to keep and perform their respective duties and obligations hereunder until the date such termination is effective. Notwithstanding the termination of this Agreement, the parties shall be required to perform under those provisions hereof which contemplate performance subsequent to termination, including any obligation to pay fees. Termination of this Agreement shall not affect any liabilities or obligations which exist prior to or occur by reason of such termination, including but not limited to liability for damages for breach of this Agreement. The obligations under Articles 6 and 7 herein shall survive the termination of this Agreement.

ARTICLE SIX INDEMNIFICATION

6.1 Manager agrees that it is responsible for its negligent acts and omissions, and the negligent acts and omissions of its agents and employees, and FCMB shall bear no responsibility for the acts or omissions of Manager, its agents or employees. Manager agrees to protect, indemnify and hold the FCMB and its members, officers, constituent Certification Board directors, and employees, harmless from and against any and all losses, claims, expenses (including attorneys' fees), costs and damages imposed upon, incurred by or asserted against any of them arising out of the negligence, willful misconduct or intentional torts of Manager, its agents or employees, or Manager's material breach of this Agreement.

6.2 Survival. The provisions of this Article 6 shall survive termination of this Agreement.

ARTICLE SEVEN CONFIDENTIALITY AND ACCESS TO RECORDS

7.1 Records and Confidentiality. Business records relating to the operation of the FCMB, including, without limitation, all books of account, certification records, applications and general administrative records, shall remain the property of the FCMB. Each of the parties, and the individuals involved on behalf of the parties, agree to keep confidential and not to use or disclose to others, except for professional advisors or as consented to in writing by the non-disclosing party, or as required by law, any proprietary information, cost data or trade secrets of the other party.

7.2 Maintenance of Records. Manager's records shall contain sufficient detail as to provide the FCMB with a description of the Management Services provided. The minimal documentation requirements that shall suffice for purposes of this section shall be as reasonably determined from time to time by the FCMB and Manager in order to comply with the requirements of ISO/IEC 17024 and other accreditation organizations. Manager further agrees to assist the FCMB in making any reports required by ISO/IEC 17024 as may from time to time be required.

ARTICLE EIGHT
MISCELLANEOUS

8.1 Notices. All notices and other communications required or permitted to be given under this Agreement shall be in writing and shall be considered given and delivered when personally delivered to the Party to whom such notice or communication is addressed or when delivered by courier, or when received by facsimile or email, or seven (7) days after being deposited in the United States mail, postage prepaid, return receipt requested, properly addressed to a party at the address set forth below, or at such other address as such party shall have specified by notice given in accordance with this Section:

If to FCMB:

Robert J. Garrett
Director
4703 Gold Finch Drive
Denver, North Carolina 28037
rjgarrett@idman.com

If to Manager:

Glen Calhoun
International Association for Identification
2131 Hollywood Boulevard
Suite 403
Hollywood, Florida 33020
gcalhoun@theiai.org

8.2 Survival. The provisions of this Agreement which, by their terms, require performance after the termination of this Agreement, or have application to events that may occur after the termination of this Agreement, shall survive the termination of this Agreement, including, without limitation, Articles 6 and 7.

8.3 Amendments. This Agreement may be amended, supplemented or modified at any time, but only by consent of the parties evidenced by a written instrument duly executed by the parties.

8.4 Waiver. Any term or condition of this Agreement may be waived at any time by the party or parties entitled to the benefit thereof, but only by a written notice signed by the party or parties waiving such terms or conditions. The waiver of any term or condition shall not be construed as a waiver of any other term or condition of this Agreement.

8.5 Rights and Remedies. The rights and remedies provided by this Agreement are cumulative, and the use of any one right or remedy by any party shall not preclude or waive the right to use any other remedy. Such rights and remedies are given in addition to any other legal rights the Parties may have.

8.6 Successors and Assigns. This Agreement shall not be assignable by either party except with the prior express written consent of the other party. Consent to one assignment shall not be construed as consent to any subsequent assignment. This Agreement shall be binding upon and inure to the benefit of the successors and permitted assigns of each party hereto.

8.7 Entire Agreement; Effect on Other Agreements. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior oral or written representations and agreements between the parties with respect to the subject matter hereof.

8.8 Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be an original, but all of which taken together shall constitute one and the same agreement.

IN WITNESS WHEREOF, the undersigned have executed this Agreement effective as of the day and year first above written.

FORENSIC CERTIFICATION MANAGEMENT
BOARD

MANAGER:

INTERNATIONAL ASSOCIATION FOR
IDENTIFICATION

By: _____
Robert J. Garrett
Its: Director

By: _____
Glen Calhoun
Its: Chief Operations Officer

International Association for Identification



This Certifies That

*having complied with and successfully completed
all requirements and tests as set forth by the
() Certification Board
of the
International Association for Identification
is hereby declared qualified as a*


*as witnessed on this day of
in the year*

Secretary of the Board
*expires 5 years from
date of issue*



Chairman of the Board
Certification No.

FCMB-13-2016-A: Certification Card




International Association
for Identification

This certifies that
John J. Doe
Cert #CI1234

Is hereby declared certified as a
Crime Scene Investigator
by the
Crime Scene Certification Board

Certified Date 1/2/2015 Expires 1/2/2020
Secretary _____



International Association
for Identification

This certifies that
John J. Doe
Cert #CA1234

Is hereby declared certified as a
Crime Scene Analyst
by the
Crime Scene Certification Board

Certified Date 1/2/2015 Expires 1/2/2020
Secretary _____



International Association
for Identification

This certifies that
John J. Doe
Cert #CS1234

Is hereby declared certified as a
Senior Crime Scene Analyst
by the
Crime Scene Certification Board

Certified Date 1/2/2015 Expires 1/2/2020
Secretary _____



International Association
for Identification

This certifies that
John J. Doe
Cert #CR1234

Is hereby declared certified as a
Crime Scene Reconstructionist
by the
Crime Scene Certification Board

Certified Date 1/2/2015 Expires 1/2/2020
Secretary _____




International Association
for Identification

This certifies that
John J. Doe
Cert #TP1234

Is hereby declared certified as a
Tenprint Examiner
by the
Tenprint Certification Board

Certified Date 1/2/2015 Expires 1/2/2020
Secretary _____




International Association
for Identification

This certifies that
John J. Doe
Cert #LP1234

Is hereby declared certified as a
Latent Print Examiner
by the
Latent Print Certification Board

Certified Date 1/2/2015 Expires 1/2/2020
Secretary _____



International Association
for Identification

This certifies that
John J. Doe
Cert #FP1234

Is hereby declared certified as a
Forensic Photographer
by the
**Forensic Photography & Imaging
Certification Board**

Certified Date 1/2/2015 Expires 1/2/2020
Secretary _____



International Association
for Identification

This certifies that
John J. Doe
Cert #FV1234

Is hereby declared certified as a
Forensic Video Examiner
by the
Forensic Video Certification Board

Certified Date 1/2/2015 Expires 1/2/2020
Secretary _____



International Association
for Identification

This certifies that
John J. Doe
Cert #BP1234

Is hereby declared certified as a
Bloodstain Pattern Analyst
by the
Bloodstain Pattern Certification Board

Certified Date 1/2/2015 Expires 1/2/2020
Secretary _____



International Association
for Identification

This certifies that
John J. Doe
Cert #TP1234

Is hereby declared certified as a
Forensic Artist
by the
Forensic Art Certification Board

Certified Date 1/2/2015 Expires 1/2/2020
Secretary _____

FCMB-14-2016-A: Internal Audit Checklist



FORENSIC CERTIFICATION MANAGEMENT BOARD Internal Audit Checklist

MANAGEMENT AUDIT

1. Review of the policy and procedures manual and its consistency with program information published in other devices, e.g. website, newsletters, program information pamphlets.

Comments

2. Minutes and agendas of the proceedings of the FCMB and its constituent boards are to be examined for completeness and the status of any action items.

Comments

3. Review of complaints received against certified persons and the ultimate findings and resolutions.

Comments

4. Check that résumés of FCMB and constituent board personnel are on file and current (no more than 2 years old).

Comments

5. Check that confidentiality agreements have been properly executed for all personnel.

Comments

6. Examine whether the activities of the FCMB and its constituent boards are consistent with the current policy and procedures manual.

Comments

7. Review of any contracts or MOU's existing between the FCMB, its constituent boards and any other party.

Comments

PROGRAM AUDIT

1. Review pre-requisite criteria for applying for certification.

Comments

2. Review applications approved/denied for certification for consistency.

Comments

3. Review test(s) for errors and current/best practices.

Comments

4. Review of program complaints and complaint resolution.

Comments

Type of Audit:

☐ Management

☐ Program

Certification Board:

Date of Review

Personnel Conducting Review

Attach additional pages for comments or recommendations if necessary.

FCMB-14-2016-A

[illegible]



FORENSIC CERTIFICATION MANAGEMENT BOARD CERTIFICATION TEST VALIDATION GUIDELINES FCMB-15a-2016A

To accomplish the goal of test validation, it is important to understand some underlying principles of the concept and the process. The following is excerpted from the 2014 edition of “Standards for Educational and Psychological Testing,” by the American Educational Research Association, et al. To start with, a glossary is provided. Many of the terms used in the publication and the standards have meanings which vary from common usage if you’re not a psychologist or education theorist.

Glossary⁴

construct: The concept or characteristic that a test is designed to measure.

construct domain: The set of interrelated attributes (e.g., behaviors, attitudes, values) that are included under a construct’s label.

criterion domain: The construct domain of a variable that is used as a criterion. See *construct domain*.

documentation: The body of literature (e.g., test manuals, manual supplements, research reports, publications, user’s guides) developed by a test’s author, developer, user, and/or publisher to support test score interpretations for their intended use.

empirical evidence: Evidence based on some form of data, as opposed to that based on logic or theory.

validation: The process through which the validity of a proposed interpretation of test scores for their intended uses is investigated.

validity: The degree to which accumulated evidence and theory support a specific interpretation of test scores for a given use of a test. If multiple interpretations of a test score for different uses are intended, validity evidence for each interpretation is needed.

⁴ Source: American Educational Research Association et al, “Standards for Educational and Psychological Testing,” (American Educational Research Association, 2014)

Evidence for Validity⁵

Some consequences of test use follow directly from the interpretation of test scores for uses intended by the test developer. The validation process involves gathering evidence to evaluate the soundness of these proposed interpretations for their intended uses.

Tests are commonly administered in the expectation that some benefit will be realized from the interpretation and use of the scores intended by the test developers. A few of the many possible benefits that might be claimed are selection of efficacious therapies, placement of workers in suitable jobs, prevention of unqualified individuals from entering a profession, or improvement of classroom instructional practices. A fundamental purpose of validation is to indicate whether these specific benefits are likely to be realized.

Important validity evidence can be obtained from an analysis of the relationship between the content of a test and the construct it is intended to measure. Evidence based on test content can include logical or empirical analyses of the adequacy with which the test content represents the content domain and of the relevance of the content domain to the proposed interpretation of test scores.

Evidence based on content can also come from expert judgments of the relationship between parts of the test and the construct. For example, in developing a licensure test, the major facets that are relevant to the purpose for which the occupation is regulated can be specified, and experts in that occupation can be asked to assign test items to the categories defined by those facets. These or other experts can then judge the representativeness of the chosen set of items.

The basis for validating a particular question doesn't have to rely solely on the expert opinion of the test composers. It may also be supported by research or publications dealing with the subject at hand.

Of particular concern is the extent to which construct underrepresentation or construct-irrelevance may give an unfair advantage or disadvantage to one or more subgroups of test takers. For example, in an employment test, the use of vocabulary more complex than needed on the job may be a source of construct-irrelevant variance for English language learners or others. Careful review of the construct and test content domain by a diverse panel of experts may point to potential sources of irrelevant difficulty (or easiness) that require further investigation.

Evidence of the relation of test scores to a relevant criterion may be expressed in various ways, but the fundamental question is always, how accurately do test scores predict criterion

⁵ Source: American Educational Research Association et al, "Standards for Educational and Psychological Testing," (American Educational Research Association, 2014)

performance? The test is not a measure of a criterion, but rather is a measure hypothesized as a potential predictor of that targeted criterion.

The Standards⁶

Standard 1.1

The test developer should set forth clearly how test scores are intended to be interpreted and consequently, used. The population(s) for which a test is intended should be delimited clearly, and the construct or constructs that the test is intended to assess should be described clearly.

Standard 1.2

A rationale should be presented for each intended interpretation of test scores for a given use, together with a summary of the evidence and theory bearing on the intended interpretation.

Standard 1.5

When it is clearly stated or implied that a recommended test score interpretation for a given use will result in a specific outcome, the basis for expecting that outcome should be presented, together with relevant evidence.

Standard 1.9

When a validation rests in part on the opinions or decisions of expert judges, observers, or raters, procedures for selecting such experts and for eliciting judgments or ratings should be fully described. The qualifications and experience of the judges should be presented. The description of procedures should include any training and instructions provided, should indicate whether participants reached their decisions independently, and should report the level of agreement reached. If participants interacted with one another or exchanged information, the procedures through which they may have influenced one another should be set forth.

Standard 1.11

When the rationale for test score interpretation for a given use rests in part on the appropriateness of test content, the procedures followed in specifying and generating test content should be described and justified with reference to the intended population to be tested and the construct the test is intended to measure or the domain it is intended to represent. If the definition of the content sampled incorporates criteria such as importance, frequency, or criticality, these criteria should also be clearly explained and justified.

Standard 1.18

⁶ Source: American Educational Research Association et al, “Standards for Educational and Psychological Testing,” (American Educational Research Association, 2014)

When it is asserted that a certain level of test performance predicts adequate or inadequate criterion performance, information about the levels of criterion performance associated with given levels of test scores should be provided.

The Process

Each certification board will identify a least three subject matter experts who will conduct a validation study of all aspects of their certification examinations. The reviewers will be provided with the scope of the certification and the tests themselves. They will also be provided with citations of the standards that appear herein. The reviewers will be required to provide a CV documenting their status as subject matter experts. They will also be required to sign confidentiality documents and agree to not reveal the content of the tests.

The reviewers will be assessing the tests based on the knowledge, skills and abilities (KSA) claimed to be examined by the certification process (scope). Each aspect of the test will be evaluated based on:

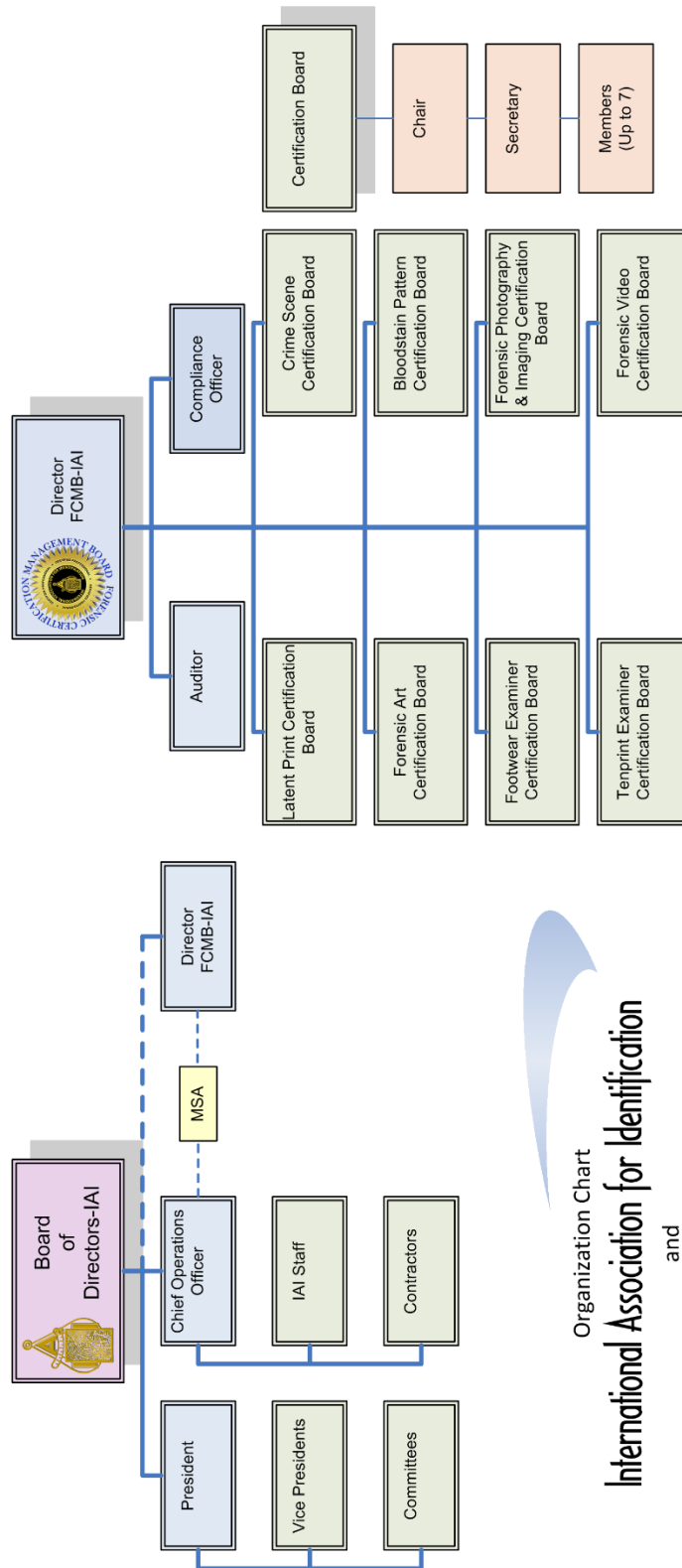
- Knowledge of the underlying scientific basis for their discipline
- Knowledge of the proper procedures used to accomplish the identified task
- Skills necessary to accomplish the identified task
- Abilities demonstrated as a practitioner of the discipline

The reviewers will support their evaluations based on their expertise or supporting research or dogma. They will also judge each test item by indicating whether the KSA measured by the item is (a) essential, (b) useful but not essential, or (c) not necessary for job performance. This will allow us to evaluate consensus among the reviewers as well as help determine which items may need to be revised.⁷

If the reviewers find that specific questions or aspects of the examination process are unsupported by the KSA metric, they will note their concerns and refer their finding(s) to the certification board. The certification board can then discard the question/aspect, reevaluate and amend the question/aspect or provide supporting data and retain the question/aspect of the exam.

FCMB-16-2018-A Organization Chart: IAI and FCMB

⁷ Recommendation of Randall Spain, Ph.D., Research Psychologist, RTI International



Organization Chart
International Association for Identification
 and
 Forensic Certification Management Board

MSA: Management Services Agreement

FCMB-16-2018-A



POST AUDIT COMPLIANCE DIRECTIVE

FCMB-17-2017A

TO:

BOARD:

DATE:

An audit of your program and/or administrative requirements, completed on
has revealed the following discrepancies:

Corrective actions required:

Corrective actions are to be completed within thirty (30) days of receipt of this notice. Within that time, you are to file a report with the Compliance Officer detailing the actions taken, your schedule for correcting deficiencies or the reasons why corrective action requirements cannot be met.

FOR THE FORENSIC CERTIFICATION MANAGEMENT BOARD

Director, FCMB



Job/Practice Analysis for Certification Boards

FCMB-18-2018A

Certification Board Date Date of last analysis

Scope Elements Reviewed

☐ A review has revealed that no modifications are required at this time

The following areas require modification

Reasons for proposed changes

Changes to be made

Implementation

Review conducted by

Additional Comments

Certification Boards are to review their testing regimen at least once each year to determine if the testing elements are still reflective of the needs of the discipline and representative of the knowledge, skills and abilities required of practitioners. Factors to consider are: case law, research findings, regulatory mandates and community input.