

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 All hours claimed must be approved by the Latent Print Certification Board prior to application. The Latent Print Certification Board maintains a list of 'LPCB Approved Courses' available on the IAI website. If a course does not appear on this list, a course syllabus – to include a course overview and a course schedule showing a break-down of how the course hours are assigned to each topic - must be submitted to the Latent Print Certification Board for review prior to application.
- 1.2.2 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.
 - 1.2.2.1 Training hours will not be considered for courses where the applicant was an instructor. The applicant must have been a student for any course to be claimed for initial certification.
- 1.2.3 Court Testimony Training (Effective April 1, 2017). The components of the qualifying training for the court testimony will be the following:
 - 1.2.3.1 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)
 - 1.2.3.2 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).
 - 1.2.3.3 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.
 - 1.2.3.4 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 All hours claimed must be approved by the Latent Print Certification Board prior to application. The Latent Print Certification Board maintains a list of 'LPCB Approved Courses' available on the IAI website. If a course does not appear on this list, a course syllabus – to include a course overview and a course schedule showing a break-down of how the course hours are assigned to each topic - must be submitted to the Latent Print Certification Board prior to application.
 - 4.1.3 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. 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.