FORENSIC CERTIFICATION MANAGEMENT BOARD
INTERNATIONAL ASSOCIATION FOR IDENTIFICATION

Certification Program Operations Manual

BYLAWS, POLICIES AND PROCEDURES
FCMB-01-2020-C27
Originated 2017

Latent Print Certification, est. 1977.
Crime Scene Certification, est. 1990.
Forensic Art Certification, est. 1995.
Bloodstain Pattern Certification, est. 1996.
Footwear Certification, est. 1997.
Forensic Photography & Imaging Certification, est. 2000.
Tenprint Certification, est. 2002.
Forensic Video Certification, est. 2011.

Table of Contents

SCOPE **3**

1.0 Impartiality, Non-Discrimination, Conflict of Interest Policy, Confidentiality Policy and the Purpose of the FCMB **4**

2.0 Terms and Definitions **5**

3.0 Organizational Structure **7**

3.1 Roles and Responsibilities 8

3.2 Applying to Serve on Certification Boards, Officer Elections, Removal from Board: 12

3.3 Outsourcing and Use of Artificial Intelligence (AI) 14

3.4 Other Resources 14

3.5 Finance and Liability 14

4.0 Records and Information **16**

5.0 Certification Scheme Development and Validation **19**

5.1 Requirements of Schemes 19

5.2 Development of Examinations 19

5.3 Annual Review of Certification Schemes 19

5.4 Job Task/Practice Requirements 20

5.5 Changes to Certification Schemes (including controlled documents) 20

5.6 Creation and Composition of the Certification Boards 20

6.0 Management Reviews **21**

7.0 Certification/Recertification Process **22**

7.1 Certification/Recertification Application Process 22

7.2 Examination General Process Requirements 26

7.3 Examination 27

7.4 Decision on Certification/Recertification (Approval/Denials) 27

7.5 Approval of Training Hours 29

7.6 Attaining Professional Development Credits (for recertification) 31

7.7 Reduction in Scopes (to include withdrawing a certification), Suspensions and Revocations 34

7.8 Use of Certificates, Logos and Marks 35

7.9 Grievances/Appeals 36

7.10 Complaints 37

8.0 Certification/Recertification Schemes **39**

8.1 BLOODSTAIN PATTERN CERTIFICATION 39

8.2 CRIME SCENE CERTIFICATION 41
8.3 FOOTWEAR CERTIFICATION 44
8.4 FORENSIC ART CERTIFICATION 47
8.5 FORENSIC PHOTOGRAPHY & IMAGING CERTIFICATION 49
8.6 FORENSIC VIDEO CERTIFICATION 51
8.7 LATENT PRINT CERTIFICATION 54
8.8 TENPRINT CERTIFICATION 56
8.9 Prerequisites and Requirements for Certification/Recertification 58
DOCUMENT REVISION HISTORY 59

SCOPE

This document describes the requirements and policies for the FCMB Certification Boards and the applicants of Forensic Certification, using the IAI eCert System. The scope of the document is to establish user procedures, requirements, and responsibility. 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 Organization Chart). Candidates and/or certified individuals participating in the certification program are expected to read sections 7 and 8 of this manual and abide by its policies and procedures.

1.0 Impartiality, Non-Discrimination, Conflict of Interest Policy, Confidentiality Policy and the Purpose of the FCMB

The IAI-FCMB (referred to as the FCMB) reserves the right to deny, suspend, or revoke class or certification applications or approvals for a variety of reasons, including but not limited to a reasonable belief or probable grounds of competency issues, ethical violations, illegal behavior, compromised integrity, or undermined confidence in work performed, conclusions arrived at, or due to inaccurate testimony.

The FCMB 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 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 Confidentiality Agreement policies. The FCMB manages conflict of interest and ensures the objectivity of its certification activities by auditing these aspects and addressing reported concerns in order to manage threats.

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.

1.2 The certification boards were established to set qualifications of competency 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 and knowledge requirements set by the specific certification board; and to annually review, and if necessary, revise the guidelines and qualifications, as well as the specific board's provisions in the operations manual.

The certification boards are responsible for, and shall not delegate its responsibilities, regarding certification, including developing, expanding and reducing the scope and criteria of the certification, granting or denying certification and recertification, and suspending or revoking certifications. Such decisions are made by the certification board subject to review and approval by the FCMB Director to ensure compliance with quality management system standards and program policies.

1.3 The certification program is managed by the FCMB Director. Additional administrative and financial management services are provided by the IAI as defined in a Management Services Agreement.

1.4 The current version of the FCMB Operations Manual (policies and procedures) will continually be posted on the IAI website for all relevant parties to have access.

1.5 The certification boards develop certification criteria, examinations (the form and content), determine the basis for awarding certification, document the validation behind schemes, and continually assess the criterion, the examinations and the supporting validation.

1.6 The FCMB is a subdivision of the IAI, a non-profit organization incorporated in the State of Delaware in 1967. The FCMB 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 operate under the guidance and oversight of the FCMB which reports to the IAI Chief Operations Officer (COO) and to the IAI Board of Directors (BOD's).

1.7 Impartiality

1.7.1 The FCMB shall document its structure, policies and procedures to manage impartiality and to ensure that the certification activities are undertaken impartially. The FCMB Director and Associate Directors (Management Team) is committed to impartiality and shall conduct a threat assessment as part of their management reviews. The FCMB understands the importance of impartiality in carrying out its certification activities, managing conflicts of interest and ensuring the objectivity of its certification activities.

1.7.2 The FCMB certification program does not discriminate in 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. This would apply to all applicants, candidates, and certified persons.

1.7.3 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). Proctors are to be notified of any special needs' accommodations requested on the application.

1.7.4 Certification is not restricted to members of the IAI.

1.7.5 The FCMB shall be responsible for the impartiality of its certification activities and shall not allow commercial, financial or other pressures to compromise impartiality.

1.7.6 The FCMB addresses concerns submitted and conducts audits to identify threats (actual or perceived) and investigates concerns and complaints to ensure impartiality of relationships is maintained.

1.7.7 The FCMB shall analyze, document and eliminate or minimize the potential conflict of interests arising from its certification activities. The FCMB, as part of its management reviews, shall complete a threat analysis to identify any potential conflicts of interests.

1.7.8 Certification activities shall be structured and managed as to safeguard impartiality. This shall include balanced involvement of interested parties. The FCMB will identify the interested parties and evaluate their involvement in the certification program.

2.0 Terms and Definitions

2.1 **Appeal** A request for a reversal of a decision made by a certification board, the FCMB Director, or a Professional Review Board.

2.2 **CA** refers to the initials for Confidentiality Agreement. Confidentiality Agreement (also called a nondisclosure agreement or NDA) is a legally binding contract in which a person or business

promises to treat specific information as a trade secret and promises not to disclose the secret to others without proper authorization.

2.3 **Censure** is a written reprimand for errant conduct which does not jeopardize certification status.

2.4 **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 certified individual, 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.

2.5 **Certification** The process by which a person demonstrates competency to reliably practice the discipline for which they have been certified by establishing training, knowledge, skill, ability and experience.

2.6 **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 design, validation, implementation and evaluation of test results to determine successful completion and subsequent issuance of certification.

2.7 **COI** refers to the initials for Conflict of Interest. Conflict of Interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise his or her judgment, decisions, or actions in the workplace or professional environment.

2.8 **Competent** indicates that a practitioner has demonstrated sufficient training, specialized knowledge, skills, and abilities to conduct job tasks.

2.9 **Complaint** signifies a formal filing regarding a violation regarding the "IAI Certification Code of Ethics and Standards for Professional Conduct", technical error (e.g., error in performing casework, presumed clerical errors, erroneous conclusion) or deficiency against a certified examiner.

2.10 **Controlled Document** refers to any document, form, letter, manual or test that is used repeatedly and the content needs to be tracked to maintain the integrity of the information and to determine when different versions are used.

2.11 **CV** refers to the initials for Curriculum Vitae.

2.12 **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 presiding over any and all meetings of the FCMB. The job description of the Director-FCMB is available in the IAI Operations Manual.

2.13 **eCert** is the electronic management system by which the FCMB and its certification boards receive applications for certification, review applications and maintains the records of the certification program.

2.14 **FCMB** is the initials for the IAI Forensic Certification Management Board which oversees and manages the certification program of the IAI.

2.15 **Grievance** refers to a dislike for an occurrence that may affect others. Notification of a grievance could rectify a situation to prevent it from occurring.

2.16 **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.

2.17 **Revocation** of certification is an action taken, based on the determination that a certified person has committed an offense in violation of the "IAI Certification Code of Ethics and Standards for

Professional Conduct" to the extent that no remediation is possible. Revocation indicates that a person who was certified is no longer certified and unable to re-test for certification.

2.18 **Relevant Parties** are those representing the following areas:

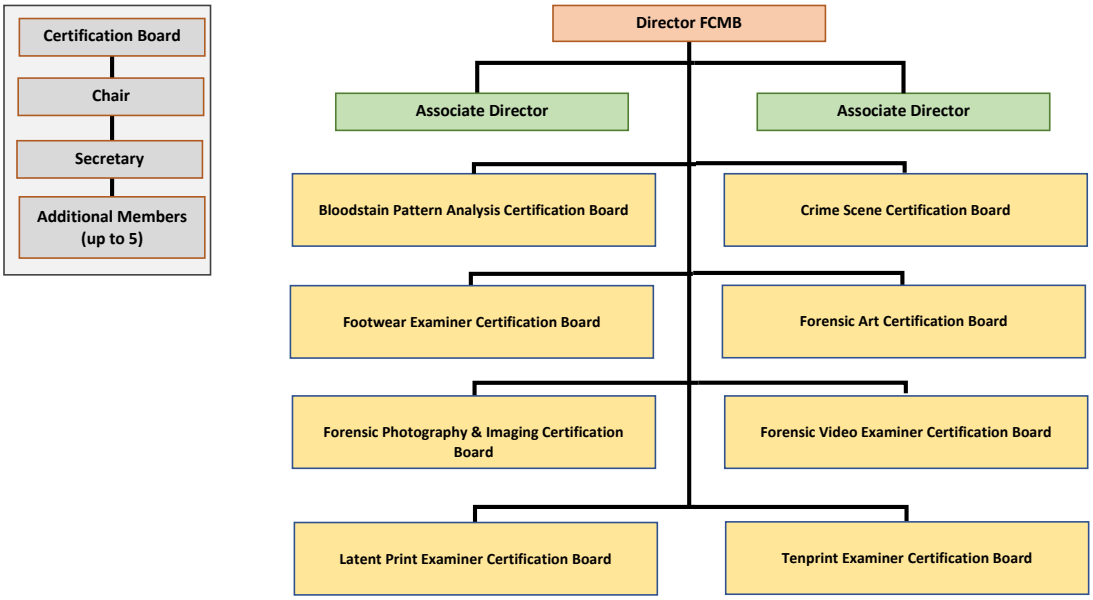
- 2.18.1 Practitioners/other disciplines
- 2.18.2 Employers (private, city, county, state, federal, international)
- 2.18.3 Judicial (representing prosecution and defense)
- 2.18.4 Educators/Researchers
- 2.18.5 Organizations/Vendors (to include IAI divisions)

2.19 **Suspension** of certification is an action taken, based on the determination that a certified person may have committed an offense in violation of the "IAI Certification Code of Ethics and Standards for Professional Conduct" (e.g., indicted on criminal charges), made a technical error, or otherwise violated a provision of their certification that can be remedied. The suspension will remain in effect until legal charges are finalized or until a course of appropriate corrective action is achieved.

3.0 Organizational Structure

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. 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. The FCMB acts as a collective advisory board to assist and provide guidance to the Director regarding the development of policies and procedures used to govern the certification program.

FCMB Organization Chart



3.1 Roles and Responsibilities

3.1.1 **The FCMB management** (Director and Associate Directors) shall manage, monitor and be responsible for the performance of all personnel involved in the certification process. Where deficiencies are found, corrective actions will be initiated. The FCMB shall require its personnel 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 interests.

3.1.2 **The FCMB Director** has the executive authority to administer the affairs of the FCMB certification program. The Director shall be responsible for the Quality Management System including adherence to ISO/IEC 17024:2026 standards, consistency among the certification boards, reviewing the performance of the certification activities and members, handling information requests and grievances, ensuring actions taken adhere to the policies and procedures here within, document control and records retention (to include updates to the FCMB Operations Manual). The FCMB Director is responsible for appointing the two FCMB management positions (Associate Directors) based on their knowledge and experience with quality management systems, and providing updates to the IAI-COO, IAI BOD's and IAI members. Additionally, the FCMB Director provides volunteer assistance to the ICAC which may include service on the board of directors, service on assessment committee(s), review of documents, marketing assistance, etc.

3.1.3 **Associate Directors** are part of the FCMB management team and are appointed by the director. Associate Directors shall be knowledgeable regarding all aspects of the certification program such that they can act as the Director if necessary. Associate Directors are responsible for random and scheduled audits (including controlled documents review and ensuring records of each certification board are current and maintained), with the assistance of the board chair(s) and board secretary(s) as required, taking corrective action in accordance with the policies and procedures within the FCMB Operations Manual, ensuring comprehensive records of audits and documents are maintained, and reporting audit results and corrective actions to the Director.

3.1.4 **Chairs** of each certification board are responsible for ensuring board activities adhere to the FCMB Operations Manual. Chairs are responsible for organizing meetings of their respective board minimally at annual IAI meetings; arranging for the collective needs of the board; ensuring that board members are completing the tasks assigned to them in a timely manner; requesting special budget requests to the Director, reviewing reimbursement requests and submitting them to Director, and participating as a member of the FCMB. Chairs of each certification board are responsible for ensuring:

3.1.4.1 Board members are qualified to serve and understand their roles and responsibilities, to include how to grade examinations.

3.1.4.2 Sufficient personnel are available with the necessary competence to perform certification functions relating to the type, range and volume of work performed.

3.1.4.3 Any conflicts of interest in administering or grading of exams are resolved so that the examination process is not compromised. All conflicts of interest and resolutions shall be documented and retained within the FCMB shared folders.

3.1.4.4 Board members applicant letters of interest, CV's, Conflict of Interest forms and Confidentiality Agreements are current (per term) and properly retained on the FCMB document server.

3.1.4.5 Certification board members' certifications and IAI memberships are current, within the grace period determined by the IAI, due Dec. 31 with a grace period until Mar. 31.

3.1.4.6 Certification webpages are current and accurate. Any requests for modifications are sent to the FCMB Director in a timely manner.

3.1.4.7 All documents will be archived and contemporaneously retained in the shared files, to include meeting minutes of both closed and open meetings, documents associated with course approval/denial (e.g., instructors CV and course syllabus), controlled documents, and grievances and appeals.

3.1.4.8 Certification manuals are current, and policies and procedures are adhered to.

3.1.4.9 The eCert database information is contemporaneously maintained (i.e., continually up to date).

3.1.4.10 Surrenders, appeals and grievances are tracked and properly addressed.

3.1.4.11 Lists of potential certification board members are contemporaneously maintained.

3.1.4.12 The collection of data to be used for validation of examinations is maintained.

3.1.4.13 The chair of each individual board shall receive all feedback from candidates regarding any aspect of the certification process, including the performance of the secretary or sub-groups. The chair of each individual board is authorized to initiate a corrective/preventative action plan if necessary.

3.1.4.14 Participating as an FCMB member, providing input on current and proposed policies and procedures. Chairs participation on the FCMB represents the overall certification program with no partiality towards the certification board they represent.

3.1.4.15 Annual meetings of individual certification boards will be held in conjunction with the annual educational conference. Certification boards will schedule their in-person closed meetings adjacent to the IAI Conference, or not to interfere with members attending the IAI Conference. Closed meetings are to conduct CB business (to include reviewing test materials, certification board membership, conducting a threat assessment and/or discussing possible improvements). Open meetings may be scheduled to explain program changes and receive feedback.

3.1.4.16 Chairs shall prepare and submit an agenda with travel reimbursement requests for the closed meetings to the Director by April 1, in advance of the annual conference in order for pre-approved travel allowances to be considered. Only pre-approved expenses will be reimbursed.

3.1.4.17 Respond to audits with corrective action within two (2) weeks of notification.

3.1.5 **Secretaries** of each certification board are responsible for contemporaneously maintaining the records of the board including the minutes of all meetings; ensuring

that all personnel forms and records (COI statements, Confidentiality Agreements, letters of interest and résumés/CV's) are up to date and properly stored; ensuring tests are maintained with appropriate version numbers and test developers; ensuring that all applications for certification are reviewed in a timely manner (within 30 days when possible); securing and approving proctors for examinations, ensuring eCert is contemporaneously updated (to include test dates, mailing information, proctor forms, tracking numbers, etc.), distributing test material and receiving completed examinations; ensuring tests are administered, returned, and graded impartially and in a timely manner (within 30 days when possible); issuing certification credentials to those who successfully complete the testing regimen, within (2) two weeks, and contemporaneously finalizing applications in eCert. Secretaries maintain current controlled documents and provide them upon request. Secretaries formally track and document all appeals.

3.1.6 **Certification board members** are responsible for development and validation of certification schemes to include requirements of the FCMB Operations Manual; the testing methods best suited for evaluating the knowledge, skills and abilities of the applicants for certification; updating testing materials as appropriate; reviewing applications for certification in a timely manner (within 30 days) 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 an examination is compromised. Every effort will be made to ensure board members prepare recertification tests without the participation of board members who will be taking the examination. Qualifications of certification board members include:

3.1.6.1 Certification board members shall be certified within the discipline being represented. By virtue of the certification board members being certified, they demonstrated their competence in the discipline.

3.1.6.2 Certification board members shall be IAI members.

3.1.6.3 Certification board members shall not be members of related bodies such that the related body has a vested interest in any certification decision or has a potential ability to influence the process.

3.1.6.4 Certification board members shall participate in board discussions and activities through the year and be responsive to requests and inquiries.

3.1.6.5 Certification board members shall understand the certification testing scheme and are responsible for the development and/or annual review.

3.1.6.6 Certification board members shall be able to apply the testing procedures and understand the documents due to their development of the testing scheme.

3.1.6.7 Certification board members shall have sufficient knowledge of and experience with the certification process to determine if the certification requirements have been met, since they make determinations regarding if applicants qualify to be certified.

3.1.6.8 Certification board members reviewing applications shall either list the items used for qualifying credits or return applications so only the items used are within the application. Application reviewers shall ensure attachments for qualifying credits are accurately represented.

3.1.6.9 Certification board members shall be able to adequately converse in English, the official language of the IAI.

3.1.6.10 Certification board members grading examinations shall be informed of the translation which may be required during the proctoring of the test.

3.1.6.11 Prior to the grading being initiated, any conflicts of interest which might jeopardize the impartiality of the testing scheme shall be identified, investigated and adjudicated.

3.1.6.12 Certification board members shall inspect test materials for improper aids or other forms of dishonesty and or fraud while grading the tests.

3.1.6.13 Electronic grading, as it becomes available, shall be considered acceptable for test results that do not require interpretation.

3.1.6.14 Test graders are most often the secretaries of the individual boards since they are responsible for preparing and shipping the hard copies of the written tests, as well as, receiving the completed tests from the proctors. For those examinations which include a practical portion, the test results may be evaluated by either the secretary, or in some instances, a sub-group of board members. Test responses and scores should also be examined for evidence of the use of improper aids or other forms of dishonesty. Performance of the CB members shall be evaluated from an inter-rater reliability perspective.

3.1.6.15 Certification board members shall not offer or provide certification prep classes. Classes taught by certification board members shall be independent from certification.

3.1.6.16 Certification board members may be assigned other responsibilities.

3.1.7 **Proctor** is the person responsible for the security of testing materials and monitoring of the test to ensure inappropriate aids are not used (Invigilator). The proctor does not participate in the grading or evaluation of the test. The proctor should not be an immediate supervisor, primary trainer, co-worker, relative, certification prep class instructor or a person that might otherwise have a vested interest in the success of the candidate. Proctors shall not be paid or receive a stipend for their time and/or expenses.

3.1.7.1 Instructions, the confidentiality agreement and the conflict of interest information for the proctor are clearly defined in the “Proctor Instructions and Acknowledgement” (FCMB-08-2017) form that shall be signed. Any conflict of interest must be documented, adjudicated and retained in the eCert records. If a potential for conflict of interest exists, (i.e. proctor is a candidate’s employer, colleague, etc.) the certification body shall take measures to ensure that confidentiality and impartiality are not compromised.

3.1.7.2 Proctors must be approved by the individual boards based upon their status within the IAI and/or their position within the scientific community, for their ability to ensure the integrity of the test environment.

3.1.7.3 The information provided to the proctors consists of the applicant’s contact information, special accommodations which might be required, and the type of test the applicant will be taking.

3.1.7.4 Proctors are responsible for the security of all test materials from the time of receipt to the time of returning the test materials to the individual board

secretary (postage will be included on the return envelope provided by the certification board).

3.1.7.5 Proctors shall not open or read exam materials.

3.1.7.6 Upon receipt of the examination, the proctor has thirty (30) days to administer the examination and then return it to the individual board secretary.

3.1.7.7 Proctors are responsible for ensuring the test taker is the applicant who applied for certification. Applicants shall be identified by government issued documents.

3.1.7.8 Proctors will work with the applicant to select an appropriate facility for the administration of the examination. 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.

3.1.7.9 The Proctor and applicant shall mutually agree to the schedule for the test, lunch, and breaks.

3.1.7.10 Proctors are responsible for 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.

3.2 Applying to Serve on Certification Boards, Officer Elections, Removal from Board:

Certification board positions are primarily volunteer positions. Annual selection of certification board members is conducted during the annual IAI meeting.

3.2.1 Candidates for certification board service must be certified in the discipline of the board (or within the recertification testing process with payment made by the current expiration date; testing must be completed within 3 (three) months after the expiration date) (or relevant parties for Advisory positions), a member of the IAI, and have the ability to participate in board activities and meetings (to including travel costs of attending meetings). Participation and responsiveness are requirements to serve on a certification board. Candidates for Crime Scene Certification shall be CSCSA.

3.2.2 Candidates for certification board service shall submit a letter of interest (stating how their involvement would benefit the Certification Board (CB),they have the time and resources to be involved, and they have read and understand the FCMB Operations Manual), and a current CV to the FCMB Director at least (2) two weeks prior to the IAI Annual Meeting (the exact due date will be advertised), for FCMB Director initial approval, tracking and distribution to certification board secretaries. Letters of Interest and CVs shall be attachments to an email, not within the email itself. Board members whose terms are expiring shall reapply with other applicants (the same requirements apply).

3.2.2.1 The letters of interest and résumés or CV’s of all qualified candidates will be made available for inspection by the board members prior to conducting interviews of interested candidates.

3.2.3 The most qualified candidates shall be interviewed, evaluated, ranked by consensus of the certification board by ballot, and put on a list of qualified applicants. The list will be utilized for vacant positions for one (1) year or until the list is exhausted,

whichever comes first. The Director may appoint vacant positions when the list of potential members is depleted.

3.2.4 Approved candidates will be approved as CB members after the confidentiality agreement and conflict of interest forms are submitted and appropriately retained in the FCMB shared folders. Documents shall be submitted within two (2) weeks of the last day of the annual conference or another candidate shall be chosen to be a certification board member.

3.2.5 The term of service for board members appointed during an annual meeting shall be up to three (3) years.

3.2.6 All application documents shall be retained in the certification board shared files, including notification letters.

3.2.7 Election of Certification Board Officers

3.2.7.1 The members of the certification board will hold elections for a chair and a secretary during the annual meeting, as terms expire. 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. Final approval shall be authorized by the Director. If no acceptable person is elected by the certification board, the Director may appoint a Chair or Secretary.

3.2.7.2 The chair will serve no more than two (2) consecutive terms of up to four (4) years each, exception may be made by the FCMB Director when others are not available to serve.

3.2.7.3 The secretary will serve no more than three (3) consecutive terms as secretary (beginning in 2026), exception may be made by the FCMB Director when others are not available to serve.

3.2.7.4 Regular members are exempt from term limits.

3.2.8 Removal or resignation of certification board members

3.2.8.1 Board members and board officers may be removed from their positions for cause. 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 follow the FCMB Operations Manual, and/or failure to maintain IAI membership or discipline certification specific to the board.

3.2.8.2 When the Director becomes aware of a cause for removal of a certification board member or officer, the Director may order the removal of the board member. A replacement CB member shall be voted in from the current list of potential applicants or appointed by the Director or designee if the list of potential applicants has been depleted. If an officer position becomes vacant mid-term, the Director shall appoint a replacement.

3.2.8.2.1 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 management team. 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 the certification board members or officers when appropriate.

3.2.9 Changes to the organizational structure will be considered by the FCMB. Only members of the FCMB may petition for changes to be considered. Changes shall be implemented by a change in the FCMB Certification Program Operations Manual.

3.2.10 The Director may act in place of any FCMB member or officer in cases where a member or officer is unable to perform their duties or are deficient or negligent. This provision shall apply to administrative and/or managerial functions.

3.2.11 After resignation or removal from a certification board, all equipment and material shall be returned to the IAI main office, unless other arrangements are made.

3.3 Outsourcing and Use of Artificial Intelligence (AI)

3.3.1 The FCMB shall have a legally enforceable agreement covering the arrangements, including confidentiality and conflict of interests, with each body that provides outsourced work related to the certification process. Outsourcing and/or AI are not approved for use at this time.

3.3.2 The FCMB shall assume full responsibility for any work that is outsourced to an outside body, to include:

3.3.2.1 Ensure that the outside body is fully competent to complete the assigned work and complies with FCMB policies and procedures.

3.3.2.2 Assess and monitor the performance of outside bodies conducting outsourced work.

3.3.2.3 Maintain documents to demonstrate that bodies conducting outsourced work meet all relevant requirements.

3.3.2.4 Maintain a list of the bodies conducting outsourced work.

3.4 Other Resources

The FCMB shall use adequate premises, including examination sites, equipment and resources for carrying out its certification activities.

3.4.1 Affirmation shall be by signatures of the proctor and applicant on the Proctor/ Applicant Instruction and Acknowledgement form, FCMB-08-2017.

3.4.2 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.

3.5 Finance and Liability

3.5.1 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 (FCMB-11-2016). The IAI also agrees to provide all financial support required by the FCMB not covered by its collected certification fees.

3.5.2 Certification Board Budget Guidelines

3.5.2.1 Certification boards may not spend or commit funds for any purpose without prior budget approval by the Director. Only pre-approved expenses will be reimbursed. Reimbursement for travel expenses (travel, parking, hotel, per diem), when approved, will only be allowed for full meeting days adjacent to the annual conference (8-hour days). CB members must attend the full meeting.

When funds permit, the following guidelines shall govern pre-approved reimbursements:

3.5.2.2 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. Overweight luggage will not be reimbursed except for when carrying certification board materials.

3.5.2.3 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 airfare to the conference destination. Transportation expenses will not exceed the lower of the costs of either airfare or driving mileage.

3.5.2.4 When flying to a location for CB closed meetings, travel to and from home to the airport will be reimbursed, and travel to and from the airport to the hotel will be reimbursed unless provided. Daily travel and/or parking to the meeting location will not be reimbursed when staying off site unless pre-approved.

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

3.5.2.6 Hotel/lodging and per diem, which includes meals and incidental expenses, will be reimbursed for only the days on which the certification board conducts closed meetings. 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 meal expenses is based on the GSA – US Government rate and will not exceed the per diem rate. Per diem will not be reimbursed for meals provided by the IAI regardless of whether a member chooses to partake in provided meals. The reimbursement rate for lodging will be the cost incurred, not to exceed the conference rate negotiated.

3.5.2.7 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 to verify available funds before calling a special meeting.

3.5.2.8 Receipts are required for hotel expenses, airfare, cab and public transportation. Receipts are not required for meals.

3.5.2.9 Expense claim forms for pre-approved expenses must be submitted within 60 days after an event or within 60 days of a purchase (e.g., office supplies and mailing expenses).

3.5.3 At such time as a certification board's level of participation and revenue makes it feasible, the chair of the certification board may petition the Director for approval to pay the board secretary an annual stipend based on the volume of work handled. Stipends will be reviewed periodically as secretary duties and positions change.

4.0 Records and Information

4.1 Records of Applicants, Candidates and Certified Persons

4.1.1 The FCMB shall maintain certification records on eCert and shall include the following:

4.1.1.1 Current status of all applicants and certified persons.

4.1.1.2 Records to demonstrate the certification or recertification process of an applicant has been fulfilled.

4.1.1.3 Examination results records.

4.1.1.4 Documents relating to the granting, maintaining, recertifying, expanding and reducing the scope of the individual's certification.

4.1.1.5 Suspension or revocation of individual's certification.

4.1.1.6 The eCert system is password protected with limited access being granted to the IAI Chief Operations Officer, FCMB members and the secretaries for each individual board for the purpose of reviewing records.

4.1.2 The FCMB shall maintain records in a manner which ensures the integrity of the certification process and the confidentiality of the information.

4.1.2.1 Records shall be kept for a minimum of one full certification cycle (5 years).

4.1.2.2 Records of individuals who have allowed their certifications to lapse shall be retained in eCert. At a minimum, the records shall include: the individual's name, last known address, type of certification and date of lapse of certification.

4.1.2.3 Original certification test answers, for those who pass the examination, shall be destroyed and only a summary notation of pass/fail be retained in the records. Test answers of those who fail shall be destroyed after the time period for appeal has expired.

4.1.3 The FCMB shall have enforceable arrangements with all certified individuals that require self-reporting, without delay, of any matters which can negatively affect their capability to continue to fulfill the requirements of certification. All self-reports shall be submitted as outlined in the complaints section of this manual and be recorded in eCert and FCMB digital files.

4.2 Public Information

4.2.1 The FCMB shall verify and provide information, upon request, as to whether an individual holds a current, valid certification and the scope of the certification.

4.2.1.1 Certification status is publicly posted on the individual certification board web pages of the IAI Website.

4.2.1.2 The website information shall include the individual's certification number, last name, first name, city, state, certification type and date of expiration.

4.2.1.3 Specific inquiries concerning the records of certified persons are referred to the Director of the FCMB. The Director will maintain documentation of any information released pursuant to subpoena or court order.

4.2.2 The FCMB shall make publicly available on the IAI website current information regarding the scope of the certification scheme, a general description of the certification process and all pre-requisites required for certification.

4.2.3 The FCMB shall ensure the accuracy of all certification program related information prior to publication, either on the website or in written form.

4.2.4 All presentations and webinars given by certification board members on the certification program shall be approved by the FCMB Director prior to the presentation.

4.3 Confidentiality

4.3.1 The FCMB shall establish documented policies and procedures for the maintenance and release of information.

4.3.2 The FCMB shall, through legally enforceable agreements, keep confidential all information obtained during the certification process. All members of the FCMB and the certification boards shall be required to execute a Confidentiality Agreement upon appointment/election.

4.3.3 The FCMB shall ensure that information obtained during the certification process, or from sources other than the applicant, candidate or certified person, is not disclosed to an unauthorized party without the written consent of the individual, except where the law requires such information to be disclosed.

4.3.4 When the FCMB is required by law to release confidential information, the person concerned shall, unless prohibited by law, be notified as to what information will be provided. A consent to release information is not required when the request is received from a legally authorized entity.

4.3.5 The FCMB shall ensure that the activities of related bodies do not compromise confidentiality.

4.3.5.1 The list of related bodies includes the IAI and all test proctors (the list of proctors is generated from eCert).

4.3.5.2 Related bodies shall be required to sign a confidentiality agreement and conflict of interest form.

4.3.6 Signed release forms shall be attained and retained for all Personal Identifying Information used for testing purposes. Release forms, signed by the individual, shall only be allowed for adults.

4.4 Records Retention

All other hard copy business records (financial, contractual documents, etc.) may be destroyed after five (5) years from last activity (electronic copies maintained by the IAI-COO, pursuant to the Management Services Agreement).

4.5 Security

4.5.1 All members of the FCMB and certification board members shall ensure the security of test materials throughout the examination process. This shall include test development, administration and reporting of results.

4.5.2 All certification program application and testing records shall be contained in the eCert system. This system is user/password restricted and is firewall protected.

4.5.3 Other records generated by the certification program shall be stored on a cloud based encrypted storage service contracted by the IAI/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, meeting minutes, certification examinations, documents related to complaints and appeals, and written and practical test materials.

4.5.4 All testing materials are sent by approved carriers that offer tracking (e.g., USPS, FedEx, UPS, etc.) or read receipts. The use of shared files with links to exam

information shall be pre-approved by the director to ensure links cannot be forwarded to others. USPS is the preferred carrier due to long term tracking information. Tracking information shall be posted in the notes section of the eCert application.

4.5.5 Certification board documents and examination records are not to be kept on certification board members 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 shall be uploaded to the appropriate folder and removed from other sources.

4.5.6 Should a security breach occur, the FCMB shall initiate a root cause analysis to determine the reason, parties involved, and consequences of the breach. Upon conclusion of the inquiry, an appropriate corrective action plan shall be initiated.

4.5.7 The FCMB shall prevent fraudulent examination practices through the implementation of preventive measures:

4.5.7.1 The testing candidate, via their manual signature (no electronic or digital signatures), agrees to not release the contents of the testing material and not participate in fraudulent test taking practices or use any unauthorized aids while completing the examination.

4.5.7.2 The Proctor shall be present during the candidate's test-taking to confirm the identity of the candidate and to prevent candidates from gaining access to unauthorized aids during the testing.

4.5.7.3 The individual certification boards shall review test responses and scores for evidence of the use of improper aids or other forms of dishonesty.

4.6 Control of Documents (manuals, forms and examination materials)

4.6.1 Documents and updates to documents shall be approved by the Director before use. Controlled Documents shall include an identification number and implementation date. Drafts of Controlled Documents shall be labeled with a draft stamp prior to implementation.

4.6.2 Both internal and external controlled documents will be identified as such. The distribution of external documents will be limited to those that are publicly available.

4.6.3 Documents will be identified by document type, implementation date year and version numbers. Documents will be maintained in a central folder to ensure the unintended use of obsolete documents. Archive versions will be retained for retention, and clearly labeled as obsolete.

4.6.4 Documents will be available through the secretaries of each certification board in accordance with confidentiality agreements.

4.6.5 Documents will be reviewed as needed, minimally every three (3) years for appropriateness.

4.6.6 Non-controlled document forms used by Certification Boards, such as email templates, shall be approved by Chairs, with confirmation by the Director that they are not controlled documents.

5.0 Certification Scheme Development and Validation

5.1 Requirements of Schemes

The FCMB offers several certifications. Each certification scheme includes a scope (the categories of scientific foundational and technical knowledge required in each forensic discipline), job descriptions/tasks (based on a job analysis), the competencies required for each job task, prerequisites required for certification, assessment methods employed, requirements for successful completion, and references of where the information can be located. Each individual board is responsible for developing a scheme that identifies the tasks and competencies required of an individual to be certified within the scheme.

5.2 Development of Examinations

The certification boards shall design examinations to assess competence based on, and consistent with, the scheme, by written, oral, practical, observational or other reliable and objective means. The design of examination requirements shall ensure the comparability of results of each single examination, both in content and difficulty, including the validity of fail/pass decisions.

- 5.2.1 Scheme development shall align the scope, job tasks, prerequisites, competence requirements, test content, test mechanism and references.
- 5.2.2 Schemes shall identify the tasks required for successful performance.
- 5.2.3 Schemes shall identify the required competence for each task.
- 5.2.4 Schemes shall identify prerequisites required.
- 5.2.5 Schemes shall indicate the assessment mechanisms and examination content.
- 5.2.6 Schemes shall indicate recertification requirements and interval.
- 5.2.7 References shall be those that include a date and/or version number to ensure the availability and consistency of referenced information.

5.3 Annual Review of Certification Schemes

Each board shall be responsible for conducting an annual review of written, comparison and/or performance segments of their examinations to evaluate the fairness, validity, reliability and general performance of each examination, and determine if updates or changes are warranted.

- 5.3.1 The annual review of the examinations shall be conducted in conjunction with the annual educational conference of the IAI, when applicable.
- 5.3.2 The annual review shall be completed by certification board members to ensure appropriate subject matter expertise. Reviews shall use an appropriate structure that fairly represents the interests of all parties significantly concerned, without any particular interest predominating.
- 5.3.3 Each board secretary is responsible for collecting test question results for a period of twelve (12) months prior to the annual meeting of their board.
- 5.3.4 The chair of each board shall be responsible for collecting any information regarding complaints, grievances and/or appeals filed by a candidate(s) for a period of twelve (12) months prior to the annual meeting of their board.
- 5.3.5 Members of each board shall be responsible for reviewing the recommended resource materials to ensure that the test questions are still valid based on the industry's best practices.
- 5.3.6 The annual review shall focus on the continued relevance of examination requirements, poorly performing items in the examination, as well as, determining if the pass/fail cut score is appropriate.

5.3.7 The annual review shall review performance data regarding questions and answers chosen on written and practical testing materials.

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

5.3.9 During the annual meeting of each individual board, they shall evaluate all the collected data to determine if any deficiencies exist.

5.3.10 If deficiencies are identified, each board shall make corrections. This may include re-wording of the question, substitution of another question or removal of the question.

5.3.11 For those boards which have "tasks performance segments" within their examination, they shall determine reliability based on individual grading by multiple members of the board.

5.3.12 Changes to examination materials shall be validated by the certification board prior to implementation.

5.3.13 The annual review shall be documented and retained in the FCMB files and include the performance data, how it was assessed, the actions taken and the reasons for the actions.

5.4 Job Task/Practice Requirements

Each certification board shall conduct and maintain a job task analysis and a pass point study for the respective certification (to be completed as tests are updated and reviewed minimally every five (5) years, and stored on the FCMB shared folder). Job tasks are determined by each certification board, as subject matter experts of the discipline they represent. The job/practice analysis shall include the date of the most recent job/practice analysis, the date of the next planned job/practice analysis (if set). The pass point study shall include the date of the most recent passing point study and the date of the most recent item analysis report (analysis of each competency and test question/requirement required).

5.5 Changes to Certification Schemes (including controlled documents)

5.5.1 Modifications to the certification scheme and controlled documents may be necessary to accommodate changes in scientific methodologies, legal considerations or to improve deficiencies.

5.5.2 Changes may be proposed at any time to certification board chair and shall be tracked contemporaneously.

5.5.3 Changes to the certification schemes and controlled documents shall be submitted to the Director for review and approval prior to implementation. Prior to approval, the FCMB shall verify the methods for developing/modifying schemes to ensure that each assessment is fair and valid.

5.5.4 Approved changes shall be incorporated in the FCMB Certification Program Operations Manual, as applicable, and will be effective as of the implementation/ revision date listed on the document/manual/examination.

5.5.5 Changes that increase requirements shall be posted with enough notice to give applicants time to comply.

5.5.6 Changes to certification schemes which require additional assessment of those certified, shall be assessed within the recertification process, as recertification becomes due.

5.6 Creation and Composition of the Certification Boards

5.6.1 New Certifications/Certification Boards: The Director shall consider the creation of a new certification board based on need, viability, potential level of participation, availability of similar programs, and submission of required materials prior to seeking a recommendation from the FCMB members. The FCMB recommendation will be submitted to the IAI BOD for their recommendation.

5.6.1.1 A proposal shall be submitted to the Director in writing stating the need and research of other similar certification programs. A proposed scheme, testing program, and validation of testing shall be included in the proposal. The names of those who participated in the tests created need to be documented. Each certification program shall ensure that the tasks, competencies, test questions and references are adequately correlated. The proposal shall include evidence of a minimum participation level expected to ensure a new certification board is financially self-sustainable.

5.6.1.2 The proposal shall include proposed board members who are committed to ensuring success of the program. The Director of the FCMB shall appoint members to a new certification board.

5.6.1.3 Certification must be accomplished for new certification board members within the first year of a new certification program.

5.6.1.4 A new certification program may be cancelled if expected participation is not met.

5.6.2 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 ad hoc members may be added to a certification board as temporary appointments at the discretion of the Director.

5.6.3 Ad hoc members must possess the same qualifications and meet the same requirements as full members of the board.

5.6.4 Advisory positions, with restricted access to examination materials, may be approved provided subject matter expertise is established. Certification may not be required for advisory positions.

5.6.5 Each certification board shall operate in conformance with the provisions of the Certification Program Operations Manual approved by the FCMB.

6.0 Management Reviews

6.1 Review of the management system by the Associate Directors is scheduled at planned intervals to ensure its continuing suitability, adequacy and effectiveness. Documentation will be retained and reported to the IAI-COO and IAI BOD's.

6.1.1 Review input shall minimally include (from the Associate Directors):

6.1.1.1 Review of the FCMB Operations Manual to ensure consistency with program information

6.1.1.2 Review of eCert to ensure information is accurate, current, being handled in a timely manner, and certification is handled consistently and impartially

6.1.1.3 Review of FCMB shared files to ensure they are current (CV, COI, CA, controlled documents)

6.1.1.4 Review of certification board webpages and pamphlets for consistency with the certification program

6.1.1.5 Review of appeals
6.1.1.6 Review of grievances and complaints, the status, findings and how they were adjudicated
6.1.1.7 Determine if the individual boards conducted a sufficient annual review and validation of schemes in their entirety
6.1.1.8 Determine if the individual boards conducted a sufficient review of previous year's test results such that appropriate test question changes could be considered
6.1.1.9 Determine if the secretary of each individual certification board collected testing performance data regarding questions and answers chosen on written tests, as well as, practical testing materials; and performance data was assessed and actions taken
6.1.1.10 Ensure those with findings from the internal audit are appropriately notified
6.1.1.11 Review of the status of preventive and corrective actions
6.1.1.12 Review of follow-up actions from previous management reviews
6.1.1.13 Review of meeting minutes and status of actions taken
6.1.1.14 Review financial records to ensure accordance with the IAI Service Agreement
6.1.1.15 Identify nonconformities, the cause, and appropriate corrective action
6.1.1.16 Identify potential sources for non-conformities, the cause and preventative action
6.1.1.17 Changes that could affect the management system, particularly in the area of management structure are identified

6.1.2 Review output shall include (by the Director):
6.1.2.1 opportunities for improvement to the effectiveness of the management system are identified
6.1.2.2 opportunities for improvement of the certification programs are identified
6.1.2.3 the effectiveness of preventative and/or corrective action
6.1.2.4 resource needs

7.0 Certification/Recertification Process

7.1 Certification/Recertification Application Process

The FCMB certification program requirements have been developed to ensure an impartial assessment of competence and compliance with certification schemes. Participants shall recertify every five (5) years to confirm continued competence and compliance with certification criteria, which may include testing current abilities, and/or to confirm continued activities that reinforce and enhance knowledge. New tests are developed and validated for CB members with access to current tests. The new tests will be held by the Director or an Associate Director until the test has been taken and completed.

7.1.1 All applicants shall read sections 7 and 8 of this manual to understand their rights and responsibilities.
7.1.2 All applicants for certification/recertification shall agree to abide by the "IAI Certification Code of Ethics and Standards for Professional Conduct". Agreement will be attested to by virtue of the applicant's electronic signature.
7.1.3 Applications for certification/recertification are filed electronically using the IAI's eCert system (www.theiaicertification.org). Applicants will create a password

protected account and follow the online instructions to complete the application, including uploading applicable documents. Acceptable file formats are PDF, JPEG, BMP, DOCX or TIFF. Requirements minimally include (see section 8.9 for a quick reference of the requirements):

7.1.3.1 Experience: the eCert system will ask for the last five (5) years of work experience (primary duties specific to the certification being applied for). Initial certification requires confirmation of work experience within the discipline as listed in section 8.9; work experience for initial certification shall be within the past five (5) years or employed at time of application (minimally 30 hours a week or 130 hours per month with primary duties specific to the certification being applied for). Years will be adjusted for part time employment, with the exception of Forensic Art.

7.1.3.2 Training hours and/or professional development credits:
Initial training hours, to include agency internal training programs, shall be within the past 5 years and include performance measures to ensure learning objectives are satisfied (e.g., assignments, skills assessments or tests) as specified for each certification board in section 8.9. CB Chairs may accommodate training outside of the 5-year limit. Credits for recertification must have been earned over the last five (5) year period preceding applications for recertification.

7.1.3.3 Minimum of two (2) letters of recommendation and two (2) additional references that are different than the sources of the letters of recommendation are to be uploaded as part of the initial certification application process (not required for recertification). The references should be professional colleagues who can discuss the applicant's work experience, performance, and integrity.

7.1.3.3.1 Letters of recommendations shall be addressed to the secretary of the certification board. One letter of recommendation being from the applicant's employer or supervisor, or a person who can verify the applicants' work experience in the discipline (verify employment sufficient to meet the application experience pre-requisite). The additional letter shall be from an individual actively engaged in the discipline that can attest to the character and integrity of the applicant. The letters shall include:
a) The agency's name and contact information
b) The title, name and contact information of the person making the endorsement
c) The applicant's rank or status with the agency
d) The applicant's time period of employment
e) A summary of the endorsers experience with the applicant
f) The estimated number of cases performed, when applicable.

7.1.3.4 A signed agreement:

a) To abide by the "IAI Certification Code of Ethics and Standards for Professional Conduct"
b) To comply with the relevant provisions of the certification scheme
c) To make claims regarding certification only with respect to the scope for which certification has been granted

d) Not to use the certification in such a manner as to bring the FCMB into disrepute, and not to make a statement regarding the certification which the FCMB considers misleading or unauthorized
e) To discontinue the use of all claims to certification that contain any reference to the FCMB or certification upon suspension or revocation of certification
f) Not to use the certificate in a misleading manner

7.1.4 Applications to test in a group setting (e.g., at the IAI annual conference) should be submitted 30 days prior to the test date to allow time for approving the application, resubmitting qualifications, if needed, and mailing of test materials. Shorter turnaround times may be able to be accommodated.

7.1.5 Special needs that are required for the examination process shall be requested within the application process. Accommodations, within reason and where the integrity of the assessment is not violated, taking into account national regulations, shall be established and agreed upon by the applicant and the respective certification board prior to the application submission. If a translator is agreed upon and utilized, the applicant bears the responsibility for proper translation (verbal translation during the exam only; exams are not to be translated in writing). Translators shall be those who are not privy to exam answers. No refunds will be permitted due to a failure to disclose/request special accommodations that are necessary.

7.1.6 Applicants with a disability have the right to reasonable accommodations and services based upon their verified disabilities under the Americans with Disabilities Act of 1990 (Amended in 2008) and Section 504 of the Rehabilitation Act of 1973. Requests for reasonable accommodation should be made in the Additional Information section of the application. The International Association for Identification (IAI) will maintain confidentiality over these requests and will not share information regarding a disability without the written consent of the applicant. Reasonable accommodations for applicants with disabilities may include additional time to complete a test, a distraction-free testing environment, test site accessibility, or other reasonable requests granted by the IAI.

7.1.7 Applications will not be processed until the appropriate non-refundable fee is paid ($300 for IAI members; $400 for non-members). Only those who believe they clearly meet the stated qualifications and requirements for certification/recertification and are prepared to take the certification/recertification test should submit applications, as no refunds will be permitted. The IAI Certification Program is not responsible for preliminary assessments of qualifications by certification members prior to the formal application submission and approval process. Preliminary approvals are an attempt to be helpful and are not binding.

7.1.7.1 Recertification requirement: Timely filing for renewal, in eCert, is the responsibility of the certificant to ensure certification does not lapse. Failure to apply for renewal prior to their expiration date will automatically place the certification in an expired status. If a certification expires prior to starting an application for recertification, then renewal will not be possible. Exceptions will be voted on by the entire FCMB only with a written request is made explaining the reason for the request. Applications can be started any time within the last

year of a current certification. Applications started prior to expiring shall be allowed to continue the process of recertification. However, the expiration date remains the same, the expiration date of a current certification is not extended when in the testing process.

7.1.7.2 Recertification begins on the final date of testing, which may be earlier than the current expiration date for those testing early. The expiration date can remain the same by planning a testing date and finalize the testing on the current expiration date. Having the recertification begin on the date of testing was chosen to allow for testing after the expiration date and to allow for retesting when a recertification test is not passed.

7.1.7.3 Certificants cannot take an initial certification examination in lieu of a recertification examination unless the current certification is forfeited or expired.

7.1.8 Qualifications and requirements are subject to revision. Qualifications and requirements listed in the FCMB Operations Manual shall be the qualifications required at the time of application.

7.1.9 Timeline for stages of the certification process:

7.1.9.1 Information submitted on a completed application shall be thoroughly reviewed, validated and processed (approved/request for additional information/denied) by either the secretary or another member of the individual certification boards within thirty (30) days of submission to ensure consistency in administration. Extensions may result when the reviewer is waiting for additional information from the applicant. Incomplete applications will be immediately returned to the applicant. Applicants that do not respond to questions within thirty (30) days will have the application returned.

7.1.9.2 Assign proctor, test date and mail examination (initial certification): Every attempt shall be made by a certification board to assign a proctor, establish a test date, and mail examination materials within thirty (30) days of domestic applications being approved. In order to accommodate the appropriate amount of time for mailing, International tests require thirty (30) days after an application has been approved and a proctor has been established to schedule a test date. Reasons for delays shall be noted in eCert. If a proctor cannot reasonably be established, testing may need to be taken at the IAI annual conference.

7.1.9.3 Testing: If a scheduled test date is cancelled by an applicant, a new date may be requested of the Chair or designee for approval/denial prior to the mailing of examination materials (approximately thirty (30) days prior to the arranged test date). Requests made after examination materials have been sent or accessed may not be able to be accommodated. If a scheduled test date is cancelled by the proctor or certification board, every effort will be made to schedule a new date that best suits the applicant. Testing should not exceed six (6) months from the application approval. The change request, reason for the request, the decision and the new date shall be noted in eCert. If testing is not completed within six (6) months, the application will be closed. The applicant will be required to file a new application and pay the appropriate fee.

7.1.9.4 Grading: Every attempt will be made to grade tests within 30 days of the examination date.

7.2 Examination General Process Requirements

Certification/recertification may include successful completion of an examination (see 8.9). Testing includes exercises which demonstrate the applicants' ability to reliably complete tasks representative of actual casework.

7.2.1 Proctors, where applicable, are approved by the certification board. Testing materials are sent to the proctors, not directly to the applicant. Recertification examinations are sent directly to applicants.

7.2.2 The location, date and time of the test, individual and lunch breaks will be upon mutual arrangement between the test proctor and the applicant.

7.2.3 Cancellation of a scheduled test by a proctor may be necessary. Every attempt will be made to reschedule the test at a time and location amenable to the applicant.

7.2.4 The proctor and candidate shall complete the FCMB-08-2017 which acknowledges that the testing premises and resources present at the testing site are adequate for carrying out certification activities. The form will be returned with the testing materials.

7.2.5 The test proctor approved by the certification board 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.

7.2.6 Certification/recertification examinations are taken independently. The applicant shall not receive any active or passive assistance during the testing period. All written examinations are "closed book" meaning that no study or reference materials, in any format, may be used by the applicant taking the test. Earbuds/earphones are not allowed during proctored testing. The proctor for initial certification examinations will ensure that the applicant receives no assistance completing the test. Applicants caught using unauthorized aids will receive an automatic failure. They will be barred from any future attempts toward certification through the FCMB program.

7.2.7 When technical equipment is provided by the FCMB for the candidates use in the examination process, the equipment shall be verified or calibrated prior to being sent. If personal technical equipment is used by the candidate in the examination process, if permitted under the relevant certification board's test (e.g., cameras, computers, etc.), it is the responsibility of the candidate to verify or calibrate, where appropriate.

7.2.8 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.

7.2.9 At the conclusion, the examination will be packaged, sealed according to the instructions, and returned to the secretary or designee of the certifying board by the proctor for grading.

7.2.10 Recertification examinations and examination materials will be returned by the applicant. It is highly recommended that applicants return their test with a reliable shipping vendor that has tracking capabilities. Proof of delivery is the responsibility of applicants if their test is missing or returned beyond the designated timeframe. The applicant shall be responsible for the return postage.

7.3 Examination

The examination methods and criteria for passing are defined within each certification scheme.

7.3.1 Only completed and approved applications will be permitted to take a certification/ recertification examination. Approved applications shall be noted in eCert.

7.3.2 Written examinations are knowledge examinations. There is only one correct answer per question. Answers are chosen by multiple choice, true/false or direct selection or annotation.

7.3.3 Practical examinations are classified in two categories: Comparative and Performance.

7.3.3.1 Comparative examinations such as those given by the Latent Print, Ten Print, and Footwear certification boards require that the applicant successfully compare simulated specimens to known sources from potential candidates. In all cases, an incorrect conclusion (i.e., a conclusion that does not meet ground truth) will result in failure of the test.

7.3.3.2 Performance exams such as those administered by the Forensic Photography & Imaging, Forensic Art, Bloodstain Pattern, and Forensic Video certification boards; require that the applicant perform a skill-based task that is customarily required of discipline practitioners. Success is evaluated by the consensus judgement of the subject matter experts (i.e., peers) who are members of the respective certification board.

7.3.3.3 All examinations are graded as pass/fail.

7.3.4 Recertification exams will include added scheme requirements and will be advertised as an additional requirement at least six (6) months prior to the new test release date.

7.4 Decision on Certification/Recertification (Approval/Denials)

7.4.1 Certification/recertification shall be determined by the successful completion of all the requirements of a certification scheme and is valid for up to five (5) years (certification may be for less than five (5) years if recertification testing is taken and passed prior to the current expiration date).

7.4.2 The date, results of candidate testing, and all relevant communications between the candidate and the certification board (letters and emails) are recorded by the secretary of the individual certification board in the eCert program.

7.4.3 The decision to award certification/ recertification is the responsibility of each certification board based on the information gathered during the certification/ recertification process. Personnel who grade examinations shall not participate in the testing, and should not have trained the candidate within the past two (2) years.

7.4.4 Certification/recertification will be granted as of the date of successful completion of the testing (i.e., the last requirement to be fulfilled), after all information is updated in the eCert database. Time remaining on the existing certification is forfeited when passing recertification examinations.

7.4.5 Decisions for granting, maintaining, recertifying, extending, reducing, suspending or revoking certification shall not be outsourced.

7.4.6 The decision on certification shall be specifically related to the requirements of the certification scheme.

7.4.7 The certification board shall provide a certificate to all certified persons. The certificate shall be signed by the secretary and chair of the certifying board, indicating

the person's name, certification, unique identifier, effective date and expiration date. Certificates are designed to reduce the risk of counterfeiting and are non-transferable.

7.4.8 Test responses and scores are examined for evidence of the use of improper aids or other forms of dishonesty. Applicants suspected of improper behavior while taking the test shall be reported to the Director, FCMB, who may initiate formal proceedings.

7.4.9 Failure of an applicant to show up for a scheduled examination will result in the application being closed, barring true emergencies. No refunds will be permitted. If an extension is not approved, a new application must be submitted with appropriate fees, meeting all current requirements for certification.

7.4.10 Failing a written or practical certification or recertification examination will require a wait period from the failure date prior to retaking the failed portions of the examination. The wait period is to give time for additional training that is needed. A new application should be started immediately after failure notifications, unless a current certification has expired. If all sections result in a failure (first), and a new test (second) is taken within the sixth months following the mandated wait period, partial failures on the new test (second) will be allowed to retake only the failed portions on the next attempt (third).

7.4.10.1 Failure of initial certification testing (six (6) month wait period prior to retesting):

7.4.10.1.1 The entire time limit will be allowed when retaking failed portion(s) of an exam. This applies to all certifications except Crime Scene Certification which does not have different segments for testing.

For partial failures (i.e., not Crime Scene Certification), a new application needs to be completed with payment within six (6) months of the initial failure date. All new applications need to be filled out in their entirety. The certification board shall reference the first application within the new application to indicate passing portions.

For Crime Scene Certification, a new application can be submitted any time after the six (6) month wait period.

7.4.10.1.2 A new application and an entire examination will need to be completed if a) the certification is for Crime Scene, or b) an applicant does not re-apply for certification by the last day of the wait period, or c) retesting has not been completed within six (6) months after the wait period, or d) a second examination results in a failure.

7.4.10.2 Failure of recertification testing (three (3) month wait period prior to retesting):

7.4.10.2.1 Recertification may be taken a maximum of two (2) times with appropriate application and fees.

7.4.10.2.2 If an existing certification has not expired, a new application requesting recertification should be started immediately after failure notifications and prior to the current certification expiring, with all information added to the new application. The new

examination shall be completed within six (6) months after the approval date.

7.4.10.2.3 If an existing certification has expired, the applicant shall notify the CB of the desire to reapply to take the recertification test again (recert application needs to be generated by the eCert administrator) prior to reapplying. A new recertification application will be placed in the applicants pending applications queue. The application must be filled out and paid for by the end of the three (3) month wait period. The new examination shall be completed within six (6) months after the approval date. Although the applicant is continuing with the recertification process, they are no longer certified after their expiration date and shall not represent themselves as such. The applicants new certification will begin on the date the recertification test is passed.

7.5 Approval of Training Hours

7.5.1 The certification boards have the responsibility for the approval of all training that qualifies for certification hours (e.g., courses or agency training programs). Classes shall be pre-approved, past classes may not be considered if documents do not contain current information. The recognition/approval of training by a certification board shall not compromise impartiality or reduce the assessment and certification requirements. Approval of hours is established due to instructor qualifications, relevance of the materials to certification schemes/competencies, instructional/class hours, and learning objectives are satisfied (e.g., the CSCB accepts courses for LP processing but does not approve courses for LP comparisons). A syllabus for internal training programs shall be submitted to demonstrate practical exercises and testing of adequate skills. The certification boards do not rate the quality of courses or internal training programs, nor endorse any training. Approval of training courses, prior to approving an application, is required. Approved course lists are on each CBs webpage. The process for approval of training courses is as follows:

7.5.1.1 Trainer or applicant shall submit an application for approval to the FCMB Director to include all relevant documents in one email (CV's, hourly breakdown of topics taught and the application form). Requests for different courses shall be submitted in a separate email. Inaccurate information may result in automatic denial of applications. Completed requests will be given a tracking number and forwarded to the appropriate certification board for review. The application shall include:

- A syllabus indicating the number of instructional hours of each topic taught that are relevant to a certification scheme (to include the length of pre-recorded lectures); homework hours, reading assignments and partial hours are not considered

  Note: courses may not be accepted if the syllabus does not indicate relevance to a specific discipline or the hours for each topic.
- An objective measurement criterion to ensure learning objectives are satisfied (e.g., graded assignments, tests or skills assessment), to include the

criteria for passing (e.g., percentage on assignments and or test required for passing). Assignments or tests taken in teams or groups, or that can be taken multiple times do not qualify as ensuring learning objectives are satisfied

- A current curriculum vitae for all instructors (qualifications as a subject matter expert are considered). Proof of items listed may be requested. Inaccurate entries may result in automatic denial of a course(s) being approved
  Note: credit for teaching a single class will only be granted for two (2) primary instructors.
  Note: credit for teaching on demand courses will only be given once for each class in a five (5) year period.
  Note: Credentials and CVs submitted or posted on websites shall indicate the dates memberships and/or certifications are current (as of x/x/20xx (month/day/year), or a date on the CV that it was updated); stating certification is from "20xx-present" may be inaccurate at some point. Outdated or overstated qualifications published may result in the suspension of all training courses for the instructor. Revocation of classes, without the opportunity to resubmit them for approval, may occur after a vote from the FCMB
- Titles or material shall not imply an affiliation with the IAI or FCMB
- The interaction mechanism between the instructor and students to allow for interaction, participation, questions, clarification and feedback (i.e., live classes are not required)
- Online courses must provide technology assistance to the student to work through technical difficulties with any aspect of the course or course interactions
- Training classes shall be open to any and all that meet the educational and training pre-requisites to attend, with the exception of courses held internally for an agency
- Training courses shall include realistic examples of situations
- Training courses must provide attendees a certificate of completion which includes the course title (to be the same as the title on the application), dates, hours of instruction (not to include non-instructional hours) and the instructor's name. A class sign-in sheet with the class title, dates, hours and instructor's name may supplement a certificate that does not include the instructor. Overstated hours will result in revocation of all vendor courses.
- Each board evaluates the submitted information to determine if the topics of instruction are within the certification scheme (tasks and competencies listed in section 8). Topics listed need to be specific enough to determine relevance
- Each board determines the number of training hours authorized for each training course (no partial hours) based on the hours that are relevant to the specific certification scheme. The hours denied, and the reason for denial, (in full or partial) shall be documented in the application response. See section 8.9 for special approvals for initial certification vs. recertification credits

- The submitter and the FCMB Director are notified of the approval of training hours by the certification board. A trainer is then authorized to include pre-approval information in training course/program advertisements (e.g., approved by the BPCB for xx hours/credits of training). Any false advertising of approved classes may result in suspension of any and all approved courses for that instructor and/or vendor
- Approval of courses shall be responded to within two (2) weeks of receiving all pertinent materials
- Approval may be rescinded as industry standards change, as certification requirements change, or due to concerns over course content or advertising.
- Appeals shall be submitted according to the procedures outlined in the section on Grievances/Appeals of this manual
- Vendor specific training may qualify for credits if the information can be utilized regardless of the product used, and if the information is required for competency within the discipline
- New applications need to be submitted as course titles, content, instructors, hours, or teaching format change. Modified/new requests shall include all relevant documents (including updated CV's for all instructors) as these are treated as new requests

7.5.1.2 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.

7.5.1.3 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.

7.5.1.4 A trainer may not act as a proctor for a certification test if that trainer previously conducted a certification preparation course in which the applicant was a student.

7.5.1.5 Certification board members may not act as test graders, assessors or evaluators (application reviewers) for any certification candidate who was a student or mentored practitioner of theirs within the previous two years to filing an application for certification.

7.5.2 The FCMB, through the IAI website and IAI publications, may provide information regarding education and training that can be used to meet eligibility requirements for certification. However, the FCMB shall not state or imply that certification would be simpler, easier or less expensive if any specified education/training services are used.

7.5.3 The FCMB and certification boards do not offer any training related to the certification program. 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.

7.6 Attaining Professional Development Credits (for recertification)

Professional development credits can be earned for continuing education and/or involvement in discipline activities. Applicants for recertification must provide supporting documentation of 80

professional development credits as outlined below and earned since the last certification/recertification was achieved, no extension of current certifications will be approved. Submitting additional professional development credits beyond what is required is unnecessary and may result in a returned application. Credits may be earned within the following categories:

7.6.1 Employment: Fulltime employment, 30 hours or more a week with primary duties conducting forensic science examinations relevant to the discipline for which application is being made – four (4) credits per year (credits for partial years of employment require a special request to accommodate the eCert database, pro-rated at one (1) credit per three (3) months of employment).

7.6.2 Memberships: Membership in a forensic society recognized by the Certification Board – one (1) credit earned per year of membership per organization - maximum of 25% of the credits required for recertification.

7.6.3 Forensic Meetings/Conferences/Seminars/Webinars/Presentations (preregistration required): Participation/attendance qualifies for two (2) credits per half day (four (4) hours) of instructional hours with a maximum of 75% of the credits required for recertification. Credits for a conference and workshops shall not be claimed simultaneously (e.g., 20 credits may be claimed for a 40-hour conference, hours for participation in an approved workshop shall be subtracted from conference hours and counted as a workshop). Approval may be given for events sponsored by a professional association, institution, or agency organized to deal with issues relating to forensic identification, analysis or investigation, is open to any and all to attend, and do not include graded assignments and/or tests to measure that performance objectives are met (to include organizations such as ASCLD, ANAB, A2LA, etc.). Product specific courses shall qualify under this section. Certificates shall include instructional hours. Proof of attendance may include certificate of attendance, roster or name badge. Proof of relevance may include an abstract, syllabus or program guide. Credits approved shall be for whole hours only for hours/dates of instruction, regardless of the dates listed on the certificate (e.g., the IAI Annual conference is 40 hours of presentations, which is 20 credits). Applications that include travel times/dates listed will be returned.

7.6.4 Training Courses/Workshops/Webinars with graded course work and/or tests: Completion of a course or in-service training recognized by the individual Certification Board (applicant must ensure courses are listed on the CB approved course list to utilize these credits) qualifies for one (1) credit per one (1) hour of instruction, to a maximum of 75% of the credits required for recertification. Vendor specific training shall qualify for credits if the information can be utilized regardless of the product used, in addition to the other requirements listed in this manual for training courses. Credits approved shall be for whole hours only.

7.6.5 Presentations at Institutional Event: five (5) credits for each different presentation - maximum of 50% of the credits required for recertification.

7.6.6 Participation in a panel discussion/plenary discussion/poster presentation – five (5) credits for each, maximum of 50% of the credits required for recertification.

7.6.7 Instruct (for practitioners): Conduct a training workshop or seminar for forensic examiners that is approved by the individual Certification Board (on an approval list) – five (5) credits for each half-day presentation - maximum of 50% of the credits

required for recertification. A maximum of two (2) primary instructors may receive credits for each course given.

7.6.8 Instruct (for non-practitioners): Conduct a training workshop for non-examiners – three (3) credits for each half-day presentation with a maximum of 25% of the credits required for recertification.

7.6.9 Publications: Articles published in a forensic journals or newsletter – ten (10) credits per article - maximum of 50% of the credits required for recertification. Published books or portion of a book – 20 credits – maximum of 25% of the credits required for recertification. Articles/books shall be specific to the discipline for which recertification is being sought. Recognized publications are those that focus on providing information to professional practitioners relating to forensic identification, analysis or investigation and associated issues.

7.6.10 Committees: 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 – five (5) credits earned for each year served - maximum of 25% of the credits required for recertification.

7.6.11 On-the-job Training: Acting as the primary provider of training for novice forensic examiners – five (5) credits for each year in which training is provided - maximum of 25% of the credits required for recertification.

7.6.12 Self-directed Learning: Providing a written summary (minimum of 250 words and uploaded in eCert to the training section) of an article written by another forensic examiner or related professional and published within the last five (5) years – two (2) credits per article allowed - with a maximum of 40% of the credits required for recertification.

7.6.13 Proctoring Certification Tests: two (2) credits can be earned per occurrence (not per person), with a maximum of four (4) credits towards recertification.

7.6.14 Additional Activities (e.g., mentoring of interns, teaching forensics college courses, assisting to instruct a course for practitioners) shall be considered on a case-by-case basis and shall be added to the list of options for recertification credits as activities are identified. Each Certification Board will determine the number of credits to be allocated for each activity prior to the applicant adding the hours to the application - maximum of 30% of the credits required for recertification. These items can be added in the Additional Information field of the recert application.

Assisting in teaching a course for practitioners will receive equal credits as taking a course, one (1) credit per hour of assisting.

Recertification Credit Log
(80 Credits Required in past 5 years)
See FCMB Operations Sections for more details on each section

Continuing Edu. Event	Maximum Credits	Earned	Example
			DO NOT ENTER ALL CREDITS EARNED; 80 MINIMUM
7.6.1 Employment	4 credits yr / 20 max		4 x 5yr = 20
7.6.2 Memberships	1 credit per yr per organization / max 20		1 x 5yr for IAI = 5 1 x 5 yr for Division = 5
7.6.3 Attend Conferences or presentations	1 credit per 2 hrs / max 60		2023 IAI = 20
7.6.4 Approved Courses	2 credits per 2 hrs / max 60		
7.6.5 Presentation at Institutional Event	5 credits per topic / max 40		
7.6.6 Presentation at Conference	5 credits per presentation / max 40		Present 1 at Division = 5
7.6.7 Instruct Approved Class	5 credits per half day / 40 max		
7.6.8 Instruct Non-practitioners	3 credits per half day / 20 max		
7.6.9 Publications	10 credits per article / 20 book / 20 max		
7.6.10 Committees	5 credits per yr / 20 max		5 x 4 yr OSAC = 20
7.6.11 Trainer	5 credits per yr / 20 max		
7.6.12 Write Summary of Articles	2 credits per summary / 32 max		3 summaries = 6
7.6.13 Proctor Cert. Test	2 credits per occurrence / 4 max		
7.6.14 Additional	Case by Case Basis		

7.7 Reduction in Scopes (to include withdrawing a certification), Suspensions and Revocations

7.7.1 Reduction of scope: If a certification program is suspended, terminated (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.

7.7.2 Suspensions and revocations: Certificates granted and issued may be suspended or revoked for any of the following reasons:

a) Any confirmed significant violation of the "IAI Certification Code of Ethics and Standards for Professional Conduct".
b) Ethical concerns that affect public trust.
c) Any violation of a provision of certification.
d) Technical Error in casework or proficiency testing for which the person is certified.
e) A criminal felony conviction or any crime involving moral turpitude.
f) A misstatement, misrepresentation, concealment, or omission of a material fact(s) in an application.
g) Improper issuance of certification; Issuance of a certificate where the individual was not in fact eligible to receive such certificate at the time of issuance.
h) Failure to participate/respond to an FCMB investigation/complaint involving the certificants certification.

7.7.2.1 All issues where an individual's certification may be considered for censure, suspension, or revocation, to include self-reporting, shall follow the procedures under complaints, including how to report concerns.

7.7.2.2 Self-reporting: Certified individuals shall report any intellectual and/or physical infirmity which may negatively affect their ability to perform the tasks for which they are certified.

7.7.2.3 Certified individuals shall report any issue which may negatively reflect on their competency and continued competency in performing the tasks for which they are certified. Self-reporting will not automatically affect a member's certification.

7.7.2.4 Certified individuals shall report any legal impediment or conflict which may negatively affect their ability to perform the tasks for which they are certified.

7.7.2.5 The FCMB Director shall evaluate any self-reports and determine as to whether the individual may retain their certification. Certified individuals may exercise or waive any due process rights afforded by these regulations.

7.7.2.6 Any certified individual who fails to self-report may be subject to a formal review as outlined under the complaints section.

7.7.3 If an individual's certification is being considered for suspension, the procedures will be as follows:

7.7.3.1 The certification board for which the person is certified will be advised of the allegation.

7.7.3.2 The certificant will be advised of the inquiry and will be offered the opportunity to respond prior to any decisions being made by the Certification Board. Certificants will be given two (2) weeks to respond, extensions may be granted after a written request with just cause.

7.7.3.3 Upon review of all available materials pertinent to the inquiry, the FCMB Director in consultation with the specific certification board and the IAI's General Counsel, will make the determination if suspension is warranted, or if the situation is best dealt with through a letter of censure.

7.7.3.4 Any disciplinary action will be reviewed by the IAI's General Counsel.

7.7.3.5 Certified persons shall agree to abide by any agreement conditions and refrain from further promotion of the certification while the certification is suspended.

7.7.3.6 Failure to abide by any remedial actions associated with a suspension will result in revocation of certification.

7.7.3.7 If the certification was placed in suspension or forfeited by the certified individual due to technical error, the individual may be required to reapply for certification after a one-year suspension period. If required, the applicant must submit an application for certification, along with any supporting documentation required by the certifying board, pay the current certification fee and take a certification test commensurate with the violation.

7.8 Use of Certificates, Logos and Marks

7.8.1 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.

7.8.2 Any person certified by one of the certification boards shall be entitled to use the IAI symbol and logo, and 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.

7.8.3 The use of the FCMB logo shall not be used for advertising purposes; the FCMB does not endorse classes, events or products.

7.8.4 The FCMB shall address, by means of corrective measures, any misuse of its certification mark or logo by filing a violation against the IAI Certification Code of Ethics and Standards for Professional Conduct agreement.

7.8.5 Replacement certificates are available at a $40 fee which shall be paid at the time of the order (available at the IAI Store).

7.9 Grievances/Appeals

7.9.1 Applicants may at times disagree with the decisions of a certification board regarding pre-test qualifications, test results, 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. General appeals that may apply to more than one certification board, or appeals that are directly regarding a certification board, shall be submitted to the FCMB Director. Appeals and grievances shall be dealt with in a constructive, impartial and timely manner.

7.9.2 Appeals shall be filed in writing to the chair of the individual certification board within thirty (30) days of a board decision. The appeal must contain the specific reason for the appeal and provide supporting materials.

7.9.3 Upon receipt of an appeal, the chair or secretary of the individual board shall acknowledge receipt to the appellant. The secretary will initiate formal tracking, to include all pertinent information and actions undertaken to resolve the appeal. The secretary shall keep the appellant informed regarding the progress of the appeal, to include any corrective actions, the outcome and/or the reasons for the outcome. If applicable, appropriate corrections and corrective actions shall be taken. All documents pertaining to the appeal will be retained as part of the applicant/appellant's record.

7.9.4 Appeals shall be investigated and validated.
Those investigating concerns shall not have been involved in the event being appealed.

7.9.4.1 Appeals: The chair will review the appeal and issue a decision. The review will ensure that actions taken by the board comply with the policies and procedures of the FCMB Operations Manual. The chair may confer with other members of their certification board during the review.

7.9.4.2 Technical concerns: Technical issues involving work product and/or performance (including self-reporting of errors) shall be submitted and reviewed as outlined in the complaints section of this manual.

7.9.5 The chair of the individual certification board shall submit all materials to the FCMB Director within thirty (30) days of an appeal, barring approved extensions. The FCMB Director will review all materials to ensure the appropriateness of the investigation and corrective actions proposed prior to the Chair issuing the decision to the appellant.

7.9.6 The applicant may appeal a decision of the board chair directly to the FCMB within thirty (30) days of the individual certification board's decision. A written appeal must be filed with the Director of the FCMB through the IAI's main office (the IAI COO). The Director shall assign three (3) IAI members to review the appeal. The appeal

committee will render a finding and recommendation within thirty (30) days. The Director will issue a decision within ten (10) days of the review committee's findings. The decision of the Director is final.

7.9.7 The FCMB shall give formal notice via certified mail, return receipt requested or by other means where proof of receipt/delivery is provided to the appellant at the end of the appeals-handling process.

7.9.8 The submission, investigation and decision on appeals shall not result in any discriminatory actions against the appellant.

7.10 Complaints

7.10.1 Per this manual, complaints rise above the level of a grievance and include all issues that may result in disciplinary action. Complaints concern qualifications of certificants and/or significant ethical violations regarding the "IAI Certification Code of Ethics and Standards for Professional Conduct" or any acts committed, indicted or convicted of, including intentional false or concealed information, violations of certification requirements, engaged in fraudulent behavior, misrepresentation, theft, bribery, or any act that diminish public trust or reflect adversely on the integrity of the certificant or the IAI certification program (e.g., professionalism, harassment, dishonesty, cheating on an exam). A complaint may be filed by any individual and should address alleged violations that have occurred within the past five (5) years. Complaints shall be submitted in writing, and signed, to the FCMB Director via the IAI main office (i.e., the IAI COO), or may be forwarded by the IAI COO when deemed appropriate. 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.

7.10.2 The FCMB reserves the right to deny applications, or to suspend or revoke certifications due to a reasonable belief or probable grounds of competency issues, ethical violations, illegal behavior, compromised integrity, or undermined confidence in work performed, conclusions arrived at, or potential testimony. Reconsideration may be requested. The FCMB reserves the right to consider or decline any complaint or appeal.

7.10.3 Complaints should include 1) The full name and contact information of the petitioner and the respondent (physical address, phone number and email address), 2) the specific clause of the "IAI Certification Code of Ethics and Standards for Professional Conduct" that is alleged to be violated, 3) supporting documentation that demonstrates the alleged violation (supporting documentation must be submitted in its entirety to ensure partial information is not taken out of context), and 4) the specific area of the supporting documentation that demonstrates the alleged violation must be highlighted.

7.10.4 The FCMB Director shall acknowledge receipt of the complaint and initiate formal tracking, to include all pertinent information and actions taken. Whenever possible, the FCMB shall keep the petitioner updated on the status of the complaint, including the outcome. The FCMB shall notify the certified person, the respondent, of the complaint if the complaint qualifies for consideration. A decision that a complaint does not qualify for consideration is final and not appealable.

7.10.5 Within thirty (30) business days of receipt of the petition, the Director in consultation with the IAI's General Counsel when appropriate, shall review the petition to determine if it relates to certification activities for which it is responsible, and if it complies with the requirements of this manual (to include the Code of Ethics). If the Director determines that the petition does not comply with this manual, citing the specific deficiency or deficiencies, the Director shall notify the petitioner in writing that the petition will not be considered at this time.

7.10.6 If the complaint complies with the requirements of this manual, 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 shall submit a written response to the petition within thirty (30) days of the date of the notification letter.

7.10.6.1 Failure to respond may be considered as the respondent surrendering their certification.

7.10.6.2 The Director may choose to censure the respondent or, consult with General Counsel to temporarily suspend certification pending the outcome of court proceedings, or appoint a professional review board (PRB) to review the matter.

7.10.6.3 If a PRB is appointed, the Director (or appointee) shall have fifteen (15) business days to appoint three (3) individuals to address the petition. The PRB consists of members who are certified by the FCMB. 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 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 recommendations to the Director. The PRB will schedule at least one meeting, in person or via conference call, to review the materials. The PRB shall act by majority vote and strive to render a recommendation with respect to the petition within thirty (30) days of receipt of the petition and the respondent response. A PRB may consider and recommend additional violations in addition to the petition, if warranted. If an extension is necessary, with just cause, all parties will be notified. Extensions will be as short as possible. The PRB shall notify the Director in writing, of its factual findings and recommendation. PRB members are confidential and shall not be shared or disseminated. The Director shall consider the findings and recommendation of the PRB and decide, in consultation with General Counsel when appropriate, whether to dismiss the complaint or how to proceed. Possible remedial actions include, but are not limited to censure, suspension or revocation of certification. The petitioner and the certified member will be notified in writing of the decision made.

7.10.6.4 If the Respondent surrenders their certification while an investigation involving the Respondent is pending, the Director, in consultation with the General Counsel shall decide whether the petition should proceed.

7.10.7 The respondent may appeal the decision of the Director, by filing a written request with the Director within thirty (30) days of the date of the written notification letter.

The written request for an appeal shall address one or more of the following questions with clear and direct reason(s) an appeal is warranted (i.e., how and why the decision was inappropriate, what was not considered, not given sufficient weight, why the end result was inappropriate, etc.):

(1) Were there facts or circumstances which the PRB or Director failed to consider?
(2) Were there facts or circumstances for which the PRB or Director failed to give sufficient weight?
(3) Is there new evidence which was unavailable to the PRB or Director which should be considered now?
(4) Was the penalty imposed inappropriate to the offense charged?
(5) Was the remedial process in accordance with the current procedures?

The Director determines if the appeal is sufficiently justified. If an appeal is determined to be warranted, the Director shall establish a three (3) member Board to hear the appeal. The Board decision is final.

7.10.8 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 complainant or respondent except as needed to properly investigate and process the complaint as required by this section.

7.10.9 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. All complaints and associated documentation, including the outcome, will be tracked and retained in the FCMB shared files. PRB members must delete and destroy their work product documents upon completion and acceptance of their report. The Director shall be notified upon destruction.

7.10.10 The procedures shall treat all parties fairly and equitably. The policies and procedures shall ensure that all complaints are handled and processed in a constructive, impartial and timely manner. All attempts shall be made to ensure appropriate actions.

8.0 Certification/Recertification Schemes

All schemes shall include a scope, job tasks required for the scope, competencies required for each job task, prerequisites required, test format, passing criteria and references where information for successful completion of the test can be attained.

Note: Per the IAI's Certification Programs, the words analyst and examiner are used synonymously. Each Certification Board (CB) uses the term most consistent with their discipline (e.g., Certified Bloodstain Pattern Analyst (CBPA), Certified Tenprint Examiner (CTPE). The word *Analysis* is intentionally not abbreviated to BPA so as to not confuse the abbreviation with *Analyst*.

8.1 BLOODSTAIN PATTERN CERTIFICATION

Scope of Certification

Bloodstain pattern (BP) analysis is based on the sciences of biology, mathematics and physics. The BP analyst understands these sciences and the role they play in determining how blood

reacts when exiting the body and/or acted upon by force. A Certified Bloodstain Pattern Analyst (CBPA) has demonstrated a sufficient amount of training, experience and knowledge necessary to recognize and apply the principles of BP analysis.

Tasks Related to Scope
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.

Competencies Required for Tasks
- Knowledge of the history of the BP discipline
- Ability to apply the scientific principles relating to the BP discipline
- The principles of physics relating to the BP discipline
- Mixed and sequenced stain identification (Complex Bloodstains)
- Application of the Scientific Method (Observation, Question, Hypothesis, Experimentation, Analysis and conclusion)
- Physical laws of motion
- Surface tension
- Viscosity
- Gravity
- Air resistance
- Understanding of blood components, 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 the BP discipline
- 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 BP analysis
- Chemical testing and documentation
- Bio-hazard considerations
- The BP analyst must be able to effectively communicate their findings and conclusions in written and/or verbal form

Test Content - initial certification (proctored test; 6 hours to complete)
Part 1: Written Examination (100 multiple choice and true-false questions; 75% is passing)
Part 2: Pattern Identification (15 bloodstain patterns; 12/15 is passing)

Part 3: Analysis Portion (15 crime scene scenarios with short essay answers providing support for the conclusions drafted: 12/15 is passing)
Part 4: Area of Convergence and Area of Origin Calculation (one (1) spatter pattern; 100% required to pass)

Test Content – recertification (unproctored; 30 days to complete)
Part 2 above
Part 3 above
Part 4 above

References (reading material)

- *Principles of Bloodstain Pattern Analysis: Theory and Practice*, James, Kish, Sutton, 2005 CRC Press
- *Handbook of Forensic Pathology*, DiMaio, Dana, 2nd Ed, 2006, CRC Press
- *Practical Crime Scene Analysis & Reconstruction*, Ross Gardner and Tom Bevel, 2009, CRC Press
- *Scientific Working Group on Bloodstain Pattern Analysis: Recommended Terminology,* 2009, https://theiai.org/docs/SWGSTAIN_Terminology.pdf

8.2 CRIME SCENE CERTIFICATION

Scope of Certification
A Certified Crime Scene Investigator, Crime Scene Analysts and Senior Crime Scene Analysts has successfully demonstrated a sufficient amount of training, experience, knowledge and understanding related to crime scene response in order to identify, document, collect and preserve physical evidence. A certificant shall only hold one level of crime scene certification at any given time.

The **Certified Crime Scene Investigator Certification (CCSI)** is aimed at the beginning crime scene investigator to assist in the basic methodology of completing a thorough crime scene investigation, which includes locating, documenting, and collecting evidence.

The **Certified Crime Scene Analyst Certification (CCSA)** is aimed at the crime scene investigator who 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 (CSCSA)** is aimed at the senior level crime scene investigator who 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.

Tasks Related to Scope

- Responds to crime scenes and has a significant role in processing a crime scene
- Establishes crime scene perimeter and employs searching techniques
- Conducts assessments and observations of the crime scene
- Employs a crime scene processing methodology
- Documents crime scenes through the use of photography, videography, notes, sketches, measurements, and diagrams

- Documents crime scenes and items of evidence collected from the crime scene using appropriate terminologies
- Locates, documents, collects, packages and preserves evidence for courtroom proceedings
- Documents, preserves, recovers, analyzes (CCSA, CSCSA): impression evidence, trace evidence, transfer evidence, geometric evidence, tool-mark evidence, bloodstain pattern evidence, serological and biological evidence, firearm and ballistic evidence, transient, and perishable evidence
- Properly documents and processes fire scenes for signs of arson
- Processes the scene in order to recover latent physical evidence using appropriate development techniques
- Processes the scene using light technologies and techniques
- Documents evidence using forensic photography techniques
- Observes and properly documents wounds
- Documents and collects evidence on and/or from living or deceased bodies
- Understands underlying principles of bloodstain patterns
- Employs a scientific methodology to examine bloodstain evidence within a crime scene utilizing the appearance, shape, size, and distribution patterns of that evidence to draw conclusions as to how the blood may have been shed (CCSA, CSCSA)
- Interprets bullet trajectories and conducts shooting reconstruction (CCSA, CSCSA)
- Conducts crime scene reconstruction (CSCSA)
- Writes reports
- Provides testimony in courtroom proceedings

Competencies Required for Tasks

- Knowledge of crime scene perimeter methodology
- Understands the importance of assessment and observation in crime scene processing
- Knowledge of and ability to employ a crime scene processing methodology
- Knowledge of and employs searching techniques to locate evidence
- Knowledge of locating, preserving, documenting, recovering, analyzing (CCSA, CSCSA): impression evidence, trace evidence, transfer evidence, geometric evidence, tool-mark evidence, bloodstain pattern evidence, serological and biological evidence, firearm and ballistic evidence, transient, and perishable evidence
- Knowledge of crime scene documentation methods including photography, videography, and note-taking
- Knowledge of crime scene sketching, measurements, diagrams, and mapping
- Knowledge of report writing
- Understands the importance of using appropriate terminologies in note taking and report writing
- Understands ethical decision making
- Knowledge of the rules of evidence in courtroom proceedings
- Knowledge of documentation, enhancement, and preservation techniques for latent physical evidence and other impression evidence
- Understands photographic techniques and the basic operation of cameras
- Understanding the methods used for determining and documenting signs of arson
- Understands fire dynamics and arson investigation techniques (CCSA, CSCSA)

- Understanding of internal, external, and terminal ballistics
- Understanding class and individual characteristics, and the nature of physical evidence
- Understands the preservation and documentation of bloodstains patterns
- Understands the interpretation of bloodstain patterns (CCSA, CSCSA)
- Understands bullet trajectories and defects
- Interprets the significance of bullet trajectories and defects (CCSA, CSCSA)
- Understands the concepts of crime scene reconstruction (CSCSA)
- Understands the history of crime scene processing and criminalistics
- Understands the significant role of DNA related to crime scene processing
- Knowledge of presumptive testing methods
- Understands issues related to scene and evidence contamination
- Knowledge of scene and evidence contamination mitigation
- Knowledge of medicolegal death investigation
- Understands wound dynamics
- Understands the use of light techniques and technologies for scene and evidence purposes
- Understands the methodology of processing buried body and surface skeleton scenes
- Understands complementary forensic sciences that assist in determining the event timeline, such as forensic entomology, botany, and anthropology

Test Content – initial certification (proctored test)
CCSI Test (3 hours to complete): 200 multiple choice questions (75% to pass)
CCSA Test (4 hours to complete): 300 multiple choice questions (75% to pass)
CSCSA Test (5 hours to complete): 400 multiple choice questions (75% to pass)

References (reading material for initial Crime Scene certifications)

Certified Crime Scene Investigator (CCSI)

- *Practical Crime Scene Processing and Investigation, 3rd Edition,* Ross M. Gardner, 2019, CRC Press.
- *Crime Scene Photography, 3rd Edition,* Edward Robinson, 2016, Academic Press Elsevier, Inc. (All chapters and glossary EXCLUDING chapters 8, subchapters 9.4, 9.6, 9.7, and 9.8, and chapters 10-12)

Certified Crime Scene Analyst (CCSA)

- *Practical Crime Scene Processing and Investigation, 3rd Edition,* Ross M. Gardner, 2019, CRC Press.
- *Crime Scene Photography, 3rd Edition,* Edward Robinson, 2016, Academic Press Elsevier, Inc. (All chapters and glossary EXCLUDING chapter 8, subchapters 9.4, 9.6, 9.7, and chapters 10 and 11).
- *Practical Analysis and Reconstruction of Shooting Incidents, 2nd Edition,* Edward E. Hueske, 2021, CRC Press (All Chapters and Glossary EXCLUDING 2, 14, 18, and 20).

Certified Senior Crime Scene Analyst (CSCSA) – prior to September 1, 2027

- *Crime Scene Photography, 3rd Edition*, Edward Robinson, 2016, Academic Press-Elsevier, Inc. (All Chapters EXCEPT 1, Subchapters 9.4, 9.6 and 9.7, and Pages 712-735)
- *Effective Expert Witnessing: Practices for the 21st Century, 5th Edition*, Matson, Jack V., 2013, CRC Press (All chapters EXCEPT 8 and 9)

- *Forensic Science: An Introduction to Scientific and Investigative Techniques, 4th Edition*, James, Stuart H., Nordby, Jon J., and Bell, Suzanne, 2013, CRC Press

NOTICE 9/2026: The Crime Scene Certification Board announces a change to the written SCSA reference material.

Starting September 1, 2027, the new reading materials for CSCSA will consist of the following documents:

- *Handbook of Bloodstain Pattern Analysis, 1st Edition,* Edited By Toby L. Wolson Copyright 2025, CRC Press (Excluding chapters 5, 22, 30, 31, 32, 34, and 36)
- *Handbook of Forensic Photography, 1st Edition,* Sanford Weiss, Copyright 2022, CRC Press (Excluding chapters 8, 12, 15, 17, 21B, 21C, 23, 23A, 24, 31, 33A, 33B, 33C, and 37)
- *Introduction to Forensic Science, The Science of Criminalistics, 1st Edition,* James T. Spencer, Copyright 2024, CRC Press (Excluding chapters 10, 12, 13, 18, and 19)
- *Successful Expert Testimony, 6th Edition,* Max M. Houck, Christine Funk, Harlan A. Feder, Copyright 2026, CRC Press

Test Content – recertification (unproctored; 10 days to complete)
50 multiple choice questions (75% to pass)

References (reading material for all Crime Scene recertifications)

- *Practical Crime Scene Processing and Investigation, 3rd Edition,* Ross M. Gardner, 2019, CRC Press.

8.3 FOOTWEAR CERTIFICATION

Scope of Certification

A Certified Footwear Examiner has demonstrated a sufficient amount of training, experience, knowledge and understanding of terminology, detection, recovery, photography, preservation, enhancement, analysis, comparison, manufacturing processes, documentation, reporting and courtroom testimony of footwear impression evidence to be considered an expert in their field. Candidates for certification are primarily employed in the field of Forensic Science with duties to include the examination of footwear impression evidence.

Tasks Related to Scope

- Analysis of impressions to determine suitability for capture/comparison
- Analysis of impressions to determine possible origin
- Analysis of impressions to determine possible size and design
- Analysis of impressions to provide an assessment of wear
- Analysis of impressions to determine rarity and specificity of features
- Comparison of impressions to assess feature commonality
- Comparison of impressions with available databases
- Evaluation of features to determine source attribution
- Preservation of impressions through photographic means
- Enhancement of impressions via chemical and digital means
- Documentation of proper analysis, comparison, and evaluation of impressions
- Relation of manufacturing attributes to the analysis and/or comparison process.
- Recovery of impressions evidence in typical and adverse conditions
- Acquisition of test impressions

- Documentation of written conclusions
- Communicate observations and findings utilizing discipline accepted terminology
- Working knowledge of SWGTREAD related standards and guidelines

Competencies Required for Tasks

- Interpret available data to determine quantity, quality and specificity of features
- Interpret available data to determine type of impression (Footwear, or other)
- Interpret available data to assess overall dimensions and pattern according to manufacturer specificities
- Interpret available data to assess the location and degree of outsole degradation
- Interpret available data to determine the strength of analyzed features
- Interpret available data to accurately assess correspondence and non-correspondence between impressions
- Ability to accurately search impressions within available datasets
- Demonstration of the ability to render approved conclusions
- Demonstration of ability to utilize photographic or other digital means of capture/documentation
- Knowledge of approved chemical development or digital enhancement techniques for the purpose of impression enhancement
- Ability to properly document all aspects of the examination process
- Ability to determine whether features observed are randomly or manufacturer acquired
- Ability to collect and preserve and/or provide instructions on how to collect and preserve impressions in a variety of conditions using approved methods and techniques
- Ability to obtain or instruct how to obtain high quality test impressions for comparison purposes (e.g., casting, ink, etc.)
- Ability to document and support conclusions such that another qualified examiner can accurately interpret the results
- Ability to accurately relay observations and findings utilizing terminology accepted by the specific discipline (Footwear and/or Tire Track)
- Working knowledge of material published by SWGTREAD

Test Content – initial certification

Part 1: Written Test, proctored (2 hours to complete: 100 multiple choice questions; 80% score or higher to pass).
Part 2: Practical Test, unproctored (60 days to complete 3 separate scenarios. Correct conclusions with objective supporting documentation must be provided for successful completion (100% to pass).

Test Content – recertification (unproctored; 30 days from date of postmark to complete)

Practical Test: one (1) scenario. Correct conclusion with supporting documentation must be provided for successful completion (100% to pass).

NOTICE:
The Footwear Certification Board announces a change to the written test administered prior to initial certification. Beginning January 1, 2027, the written test reading materials will no longer include several of the SWGTREAD Guide documents or the IAI Recommended Course of Study for Footwear and Tire Track Examiners as currently outlined in Section 8.3 Footwear Certification

References.

Starting January 1, 2027 the new reading materials will include the following documents:

- *Forensic Footwear Evidence,* Bodziak, W.J., 1st Edition, 2017, CRC Press.
- *SWGTREAD Range of Conclusions Standard for Footwear and Tire Impressions Examinations,* 2013. https://www.theiai.org/docs/swgtread_10_range_of_conclusions_standard_for_footwear_and_tire_impression_examinations_201303.pdf
- *Best Practices for the Preparation of Test Impressions from Footwear and Tires.* ANSI/ASB Best Practice Recommendation 021, First Edition, 2019.
- *Best Practices for Lifting of Footwear and Tire Impressions.* ANSI/ASB Best Practice Recommendation 049, First Edition, 2020.
- *Best Practice Recommendation for Photographic Documentation of Footwear and Tire Impression Evidence.* ANSI/ASB Best Practice Recommendation 050, First Edition, 2021.
- *Best Practice Recommendation for Detection and Collection of Footwear and Tire Impression Evidence.* ANSI/ASB Best Practice Recommendation 052, First Edition, 2022.
- *Best Practice Recommendation for Casting Footwear and Tire Evidence at the Crime Scene.* ANSI/ASB Best Practice Recommendation 126, First Edition, 2020.
- *Standard for Minimum Qualifications and Training for a Footwear/Tire Forensic Science Service Provider.* ANSI/ASB Standard 095, First Edition, 2020.

References (reading material)

- *Forensic Footwear Evidence,* Bodziak, W.J., 1st Edition, 2017, CRC Press.
- *IAI Recommended Course of Study for Footwear and Tire Track Examiners*, 2006, ver. 1, https://www.memberleap.com/members/store_product.php?orgcode=IAI&pid=22241301
- *SWGTREAD Guide for the Collection of Footwear and Tire Impressions in the Field*, Journal of Forensic Identification 2005, 55 (6), pgs. 770-773.
- *SWGTREAD Guide for the Collection of Footwear and Tire Impressions in the Laboratory*, Journal of Forensic Identification 2005, 55 (6), pgs. 778-780.
- *SWGTREAD Guide for the Detection of Footwear and Tire Impressions in the Field,* Journal of Forensic Identification 2005, 55 (6), pgs. 766-769.
- *SWGTREAD Guide for the Preparation of Test Impressions from Footwear and Tires,* Journal of Forensic Identification 2005, 55 (6), 2005, pgs. 781-786.
- *SWGTREAD Guide for Minimum Qualifications and Training for a Forensic Footwear and/or Tire Tread Examiner,* Journal of Forensic Identification 2006, 56 (5) pgs. 788-793.
- *SWGTREAD Guide for the Examination of Footwear and Tire Impression Evidence,* Journal of Forensic Identification 2006, 56 (5) pgs. *800-805.*
- *SWGTREAD Range of Conclusions Standard for Footwear and Tire Impression Examinations,* 2013, https://www.theiai.org/docs/swgtread_10_range_of_conclusions_standard_for_footwear_and_tire_impression_examinations_201303.pdf
- *SWGTREAD Guide for Casework Documentation,* 2008, https://www.theiai.org/docs/swgtread_13_guide_for_casework_documentation_200803.pdf
- *SWGTREAD Guide for the Chemical Enhancement of Bloody Footwear and Tire Impression Evidence,* 2008, https://www.theiai.org/docs/swgtread_14_guide_for_the_chemical_enhancement_of_bloody_footwear_and_tire_impression_evidence_200809.pdf

- *SWGTREAD Standard for Terminology Used for Forensic Footwear and Tire Impression Evidence, 2013,* https://www.theiai.org/docs/swgtread_15_standard_for_terminology_used_for_forensic_footwear_and_tire_impression_evidence_201303.pdf

8.4 FORENSIC ART CERTIFICATION

Scope of Certification

A Certified Forensic Artist has successfully demonstrated sufficient training, experience, knowledge, understanding and artistic skill in the following areas:

- Composite Imaging: Preparation of a facial image depicting an unknown subject which is developed from information obtained during an interview of a witness or victim
- Postmortem Reconstruction: Preparation of a facial image of an unidentified decedent created for the purpose of aiding identification. These forensic postmortem reconstructions, developed from skeletal or soft tissue remains, may be either three dimensional or two-dimensional
- Age Progression: Preparation of a facial image that depicts a subject at an advanced age

Tasks Related to Scope

- Create composites from individually described component parts (features) that result in a reasonable facial likeness of the described subject
- Create facial images from unidentified post-mortem and skeletal remains that depict a reasonable likeness of the subject
- Create facial images of an individual at a progressed age that depict a reasonable likeness of the subject at the targeted age advancement
- Create facial images with anatomically correct features
- Create facial images with anatomically correct mid-face proportions
- Create facial images that accurately reflect the subject's ethnicity, gender and age
- Properly use value (light and shade) to illustrate perspective, utilizing the applicant's chosen medium
- Correctly use eyewitness interviewing techniques, which aid memory, recall and recognition, while developing a composite drawing
- Appropriately interpret all available case information, documents, images, reports and statements when creating facial images
- Appropriately reports, handles and documents case information and evidence
- Submits final images in a professional format that allows for accurate redistribution
- Adheres to generally accepted ethical practices in the field

Competencies Required for Tasks

- The applicant must demonstrate a reasonable skill in utilizing their chosen artistic media. Media include but are not limited to charcoal, graphite, pastels, paint and/or computer graphics software
- Demonstrates an understanding of how to use light on forms (value) to depict perspective when creating facial images
- Knowledge of facial anatomy, facial features, and facial nomenclature
- Knowledge of human memory and perception concepts

- Knowledge of Cognitive Interviewing techniques and common practices employed during a composite interview with an eyewitness
- Knowledge of common Forensic Art-related terminology and definitions
- Knowledge of advanced drawing and reconstruction techniques
- Ability to maintain consistency in imaging techniques
- Demonstrate the ability to merge multiple images from a description into a proper anatomical sketch that reasonably depicts a facial likeness of the intended subject
- Demonstrate the ability to accurately depict differences in age, race and gender
- Knowledge of age progression techniques
- Demonstrate a sound understanding of the physical mechanics of facial aging
- Demonstrate the ability to reasonably age facial features appropriate to the projected age range
- Demonstrate a reasonable understanding of facial wrinkle placement and the directionality of facial lines based on facial anatomy and the aging process
- Knowledge of basic post-mortem changes, terminology and reconstruction techniques
- Knowledge of human skull and facial bone anatomy
- Knowledge of common practice procedures for preparing a skull for the reconstruction process
- Demonstrate the correct use of a photographed reference scale for feature measurement when developing a facial reconstruction from skeletal remains
- Demonstrate the correct placement of facial features aligning with the underlying bony structure when creating a facial reconstruction
- Demonstrate the correct use of photographed tissue depth-markers to create facial contours during a facial reconstruction from skeletal remains
- Demonstrate the ability to use and interpret all available case information, reports, photographs, documents and statements to create a final facial image
- Ability to submit final images in an appropriate professional format that has appropriate resolution (not pixelated or of poor quality at a standard 8.5” x 11” size), reflects the color, quality and accuracy of the original image, and which can be redistributed without quality loss or pixilation
- Knowledge of court testimony protocols and acceptable practices in the field

Test Content – initial certification
(Written examination is proctored; 2 hours to complete)
(Practical examinations are unproctored; 14 days to complete all portions)
Part 1: Written Examination (50 multiple choice/True and False questions; 75% to pass)
Part 2: Practical Examination #1 – 2 composite drawings (75% to pass)
Part 3: Practical Examination #2 – 1 Skull Reconstruction (75% to pass)
Part 4: Practical Examination #3 – 1 Age Progression (75% to pass)

Recertification (for working and retired forensic artists)
(Unproctored: 14 days to complete all portions)
Part 1: Written Examination (5 multiple choice/True and False questions; 80% to pass)
Parts 2-4 above: (UNLESS PREVIOUSLY TAKEN)

Part 5: Submit a portfolio with five (5) images of drawings created within the past 5 years that illustrate your work in any or all aspects of the forensic art field. Images created during training may be submitted. All images shall include a comparative image of either the subject used during training OR the individual apprehended or identified. The images shall also include a short narrative detailing what the image was used for and if applicable, whether it assisted an investigation (100% to pass).

References (reading material)

- *Forensic Art and Illustration*, Karen T. Taylor, CRC Press, LLC, 2001
- *How to Draw the Human Head/Techniques and Anatomy*, Louise Gordon, Penguin Books, 1977
- *Forensic Facial Reconstruction,* Caroline Wilkinson, Cambridge University Press, 2004
- *Memory-Enhancing Techniques for Investigative Interviewing: The Cognitive Interview*, Ronald P. Fisher and R.E. Geiselman, Thomas, 1992

8.5 FORENSIC PHOTOGRAPHY & IMAGING CERTIFICATION

Scope of Certification

A Certified Forensic Photographer has demonstrated a sufficient amount of training, experience, knowledge and abilities to provide accurate photographs of crime and accident scenes under conditions existing at the time, as well as precise photographic documentation of evidence items both in-situ (in the position found) and in a controlled setting that will allow for subsequent forensic examination. A Certified Forensic Photographer has also demonstrated the ability to prepare images for analysis which includes correct sizing of photographs.

Tasks Related to Scope

- Photographic documentation of crime scenes, accident scenes, personal injuries, vehicles, and items of evidence including photographic documentation of pattern and impression evidence (latent, footwear, tire tracks, bitemarks, and bloodstain interpretation)
- Image processing for the purpose of providing an accurate representation of the subject matter for printing, electronic display, projecting, or electronic transmission
- Archiving and maintenance of digital images and photographs
- Testify in court.

Competencies Required for Tasks

- Demonstrate the ability to provide correctly exposed, properly composed, properly color balanced, and sharp, in-focus images of all subject matter
- Demonstrate the ability to properly light and photograph items of specific evidence to allow sufficient detail of that item to be viewed and analyzed
- Demonstrate the ability to take photographs in an organized sequence that will enable the viewer to orient and understand the subject matter
- Demonstrate the ability to take photographs in low light, in darkness, and in challenging conditions
- Provide overall photographs that establish the location of and orientation of item(s) that would enable a future reconstruction of the scene if needed
- Provide mid-range photographs to establish the location, orientation, and relative relationships of objects and other items within that scene

- Demonstrate the ability to take close-up photographs of all objects of interest both with and without a forensic scale
- Demonstrate the proper selection and application of scales within a forensic examination photograph (forensic scales vs non-forensic scales)
- Demonstrate the ability to properly document photographs (photography log)
- Demonstrate the ability to make a sketch of a scene to assist in orienting the scene and identifying the location of objects photographed within the scene
- Provide forensic examination quality photographs of impression evidence on solid, transparent, reflective/shiny, curved, and textured surfaces
- Provide forensic examination quality photographs of impression evidence in dirt, sand snow or any other surface where that impression is visible
- Demonstrate the ability to take accurate photos of injuries to include bruising, open wounds, deformities, and scarring
- Demonstrate an understanding of techniques allowable by SWGIT
- Demonstrate the ability to make image corrections and enhancements for the purpose of providing a true and accurate representation of the subject matter to include basic color correction, brightness and contrast adjustments, and linear filtering techniques
- Demonstrate the ability to size images for electronic display, printing, or projection
- Demonstrate the ability to size images for specific output (e.g., file dimensions of 8 x 10 inches at 240 ppi)
- Demonstrate the ability to size an image to a 1:1 ratio for comparison purposes using imaging software, typically Adobe Photoshop
- Demonstrate an understanding and use of image authentication and integrity (image preservation and protection) processes:
    - Image authentication, in relation to this certification, is the verification that the image is a fair and accurate depiction of the scene, item or individual at the time the image was made
    - Image integrity is the verification that the content of the image has not been changed since it was taken (i.e., use of metadata)
- Demonstrate the proper use of file formats based on the subject matter being photographed
- Knowledge of legal issues that impact the admissibility of photographs in a courtroom setting
- Knowledge of events that are of historical significance to the admissibility of photographs in a courtroom setting
- Demonstrate a basic understanding of digital imaging: how a digital image is made; the difference in camera sensors and the resulting impact on photographs; the settings necessary to obtain optimal print quality; the importance of selecting the proper file format; using proper settings to achieve desired results
- Knowledge of basic photography techniques, including how to use camera controls, how to control depth of field, how to control movement, how to use camera flash, the proper use of lenses, the proper use of filters, taking photographs from a proper perspective, and how to overcome lighting challenges
- Knowledge of advanced photography techniques including photogrammetry, using alternative light sources, perspective grid photography, High Dynamic Range (HDR) photography, surveillance photography, and low lighting techniques
- Knowledge of the visible, infrared, and ultraviolet light spectrums and how to use those light sources in photography

- Knowledge of exposure theory, depth of field, light theory
- Knowledge of the proper use of imaging editing software required to process images
- Knowledge of metadata and its significance in tracking image adjustments and containing relevant information required to validate images
- Knowledge and understanding of category 1 and category 2 images
- Demonstrate ability to utilize painting with light technique
- Knowledge of uncompressed and lossless compression
- Ability to process items with black powder

Test Content – initial certification (parts are sent separately)

Part 1: Written Examination-proctored (2 hours to complete): 100 multiple choice questions – 75% to pass)

Part 2: Practical Examination – unproctored (30 days to complete each part)

Part A: Three (3) Assignments (must pass all 3 assignments to pass)

(1) Crime Scene (75% to pass)
(2) Footwear Impressions (75% to pass)
(3) Night Scene (75% to pass)

Part B: Three (3) Assignments (must pass all 3 assignments to pass)

(4) Injury (75% to pass)
(5) Latent Prints (75% to pass)
(6) Vehicle (75% to pass)

Test Content – recertification (unproctored; 30 days to complete)

Successfully complete 3 of 5 assignments (75/100 points to pass each assignment)

- Clothing with a stain
- Macro Assignment
- Footwear Impression
- Night Scene
- Vehicle Documentation

References (reading material)

- *A Short Course in Digital Photography* (2nd or 3rd Edition) by London and Stone, 2012, 2015
- *Crime Scene Photography*, (2nd or 3rd Edition) by Edward M. Robinson, 2010, 2016
- *SWGIT Guidelines*. https://www.theiai.org/docs/SWGIT_Guidelines_0221.pdf Sections 5, 8, 9, 11, 13, 14, 15, 17 & 19

8.6 FORENSIC VIDEO CERTIFICATION

Scope of Certification

A Forensic Video Examiner is a forensic science service provider who examines, compares and/or evaluates video in legal matters. The **Certified Forensic Video Examiner Certification (CFVE)** demonstrates that the Forensic Video Examiner has acquired and demonstrated specialized knowledge, skills, and abilities (KSAs) in the standard practices necessary to conduct forensic video examinations.

Tasks Related to Scope

- Acquisition of video files from various recording devices
- File verification and integrity
- Evidence handling and packaging
- Playback of various video file formats, including proprietary formats
- Video file format conversion
- Video processing techniques
- Image processing techniques
- Video editing
- Video enhancement/clarification
- Image enhancement/clarification
- Identification of damaged media
- Video file repair/reconstruction
- Photogrammetry
- Comparative analysis
- Content authentication
- Source authentication
- Documentation/authorship of reports
- Expert testimony in legal proceedings
- Identification of video/image attributes and compression artifacts
- Mitigation of sources of error, uncertainty, and bias
- Operation of current and legacy equipment/methods
- File format and metadata analysis

Competencies Required for Tasks

- Describes the process in the creation and encoding of digital video files
- Identification of the best method of video file acquisition dependent on recording device
- Understanding of technical report writing and courtroom testimony
- Understanding of digital video recorders/recording devices technology
- Knowledge and understanding of compression and the effects on images and videos
- Effectively performs integrity checks on various digital video files
- Properly packages acquired evidence and/or deliverables
- Understands chain of custody and proper evidence handling techniques
- Understands the rules of evidence pertaining to legal proceedings
- Effectively converts proprietary file formats to an open format using both lossy and lossless techniques
- Edits video file length using both lossy and lossless techniques
- Effectively selects still images from video and clarifies the still images in a non-destructive manner
- Effectively addresses the limitation/defect of the clarification of video or still images
- Articulates approaches to measuring the height/length/distance of objects in 2-dimensional imagery

- Identifies sources of, and methods to calculate uncertainty when measuring in video/images
- Identifies sources of potential error, uncertainty, and bias
- Identifies the proper use of underlying technology and potential deficiencies based on deficiency
- Identification of the best method of video/still image file archival
- Identifies/comprehends the evidentiary value, methodology, and limitations of photographic comparison/photogrammetry
- Understands compression algorithms and file formats utilized in digital imaging.
- Identifies different file formats, encoding standards, and compression algorithms used in digital video
- Identifies/understands file information/metadata

Test Content – initial certification (parts are sent separately)
(Written examination is proctored; 3 hours to complete)
(Practical examinations are unproctored; 30 days to complete parts 2 and 3)
Part 1: Written Test consisting of 100 multiple choice questions. A 75% or higher score is required to pass.

Part 2: Practical Test consisting of 22 questions requiring the applicant to examine, compare and/or evaluate supplied video files and answer questions concerning various aspects of the media. An 85% or higher score is required to pass.

Part 3: Practical Test requiring the applicant to examine, compare and/or evaluate 4 supplied video files and return processed media and/or expert report(s). Each aspect of the test is assigned a specific point value and an 85% or higher score is required to pass.

Test Administration

Part 1 testing shall be in accordance with Section 7.2 of the FCMB Operations Manual. Upon successful completion of Part 1, the secretary of the certification board (or designee) will notify the applicant and send test Parts 2 and 3 to the applicant. The applicant may use any resource available to them to complete test parts 2 and 3, however the responses must be the sole original work of the applicant. Test parts 2 and 3 must be completed and returned to the secretary of the certification board.

Test Content – recertification
(Unproctored: 14 days to complete)
Written Examination (10 multiple choice questions; 80% to pass)
NOTICE: Recertification tests will be required for all applications submitted as of 1/1/2026

References (reading material)

- How Video Works, by Marcus Weise and Diana Weynand (2nd Edition), Entire Text
- Proposed Framework for Digital Video Authentication (All), available at https://www.ucdenver.edu/docs/librariesprovider27/ncmf-docs/theses/wales_thesis_spring2019.pdf?sfvrsn=b98a78b9_2
- A Proposed Framework for Forensic Image Enhancement (Chapters 1-4), available at

https://www.ucdenver.edu/docs/librariesprovider27/ncmf-docs/theses/ledesma_thesis_fall2015.pdf?sfvrsn=804d97b8_2

- SWGDE Image Processing Guidelines, v 1.0 available at https://drive.google.com/file/d/1LbRsCg3__t1zjffu2CeK6rlzglCMfuWN/view
- MPEG-4 Video Authentication Using File Structure and Metadata (Chapters 1, 4-6), available at https://www.ucdenver.edu/docs/librariesprovider27/ncmf-docs/theses/hall_thesis_fall2015.pdf?sfvrsn=8c4e97b8_2
- SWGDE Best Practices for Data Acquisition from Digital Video Recorders, v 1.0
- SWGDE Technical Overview for Forensic Image Comparison, v 1.0 available at https://drive.google.com/file/d/11Pa7DOJmSJ00AieJcjNEGu7BJkCnvQkF/view
- SWGDE Technical Overview of Digital Video Files, v. 1.0
- SWGDE Best Practices for Digital Image Compression and File Formats Guidelines, v. 1.0
- SWGDE Technical Notes on FFMPEG, v. 1.0
- SWGDE Best Practices for the Forensic Use of Photogrammetry, V. 1.0
- SWGDE Digital and Multimedia Evidence Glossary, v. 3.0
- SWGDE Best Practices for Image Content Analysis, v. 1.0
- SWGDE Core Technical Concepts for Time-Based Analysis of Digital Video Files, v. 1.0
- SWGDE Best Practices for Digital Forensic Video Analysis, v. 1.0
- SWGDE Establishing Confidence in Digital and Multimedia Evidence Forensic Results by Error Mitigation Analysis, v 2.0

8.7 LATENT PRINT CERTIFICATION

Scope of Certification

A Certified Latent Print Examiner has successfully demonstrated a sufficient amount of training, experience, knowledge and understanding related to processing items of evidence in order to visualize areas of friction ridge detail using chemical, physical, and electronic development techniques; the examination and comparison of latent print evidence; as well as providing expert testimony in courts of law.

Tasks Related to Scope

- Process evidence for latent prints
- Communicate scientific and discipline specific concepts regarding friction skin physiology and morphology, terminology, detection, recovery, photography, preservation, enhancement, analysis, comparison, documentation, reporting and court testimony related to latent print evidence
- Analyze and compare latent prints to known exemplars
- Arrive at correct conclusions of identification and exclusion

Competencies Required for Tasks

- Ability to conduct a fingerprint comparison and arrive at ground truth conclusions. The following criteria apply when taking the certification and recertification comparison tests: Identification: Identification is reached when the friction ridge impressions have sufficient corresponding ridge detail such that consensus judgement would not expect to see the same arrangement of details repeated in an impression that came from a different source

Exclusion: Exclusion is reached when the friction ridge impressions have sufficient disagreement to conclude an impression originated from a different source. Sufficient disagreement is determined when the area and orientation of an impression are self-evident and contain a clear target group of minutiae.

- Knowledge and understanding of the methods involved in processing items of evidence for the visualization of areas of friction ridge detail using chemical, physical, and electronic development techniques
- Knowledge and understanding of friction skin development, anatomy, physiology, and morphology
- Knowledge and understanding of friction ridge terminology
- Knowledge and understanding of photography and other preservation techniques of areas of friction ridge detail
- Knowledge, understanding and ability in proper documentation and reporting of latent print evidence
- Knowledge and understanding of historical figures or the history of fingerprints
- Knowledge and ability to properly orient latent prints in the correct position and determine the most likely anatomical source
- Knowledge, skills, and abilities to properly testify to qualifying questions, foundational aspects of the latent print discipline, introduction of evidence, the comparison process and scientific findings in courts of law
- Knowledge and understanding of current studies in the friction ridge discipline

Test Content – initial certification (proctored test; 8 hours to complete)
Part 1: Written Test (200 or less multiple-choice questions; 85% score or higher to pass)
Part 2: Comparison Test (15 latent prints compared to 6 sets of exemplars; correct conclusions for a minimum 12 of 15 latent prints with no incorrect conclusions to pass). Should more than the 12 required comparisons be completed, any erroneous conclusion will result in failure. Use of AFIS computers and scanning into comparison programs is prohibited.

*Part 2 may be taken electronically on a mini-computer provided by the Latent Print (only available by special request and in the United States). The number of mini-computers available is limited and a request to utilize mini-computers may delay testing. Applicants are responsible for providing their own computer monitors, keyboard and mouse.
Certification tests taken at the IAI Annual Conference may utilize equipment provided by the FCMB, to include laptop computers pre-loaded with Adobe Photoshop, a monitor, a keyboard, a mouse and a lamp (if hard copy testing is requested), for part 2.

Test Content – recertification (unproctored; 30 days to complete)
Comparison Test (10 latent prints compared to 4 sets of exemplars (100% to pass). Use of AFIS computers is prohibited. Scanning images into a comparison program is permitted.
Notice: As of 1/01/2026, all recertification testing in the United States and Canada will be digital. Hard copies will be mailed to other countries.

References (reading material)

- *The Fingerprint Sourcebook* (U.S. Dept of Justice, National Institute of Justice) by I.A.I, Scientific Working Group on Friction Ridge Analysis, Study and Technology

(SWGFAST) et al Eric H. Holder, Laurie O. Robinson, John H. Laub, 2011 (Chapters 1-9, 12 and 14).

- *Quantitative-Qualitative Friction Ridge Analysis: An Introduction to Basic and Advanced Ridgeology* by David R. Ashbaugh, 1999
- *Searching Smart Clues for Latent Print Examiners Playing Cards* by Ron Smith & Associates, Inc., 2016
- *Palm Prints Searching Smart* by Ron Smith & Associates, Inc., 2021
- *Fingerprints and Other Ridge Skin Impressions*, Second Edition (CRC Press) by Christophe Champod, Chris J. Lennard, Pierre Margot, Milutin Stoilovic, 2016 (Chapters 1-5).

8.8 TENPRINT CERTIFICATION

Scope of Certification

The Certified Tenprint Examiner is trained and experienced in the discipline and has specialized knowledge performing intentionally recorded comparisons and performing AFIS searches. Certified examiners are able to explain underlying principles, foundations and significant discipline related events of the science.

Tasks Related to Scope

- Pattern interpretation
- Compare friction ridge impressions of known to unknown subjects and arrive at generally accepted conclusions
- Communicate discipline specific information regarding the history, underlying principles and foundations of Tenprint comparisons

Competencies Required for Tasks

- Ability to perform comparisons and arrive at identifications and exclusions
  Identification: Identification is reached when the friction ridge impressions have sufficient corresponding ridge detail such that consensus judgement would not expect to see the same arrangement of details repeated in an impression that came from a different source
  Exclusion: Exclusion is reached when the friction ridge impressions have sufficient disagreement to conclude an impression originated from a different source. Sufficient disagreement is determined when the area and orientation of an impression are self-evident and contain a clear target group of minutiae.
- Knowledge of and ability to explain underlying principles (uniqueness and persistence)
- Knowledge of and ability to apply methodology
- Knowledge of performing AFIS searches
- Knowledge of anatomy of the skin
- Knowledge of embryonic development of friction ridge skin
- Knowledge of historical founders of the discipline and the underlying foundations
- Knowledge regarding significant court cases
- Knowledge of significant error rate studies
- Knowledge of twin studies
- Knowledge of NAS Report (friction ridge portions)
- Knowledge of OSAC views on the status of the forensic sciences
- Knowledge of correctly communicating scientific concepts and discipline specific concepts (testimony)

- Ability to correctly identify tracings and ridge counts (i.e., pattern recognition and interpretation

Test Content – initial certification (proctored test; 5 hours to complete)
Part 1: Single comparisons (16/20 identifications or exclusions with no incorrect conclusions to pass). Should more than the 16 required comparisons be completed, any erroneous conclusion will result in failure.
Part 2: General knowledge (multiple choice and T/F) (80/100 to pass)
Part 3: Pattern recognition and interpretation to include tracings and ridge counts (90/100 to pass)

Test Content – recertification (unproctored; 30 days to complete)
Single comparisons (16/20 identifications or exclusions with no incorrect conclusions to pass). Should more than the 16 required comparisons be completed, any erroneous conclusion will result in failure.
Notice: As of 1/01/2027, all recertification testing in the United States and Canada will be digital. Hard copies will be mailed to other countries.

References (reading material)

- *The Science of Fingerprints*, U.S. Justice Department (chapters 1-4, 8-10)
- *Quantitative - Qualitative Friction Ridge Analysis, David R. Ashbaugh* (chapters 1-4)
- *The Fingerprint Sourcebook US Department of Justice* (Chapters 1, 4-6, 9 and 13)
- *Measuring What Latent Fingerprint Examiners Consider Sufficient Information for Individualization Determinations* (2014). Bradford T. Ulery, R. Austin Hicklin, Maria Antonia Roberts, JoAnn Buscaglia. PLoS ONE 9(11): e110179. doi:10.1371/journal.pone.0110179 https://journals.plos.org/plosone/article?id=10.1371/journal.pone.0110179 or https://theiai.org/docs/WhiteBoxStudy.pdf
- *Accuracy and reliability of forensic latent fingerprint decisions* (2011). Bradford T. Ulery, R. Austin Hicklin, JoAnn Buscaglia, Maria Antonia Roberts. www.pnas.org/cgi/doi/10.1073/pnas.1018707108
- *Discriminability of Fingerprints of Twins*. Sargur N. Srihari, Harish Srinivasan, Gang Fang. Journal of Forensic Identification 58 (1), 2008 \ 109
- *Strengthening Forensic Science in the United States: A Path Forward. (sections: Preface, Summary and Friction Ridge Analysis).* http://www.nap.edu/catalog/12589.html
- *OSAC,* NIST. https://www.nist.gov/osac

8.9 Prerequisites and Requirements for Certification/Recertification

Initial Certification	BP	CSI	CSA	SCSA	Footwear	Forensic Art	FP&I	FV	Latent	Tenprint
Experience for initial certification (Section 7.1.3.1)	3 yrs of experience	1 yr of	3 yrs of	6 yrs of Experience responding to Crime scenes and having a significant role in locating, documenting, recovering and analyzing physical evidence within the required time period	Employment performing the tasks listed in section 8.3	2 yrs of experience	2 yrs of experience	1 yr of experience	2 yrs of experience	2 yrs of experience
Training hours for initial certification (Section 7.1.3.2) - Internal programs and/or courses shall be within the past 5 years for CS and FP&I - CB Chair may accommodate training outside the 5 years. -Internal training programs for BP, CS, FA, and FP&I qualify for 1 credit per 2 hrs if not on the CB approved list -Assessor training, book reviews, and training for other forensic disciplines does not apply except as indicated	240 hrs - 100 of which is specific to BP	48 hrs Online courses, cert prep classes, and conferences are Not accepted for initial certification	96 hrs Online courses, cert prep classes, and conferences are Not accepted for initial certification	144 hrs Online courses, cert prep classes and conferences are Not accepted for initial certification. *All levels: 16 hours of on-line or up to 24 hours of in-person testimony training may be included.	Successful completion of a documented training program which covers the topics listed in the Footwear Scope of Certification (Section 8.3).	120 hrs training program 40 of which shall be workshops, lectures, classes	80 hrs – 40 specific to Forensic Photography Non-Forensic Photography training does not have to be w/i the past 5 yrs	120 hrs - 96 specific to FV -training programs must be on the approved list	176 hrs - 16 hrs shall be qualified testimony training w/i the last 5 years -training programs must be on the approved list Max. of 80 conf. hrs shall be accepted	80 hrs – 16 hrs shall be agency qualified testimony training -training programs must be on approval list
Additional **Add any required documents to the training section of eCert.**				<u>One of the following:</u> Published a discipline specific article, paper or book Presented a discipline specific topic at a forensic conference Instructed a syllabus-based discipline specific training course Completed an additional 16 hours of Courtroom Testimony training	Records of the applicant's documented training program should be submitted in the training area of eCert for review.				Courtroom_Testimony_Form-LPCB_v1.0.pdf (add with training documents in eCert)	
Two (2) Letters of Recommendation (Section 7.1.3.3)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Two Additional References (Section 7.1.3.3)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Signed Agreement (Section 7.1.3.4)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Examination for Certification (Sections 7.2 and 7.3)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Recertification	**BP**	**CSI**	**CSA**	**SCSA**	**Footwear**	**Forensic Art**	**FP&I**	**FV**	**Latent**	**Tenprint**
Recertification - Professional Development Credit Requirements w/i last 5 yrs (Section 7.6)	80	80	80	80	80	80	80	80	80	80
Examination for Recertification	Yes	Yes	Yes	Yes	Yes	yes	Yes	yes	Yes	Yes

DOCUMENT REVISION HISTORY

Date	Change	CB	Changed By	Released Version
	• Previous revisions are archived in the last version of each year			
2/1/2026	• 3.3.1, added outsourcing and AI is not approved at this time • 7.1.7, clarified preliminary assessments of qualifications are not binding • 7.4.10, clarified portions of tests needed when failures occur • 7.5.1.1, clarified homework hours as non-instructional, added certificates must only state instructional hours, added overstated hours will result in revocation of all vendor courses • 7.6.3 and 7.6.4, clarified approved credits are only given for instructional hours • 8.9, clarified credit approval for internal training programs • 8.9, modified CSCB now accepts limited testimony training • 8.9, clarified which sections of 8.9 are for initial and recertification	FCMB FCMB FCMB FCMB FCMB All CBs CSCB FCMB	FCMB – M. Triplett	FCMB -1-2020-C24
4/1/2026	• 2, modified revocations and suspensions may be from the FCMB since some certificants hold multiple certifications • 3.1.7, added that proctors shall not receive payments • 3.2.2, added requirement that applicants to serve on a CB shall acknowledge reading and understanding the FCMB Operations Manual • 3.2.7.2, clarify Chairs terms, up to 4 years • 3.5.2.1, clarified that CB closed meetings are adjacent to the conference	FCMB FCMB FCMB FCMB FCMB FCMB	FCMB – M. Triplett	FCMB -1-2020-C25

	• 7.1.3.3, changed 'letters of endorsement' to be 'letters of recommendation' • 7.4.10.2, changed wait period for recertification failure from 6 months to 3 months • 7.5.1.1, added revocation of criteria • 7.10.2, added the FCMB reserves the right to consider or deny complaints and appeals • 7.10.3, changed requirements to complaints to be recommendations • 8.3, added notice of new written test as of 1/1/2017 • 8.7, clarified computer equipment needed for testing • 8.8, changed permanence to persistence • 8.9, clarified FWCB requirements for initial certification • 8.9, fixed link for testimony form	All CBs FCMB FCMB FCMB FWCB LPCB TPCB FWCB LPCB		
7/28/2026	• 1.0, added disclaimer of services • 3.1.2, updated ISO/IEC 17024 to 2026 version • 3.2.3, the most qualified candidates for CB membership will be interviewed • 3.2.7.3, added term limits for secretaries • 4.5.5, changed should to shall for document retention • 7.5.1.1, denial of class applications clarified • 7.10.6.3, clarified PRB responsibilities and confidentiality of PRB members • 7.10.7, clarified appeal requirements • 7.10.9, added retention of PRB work product • 8.8, Notice for digital TP recertification as of 1/1/2027 • 8.9, removed FW as allowing 1 credit per 2 hours of nonapproved training, reworded experience and training required • 8.9, updated FW requirements for initial certification • 8.9, changed Non-Forensic training to Non-Forensic Photography training for FP&I	FCMB FCMB All All FCMB FCMB FCMB FCMB FCMB TPCB FWCB FWCB FP&ICB	FCMB – M. Triplett	FCMB -1-2020-C26

	• 7.1.9.2, Require 30 days to schedule international test dates			
10/1/2026	• 3.2.4, clarified when CB documents are due • 3.5.2.8, removed $20 receipt limit • 5.2, added requirement for reference materials • 5.6.1, added that requirements for new CBs also applies to new certifications proposals • 5.6.1, changed that the BOD gives recommendation for new certifications and CBs due to autonomy • 7.1.9.1, clarified application timeline • 7.1.9.2, added time requirement for international tests • 7.6, added chart of how to earn credits • 7.6.3, clarified that organizations that qualify for conference credits • 7.10.1, added info on how to file a complaint • 8.2, added references for new SCSCA test • 8.8, removed need for knowledge of Henry Classification	FCMB FCMB FCMB FCMB FCMB FCMB FCMB FCMB FCMB FCMB FCMB CSCB TPCB	FCMB – M. Triplett	FCMB -1-2020-C27