

Recertification Professional Development Reporting Form Instructions

Each certificant must earn 50 points in continuing education for each 5-year recertification period, 10 of which must be in the area of Professional Involvement. Failure to earn the required points will result in a loss of certification.

To document specialty area activity, please complete the separate Specialty Professional Development Recertification Report (09-0611F) for EACH specialty in which you hold certification and are reporting points. Points claimed on the Professional Development Report MAY NOT be claimed on the Specialty Professional Development Recertification Report and vice versa. You are required to obtain a minimum of 15 points for every 5-year recertification period for each specialty certification.

If all of the necessary points are obtained at any point during the five-year recertification period, the certificant only needs to submit the signed ABC Rules of Professional Conduct and the Maintenance Fee. The ABC will not review recertification documentation for any certificant who has already fulfilled all of the necessary recertification requirements.

If, at the end of the current five-year period or on the date the certificate expires, the necessary points have been accumulated, maintenance fees paid, and proficiency tests successfully completed if applicable, certificants will be recertified without any further costs for that five year period. The ABC will track your recertification information and provide your current status on the Member's Side of the ABC website www.criminalistics.com.

Instructions for completing recertification reporting forms for claiming points:

- Complete the Recertification Professional Development Report (09-0601F) and the Recertification Specialty Professional Development Report(s) (09-0611F), if applicable, by filling in information about your professional activities and the number of points accumulated for each activity during the previous year.
 - Courses must be approved by ABC before points will be awarded. The process for having courses approved can be found on our website.
 - A list of approved organizations for which you can earn points for membership AND approved courses for which you can earn points for attending can be found at our website.
 - Adjust points as necessary if an activity is not a full day, full year, etc. Points should be rounded to the nearest half-point.
- **Complete forms in their entirety. Do not use your own variation or obsolete versions.**
- For each activity reported, include supporting documentation such as copies of title pages, abstracts, certificates, copies of membership cards, professional meeting attendance receipts, grades from college courses, syllabus for college course, memos from committee chairs, audit plan documentation, etc. If certificate does not state date(s) and number of contact hours, supply another form of documentation that provides the required information. **If supporting documentation is not received, your points will not be awarded.**
 - If no certificate was issued, include a document with the name and date(s) of the course, contact hours, and the contact information of the instructor. An email address of the instructor is required. If no email address is provided, your paperwork will be considered incomplete and the points will not be awarded.
- Attach additional pages if more space is needed. Additional pages should include your name, certificate number, and the date.

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- Complete a Recertification Declaration Form (09-0612F), sign and date. Have a person who is familiar with your professional development activities witness your signature.
- The contact listed in Section 1 of the Recertification Professional Development Report (09-0601F) should witness (sign) your Recertification Declaration Form (09-0612F). This is sufficient supporting documentation for claiming points in Section I. Alternatively, an Employment Verification form (09-0610F) or a memo from the individual listed in Section I may be submitted.
- If you are a private contractor without a supervisor to sign your paperwork, you have two options:
 - you may have an ABC-certified individual who is familiar with your contracting work sign your paperwork or
 - you may have 3 clients complete the Employment Verification Form (09-0610F) as verification that you did perform forensic consulting work during the past year.

Instructions for recertification reporting form submission:

- The following items must be submitted regardless of whether or not you are claiming points (postmarked no later than March 1):
 - One signed and dated copy of the ABC Rules of Professional Conduct (09-0001F)
 - Maintenance Fee (\$60 for Diplomates; \$70 for Fellows); the Maintenance fee can be paid using PayPal on the website or via check made out to American Board of Criminalistics.
 - Fellows must submit the Proficiency Testing Certification Form (09-0701F) each year. All proficiency tests taken, relevant to the specialty area must be documented. Failure to successfully complete annual proficiency testing may result in probation.
- The following items must be submitted if you are claiming points (postmarked no later than March 1):
 - One completed copy of the Recertification Professional Development Report (09-0601F)
 - If applicable, one completed Recertification Specialty Professional Development Report (09-0611F) for each specialty for which you are claiming points
 - Completed Recertification Declaration (09-0612F)
 - Supporting documentation
- If a recertification packet, supporting documentation or fees are postmarked between March 1 and June 1, a \$25 surcharge will be assessed (total fee of \$85 for Diplomates; \$95 for Fellows).
- Packets, supporting documentation and fees postmarked later than June 1 will not be processed and an additional \$150 penalty will be assessed to maintain certification (total fee of \$210 for Diplomates; \$220 for Fellows).
- You must submit your maintenance fees and signed Rules of Professional Conduct prior to December 31 to avoid suspension of your certificate.

Instructions for submitting recertification reporting forms via mail:

The completed recertification packet should be mailed to: **ABC Registrar, P.O. Box 1358, Palmetto, FL 34220.**

Packets postmarked or incomplete packets received later than March 1 will be assessed additional fees. Paper copies should be submitted double sided and without staples.

In the event you realize that you have forgotten an item in your recertification packet, you may submit the missing items via mail. If the items are received after March 1, late fees will apply. Items will not be accepted after June 1.

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Instructions for submitting recertification reporting forms electronically:

The completed recertification packet may be submitted electronically at www.criminalistics.com. E-mailed information will not be accepted. Instructions for submitting the packet are located on the website. The recertification packet must be scanned into a single document no greater than 10MB in size. Include only the applicable forms and supporting documentation in the following order:

- Recertification Professional Development Report (09-0601F)
- Recertification Specialty Professional Development Report(s) (09-0611F)
- Recertification Declaration (09-0612F)
- Employment Verification Form (09-0610F)
- Section II Documentation
- Section III Documentation
- Specialty Points Documentation
- Signed Rules of Professional Conduct (09-0001F)

In the event you realize that you have forgotten an item in your recertification packet, you must resubmit the entire complete packet electronically. During the submission process you will be asked for payment type. You must select the same payment type you initially selected. You will not have to pay again unless there are additional late fees. If the revised packet is after March 1, late fees will apply. The revised packet will not be accepted after June 1.

Fellows only:

Download, complete, sign and scan the Proficiency Testing Certification Form (09-0701F) into a second file. This file will be uploaded separate from the recertification packet.

Certificants who do not submit maintenance fees, including applicable late fees, and signed Rules of Professional Conduct (09-0001F) every year may have their certification revoked. Certificants who do not attain the required points by the expiration of their certification will not be recertified.