

Recertification Professional Development Reporting Form Instructions

Prior to completing your recertification forms, please review these instructions completely.

All forms, supporting documentation, and fees must be submitted by March 1 to avoid late and/or penalty fees.

Packets received after June 1 will not be reviewed for points.

If you need assistance or clarification during the recertification process, please reach out to either the Registrar at abcregistrar@criminalistics.com or the Recertification Liaison at recertification@criminalistics.com.

- Please visit the Members Only section of the website prior to completing the Professional Development Report, to determine how many points you currently need to recertify. If you have obtained the necessary points to recertify, your packet will not be reviewed.
- Please review the Recertification page of our website (www.criminalistics.com/recertification). All of the annual requirements are defined there.
- You must submit a signed Rules of Professional Conduct and Maintenance Fees every year you are certified. Failure to do so may result in revocation of your certification. The Rules of Professional Conduct will be signed digitally directly from our website.
- If you wish to claim points for recertification, you must submit a Professional Development Report (09-0601F) and Recertification Declaration Form (09-0612F). The Recertification Development Report and Recertification Declaration Forms must be completed online using the link available on the website.
- The recertification requirements are defined in the Recertification Point Structure (09-0608S).

Supporting documentation is required for all points claimed. Failure to provide adequate supporting documentation may result in a loss of points. Supporting documentation cannot be submitted as an Adobe portfolio.

Fees:

Maintenance Fee: \$100.00

Late Fee: Information postmarked between March 2 and June 1, \$50.00, plus Maintenance Fee

Penalty Fee: Information postmarked between June 2 and September 1, \$175.00, plus Maintenance Fee

Fees may be paid via:

- [Online](#) via PayPal
- Check payable to American Board of Criminalistics mailed to:
ABC Registrar
P.O. Box 418
Gardiner, ME 04345

Certificants who have met all the necessary annual recertification requirements prior to their certification expiration will be recertified at the end of their five-year cycle.

Completion of Recertification Professional Development Report and Declaration Form

- Points claimed in Sections I or II MAY NOT be claimed for Specialty points and vice versa. Points may be claimed for more than one specialty if they are relevant to both specialties.
 - Please note that the Additional Comments field on the form may be helpful in clarifying how you wish to allocate your points.
- The Professional Development Report allows for general recertification points and points for up to two specialties. If you need to claim points for more than two specialties, you will need to submit a second Professional Development Report.
- Points can only be claimed in half-day or full-day increments.