

Recertification Professional Development Reporting Form Instructions

Prior to completing your recertification forms please review these instructions completely. Additionally, please review the recertification information available on our website. You should also visit the Member's Only section of the website to determine how many points you currently need to recertify. The following table outlines where you can find the relevant information:

Document	Location
All current forms 09-0601F, 09-0611F, 09-0612F, 09-0701F, 09-0001F	www.criminalistics.com/forms
Current point structure (09-0608S) which defines required supporting documentation	www.criminalistics.com/forms
Current Fee Structure (09-0005S)	www.criminalistics.com/forms
Approved Organizations	www.criminalistics.com/forms
Approved Courses	www.criminalistics.com/forms
Process for continuing education acceptance	www.criminalistics.com/course-and-web-based-education-approval.html
Proficiency Testing, for Fellows only	www.criminalistics.com/proficiency-testing.html
Member's Only Section of website for recertification status	https://member.criminalistics.com/index.cfm

All submitted forms must be signed and dated. We will only accept the current, approved forms that are available on our website.

Supporting documentation is required for all points claimed. Failure to provide adequate supporting documentation may result in a loss of points.

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

Maintenance Fee: Diplomate \$80.00

Fellow \$90.00

Late Fee: Information postmarked between March 2 and June 1, \$25.00, plus Maintenance Fee

Penalty Fee: Information postmarked between June 2 and December 31, \$150.00, plus Maintenance Fee

Fees may be paid via:

- PayPal www.criminalistics.com/online-payments-certificate-holders.html
- Check to American Board of Criminalistics

If all of the necessary points are obtained at any point during the five-year certification period, follow the NOT CLAIMING POINTS section below.

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. The ABC will track your recertification information and provide your current status on the Member's Side of the ABC website www.criminalistics.com.

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RECERTIFICATION REQUIREMENTS

- **General Criminalistics Diplomate Certificate Holders**
 - Recertification Professional Development Report (09-0601F)
 - 10 points from Section II Professional Involvement
 - 40 points from any section

- **Specialty Diplomate or Fellow Certificate Holders (including Comprehensive Criminalistics)**
 - Recertification Professional Development Report (09-0601F)
 - 10 points from Section II Professional Involvement (09-0601F)
 - 25 points from any section (09-0601F and/or 09-0611F)
 - 15 points relevant to the Specialty and claimed on the Recertification Specialty Professional Development Report (09-0611F).

- **Multiple Specialty Certifications (Example)**
 - You are required to obtain a minimum of 15 points in EACH specialty in every 5-year certification period. This results in an increase total point tally required by the end of the certification period.
 - If you are certified in both Drug Analysis and Fire Debris, you need:
 - 10 points in Section II Professional Involvement (09-0601F)
 - 15 points in Drug Analysis Recertification Specialty Professional Development (09-0611F)
 - 15 points in Fire Debris Recertification Specialty Professional Development (09-0611F)
 - 25 points in any other section (09-0601F and/or 09-0611F)
 - Total: 65 points

SUBMISSION OF RECERTIFICATION PACKET

- Points claimed on the Professional Development Report (09-0601F) MAY NOT be claimed on the Specialty Professional Development Report (09-0611F) and vice versa. Points may be claimed for more than one specialty if they are relevant to both specialties.
- Adjust points as necessary if an activity is not a full day, full year, etc. Points should be rounded to the nearest half-point.
- Attach additional pages if more space is needed. Mark additional pages with your name and certificant number.
 - All proficiency tests taken, relevant to the specialty area must be documented. Failure to successfully complete annual proficiency testing may result in probation.
 - Certificants who no longer take proficiency tests in their specialty may convert their certification to Diplomate certification. <http://www.criminalistics.com/conversion-of-an-abc-certificate.html>
- Instructions for completing the Professional Development Report (09-0601F) and the Specialty Professional Development Report (09-0611F) can be found below.

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.

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- CLAIMING POINTS, fill out and submit:
 - (09-0601F) Recertification Professional Development Report
 - (09-0611F) Recertification Specialty Professional Development Report(s), if applicable
 - (09-0612F) Recertification Declaration Form
 - (09-0001F) ABC Rules of Professional Conduct
 - (09-0701F) Proficiency Testing Certification Form (Fellow only)
 - Supporting documentation
 - Maintenance Fee

- NOT CLAIMING POINTS, fill out and submit annually:
 - (09-0001F) ABC Rules of Professional Conduct
 - (09-0701F) Proficiency Testing Certification Form (Fellow only)
 - Maintenance Fee

SUBMITTING RECERTIFICATION FORMS

If submitting paper forms:

- Mail to: ABC Registrar, P.O. Box 1358, Palmetto, FL 34220

- Paperwork should be submitted in the following order:
 - (09-0612F) Recertification Declaration Form
 - (09-0610F) Employment Verification Form, if applicable
 - (09-0601F) Recertification Professional Development Report
 - Section II Documentation
 - Section III Documentation
 - (09-0611F) Recertification Specialty Professional Development Report(s), if applicable
 - Specialty Points Documentation
 - (09-0001F) ABC Rules of Professional Conduct
 - (09-0701F) Proficiency Testing Certification Form (Fellow only)

If submitting electronically:

The Recertification Professional Development Report (09-0601F) and the Recertification Specialty Professional Development Report (09-0611F) may be completed using an online form.

<http://www.criminalistics.com/full-online-recertification.html>

Supporting documentation and some forms must be scanned into one PDF file not to exceed **10MB**. The documents should be in the following order.

- (09-0612F) Recertification Declaration Form
- (09-0610F) Employment Verification Form, if applicable
- Section II Documentation
- Section III Documentation
- Specialty Points Documentation
- (09-0001F) ABC Rules of Professional Conduct

Fellows must submit (09-0701F) Proficiency Testing Certification Form in a separate PDF file.