

REQUEST FOR PROMOTION FROM AFFILIATE INSTRUCTIONS

Completed requests should be received at least 60 days before the expiration date of Affiliate status to ensure the information can be reviewed and approved prior to the expiration of Affiliate status. There are no extensions on Affiliate status.

1. Review the Eligibility Requirements for Certification prior to completing and submitting the request for promotion to confirm that you fulfill the requirements as stated.
2. Type or print all information requested on the request for promotion form (09-1101F). Each item in the form must bear an entry; if "none" is applicable then state so. Use extra sheets for additional data or information; identify the material being furnished and include your name and address on each sheet.
3. Provide copy of each relevant authorization to perform casework or similar equivalent documentation to prove that you have completed an in-depth training program.
4. Have your immediate supervisor or laboratory director verify and sign for all information provided on your application.
5. If the Board approves your request, you will be certified as a Diplomate. If you wish to become a Fellow, you may choose to submit an Application for Conversion of Certification (09-0802F), the required fees and all required supporting proficiency testing documentation, as defined in Proficiency Testing Program Requirements (09-0721S), contemporaneously with the Request for Promotion from Affiliate (09-1101F). The Board will consider the conversion after your request for certification has been approved and the proficiency testing documentation has been reviewed and approved by the Proficiency Review Committee.
6. Mail the original completed request and enclosures to:

American Board of Criminalistics, Inc.
P. O. Box 1358
Palmetto, FL 34220

FEIN 11-3000406