

## 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](mailto:abcregistrar@criminalistics.com) or the Recertification Liaison at [recertification@criminalistics.com](mailto:recertification@criminalistics.com).

- Please review the Recertification page of our website ([www.criminalistics.com/recertification](http://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.
  - Beginning January 1, 2021, 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). For your convenience, these forms are combined on the website into one document titled "Recertification Reporting Forms."
- The recertification requirements are defined in the Recertification Point Structure (09-0608S).
- Please visit the Certificants Only section of the website prior to completing the Professional Development Report (09-0601F), 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 NOTE: the points chart on the Certificants Only side still breaks down the points using the old system. To determine your points:

**New Section I:** Combine OLD Sections I and II

**New Section II:** Total OLD Section III

**New Specialty:** Total Specialty (no change)

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.

### **Fees:**

Maintenance Fee: \$80.00

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-payments1](http://www.criminalistics.com/online-payments1)
- Check to American Board of Criminalistics

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

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## **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, please complete another Professional Development Report for the additional specialty(ies). Only one Recertification Declaration Form should be submitted. Tally the additional specialty points on the Recertification Declaration Form.
- 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.

## **Compiling the Packet**

Paperwork should be submitted in the following order:

- Recertification Professional Development Report and Declaration Form
  - (09-0601F) Recertification Professional Development Report
  - (09-0612F) Recertification Declaration Form
- Supporting Documentation
  - Section I Documentation
  - Section II Documentation
  - Specialty Points Documentation

## **Submitting the Packets:**

The ABC strongly encourages electronic submission of packets. Packets may be submitted electronically through the Recertification page of our website ([www.criminalistics.com/recertification](http://www.criminalistics.com/recertification))

Paper forms may be mailed to:

ABC Registrar  
P.O. Box 1358  
Palmetto, FL 34220