

## Recertification Point Structure

### Effective for points earned 1/1/2020 or later

**The purpose of the recertification program is to confirm the continued competence of ABC certificants in the field in which they hold certification. Activities for claiming recertification points should reflect this purpose and be relevant to forensics.**

Supporting documentation must be provided for all points claimed. Supporting documentation includes certificates, membership cards, receipts, transcripts, meeting programs, or memos documenting the activity. The purpose of the supporting documentation is to provide a record that the certificant completed the activity during the year of activities being reported. Points will not be granted if supporting documentation is not received.

Certificants must earn points in the following sections:

- 10 points per certification cycle in Section I, Professional Involvement
- 15 points per certification cycle in EACH specialty certification the certificant holds
- A total of 50 points in each certification cycle. Certificants with more than one certification must earn an additional 15 points for each additional certification. For example, certificants with two certifications must earn 65 points and a certificant with three certifications must earn 80 points per certification cycle.

In some instances, the certificant may choose which section the recertification points are allotted to. The points may only be allotted to one section. If the recertification points are applicable to more than one specialty certification, they may be claimed for each applicable specialty.

The sections are as follows:

- Section I, Professional Involvement
- Section II, Forensic Skill Building
- Specialty

The chart below indicates the points allotment for each activity, special instructions regarding activities, and which section each activity can be claimed under. Each activity can only be claimed in one section.

Other activities or circumstances a certificant feels should be considered under recertification should be submitted to the ABC Board by January 1 prior to submitting recertification paperwork. The activities and circumstances will be considered on an individual basis. Please refer to [www.criminalistics.com](http://www.criminalistics.com) for further information and forms to have a training course pre-approved by the ABC.

A half day is defined as 3 to < 6 scheduled hours and a full day is 6 scheduled hours or more.

| Activity  | Points   | Max.     | Comments | Acceptable Documentation<br>At least one must be submitted for each activity for which points are claimed   | Section |    |      |
|---|----------|----------|----------|---|---------|----|------|
|   |          |          |          |   | I       | II | Spec |
| 1. Forensic Work – employed directing, reviewing or performing forensic science casework, method development, research, validation, database management, etc. in a forensic science laboratory or equivalent. | 2 / year | 2 / year |          | <p>Once during the five-year cycle, employment points may be counted towards Specialty Professional Development Points in lieu of counting the points in Section I.</p> <ul style="list-style-type: none"> <li>• Name, e-mail address and phone number of supervisor or co-worker</li> <li>• Completed Employment Verification Form (09-0610F)</li> <li>• Memo with the name of the laboratory and employment verification for the year for which you are claiming points</li> <li>• Individuals performing intermittent work: Must have a client complete the Employment Verification Form</li> </ul>            | I       |    |      |
| 2. Forensic Teaching – employed in a college or university setting teaching forensic science courses.   | 2 / year | 2 / year |          | <p>Once during the five-year cycle, employment points may be counted towards Specialty Professional Development Points in lieu of counting the points in Section I.</p> <ul style="list-style-type: none"> <li>• Name, e-mail address and phone number of supervisor or co-worker</li> <li>• Completed Employment Verification Form (09-0610F)</li> <li>• Memo with the name of the college or university and employment verification for the year for which you are claiming points</li> <li>• Individuals performing intermittent work: Must have a client complete the Employment Verification Form</li> </ul> | I       |    |      |

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|---|----------------|-----------|--|---|---------|----|------|
|   |                |           |  |   | I       | II | Spec |
| 3. Forensic Organization Membership                           | 1 / year / org | 10 / year |  | See 09-0616S, Approved Organizations, for a list of approved forensic organizations for claiming points for membership. <ul style="list-style-type: none"> <li>• Membership card from year claiming points</li> <li>• Receipt from the organization for dues payment from year claiming points, with certificant's name noted on receipt</li> <li>• Membership roster from year claiming points, with certificant's name noted on roster</li> <li>• Memo from organization stating certificant is member in good standing for year claiming points</li> </ul> | I       |    |      |
| 4. Elected Officer / Committee Chair in Forensic Organization | 2 / year / org | 10 / year | These points may be claimed in addition to membership in the forensic organization.<br><br>See 09-0616S, Approved Organizations, for a list of approved forensic organizations for claiming points for membership. | Record must include certificant name, position, and year of service. <ul style="list-style-type: none"> <li>• Memo from the organization indicating certificant name, position, and year of service.</li> <li>• Printed page from website indicating certificant name, position, and year of service.</li> <li>• Certificate issued from the organization with certificant name, position, and year of service.</li> </ul>  | I       |    |      |

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|---|----------------|-----------|---|---|---------|----|------|
|   |                |           |   |   | I       | II | Spec |
| 5. Committee Member (Includes ABC Standing Committees and CEMGs)                  | 1 / year / org | 10 / year | <p>These points may be claimed in addition to membership in the forensic organization.</p> <p>Points for committee membership may NOT be claimed if points were claimed for being an elected officer or committee chair in that committee.</p> <p>See 09-0616S, Approved Organizations, for a list of approved forensic organizations for claiming points for membership.</p> | <p>Record must include certificant name, position, and year of service.</p> <ul style="list-style-type: none"> <li>• Memo from the organization indicating certificant name, position and year of service.</li> <li>• Printed page from website indicating certificant name, position, and year of service.</li> <li>• Certificate issued from the organization with certificant name, position, and year of service.</li> </ul>  | I       |    |      |
| 6. Participation in SWG, TWG, OSAC, State or National Forensic Science Commission | 3/year/ org    | 6/year    |   | <p>Record must include certificant name, position, and year of service.</p> <ul style="list-style-type: none"> <li>• Memo from the organization indicating certificant name, position, and year of service.</li> <li>• Printed page from website indicating certificant name, position, and year of service.</li> <li>• Certificate issued from the organization with certificant name, position, and year of service.</li> </ul> | I       | II | Spec |

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|---|----------------|-----------|--|--|---------|----|------|
|   |                |           |  |  | I       | II | Spec |
| 7. Elected Officer / Committee Chair / Sub-Committee Chair in SWG, TWG, OSAC, State or National Forensic Science Commission | 2 / year / org | 10 / year | These points may be claimed in addition to membership in the forensic organization.  | Record must include certificant name, position, and year of service.<br><br><ul style="list-style-type: none"> <li>• Memo from the organization indicating certificant name, position and year of service.</li> <li>• Printed page from website indicating certificant name, position, and year of service.</li> <li>• Certificate issued from the organization with certificant name, position, and year of service.</li> </ul> | I       | II | Spec |
| 8. External Audit, External Inspection, External Assessment Activity  | 2 / day        | 20/year   |  | <ul style="list-style-type: none"> <li>• Memo, letter or other record from lead assessor or accreditation management that verifies the location, discipline, and dates of participation.</li> </ul>  | I       | II | Spec |
| 9. Internal Technical Audit   | 1 / day        | 10 / year | To claim points in the specialty, the audit must be of the discipline in that specialty.   | <ul style="list-style-type: none"> <li>• Memo, letter or other record from lead assessor or Quality Manager that verifies the location, discipline, and dates of participation.</li> </ul>   |         | II | Spec |
| 10. Workshop Seminar Registered Meeting Attendance  | 3 / day        | None      | This MAY include attendance at regional or national forensic meetings, discipline specific professional meetings (e.g. CLIC, Promega ISHI, etc.), forensic workshops, etc., including general session attendance at these meetings.<br><br>Training received MUST be forensic in nature and relevant to your work.<br><br>Training must be a minimum of 3 scheduled hours. Training(s) less than 3 scheduled hours may be combined.<br><br>Points may be denied if the training received is not pre-approved by ABC. | <ul style="list-style-type: none"> <li>• Certificate of attendance</li> <li>• Receipt with date(s) of meeting</li> <li>• If claiming specialty points for a general/multi-disciplinary meeting, a copy of the agenda demonstrating what is being claimed for specialty points should be submitted</li> </ul>   |         | II | Spec |

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|--|---------------------|-----------|---|---|---------|----|------|
|  |                     |           |   |   | I       | II | Spec |
| 11. Successful Completion of Relevant College Course from a Regionally Accredited College. | 5 / credit hour     | 15 / year | Coursework must be in Forensic Skill Building or Specialty Area. Course can be online or classroom. | <ul style="list-style-type: none"> <li>• Transcript</li> <li>• Record from college indicating date course was taken and successful completion.</li> </ul>   |         | II | Spec |
| 12. Panel Discussion / Plenary Discussion  | 2 / discussion      | 10 / year |   | <ul style="list-style-type: none"> <li>• Page of program or agenda with certificant name and date of participation</li> <li>• Letter from host organization with the certificant name, title of discussion and date of participation</li> </ul>   |         | II | Spec |
| 13. Technical Paper / Poster Presentation at Scientific Meeting                            |                     |           | Can only claim the same presentation twice.   |   |         |    |      |
| a. Author or Co-author   | 5 / presentation    | 20 / year |   | <ul style="list-style-type: none"> <li>• Page of program or agenda with certificant name and date of participation</li> </ul>   |         | II | Spec |
| b. Non-author Presenter  | 2 / presentation    | 10 / year |   | <ul style="list-style-type: none"> <li>• Page of program or agenda with certificant name and date of participation</li> </ul>   |         | II | Spec |
| 14. Technical Paper Publication  |                     |           |   | <ul style="list-style-type: none"> <li>• Title page with certificant name</li> <li>• Abstract with complete reference information including certificant name</li> <li>• Record from the editor that includes certificant name, article title and date of publication</li> </ul> <p>Do NOT send a copy of the entire publication</p> |         |    |      |
| a. Peer Reviewed Article (e.g. <i>Journal of Forensic Sciences</i> )                       | 15 / paper          | None      |   | See line 14 above   |         | II | Spec |
| b. Non-peer Reviewed Article (e.g. <i>Microscope</i> )                                     | 3 / paper           | None      |   | See line 14 above   |         | II | Spec |
| c. Technical Review of Paper or Thesis   | 5 / paper or thesis | None      |   | See line 14 above   |         | II | Spec |
| 15. Book Chapter Authorship  | 20 / chapter        | 40 / year |   | <ul style="list-style-type: none"> <li>• Any combination of records from the book that clearly identify the title of the book, the name of the certificant and which chapter he/she authored, and date of publication.</li> </ul>   |         | II | Spec |

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|--|------------------|-----------|---|---|---------|----|------|
|  |                  |           |   |   | I       | II | Spec |
| 16. Book Editing                                       | 20/book          | 40/year   |   | <ul style="list-style-type: none"> <li>Any combination of records from the book that clearly identify the title of the book, the name of the certificant as the editor, and date of publication.</li> </ul>                                 |         | II | Spec |
| 17. Technical Training Presentation                    | 1 / presentation | 5 / year  | <p>May only claim the same presentation twice.</p> <p>This may include conducting a presentation to train laboratory staff or non-technical audiences, such as investigators or attorneys, in a laboratory-specific discipline or technique.</p> <p>Examples include, but are not limited to:<br/>A certificant attends a workshop or training seminar and returns to the laboratory to provide an overview of the training.</p> <p>A certificant provides discipline-specific training to law enforcement officers, such as fire debris analysis and evidence collection.</p> <p>This does not include trainings such as general laboratory overview or general laboratory capabilities.</p> | <ul style="list-style-type: none"> <li>Page of program or agenda with certificant name and date of participation</li> <li>Letter from host organization with the certificant name, title of discussion and date of participation</li> </ul> |         | II | Spec |
| 18. Conducting Workshop/Seminar in Forensic Skill Area | 5 / full day     | 15 / year | <p>Minimum of ½ day.<br/>Does not include lectures to lower level school.</p>   | <p>Record must have certificant name, title of workshop/seminar and date</p> <ul style="list-style-type: none"> <li>Meeting program</li> <li>Certificate</li> <li>Memo from host of meeting</li> </ul>                                      |         | II | Spec |

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|---|--------------------------|-----------|---|---|---------|----|------|
|   |                          |           |   |   | I       | II | Spec |
| 19. Training of Examiner                                  | 5 / 40 hours of training | 15 / year |   | <ul style="list-style-type: none"> <li>• Memo from trainee's supervisor, laboratory training coordinator, or quality manager stating the name of the certificant, the name of the examiner trained, discipline, dates, and approximate hours of training</li> <li>• Laboratory training record stating the name of the certificant, the name of the examiner trained, discipline, dates, and approximate hours of training</li> </ul> |         | II | Spec |
| 20. Primary Instructor of Forensic Science Related Course | 5 / credit hour          | 15 / year | Points are for non-full time faculty member. Course must be full semester / trimester / summer college level class. | <ul style="list-style-type: none"> <li>• Record from Department Chair which includes the name of the institution, course name, certificant name as instructor, course designation as full semester/trimester/summer course, etc, number of credit hours and dates the course was taught.</li> </ul>   |         | II | Spec |

### Unlisted Professional Activities

Other activities or circumstances a Diplomate, Fellow or Affiliate feels should be considered under recertification should be submitted to the ABC Board by January 1 prior to submitting recertification paperwork. The activities and circumstances will be considered on an individual basis. Please refer to [www.criminalistics.com](http://www.criminalistics.com) for further information and forms to have a training course accepted by the ABC.