



OUTLINE OF SUBSTANTIVE CHANGES

Recent Changes:

Memorandum

To: All Diplomates

From: Carl McClary

Secretary, ABFDE

Date: June 28, 2011

Re: Recent changes to the Rules and Procedures Guide (RPG)

The following changes were voted on by the Board electronically in June of 2011. The updated RPG will be posted on the ABFDE website for you to copy and use as a reference.

RPG, Tab 1, General Information (changes made 6/2011)

1. Testing Guidelines Section III B 1

Action: provision for alternate Practical Test Evaluators from either the Board of Directors or the Diplomate body.

Justification: the allowance of the use of experienced diplomates in the practical testing phase will allow the Board more flexibility in the number and dates of practical tests.

2. Recertification Requirements, Section III.

Action: clarification of activity credits and maximum points per 5 year recertification period.

Justification: eliminate confusion about activity credits and maximum points for recertification.



The ABFDE's Rules and Procedures Guide was updated at the 2011 Board of Directors meeting. The substantive changes that were made and their rationale are summarized below:

RPG, Tab 1, General Information (changes made 5/2011)

1. Testing Guidelines, Section VI.

Action: an offer of a mentorship is being added to the appeals section whereby an applicant who fails the Practical Test Phase a second time may opt to be mentored for a period of at least 80 hours followed by retesting in six months. This allows the candidate additional training and insight from an experienced Diplomate and shortens the retesting period.

Justification: rather than giving the candidate a two year period of possibly unstructured improvement, a mentorship will allow additional training specifically focused on the areas of need.

RPG, Tab 1, General Information (changes made 3/2011)

1. Qualifications and Requirements for Certification, Section III. A.

Action: definition provided for the word "recognized" -- the applicant's training program met the basic requirements for a training program described in ASTM E-2388 (Standard Guide for Minimum Training Requirements for Forensic Document Examiners).

Justification: this addition provides clarification for use of the word "recognized" with regard to laboratories accepted by ABFDE.

2. Qualifications and Requirements for Certification, Section IV. D.

Action: a terminated candidate who re-applies to testing program will begin process at Credentials Phase.

Justification: rather than allow a terminated candidate to re-apply to testing program and continue at phase where s/he left, requiring candidate to start process at beginning ensures continuity in testing and FSAB certification compliance.



3. Testing Guidelines, Section V. B.

Action: option of written or oral appeal provided at outset, replacing written appeal followed by oral appeal.

Justification: extra step of second appeal (oral) was not necessary to comply with FSAB.

RPG, Tab 2, Bylaws (changes made 3/2011)

1. ARTICLE XIII, CERTIFICATION, Section 5.f.

Action: the addition of subsection f. reinforces each Diplomate's responsibility with regard to submitting complaints and states that a complaint made by another Diplomate should be one filed for the sole purpose of maintaining the integrity of the discipline.

Justification: text was added to deter superfluous complaints and remind Diplomates to adhere to the established Professional Review Procedures, as well as conditions of certification and membership in the annual Statement of Affirmation and Agreement letter.



Memorandum

To: All Diplomates

From: Carl McClary

Secretary, ABFDE

Date: October 25, 2010

Re: Recent changes to the Rules and Procedures Guide (RPG)

Based on a request from FSAB to clarify the board's appeal process and to update our Rules and Procedures, there will be posted on our website the newly approved version for you to copy and use as a reference. The substantive changes that were made and their rationale are summarized below:

RPG, Tab 1, General Information (changes made 10/2010)

1. Recertification Requirements, Section III. D.

Action: removal of subsections 1 and 2 regarding points earned for membership on committees.

Justification: this removal is based on the minutes from the Summer 2009 ABFDE newsletter that state, "Points will no longer be earned for being a committee member of any professional QD organization." Per FSAB, these points cannot be credited toward the required 40 points for continuing Professional Development.

Credits on a case by case basis may be reinstated at a later time pending discussion and approval by the Board.

2. Recertification Requirements, Section III. E

Action: removal of subsection 2 regarding LaTrobe proficiency testing.

Justification: LaTrobe testing has been discontinued for now.

3. Testing Guidelines, Section I Credentials Phase

Action: reinsertion of the appeals process from the 2006 RPG



Justification: the appeals process was removed between 2009 and 2010 in violation of FSAB requirements, section 4.5.1.6.

Action: addition of written instructions provided by Testing Committee Chairman (per Vice President's SOPs) to Credentials Committee members for evaluation of certification applicants, entitled **ABFDE Credentials Committee Guidelines for Credentials Evaluators.**

Justification: per FSAB requirements, section 7.1.1, "Competency evaluation personnel should be responsible individuals who have received training appropriate for the tasks they perform."

4. Testing Guidelines, Sections I, II, III, and IV

Action: relocation of and additions to the appeals process from Section I Credentials Phase as a separate section (Section V.). New appeals section is referenced in Section I.D Credentials Phase, Section II.E. Written Test Phase, Section III.I Practical Test Phase, and Section IV.R. Oral Boards Phase.

Justification: new FSAB requirements that allows an appellant to come before the Board.

Action: addition of written instructions provided by Testing Committee Chairman (per Vice President's SOPs) to written test proctor/evaluator for evaluation of certification candidates, entitled **ABFDE Testing Committee Guidelines for Written Test Proctors / Evaluators.**

Justification: per FSAB requirements, section 7.1.1, "Competency evaluation personnel should be responsible individuals who have received training appropriate for the tasks they perform."

Action: addition of written instructions provided by Testing Committee Chairman (per Vice President's SOPs) to Oral Boards members for evaluation of certification candidates, entitled **ABFDE Testing Committee Guidelines for Oral Boards Evaluators.**

Justification: per FSAB requirements, section 7.1.1, "Competency evaluation personnel should be responsible individuals who have received training appropriate for the tasks they perform."

5. Testing Guidelines, Section III Practical Test Phase

Action: the addition of subsection E which provides for an ad hoc committee to review tests and evaluator forms when there is a discrepancy and unanimity is not found among the evaluators in their review of practical test results. The committee would be charged with providing a final solution to the test(s) in dispute.

Justification: ensure consistency between test evaluators



Action: addition of written instructions provided by Testing Committee Chairman (per Vice President's SOPs) to Testing Committee members for evaluation of certification candidates, entitled **ABFDE Testing Committee Training Guidelines for Test Evaluators**.

Justification: per FSAB requirements, section 7.1.1, "Competency evaluation personnel should be responsible individuals who have received training appropriate for the tasks they perform."

Historical Changes:

Updates / Changes to Criteria Used to Evaluate Candidates for Certification:

1997-1998

- FDEs are eligible to apply for certification immediately following completion of training.

Substantive Changes to Standards Used for Recertification:

August 1997

- Annual recertification updates will be submitted on a voluntary basis.

August 1999

- Annual recertification updates are mandatory.

July 2009

- Regardless of certification date, all annual and anniversary recertification points will be calculated following a July 1 through June 30 calendar year.
- Recertification managers are permitted to use telephone, email, and/or regular mail for correspondence when notifying Diplomates about mandatory update deadlines, the activation of grace periods, to advise of the expiration of grace periods, and to provide a NOPA for the current and to-date credits.



- Points will no longer be earned for being a committee member of any professional QD organization.
- Points earned for presenting a QD-related paper at a QD organization professional conference can only be earned once for that specific paper.
- Points earned for presenting a QD-related poster at a QD organization professional conference can only be earned once for that specific poster.
- Points earned for publishing article(s) relating to QD in a non-QD magazine(s) or publication can only be earned once for that specific article.
- Two points will be earned by any Diplomate who participates in the ST²ARS testing program.
- One point will be earned by a Diplomate who prepares an ABFDE written test question accepted for use in its testing program.
- Renewal forms will contain an affirmation that Diplomate agrees to adhere to the ethical and professional standards identified by the ABFDE.
- In 2009 dues statements, Diplomates were required to sign a Statement of Affirmation and Agreement which required practitioners to comply and abide by the ABFDE Code of Ethics and Standard Practices and to agree to dispute resolution through arbitration hearings.

December 2009

The following changes were voted on by the Board electronically in December of 2009.

- Clarification was made as to whom a complaint is sent if the complaint is against the President as well as provisions for the choosing of arbitrators.