



RECERTIFICATION REQUIREMENTS

There are two basic requirements that document examiners *must* meet in order to be recertified. These requirements are as follows:

- I. Applicants for recertification must be actively engaged in forensic document examination, be in direct supervision of other forensic document examiners or the training of forensic document examiners.

- II. Applicants for recertification must be able to demonstrate that they have maintained *currency* in the profession. This will be done by a system of accumulating and documenting credits in a manner prescribed by the Board. To further this end, the Board has created a procedure and set of guidelines to efficiently collect, monitor, and report the accumulation of the necessary recertification points by all Diplomates. The implementation of requiring annual recertification updates began on a voluntary basis August 15, 1997, and became mandatory August 15, 1999. Each Diplomate is assigned a Manager who will be responsible to the Diplomates assigned to them. The system will adhere to the following schedule of events:
 - A. Recertification points are for five years and begin with the actual date first certified.
 - B. Mandatory annual updates shall be required August 15 of each year. Diplomates shall send all updates directly to their Diplomate Managers.
 - C. A 60-day grace period shall follow each mandatory update deadline for administrative activity between the Diplomate and the Diplomate Manager. Credits that could be requested for the current update period shall be forfeited if the annual update is not received by the Diplomate Manager, properly documented and postmarked prior to the end of the 60-day grace period.
 1. As appropriate, the Diplomate Managers will send letters of notification to the Diplomates regarding mandatory update deadlines, the activation of grace periods, to advise of the expiration of grace periods, and to provide a Notification of Points Awarded (NOPA) for current and to-date credits.
 2. Failure to timely submit an annual update shall not affect credits previously awarded or credits to be requested in the future. It shall only result in a forfeiture of credits requested in the current update period.

- III. The various activities for which credits can be accumulated are described as follows:
 - A. Registration and attendance at forensic meetings recognized by the Board.
 1. Registered attendance: 2 credits per half-day, with no maximum number of credits per a five (5) year recertification period.



2. Paper presentations: 10 credits per different paper, with no maximum credits per five (5) year recertification period.

Note: In order to receive credits, the paper must be in written form and available for distribution at the meeting. A copy of the paper must accompany the yearly update form.

Note: Credit cannot be claimed under this category if credit is claimed for publishing this paper in a journal, under paragraph II.B below.

3. Panel/plenary discussion in one's capacity as a professional FDE: 2 credits per participation, with a maximum of 6 credits per five (5) year recertification period.
4. Conduct training workshop or seminar for document examiners: 5 credits for each half-day presentation, with no maximum credits per five (5) year recertification period.
5. Poster presentation: 3 credits per participation, with a maximum of 9 credits per five (5) year recertification period.

B. Publication of articles.

1. Articles published in Board-recognized forensic journals: 15 credits per article, with no maximum of points during a five (5) year recertification period.

Note: Credit is limited to 5 points in this category if credit is claimed for presenting this paper at a meeting in paragraph A.2 above.

2. QD-related article published in a non-QD magazine or publication: 2 credits per article, with a maximum of 6 credits per five (5) year recertification period.

- C. Attendance at or participation in a course or workshop approved by the Board: 3 credits per half-day, with no maximum credits per five (5) year recertification period.**

Note: Workshops or courses that are not approved by the Board prior to the date(s) they are held are awarded a maximum of 2 points per half-day.

D. Contributions to the FDE community.

1. Preparation of a practical test(s) that has been accepted by the ABFDE: 5 credits per test, with a maximum of 15 credits per five (5) year recertification period.
2. Preparation of a practical test(s) that has been accepted by another testing service (e.g., CTS,): 2 credits per test, with a maximum of 10 credits per five (5) year recertification period.



3. Participation at SWGDOC Committee meetings: 1 credit per meeting, with a maximum of 5 credits per five (5) year recertification period.
- E. Participation in Proficiency Testing.
1. Collaborative Testing Services (CTS): 1 credit per test, with a maximum of 10 credits per five (5) year recertification period.
 2. Skill-Task Training, Assessment & Research, Inc. (ST²AR): 2 credits per test, with a maximum of 6 credits per five (5) year recertification period.
- F. Provide formal lectures on any aspect of questioned document examination to groups consisting of non-document examiners: 1/2 credit earned for each half-day of lecture provided, with a maximum of 5 credits allowed per five (5) year recertification period.
- G. Tour a manufacturing plant (e.g., paper, dandy roll, rubber-stamp): 1/2 credit per half-day, with a maximum of 5 credits per five (5) year recertification period.
- H. Participation in QD-Related Education Programs.
1. Successful completion of a QD-based college or graduate school course: 3 credits per class, with a maximum of 18 credits per five (5) year recertification period.
 2. Successful completion of a QD-related course: 2 credits per half-day, with a maximum of 10 credits per five (5) year recertification period.
- I. Provide an in-service QD workshop to at least 5 FDE's: 1 credit per half-day, with a maximum of 5 credits per five (5) year recertification period.
- J. Passing the ABFDE written/practical examination: 40 credits per five (5) year recertification period allowed.
1. Candidate must successfully complete a written examination of 100 multiple-choice questions, the examination of five (5) practical tests, and the oral examination.
 2. Candidate must pay the recertification testing fee (\$1,000) prior to initiating the testing process.
 3. This method of recertification shall not be used by a candidate twice in succession.
- IV. A total of 40 credits during a five (5) year recertification period are required for renewal of the Certificate.