

# **International Association for Identification**

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USA

## **Certification Program Operations Manual**

Revised and Approved by the IAI Board of Directors on July 10, 2010

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Professional Programs Quality Assurance Governing Board

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**INTERNATIONAL ASSOCIATION FOR IDENTIFICATION (IAI)  
CERTIFICATION PROGRAM  
OPERATIONS MANUAL**

The rules and regulations contained herein have been approved by the IAI Board of Directors and are effective as of the date of publication; they are subject to periodic review and updating by the IAI Certification Boards, in consultation with the Professional Programs Quality Assurance Governing Board (PPQAGB) and Board of Directors approval. The IAI does not discriminate in membership or certification opportunities on the basis of sex, race, color, disability, religion, sexual orientation, national origin, age, or any other characteristic protected by law.

**I. BACKGROUND, FUNCTIONS AND PURPOSES OF THE IAI CERTIFICATION BOARDS**

The need to identify qualified individuals who can provide essential professional forensic services for the International Law Enforcement Community and the judicial branches of government has been long recognized. In response to this need and to a professional mandate, the IAI Certification Boards were established at the Conferences of the IAI to provide, in the interest of the public and of the criminal justice system, a program of certification in the forensic sciences. In purpose, function and organization, the IAI Certification Boards are thus analogous to the certifying boards of other specialties and scientific fields.

The Certification Boards were established to set the standards and qualifications for those who practice specific disciplines within the forensic sciences; to establish voluntary certification testing of applicants who meet or exceed the training, educational, professional experience requirements set by the specific Certification Board; and to annually review, and if necessary, revise the standards and qualifications, as well as the specific Board's Operations Manual.

These Certification Boards were established under the auspices of the IAI; a non-profit organization incorporated in the State of Delaware and are responsible to the IAI Board of Directors.

**II. THE CERTIFICATION BOARDS OPERATE ACCORDING TO ARTICLE V SECTION 5.04 OF THE IAI CONSTITUTION AND ARTICLE VIII SECTION 8.07 OF THE IAI BY-LAWS**

The President shall appoint members to the Certification Boards. All appointees must be certified in the discipline the Certification Board represents and be members in good standing with the IAI. In the year of establishment, the President shall appoint seven (7) members of that discipline to staggered terms; three (3) appointments of two (2) years, two (2) appointments of three (3) years and two (2) appointments of four (4) years. Subsequent appointments will be for three-year terms as terms expire. With the exception of the secretary, no member shall serve on a Certification Board more than six consecutive years. Those Certification Boards with less than 100 certificants are exempt from the term limit provision; further, Certification Boards with less than 100 certificants, the President may appoint a minimum of three (3) and up to a maximum of seven (7) members to those boards. All Certification Boards shall work in consultation with the PPQAGB Chair and shall conduct the Forensic Certification Program adopted by the IAI Board of Directors. IAI members appointed to newly developed certification boards are allowed up to five years to meet the established standards for certification of that developed board.

They shall examine applicants for certification and shall have the power to grant or deny

certification. They shall also have the power to revoke certification based on the requirements of Section XI of this manual. Succession to the Board shall be as follows:

- A. Certification Board Members shall be appointed by the President of the IAI to serve terms of three (3) years each. Terms commence as the appointments expire for prior terms with a new Board member, who is certified, being appointed each year.
- B. Certification Board Chairpersons shall be appointed by the President of the IAI to serve term(s) of three (3) years each.
- C. Each IAI Certification Board Secretary is appointed by the IAI President. Each IAI Certification Board in consultation with the PPQAGB and with approval of the IAI Board of Directors shall determine from time to time the compensation for the Secretary of the Certification Board.
- D. When a vacancy occurs on the Certification Board, other than the normal expiration of a Board member's term, the Certification Board Chair will immediately notify the President of the IAI who shall appoint, within thirty (30) days, a Certified Forensic Person, who is a member of the IAI, to fill the remainder of the unexpired term of office.
- E. Any IAI Certified Member interested in being considered for appointment to the Board in which they are certified, shall submit a letter of intent and resume to the Secretary or Chair of that Board. The Chair of that Board will evaluate each appointee request, create and rank a list of the potential appointees and submit the list and supporting recommendation documents to the President for appointment to that Certification Board.
- F. The Editor of the JFI shall publish an announcement in the two issues prior to the Annual International Educational Conference soliciting applications from certified members who are interested in serving on a certification board. Those members should indicate their interest as noted in Section E.
- G. Where any conflict exists between the provisions of the Certification Program Operations Manual and the IAI Constitution, By-Laws or Operations Manual, the Certification Program Operations Manual shall be amended to conform with the IAI Constitution, By-Laws or Operations Manual.

### **III. CERTIFICATION BOARD BUDGET GUIDELINES**

- A. Budgets of all Certification Boards must be reviewed by the IAI Board of Directors each year. To that end, the Certification Boards will be required to submit their budgets to the Board for review and approval. Board Chairs should schedule meetings and board activities to maximize efficient use of time and ultimately, financial resources.
- B. It is recommended that those serving on the Certification Boards seek financial support from their agency to attend meetings and Board business. If the member's agency cannot provide financial support, the Chair of the specific Certification Board will need to provide verification of the need for funds from the Certification Board funds.
- C. If the employing agency denies funding for the member's travel, accommodations etc., the following guidelines will govern the use of certification board funds to defray members' expenses to conferences:
  - 1. Air travel must be purchased at the lowest possible cost. That includes usual

requirements that the ticket be purchased at least 14 days before the trip, stay must include Saturday night, if that reduces cost, and all travel must be by coach air.

2. The Chief Operations Officer (COO) will advise the Certification Board Chairs of reimbursement fees, which are based on the current rate determined by the GAO - U.S. Federal Government. If any member uses a government or agency owned vehicle to drive to the conference, then no mileage reimbursement will be made. If any member chooses to drive his/her privately owned vehicle to the conference, cost will be reimbursed at the current Federal Government mileage rate not to exceed the cost of the lowest available air fare to the conference destination. Transportation expense will not exceed the lower of the costs of either airfare or driving mileage.
  3. Conference registration costs will not be paid from Certification Board funds. For those Certification Board members whose agency has denied funding for conference registration fees, written documentation to that effect from an upper level manager/supervisor on official letterhead will be required for submission to the Board of Directors for consideration of compensation of the registration fees.
  4. Hotel/lodging and Per Diem, which includes meals and incidental expenses, will be reimbursed for only the days on which the Certification Board meets. Meetings must be for the purposes of administering the certification program. The certifying Board Chair will determine the number of nights lodging required, based on meeting times and travel arrangements, in order for the members to arrive at and depart from the meeting in a timely manner and without undue expense. The reimbursement rate for lodging and meal expenses is based on the GAO - US Government rate; the COO is to notify the Certification Board Chairs of the current rate a minimum of 90 days prior to the conference for budgeting purposes. Should expenses exceed the GAO rate, the COO is to be immediately notified. If the meetings are held during the annual educational conference, then the lodging rate will be at the conference rate and meal expenses will be at the GAO rates.
  5. In the event that special meetings of a Certification Board are required, in addition to the meeting at the annual conference, the expenses of that special meeting may be funded by the Certification Board. The Chair of the requesting Certification Board will confer with the President of the IAI and Chair of the Board of Directors before calling a special meeting.
  6. Receipts are required for airfare, cab/public transportation in excess of \$20.00, and hotel expenses. Receipts are not required for meals; the cost for meals will not exceed the Per Diem rate.
- D. No Certification Board shall provide travel funds for its members until the board is self-supporting.
- E. At such time as a Certification Board becomes financially self-sufficient, the Chair of the Certification Board, with the approval of the members of the individual Certification Board, may ask the IAI Board of Directors for approval to pay the Board Secretary an annual stipend based on paper work handled.

#### **IV. CODE OF ETHICS**

As an applicant/certified person of the International Association for Identification, and being actively engaged in the profession of Scientific Identification and Investigation, I dedicate myself to the efficient and scientific administration thereof in the interest of Justice and the betterment of the profession.

To cooperate with others of the profession, promote improvement through research, and disseminate such advancement in my effort to make more effective the analysis of the expert.

To employ my technical knowledge factually, with zeal and determination, to protect the ethical standards of the profession of Scientific Identification and Investigation.

I humbly accept my responsibility to Public Trust and seek Divine guidance that I may keep inviolate the Profession of Scientific Identification and Investigation.

#### **V. STANDARDS OF PROFESSIONAL CONDUCT**

Every applicant/certified person shall comply with the provisions of the Constitution and By-Laws of the International Association for Identification.

Every applicant/certified person shall strive for the highest standards of personal and professional conduct and shall be forthright in all aspects pertaining to criminal, civil and departmental matters.

Every applicant/certified person shall conduct him/herself personally and professionally within the laws of his/her respective government.

Every applicant/certified person of this Association shall conduct him/herself in a professional manner that will not violate the public trust.

Every applicant/certified person shall cooperate with peers in the advancement of the science and profession of his/her respective discipline(s).

Every applicant/certified person shall maintain and strive to improve his or her knowledge, skills, and abilities and shall continue to use all available resources to be knowledgeable of advances in his/her respective discipline(s).

No applicant/certified person shall misrepresent his/her affiliation with the Association.

No applicant/certified person shall issue any misleading or inaccurate statement that gives the appearance of representing the official position of the Association.

No applicant/certified person shall exaggerate, embellish or misrepresent his/her professional qualifications or credentials. Membership in the Association does not, by itself, qualify any certified member in any forensic discipline.

No applicant/certified person shall offer nor accept any gift or inducement that might improperly influence the performance of duties by him/herself or others.

No applicant/certified person shall knowingly make, promote or tolerate false accusations of a personal, professional or criminal nature.

Every applicant/certified person shall report any violation of this code to the President of the Association. A certified person shall cooperate fully with any official investigation by this Association.

Every applicant/certified person shall maintain and keep inviolate confidential information obtained in the course of professional endeavors.

Every applicant/certified person shall scientifically examine evidence and render professional opinions only in the discipline(s) in which he/she is qualified.

Every applicant/certified person shall maintain an objective and unbiased attitude in conducting forensic examinations in his/her qualified discipline(s).

Every applicant/certified person shall exercise due care to ensure and maintain the integrity of all evidence within his/her custody.

Every applicant/certified person shall conduct all examinations of evidence using accepted and established scientific techniques in his/her discipline(s).

Every applicant/certified person shall comply with appropriate standards and controls in conducting examinations and analyses in his/her discipline, and shall seek verification of findings in accordance with accepted contemporary scientific principles.

## **VI. DUTIES AND RESPONSIBILITIES**

The Certification Boards shall annually review the standards and qualifications for certification and recertification, as well as their *section* of the Operations Manual. All changes shall be reported to the Chair of the Professional Programs Quality Assurance Governing Board for review and subsequent submittal to the Chair of the Board of Directors and the COO for approval by the IAI Board of Directors. No certification board may implement revisions without the express written approval of the IAI Board of Directors.

- A. The Certification Boards shall promote ethics and professionalism among all persons involved in forensic matters.
- B. The Certification Boards in consultation with the PPQAGB shall select and designate appropriate training and texts for study in their forensic disciplines.
- C. The Certification Boards in consultation with the PPQAGB shall design, review and validate tests for determination of competence of individuals applying for certification.
  1. The certification boards shall monitor and record responses given on certification/recertification tests and review responses given by applicants on test evaluation forms subsequent to testing. The boards shall then evaluate test questions for their effectiveness in determining the acquired knowledge of the applicant. Certification boards shall maintain records concerning statistics relating to the ratio of correct to incorrect responses made on tests. These statistics shall be reviewed by the certification boards on an annual basis to assist in the determination of the reliability of test questions.
  2. Certification tests are first developed by a subcommittee of the appropriate discipline science and practice committee. This subcommittee will eventually become the

certification board for that discipline. The subcommittee is comprised of subjectmatter experts with extensive training and experience in the discipline. The subcommittee reviews text books and materials which lay the ground work for discipline knowledge. These sources, once found adequate for their intended purpose, are used to develop questions for the written test portion of the certification process. The test is then administered to volunteers who did not participate in its development. These volunteers are prequalified to take the test by virtue of the certification program requirements regarding formal education, training, and experience. Once the test is completed the answers are evaluated. Those questions which seem problematic or difficult to understand or ineffective, are re-evaluated for their appropriateness and may be replaced with other discipline specific questions. Once the subcommittee determines that the test was an effective measure of discipline knowledge and/or competence, the test is approved and the certification board formally appointed and the program adopted. Additional tests are composed based on the validated model. The initial test volunteers would be given one of the alternative tests should they desire to certify.

3. Established tests are continually reviewed by the certification board. Applicants who take a certification test are asked to record any questions they feel are inappropriate, confusing or whose choice of answers don't represent, in their estimation, a proper reply to the questions. These concerns are given to the test proctor who will forward them to the certification board along with the testing material. The certification board will review these concerns in accordance with VI.C.1.
  4. From time to time, new source material is adopted and others may be dropped. Additionally, the use of new technologies or discipline wide procedures may be adopted as standards. The tests are adjusted to accommodate these changes. The certification board will form an ad hoc committee to develop new questions to be used in testing. The committee will administer a pilot test using the remaining certification board members. The results will be evaluated for effectiveness prior to incorporation.
    - a. Certification boards whose members may lack the technical expertise to address specific issues (e.g. digital technology being used to replace how evidence is recorded or tracked) are encouraged to solicit the assistance of the appropriate Science and Practice subcommittee or other external expertise as necessary.
    - b. Once selected, study materials for certification tests shall remain unchanged for a period of three years. New study materials must be announced one year in advance of any test on which the material is based. Cut-off dates for tests using specific study materials shall be posted on the IAI website.
- D. The Certification Boards shall certify as qualified those applicants who are found to meet the standards of qualification set by the Certification Board and approved by the IAI Board of Directors in consultation with the PPQAGB.
- E. The Certification Boards shall report to the International Association for Identification Board of Directors, PPQAGB and general membership annually on the status of each certifying Board.
- F. The Certification Boards shall meet during each Annual Educational Conference of the International Association for Identification and at other times as deemed necessary to conduct the business of the individual Certification Board. It is required that meeting minutes be taken and kept, along with a meeting agenda for all meetings. (Refer to Attachment I).

- G. Certification Boards shall, on a quarterly/semi-annual basis, provide information to the State or Regional Division Committees, and members of the International Association for Identification, by individual correspondence, publication in the Identification News or publication in the Monthly Update published by the IAI office. Publication of any information in the Identification News and/or posting on the official website shall constitute official notification.
- H. The Certification Boards may consider input at any time from members of the International Association for Identification or from State or Regional Divisions or Committees regarding the direction of the program.
- I. The Certification Boards will receive complaints or challenges to individual certifications and will investigate any such complaints based on documented allegations, provided such complaint is submitted in writing to the Chairperson of the Certification Board and signed by the individual making the complaint (see Section XIC for procedures for handling censure, suspension or revocation of certification).
- J. The Chairperson of the Certification Board will preside over meetings of the Certification Board, make administrative decisions in handling the business of the Certification Board, call special meetings of the Certification Board when necessary, implement decisions of the Certification Board within current guidelines, consult Certification Board members as appropriate, inform the Certification Board of issues pertaining to the certification program, present the annual report to the International Association for Identification Board of Directors and membership when called on to do so, and provide leadership and direction as appropriate to insure the integrity and continued successful operation of the Certification Board.
- K. The Secretary/designee of the Certification Board will maintain current files on the affairs of the Certification Board, keep minutes of the Certification Board meetings, and receive applications for certification, including applications with gross deviations from the required format and return same to the applicant for revision, where applicable. To ensure the security of all documents and records, they shall be maintained in a location with a lock and key; not accessible to the general public. The Secretary/designee shall forward each completed application to the appropriate State or Regional Division Committee or Certification Board member, send fees and requests for disbursement to the COO of the International Association for Identification, receive approved or denied applications from State or Regional Division Committees or Certification Board Members. Their duties also include the preparing, sending, receiving and scoring the examinations (if applicable), notifying the applicant of the pass/fail status of the examination, notifying the Division Committee of the pass status of the examination (if applicable), notify certified individuals of pending expiration of certification (per Section XB) and provide each person with a recertification application, conduct recertification procedures in the same manner as original certification. The Secretary/designee is to receive letters of complaint and initiate the procedures for review of such complaints (See Section XI), and perform other duties as necessary to insure the continued successful operation of the Certification Board.
- L. The Members of the Certification Board will attend meetings of the Certification Board as needed, vote on issues brought before the Certification Board, provide guidance to the Chairperson and Secretary, assist as requested in administering the program, investigate applicants for certification when asked to do so by the Secretary in the absence of a Division Committee, proctor examinations when necessary, and perform other reasonable duties, as requested, to insure the continued successful operation of the Certification

Board.

- M. The Members of the Certification Board will be reimbursed for expenses incurred in performance of their duties, as approved annually by the Certification Board. With the approval of the IAI Board of Directors, the Secretary shall be paid as determined by the Certification Board.
- N. Boards shall announce and conduct interviews of potential board candidates during the Annual Conference and the results of those interviews and their qualifications shall be forwarded in writing to the incoming IAI President for his/her consideration in making board appointments. It is the certification board chair's responsibility to notify the IAI's Educational Program Planner by March 1 of each year of the date and time of such interviews so that information can be published in the conference program. Boards are encouraged to seek qualified applicants from their certified members to fill vacancies on the boards.

## **VII. REQUIREMENTS FOR CERTIFICATION**

### **A. General Qualifications**

An applicant for certification must be employed in the discipline in which they are applying for certification, must be of good moral character, high integrity, good repute, and must possess a high ethical and professional standing (See Sections IV & V). All applicants for certification will be required to meet all currently published standards for their individual discipline(s). A complete list of standards, requirements and study materials is available from the certification board secretary or from the IAI web site.

Applicants for certification or recertification shall require documentation of continued relevant forensic science work experience, the requirements for which shall be defined by the certification body.

### **B. Education and Experience Requirements**

These have been established and approved by each individual Certification Board. Review the appropriate section of the specific certification program.

### **C. Training Requirements**

Certification applicants must have satisfactorily completed a specified training program as developed by the individual Certification Board.

1. Study materials to be used in preparation for certification testing shall be selected based on the quality of content and general acceptance in the discipline as reference sources. Reference sources must be readily available to applicants.
2. Training courses shall be evaluated for acceptance by each certification board. Examples of the criteria to be used are:
  - a. Course applicability to the respective discipline
  - b. Whether the course content addresses the application of knowledge and/or skills necessary for the successful execution of discipline tasks
  - c. Experience and qualifications of the course instructor
  - d. Means by which students' success is measured
  - e. Documentation of course completion
3. No board shall recommend specific training courses or study materials which are conducted/authored by a member of the certification board for which that member receives benefits or compensation.

#### D. Endorsements

All applicants for certification must submit two letters of endorsement. Endorsements are required from the applicant's employer/supervisor and/or persons who have knowledge of the applicant's experience as a practitioner in the discipline for which they applied.

#### E. Examinations

1. Certification shall be determined by the successful completion of knowledge and skills assessments based on a series of tests derived from approved curriculum and published materials promulgated by the Certification Board and approved by the IAI Board of Directors. Refer to the individual Certification Board sections for the requirements and specific information.
  - a. The percentile grading system applies only to written examinations. There is only one correct answer per question. Answers are chosen by multiple choice, true/false or direct selection or annotation. Written examinations used to assess the skills and abilities of applicants are to be constructed such that questions require the applicant to answer or choose answers that detail the process by which tasks are accomplished.
  - b. Practical examinations are classified in two categories; Comparative and Performance.
    - (1). Comparative examinations such as those given by the Latent Print, Ten Print, and Footwear Examination Certification Boards, require that the applicant successfully identify simulated specimens to known sources from a group of potential candidates. The individual certification board determines the number of correct conclusions required to pass the test. In all cases, a single incorrect conclusion is cause to fail the applicant.
    - (2). Performance exams such as those administered by the Forensic Photography, Forensic Art, and Bloodstain Pattern Analysis Certification Boards, require that the applicant perform a skill-based task that is customarily required of discipline practitioners. The success of the effort is evaluated by subject matter experts who are members of the respective certification board. This peer assessment determines whether the applicant has satisfactorily achieved the goals of the examination.
2. Applicants failing any part of a certification test are bound by the retesting portion of the specific certification board guidelines as published by that Certification Board and approved by the IAI Board of Directors.
3. Those reapplying for certification must submit a new application with all attachments plus remit the current certification fee as posted on the IAI website.

#### F. Administering the Examination

Upon receipt of the application and certification fee, and approval by the division or certification board if no division certification committee exists, the Secretary or the designee of the certifying Board will forward the test to the test proctor responsible for administering the test. (See XII). Once the test proctor has received the test, a 90-day time begins. The test must be returned to the specific certification board secretary or designee

within that 90-day frame or a written explanation as to the reason why the testing process was delayed must be submitted to the Chairs of that certification board and the Professional Programs Quality Assurance Governing Board.

The packaging containing the test materials is marked, contains sealed envelope(s) and instructions, which are to be strictly followed. The sealed envelopes are not to be opened until the time of the test, in accordance with the instructions and in the presence of the applicant. The test proctor provided by the Division or Region or testing authority administering the test will be responsible for keeping track of the specified testing time frame, maintaining the integrity of the test and must be present during the entire test. At the conclusion, the test will be packaged, sealed according to the instructions, and returned to the Secretary or designee of the certifying Board, for pass/fail grading.

The location, date/time of the test, individual and lunch breaks will be upon mutual arrangement between the Test Proctor and applicant.

#### **VIII. GENERAL PROVISIONS CONCERNING CERTIFICATION AND THE IAI CERTIFICATION BOARDS**

- A. Once the collective results of the examination(s) are gathered and any prequalifying conditions including educational and training requirements, experience levels, etc. are met, as a procedural measure, the secretaries of the certification boards will determine whether the applicant has met all the requirements set forth in the certification procedures. If the applicant is successful, certification is issued by the certification board. Individuals, who successfully pass the certification test and meet all required criteria as specified above, shall not be denied certification.
- B. Upon satisfactorily completing the test, the applicant is issued a numbered 11 x 14 inch certification certificate with expiration date suitable for framing, and a wallet-size card stating that the individual is Certified in his/her respective forensic discipline(s). Persons holding a valid certification of qualification issued by the IAI Certification Board(s) are entitled to use the designation Certified in conformance with the standards of the IAI.
- C. Certifications are issued for a period of five (5) years, subject to renewal upon application by the member. Such application for renewal shall be subject to standards in effect at the time of request for renewal and payment of the established fee. The IAI Certification Board(s) establishes fees for certification and recertification, with the approval of the IAI Board of Directors.
- D. Certifications issued by the International Association for Identification are non-transferable. They remain the property of the IAI; however, every person to whom a certificate has been issued shall be entitled to its continued possession unless and until such certification is revoked.
- E. Membership in the IAI, or in any of its state or regional divisions, is not mandatory for certification. However, IAI membership is required to serve on a Certification Board.
- F. The right to deny certification is reserved by the respective IAI Certification Board(s).
- G. A complete roster of IAI Certified persons will be listed on the IAI website. An updated list of IAI Certified individuals in each discipline will be provided to the IAI Divisions upon request. Names of those who pass a certification test shall be forwarded to the Editor of the JFI for publication in that Journal.

- H. Any IAI Certified Person interested in being considered for appointment to any Certification Board(s) to which he/she holds a valid certificate shall submit a letter and resume to the chairpersons or secretaries of those IAI Certification Board(s) on which he/she desires to serve. The Board will consider these in making recommendations to the IAI President.
- I. If the Certifying Board requires any date extension(s) or other deviation(s) from the Operations Manual or policy, the PPQAGB Chair is to be notified in writing as to the need, specified time frame and justification for the extension or deviation. The PPQAGB Chair will bring the request to the attention of the BOD.
- J. No IAI certification program will allow grandfathering.

## **IX. PROCEDURES FOR APPLICATION**

- A. Application forms, and instructions for their submission, can be obtained from the Secretary of the IAI Certification Board and on the IAI website.
- B. The completed application should be returned to the Secretary/designee of the IAI Certification Board, together with the current, non-refundable application fee.
  - 1. Only those persons who believe they clearly meet the stated qualifications and requirements for certification should submit applications, as no refunds will be offered.
  - 2. Where applicable one-third of the application fee will be forwarded to the state or regional division encompassing the areas in which the applicant practices to defray the cost incurred by the state or regional division in processing the application, conducting necessary investigation and testing the applicant.
  - 3. The remaining two-thirds will be retained by the IAI Certification Board to defray expenses involved in records keeping, preparation of test material, certificates, correspondence and necessary travel.
- C. Two (2) letters of endorsement are also to be attached to the application. One letter of endorsement being from the applicant's supervisor, or a person certified at an equal or higher level. If neither of those is available to the applicant, two letters from professional peers are acceptable.
- D. All applicants for certification will agree to abide by the Code of Ethics, the Standards for Professional Conduct and the information policy (see XI.G). Agreement will be attested to by virtue of the applicant's signature on the appropriate application which includes the codes or on a document appended thereto.
- E. Qualifications, requirements, fees, and application procedures for certification are subject to revision by the IAI Certification Board(s) in consultation with the PPQAGB and are required to be approved by the IAI Board of Directors. The requirements for each certification program are available from the Secretary of the individual IAI Certification Board and on the IAI website.
- F. Names of all applicants for certification will be published in the Identification News at least

30 days prior to granting certification. Anyone having information bearing on the qualifications of an applicant should furnish such information to the respective division certification committee or to the secretary of the IAI Certification Board. Communication will be accepted via e-mail.

## **X. RECERTIFICATION**

- A. The certification program calls for recertification every five (5) years.
- B. Each Certified Examiner will be notified by e-mail/letter one year prior to the expiration of his/her certification.
  - 1. The notification is addressed to the certified individual's business as listed in the original application for certification or in the current roster of IAI members.
  - 2. All applicants for recertification should complete the recertification application promptly to insure continuous certification. There will be a 90 day grace period during which an extra charge of \$50 dollars will be assessed.
  - 3. All applicants for recertification are required to notify the Secretary of the individual IAI Certification Board of any changes to his/her home, work or e-mail information.
  - 4. All applicants for recertification that have been grandfathered into the certification program will be subject to the same certification test as a new applicant. Once this process has been successfully completed, these applicants will no-longer be defined as grandfathered. This will only occur as a one time process. After achieving certification, previously-grandfathered applicants applying for recertification will be subject to the same recertification process as other applicants.
- C. The e-mail/letter shall be accompanied by a recertification application form, or instructions to download one from the IAI web site, all of which is required to be completed and returned in duplicate to the Secretary of the individual IAI Certification Board together with the recertification fee currently in effect. One-third of the recertification fee will go to the respective division's certification committee (if applicable) who will act as a credentialing body to verify the information provided by the applicant and certify that the applicant is qualified to be recertified. The fees will cover that committee's expenses, and the remainder is to defray expenses of the IAI Certification Board.
- D. The following procedure shall be followed for recertification.
  - 1. The recertification application will be recorded by the secretary/designee of the individual IAI Certification Board who will forward a copy/e-mail to the chair of the division certification committee.
  - 2. The division certification committee shall review the recertification application as noted in Section X, C.
  - 3. The names of those applying for recertification will be published in the Identification News, if applicable.
  - 4. Applicants for recertification must be working in the field of forensic science and must provide documentation that evidences the required amount of recertification credits as specified by the Certification Board and approved by the IAI Board of Directors.

Continuing education/professional development credits must have been earned over the five (5) year period since the last certification/recertification period. Continuing Education/Professional Development Credits may be earned by accumulating credits for various activities, which are described as follows:

- 4.1 Participation/registered attendance at forensic meetings recognized by the individual IAI certification boards.
  - a. Registered attendance at the IAI Annual International Educational Conference or other IAI state or regional conferences or other forensic meetings recognized by the Certification Board: 2 credits per half day (4 hours) with a maximum of 75% of the credits needed for recertification.  
An approved conference or meeting is sponsored by a professional association organized to deal with issues relating to forensic identification, analysis or investigation or sponsored by an agency or institution engaged in activities relating to forensic identification, analysis or investigation.
  - b. Presentation of a paper - 5 credits for each different paper - maximum of 50% of the credits needed for recertification as determined by the individual Certification Board during the 5-year recertification period.
  - c. Participation in a panel discussion/plenary discussion/poster presentation - 5 credits for each, maximum of 50% of the credits needed for recertification as determined by the individual Certification Board during the 5-year recertification period.
  - d. Conduct a training workshop or seminar for forensic examiners within the forensic disciplines - 5 credits for each half-day presentation - maximum of 50% of the credits needed for recertification as determined by the individual Certification Board during the 5-year recertification period.
  - e. Conduct a training workshop for non-examiners - 3 credits for each half-day presentation with a maximum of 25% of the credits needed for recertification as determined by the individual Certification Board during the 5-year recertification period.
- 4.2 Articles published in board recognized forensic journals up to 10 credits per article - maximum of 25% of the credits needed for recertification as determined by the individual Certification Board during the 5-year recertification period. A recognized forensic journal is a peer reviewed publication which focuses on providing information to professional practitioners relating to forensic identification, analysis or investigation and associated issues.
- 4.3 Attendance at or participation in a course or workshop or in-service training recognized by the individual Certification Board at two credits per half day (4 hours) maximum of 75% of the credits needed for recertification as determined by the individual Certification Board during the 5 year recertification period.
- 4.4 Holding an office or serving on a committee in a forensic society recognized by the Certification Board or performing an official service for a forensic journal

publication - 5 credits earned for each year served - maximum of 25% of the credits needed for recertification as determined by the individual Certification Board during the 5-year recertification period.

- 4.5 Membership in a forensic society recognized by the Certification Board - 1 credit earned per year of membership per organization - maximum of 25% of the credits needed for recertification as determined by the individual Certification Board during the 5-year recertification period.
  - 4.6 Acting as the primary provider of on-the-job training for novice forensic examiners - 5 credits for each year in which training is provided - maximum of 25% of the credits needed for recertification as determined by the individual Certification Board during the 5-year recertification period.
  - 4.7 Providing a written summary (minimum of 250 words) of an article written by another forensic examiner or related professional and published within the last 5 years - 2 credits per article allowed - with a maximum of 40% of the credits needed for recertification as determined by the individual Certification Board during the 5-year recertification period.
  - 4.8 Any other activity that an applicant for recertification feels that the specific Certification Board should consider, such as teaching forensic related college courses, research and presentations to the general public, etc. with a maximum of 30% during the 5-year period.
  - 4.9 Full-time forensic casework, i.e. more than 50% of job duties conducting forensic science examinations - 4 credits/year allowed.
  - 4.10 An applicant for recertification may also be required to successfully complete a practical examination/proficiency test provided by the Certification Board. Recertification testing and results are guided by the appropriate section(s) of the Certification Board Manual. Practical/proficiency testing must include exercises which demonstrate the applicants' ability to reliably complete tasks representative of actual casework.
- E. Failure to apply for renewal will automatically place the certification in a delinquent status. Failure to resolve a delinquent status within one year will result in suspension of certification. If the certification lapses from delinquent to suspension, then an application for certification must be submitted, meeting all the current requirements for certification, and pay the current certification fee as posted on the IAI web site or provided by the secretary of the individual Certification Board, and take the certification test.
- F. If the certification was placed in suspension due to disciplinary action or forfeited by the certified individual due to technical error, the individual may apply for certification after one year suspension period. He/she must submit an application for certification, along with any supporting documentation required by the certifying board, pay the current certification fee as posted on the IAI web site or provided by the secretary of the individual Certification Board and take a test commensurate with the violation. (Section X. D and the specific Certification Board's Certification/Recertification section).
- G. Retired certificants may maintain their certification/recertification by meeting the application requirements; successfully acquiring the required number of continuing education/professional credits and successfully completing the recertification test for the

specific certification program.

## **XI. CENSURE, SUSPENSION OR REVOCATION OF CERTIFICATION**

There are three levels of discipline; censure, suspension, and revocation. Censure is the lowest level of discipline not resulting in loss of certification. With suspension, certification is suspended for a specified time by the Certifying Board, and the certificant will be required to pass a test commensurate with the violation, if the suspension is due to a technical error. Revocation is defined as a permanent loss of certification. When certification is revoked, the former certificant will not be certified by the IAI in that discipline under any circumstances. Individuals under suspension or revocation are considered to be not certified by the IAI in the discipline(s) under which certification is suspended or revoked. All questions regarding certification status are addressed to the IAI office or the appropriate certification board.

### **A. Censure, Suspension/Revocation by the Certification Board:**

Letter of censure may be issued for any of the following reasons:

1. Testimony misstatements
2. Statements made that are not held within the confines of accepted practices held within the certifying board's community and without basis (due to the confines of current technology)

### **B. Suspension and Revocation:**

Certification may be suspended or revoked by the IAI Certification Board for any of the following reasons:

1. Violation of the Code of Ethics and/or Standards of Professional Conduct as enumerated in the Certification Application and Application for Recertification.
2. Issuance of a Certification contrary to or in violation of any of the laws, standards, rules or regulations of the IAI; or determination that the person certified was not in fact eligible to receive such certificate at the time of the issuance.
3. Technical error(s).

### **C. Allegations of Misconduct**

Any allegation of a violation of the Code of Ethics and/or Standards of Professional Conduct, technical error or administrative/eligibility deficiency against a Certified Examiner will be investigated and processed in accordance with Article XVI of the IAI By-Laws.

### **D. Suspension:**

Subsequent to suspension for technical error, a new application for certification may be entertained by the respective IAI Certification Board. Consideration regarding such reinstatement will include:

1. Completion of one (1) year of certification suspension.
2. Successful completion of the respective Certification Board approved requirements for certification.
3. A review by the IAI Certification Board of the applicant's recent discipline related body

of work.

4. Meeting the certification requirements in effect at the time of reinstatement along with a new application form and payment of the current certification fee as listed on the IAI website.
5. Successful passing of a test commensurate with the violation. (Section X. F and the specific Certification Board's Certification/Recertification section).

E. Voluntary Forfeit/Surrender of Certification by Certificants:

If the certified individual voluntarily surrenders his/ her Certificate at any time during the process of the petition before any final action is taken, the surrender of the certificate shall be accepted without the right to reinstatement. Once a surrender of certificate is accepted, the individual shall no longer be afforded the rights and benefits of an IAI certified examiner. Any further inquiry or investigation will cease and a written report including all relevant documentation shall be presented to the Board of Directors. After presentation, the original report shall be filed in the individual's certification records along with the documentation of the circumstances of the surrender of the certificate. All other copies of the report shall be destroyed.

F. Publication:

The IAI may publicize the nature, existence, or preliminary or final result of any disciplinary proceeding or action, at any stage, if deemed to be in the interests of the IAI.

G. Information:

All certificants agree, by virtue of their participation in an IAI certification program, that information regarding their certification status or any disciplinary action may be disseminated by the IAI. Personal, employment, testing, and/or pre-resolution complaint information will not be disclosed to a third party without the written consent of the certificant. Lists of certified examiners are also posted on the respective certification sections of the IAI's website.

H. Funding:

Except for exigent circumstances, the Board of Directors shall approve all funding for the operation of the PRB in advance. In the event of exigent circumstances, the President may approve emergency spending up to a limit of \$1000.00. As soon as possible, any emergency spending approval will be communicated to the Chairperson of the board of Directors.

## **XII. THE DIVISION/REGIONAL CERTIFICATION COMMITTEE**

A. General Provisions:

1. The division certification committees shall be appointed by the president of each division and shall consist of a chair and an appropriate number of members as determined by the division. Division committee members must be certified in the appropriate discipline. Proxies are not permitted.
2. Any recommendations made or any actions taken must be with concurrence of the majority of the division certification committee and be in accord with the rules and guidelines expressed herein and the general rules and guidelines as determined by the IAI Certification Board.

3. Where applicable, the division certification committee is responsible for administering the certification test and verifying the information provided by applicants. The proctor must be approved by the Certifying Board.
  - a. Proctoring of the test and verifying the information will be conducted to prevent issues of impropriety or conflict of interest (such as direct line supervisor, relative, training provider, etc.), as well as those that could be perceived as having a benefit or other connection to the applicant's outcome of the certification process.
  - b. Should the division/regional committee find discrepancies with the application investigation, they are to notify the Certifying Board Chair/Secretary and the PPQAGB Chair in writing with the specifics of the discrepancy.
4. For certification, proctors identified by the respective division committee are assigned. In the event there is no division proctor qualified or available to administer the test, the test will be administered by the respective certification board or their designee. This shall not preclude the certification boards from administering certification tests at the annual IAI educational conference. Recertification examinations are self-proctored.

B. Initial Procedures Leading to Testing:

1. Certification applications will be received in duplicate by the secretary/designee of the IAI Certification Board. This application will be logged in, assigned a number, and an e-mail/letter will be sent to the applicant.
  - a. The original application will be retained by the secretary/designee of the IAI Certification Board.
  - b. The copy/e-mail with attachments and a copy of the acknowledging letter will be forwarded to the chair of the division certification committee.
2. Upon receipt of an application for certification, the division certification committee will proceed as follows:
  - a. Review application insuring that all necessary information is furnished together with letters of endorsement, etc.
  - b. Conduct necessary investigation regarding qualifications of the applicant.
  - c. Make recommendation to the secretary/designee of the IAI Certification Board.
3. The secretary/designee of the IAI Certification Board will review the application, related material, and recommendation of the division certification committee. If the secretary/designee of the IAI Certification Board concurs that the applicant meets the requirements for testing, an e-mail/letter advising the applicant that the division certification committee is of the opinion that he/she meets the requirements for testing will be forwarded.
  - a. A copy of the e-mail/letter will be forwarded to the chair of the division certification committee with a request that the secretary/designee of the IAI Certification Board

be advised of the date that the test will be administered and the name and address of the proctor who will have the responsibility for administering the test and who shall contact the applicant regarding a mutually agreeable date for the test, equipment he/she will need, location of test and other things deemed necessary. The test must be administered within 90-days from date the proctor takes receipt of the test; if test is not administered within this time frame written notification is to be made to the secretary/designee of the Certifying Board as to the reason and expected test date. The proctor must be present during the entire testing process.

- b. Reasonable accommodation will be made for physically disabled applicants. It is the responsibility of the applicant to let the proctor know if accommodations will be needed.
  - c. If an applicant, through circumstances beyond the applicant's control cannot arrange to take the test as indicated, he/she should contact the proctor immediately via letter/e-mail for an alternative testing date.
  - d. If an applicant does not appear on the date specified, his/her unused (sealed) test must be returned with the other testing material and a new date will be set for his/her testing. The proctor will notify via letter/e-mail the secretary/designee of the IAI Certification Board of the applicant's failure to appear.
4. If the Secretary/designee of the IAI Certification Board disagrees with the recommendation of the division/regional certification committee, the Certification Board will review the application, related material, and recommendation. The Certification Board will vote on the application.
- a. If the Certifying Board overrules the findings or decision of the division/regional committee, the Chair/Secretary of the Certifying Board will respond in writing as to the actions and reasons taken. This letter will be sent to the divisional/regional committee and the PPQAGB Chair. Depending on the degree of the discrepancy and action taken, the PPQAGB Chair may or may not bring it to the attention of the BOD.

### **XIII. RECORDS RETENTION POLICY**

- A. Hard copy records will be kept for all active certificants. These records will include:
  - 1. Date of certification
  - 2. Date of expiration of certification
  - 3. Date of recertification
  - 4. Unique control number of certification certificate
  - 5. Specific discipline and level or endorsement certified
- B. For those individuals whose certifications have lapsed, the following will apply:  
Hard copy records of those whose certification has lapsed for a period of five or more years may be destroyed provided that an electronic record of that individual's certification exists to include, at a minimum, the individual's name, and last known address, type of certification and date of lapse of certification.
- C. Retention of test documents.  
Original certification tests for those who pass the examination may be destroyed and only a summary notation of pass/fail be retained in the records. Tests of those who fail may be destroyed after the time period for appeal has expired. However, no completed tests may be destroyed until questions and answers have been evaluated pursuant to section VI.C.1.

## **XIV. REQUIREMENTS FOR IAI FORENSIC ART CERTIFICATION**

### **A. Qualifications:**

Due to the multifaceted nature of the field of forensic art, it has been broken down into three separate interdisciplinary fields being called “endorsements”. These endorsements are Composite Imaging, Facial Reconstruction, and Age Enhancement.

#### **1. Education:**

- a) Applicants are required to have 120 hours of training for each of the interdisciplinary fields of composite art and facial reconstruction. 80 hours of training will be required in the field of Age Enhancement. All training must be submitted in the form of a course specific training certificate from a Forensic Art Certification Board approved source.
- b) Approved training courses shall cover the following aspects of the discipline (where appropriate for the endorsement sought):
  - facial anatomy, structure, proportion and feature studies
  - drawing male and female faces in front and profile views
  - drawing different racial groups
  - facial aging techniques
  - active listening techniques
  - cognitive witness interview techniques
  - protocols for conducting the composite interview
  - proper use of facial reference materials
  - drawing from surveillance images
  - interviewing children and traumatized witnesses
  - working with interpreters to conduct a witness interview
  - signs of deception and false allegations
  - accurate record-keeping
  - courtroom demeanor and testimony

#### **2. Years of Service Required**

Two years of active service in the field of forensic art. (In the absence of a start date for employment wherein forensic art responsibilities are in the applicant’s job description, the start of the two year time frame will be calculated from the date of the applicant’s first critical case assignment).

#### **3. Confirmation Letters:**

Applicants must submit a letter that states the status of the applicant’s employment with the agency, or the status of the agreement under which the applicants services are provided. In contractual agreements, letters must be submitted by **each** agency represented in the applicant’s portfolio case review. All submitted letters should include the following information:

- a. The total number cases prepared for the agency.
- b. The applicant’s rank or status with the agency.

- c. The applicant's date of appointment, or date entered into contract.
- d. A summary of the applicant's forensic art specific courtroom testimony experience, if any.

**Endorsement Definitions:**

**Composite Imaging:** Preparation of a suspect image in a criminal case from information gleaned from an interview of a witness or victim.

**Facial Reconstruction:** Preparation of a facial image of a decedent for media transmission for identification purposes. This endorsement will include Three Dimensional Reconstruction, Two Dimensional Reconstruction and Post Mortem Imaging.

**Age Enhancement:** Preparation of an image regarding the appearance of the age of the depicted individual. This endorsement includes aging images of long sought felons, missing and endangered individuals, as well as the generation of facial images as an investigative tool.

**B. Examination:**

The applicant will complete a written test that will consist of multiple choice and true false questions that pertain to all facets of the forensic art / facial imaging field regardless of the applicant's field specialty or chosen endorsement. All questions in the test are drawn directly from the listed study material. Applicants have two (2) hours to complete the examination.

**C. Portfolio Review:**

The applicant's effectiveness in applying the skills and knowledge in the field of forensic art will be determined by the certification board's review of a professional portfolio as prepared and submitted by the applicant. A valid portfolio will include all of the following:

- a. 15 images prepared in critical cases or investigations.  
(Training projects will not be considered.)
- b. Each case submitted should include:
  - 1. Clear print(s) of the final image outcome.
  - 2. A short case history
  - 3. A short narrative of how the image assisted with the investigation and/or prosecution.
  - 4. A short, but complete narrative on how the image was prepared and what processes were used.
  - 5. Comparison images in the cases of composite and fugitive age progression "hits" and reconstruction, post mortem, and age progression identifications, as well as details on how the image was published in the news media and websites prior to identification.
  - 6. Confirmation letter that confirms the case facts as stated from the agency for which the submitted image was prepared. One endorsement letter is acceptable in the case of multiple images submitted from the same agency, but case specific information must be included in the single letter for each case submitted.

3. The minimum passing score on the written test will be 75%. The submitted portfolio will be evaluated by at least three (3) members of the Forensic Art certification board for skill, accuracy and technique. Approval by at least two-thirds of the reviewing board members will be necessary for certification.
4. Failing any portion of the exam will require the applicant to wait six (6) months from the rejection date to reapply and take the failed portion (either written or practical drawing or both).
5. Those reapplying must submit a new application with all the attachments plus the current certification fee as posted on the IAI Website.

**D. Recertification:**

1. All applicants for recertification must accumulate 50 continuing education/ professional development credits during the previous 5-year period. (see section A.1 for approved course content).
2. Applicants for recertification will be required to produce a practical image to demonstrate maintenance of their artistic skill level. This image will be evaluated by the same guidelines described in Section D, 3.
3. Re-Certification can be accomplished through the submission of the required re-certification fee as posted on the IAI web site, and completion of the IAI forensic art re-certification form, which requires an applicant demonstrate his/her continued relevant participation in the chosen field.

## **XV. REQUIREMENTS FOR IAI BLOODSTAIN PATTERN ANALYSIS CERTIFICATION**

### **A. Training Requirements:**

*It should be noted that for Certification, hours will be used to calculate figures and credits used to calculate recertification figures.*

The applicant for certification must have a minimum of 240 hours of instruction in associated fields of study related to bloodstain pattern analysis/interpretation. Eighty (80) of the 240 hours of training are the following mandatory Bloodstain Pattern Analysis Certification Board approved courses:

1. Successful completion of an approved forty (40) hours basic bloodstain pattern analysis/interpretation Course.
2. Successful completion of an approved forty (40) hours photography course.
3. The remaining training hours can be obtained by completing course work in the following areas:

Crime	Scene Investigation
Evidence	Recovery
Blood	Detection Techniques
Medico	Legal Death Investigation
Forensic	Science and Technology

4. The Bloodstain Pattern Analysis Certification Board, on an individual basis, may approve additional topics and courses. All requests for credit approval should be made to the Certification Board in writing and should contain all documentation necessary to evaluate the request for credit approval.
5. Qualifying training programs should be structured as recommended by SWGSTAIN: "Guideline for the Minimum Educational and Training Requirements for Bloodstain Pattern Analysts."

### **B. Experience:**

The completion of the required 40 hour Basic Bloodstain Pattern Analysis training course, followed by a minimum of three (3) years work experience in which duties include the discipline of bloodstain pattern analysis/interpretation.

### **C. Endorsements:**

Two letters of endorsement must be submitted from individuals who have knowledge of your experience as it relates to the analysis/interpretation of bloodstain pattern evidence.

### **D. Examination:**

1. Certification shall be determined by testing. All written tests are graded and recorded on a pass/fail basis. The certification exam was developed and is maintained by the Bloodstain Pattern Analysis Certification Board.
2. Applicants have four (4) hours to complete the examination. The test will be divided into two sections. The first covers the areas of vocabulary, documentation, wound pathology, investigative procedures, bloodstain history and theory, logic, and mathematics. The second portion will consist of stain and pattern recognition.

3. The minimum passing score on each section of the examination will be 75%.
4. Failing any portion of the examination will require a wait of 6 months from the rejection date to reapply to take the failed portion(s) of the test/or retake the whole test (clarification needed).
5. Those reapplying must submit a new application with all the attachments plus the current certification fee as posted on the IAI Website.

E. Recertification:

1. All applicants for recertification must accumulate 50 continuing education/ professional development credits during the previous 5-year period.
2. Applicants for recertification will be required to take an examination or demonstrate continued proficiency in the area of bloodstain pattern analysis/interpretation.
3. Applicants for recertification must complete a recertification application and pay the required fee as listed on the IAI Website. The applicant must also submit a letter of endorsement from an individual who has knowledge of his/her continued involvement in the area of bloodstain pattern analysis/interpretation.

## **XVI. REQUIREMENTS FOR IAI CRIME SCENE CERTIFICATION**

### **A. Requirements for Certification:**

#### **1. General Qualifications**

An applicant for certification must be of good moral character, high integrity, and good repute and must possess high ethical professional standing.

#### **2. Requirements (Tri-Level Certification)**

Effective January 1, 2004, each person applying for certification may apply for certification at any level if the applicant meets the requirements as listed below. All written tests are graded and recorded on a pass/fail basis. If an applicant fails the written examination, they may reapply and test for certification after 60 days from the original testing date. It should be noted that for initial Certification, hours will be used to calculate training requirements. Credits will be used to calculate recertification figures.

##### **a. Level 1 – Certified Crime Scene Investigator(CCSI)**

- (1) Must have a minimum of one (1) year in crime scene related activities.
- (2) Must have completed a minimum of 48 hours of Crime Scene Certification Board approved instruction in crime scene related courses within the last five (5) years.
- (3) Must successfully pass a written test with a minimum score of 75%. The test will be taken from publications selected by the Crime Scene Certification Board. The titles will be published and the Board may not change them for a minimum of three (3) years.

##### **b. Level 2 – Certified Crime Scene Analyst (CCSA)**

- (1) Must have a minimum of three (3) years in crime scene related activities.
- (2) Must have completed a minimum of 96 hours of Crime Scene Certification Board approved instruction in crime scene related courses within the last five (5) years.
- (3) Must successfully pass a written test with a minimum score of 75%. The test will be taken from publications selected by the Crime Scene Certification Board. The titles will be published and the Board may not change them for a minimum of three (3) years.

##### **c. Level 3 – Certified Senior Crime Scene Analyst (CSCSA)**

- (1) Must have a minimum of six (6) years in crime scene related activities.
- (2) Must have completed a minimum of 144 hours of Crime Scene Certification Board approved instruction in crime scene related courses within the last five (5) years.
- (3) Must successfully pass a written test with a minimum score of 75%. The test will be taken from publications selected by the Crime Scene Certification Board.

The titles will be published and the Board may not change them for a minimum of three (3) years, AND one of the following;

- (a) Must have authored or coauthored an article on some phase of crime scene investigation published in a professional journal OR;
- (b) Made a presentation on some phase of crime scene investigation to a professional organization, OR;
- (c) Be an active instructor in some phase of crime scene investigation who is currently teaching at least once a year, OR;
- (d) Submit a court transcript from an actual case in which the applicant gave testimony on some phase of crime scene investigation.

3. Initial In-house Training:

Upon approval by the Crime Scene Certification Board, an agency's structured training program hours may be reciprocated for portions of or for the amount of required hours of instruction for the applied Level.

4. Continuing Education/Professional Development Hours:

The topics that qualify in the area of crime scene approved training are as listed below. The Crime Scene Certification Board, on request, will consider other topics:

Advanced	Latent Prints	Death	Investigation
Arson	Investigation	Evidence	Photography
Blood	Pattern Analysis	Homicide	Investigation
Burglary	Investigation	Laser	School
	Collection & Preservation of Evidence		Laws of Evidence
	Crime Scene Investigation		Courtroom Testimony
	Crime Scene Documentation		Psychological Profiling
	Crime Scene Photography		Rape Investigation
Crime	Scene Reconstruction	Report	Writing
Traffic	Accident Investigation	Sex	Crime Investigation
Criminal	Investigative Analysis	Criminalistics	
Post	Bomb Blast Investigation	Footwear	and Tire Tread

B. General Provisions Concerning Certification by the Crime Scene Certification Board

- 1. Upon satisfactorily meeting all requirements for certification, the applicant is issued an 11x14 inch certificate suitable for framing stating the individual is certified as a Crime Scene Technician (CST), Crime Scene Analyst (CSA) or a Senior Crime Scene Analyst (SCSA). Certificates issued by the International Association for Identification Crime Scene Certification Board are non-transferable. They remain the property of the International Association for Identification; however, every person to whom a certificate has been issued shall be entitled to its continued possession unless and until such certificate is revoked.
- 2. Upon satisfactorily meeting all requirements for renewal of certification, the individual is issued a wallet size card attesting to the current status of certification. Possession of both a certificate and a current wallet card constitute proof of valid certification unless revoked or suspended.
- 3. Persons may be allowed to retain possession of expired certificates, but only one level

of certification shall be valid for an individual at any given time.

4. Application for a higher level of certification may be made by an individual at any time during a period of certification at a lower level, or at the time of renewal. Certification at the lower level is deemed to have expired at the time certification at the higher level is granted. An individual who applies for a higher level of certification on the renewal date of previous certification, but who fails to meet the requirements at the higher level, will be allowed a ninety (90) day grace period from the date of notification to renew at the lower level of certification and to take a lower level proficiency examination.
5. Any Certified Senior Crime Scene Analysts interested in being considered for recommendation for appointment to the Crime Scene Certification Board shall submit a letter and resume to the Chairperson of the Crime Scene Certification Board.

C. General Provisions Concerning Duties and Responsibilities of the State or Regional Division Crime Scene Certification Committees.

1. Each Crime Scene Certification Committee shall review and recommend action on applications for certification sent to them by the Crime Scene Certification Board. If the application is approved, the Crime Scene Certification Committee or their designee will make all the necessary arrangements in scheduling the proctoring of the test for the applicant or request assistance from the Board.
2. Each Crime Scene Certification Committee shall report to the Secretary/designee of the Crime Scene Certification Board from time to time on the status of the Crime Scene Certification Program within their Division.
3. All members of State and Regional Crime Scene Certification Committees are invited to meet with the Crime Scene Certification Board during each Annual Educational Conference of the International Association for Identification and may be requested to meet at other times as deemed necessary to conduct the business of the Crime Scene Certification Program.
4. Each State and Regional Crime Scene Certification Committee should, from time to time, provide information regarding the Crime Scene Certification Program to the members of its Division, and to other interested persons, as deemed appropriate, either by individual correspondence or by publication in the Division newsletter.
5. Each State and Regional Crime Scene Certification Committee may consider input at any time from the members of its Division regarding the direction of the program and may pass on any comments or recommendations to the Crime Scene Certification Board through the Secretary/designee.

D. Recertification:

1. All applicants for recertification must accumulate 80 continuing education/professional development credits during the previous 5-year period.
2. Applicants for recertification will be required to take an examination or demonstrate continued proficiency in the area of crime scene investigation.
3. Applicants for recertification must complete a recertification application and pay the required fee as listed on the IAI Website.

## XVII. REQUIREMENTS FOR IAI FOOTWEAR CERTIFICATION

### A. Education and Experience Requirements:

1. An applicant must possess a Bachelor's Degree plus three years of experience as a footwear examiner;  
OR
2. An Associate Degree plus five years of experience as a footwear examiner;  
OR
3. A High School diploma or equivalent plus eight years of experience as a footwear examiner.

### B. Training Requirements:

An applicant for certification must have satisfactorily completed a training program in the examination of footwear evidence to include, but not limited to, terminology, manufacturing processes for footwear, photography of track/mark evidence, enhancement, recovery and preservation of footwear evidence, comparative examination, case note preparation and report writing, legal considerations and courtroom testimony. Qualifying training programs should be structured as recommended by SWGSTREAD: "Guideline for the Minimum Qualifications and Training Requirements for a Forensic Footwear and/or Tire Tread Examiner." *It should be noted that for Certification, hours will be used to calculate figures and credits used to calculate recertification figures.*

### C. Endorsements:

The two letters of endorsement must be from people who have knowledge of your experience as it relates to the examination of footwear impression evidence.

### D. Examinations:

1. Certification shall be determined by testing. All written tests are graded and recorded on a pass/fail basis. The certification test was developed and is maintained by the IAI Footwear Certification Board. Applicants have 2 hours to complete the written examination and 60 days from receipt of the practical problems to work and return them.
  - a. Must successfully pass a written test including, but not limited to, terminology, manufacturing processes for footwear, photography of track/mark evidence, enhancement, recovery and preservation of footwear evidence with a minimum score of 75%.
  - b. The practical problems shall consist of the evaluation and comparison of a minimum of 3 separate cases with no erroneous inclusions or exclusions. Notes, observations and all supporting data used to reach an opinion must be returned with the original test.
2. Anyone failing the written test must wait 6 months from the rejection date to reapply.
3. Anyone failing the practical test due to an erroneous inclusion or exclusion must wait for 1 year to reapply.
4. Those reapplying must submit a new application with all attachments plus whatever

fee may be in effect at the time.

5. Applicants failing any part of the test need retake only that part which he/she failed.

E. Recertification:

1. All applicants for recertification must accumulate 80 continuing education/professional development credits during the previous 5 year period.
2. All applicants for recertification must also complete a practical problem, in the area of footwear examination, provided by the Footwear Certification Board. This problem must be completed with no erroneous inclusions or exclusions. Notes, observations and all supporting documentation used to reach an opinion must be returned with the problem.
3. If an applicant for recertification fails to accumulate the required number of continuing education/professional development credits during the 5 year period or he/she fails to complete the practical problem with no erroneous inclusions or exclusions, he/she will not be recertified. He/she may reapply for certification meeting all of the original requirements, paying the requisite fee and taking the written and practical problems established for certification.

## **XVIII. REQUIREMENTS FOR IAI LATENT PRINT CERTIFICATION**

### **A. Technical Training Required:**

Minimum of 80 Hours of Certification Board approved training in latent print matters, along with criteria listed on the application form. Qualifying training programs should be structured as recommended by SWGFAST: "Guideline for Training to Competency for Latent Print Examiners. *It should be noted that for Certification, hours will be used to calculate figures and credits used to calculate recertification figures.*

### **B. Basic Experience Required:**

1. Minimum of two (2) years full-time experience in the comparison and identification of latent print material and related matters.
2. If less than full-time experience for the given time period is possessed, times must be accumulated to reach an acceptable minimum.

### **C. Education Requirements:**

1. A Bachelor's Degree plus two (2) years full-time experience as prescribed by the LPCB.

or

- a. An Associate Degree (or documentation of 60 semester hours or 90 quarter hours of college credits) plus 3 years full-time experience as a latent print examiner equals the Bachelor's Degree requirement.

or

- b. Four (4) years full-time experience as a latent print examiner required by Section C, 1 equals the Bachelor's Degree requirement.

2. Educational requirements are not applicable to re-certification.

### **D. Examinations:**

Certification shall be determined by testing. The certification test was developed and is maintained by the IAI Latent Print Certification Board. The applicants have 8 hours to complete parts 1, 2, and 3 of the test. All written tests are graded and recorded on a pass/fail basis as follows:

1. Comparison of 15 latent prints with inked prints. The applicant must correctly identify a minimum of 12 of the latent prints without an erroneous identification.
2. Pattern Interpretation of 35 Inked Impressions. The applicant must correctly interpret a minimum of 32 prints.
3. True and false, multiple choice questions relative to the history of fingerprints, pattern interpretation and latent prints. Must successfully pass a written test with a minimum score 85%.

E. Oral Board Testing Requirements:

Either oral board testing and/or presentation of a case for review to include latent print, inked print, charted enlargements and court qualifying questions and answers.

1. If the applicant has already testified in a court of law as an expert, the applicant may submit a case for review, or may submit to the oral board testing.
2. If the applicant for certification indicated on the original application that he/she had previously testified in a court of law to a latent print identification, the letter will specify a 90 day time limit by which the applicant must submit to the Division Certification Committee a case for review and documentation of prior testimony.
3. The case for review shall include:
  - a. A copy of the latent print
  - b. A copy of the inked print
  - c. Chartist photographic enlargements of a and b, and include an explanation on how the conclusion is reached.
  - d. Qualifying questions with answers to include the introduction and identification of the latent print.
4. Documentation of prior testimony may be one of the following or other similar documentation:
  - a. Letter from judge in whose court he/she testified.
  - b. Letter from prosecuting attorney of case in which he/she testified.
  - c. Letter from defense attorney in case.
  - d. Court transcript of his/her testimony.
  - e. Letter from his/her immediate superior who has personal knowledge of applicant's prior testimony.
5. The Division Certification Committee will review the "Case for Review" and the documentation of prior testimony and if in order will forward same to the Secretary of the Latent Print Certification Board.
  - a. If the applicant has not given testimony in a court of law as an expert the applicant shall be required to undergo oral board testing as follows:
    - (1) If applicant on original application indicated that he/she had not previously furnished testimony, then a letter will be forwarded from the Secretary of the Latent Print Certification Board to the applicant, advising the applicant that he/she had achieved passing grades on the initial three portions of the test and is eligible for an oral board testing. The Chairman of the Division Certification Committee will be notified of the applicant passing the written test, no scores will be provided.

- (2) The Chairperson of the Division Certification Committee will be requested to set a date within six months of passing of the written test for the oral board test and to advise the applicant and Secretary of the Latent Print Certification Board of the test date.
- (3) The oral board test shall be administered by a minimum of two members of the Division Certification Committee and preferably by all three.
- (4) The oral board should be approximately one hour in length and should include the following:
  - (a) A latent print and/or copy thereof.
  - (b) Inked print and/or copy thereof.
  - (c) Charted photographic enlargements depicting the identification.
  - (d) List of qualifying questions.
  - (e) Original notes, work sheets or report.  
(The above should be prepared and brought to the oral board test by the applicant and should be a hypothetical case as opposed to an actual case not yet adjudicated.)
6. The Division Certification Committee should put the applicant through a mock trial, as would be experienced in a regular court of law with judge, prosecutor and defense counsel.
  - a. The prosecutor should go through qualifying questions with the applicant responding, through the evidence testimony, and an explanation by the applicant of the charted enlargements depicting the latent print and inked print, and should then be cross examined by the defense.
  - b. The cross examination should proceed as dictated by the direct testimony and should include questions on the background of fingerprint identification, methodology and criteria used in effecting an identification, as well as questions relative to his/her background and experience.
7. A videotape recording shall be made of each applicant's mock trial proceeding and should include the date, name of the applicant and names of those participating in the oral board test.
  - a. The videotape should be forwarded with comments of the Division Certification Committee as to the satisfactory or unsatisfactory participation by the applicant to the Secretary of the Latent Print Certification Board.
8. Anyone failing the test for any reason other than an erroneous identification must wait 6 months from the test date to reapply.
9. Anyone failing the test by making one or more erroneous identifications must wait 1 year before they can reapply to take the test.
10. Those reapplying must submit a new application with all attachments plus whatever

fee may be in effect at that time.

11. An applicant failing any part of the test need only retake that part which he/she failed; unless an erroneous identification was made in which case the entire test must be retaken.

F. Recertification:

1. All applicants for recertification must accumulate 80 Continuing Education/Professional Development Credits since initial certification or recertification.
2. The certification program calls for recertification every five years. This is necessary to determine the activities of the examiner over the previous five years and provide for updating of records.
3. Applicants for recertification must prove continued competency by means of a comparison test. After approval of the Division Latent Print Certification Committee, the Secretary/designee of the Latent Print Certification Board will send the applicant a comparison test.
  - a. Test will consist of five latent prints and five inked cards. The latent prints will all be identifiable with the inked prints provided.
  - b. The applicant will have thirty days to complete the test and return it to the Secretary of the LPCB for grading. The applicant will provide a signed statement affirming that he/she took the test without assistance.
  - c. All of the latent prints must be identified to pass the test.
  - d. Failure to identify all of the latent prints will cause the suspension of their Certificate pending the applicant completing a new application for Certification and paying the applicable fee as stated on the IAI Website and taking the Certification test as stated. Failure to apply for testing prior to one year after the original expiration date of the Certificate will cause the suspension of the Certificate.
  - e. An erroneous identification will cause the suspension of their Certificate for one year. After one year the applicant may apply for Certification and be tested as stated.

G. Final Review:

1. The Secretary of the Latent Print Certification Board will review the application and all related material including all test material, case for review, documentation of prior testimony, tape of mock trial and recommendations of the Division Certification Committee. If everything is acceptable, a certificate and certification card will be issued to the applicant.
2. The entire Latent Print Certification Board will review the application and all related material in the event there is a technical concern about the application or test results.

## **XIX. REQUIREMENTS FOR IAI FORENSIC PHOTOGRAPHY CERTIFICATION**

### **A. Technical Training Required:**

Minimum of Forty (40) hours of classroom training in photography related subjects. It is recommended that qualifying training programs should be structured as recommended by SWGIT: "Guidelines and Recommendations for Training in Imaging Technologies in the Criminal Justice System." *It should be noted that for Certification, hours will be used to calculate figures and credits used to calculate recertification figures.*

### **B. Basic Experience Required:**

An applicant for certification must have a minimum of two (2) years experience in which duties include the discipline of photography.

### **C. Education Requirements:**

Applicants are required to possess a minimum of a High School Diploma or Equivalency.

### **D. Processing of Applications:**

All applications will be processed and maintained by the Secretary of the Forensic Photography Certification Board.

### **E. Examinations:**

1. The first portion of the certification process shall be determined by testing. The certification test was developed and is maintained by the IAI Forensic Photography Certification Board. Applicants have three (3) hours to complete the written examination and ninety (90) days from receipt of certified mail to complete and return the practical portion of the test.
  - a. The written test shall consist of questions, including, but not limited to, history of photography, cameras, lenses, film, exposure, depth of field, light and color theory, lighting, filters, close-up photography, presentation and digital imaging. A minimum passing score of 75% is required.
    - (1) The test questions will be derived from approved Photography Certification Board textbooks and other materials which are listed on the IAI website.
    - (2) The written test will be graded by the Secretary of the Certification Board:
      - (a) For quality control purposes, the Secretary of the Certification Board shall statistically analyze the results of the written examination for validation purposes.
    - (3) If the applicant fails the written examination, the Secretary shall notify the applicant that they can reapply after 6 months to retake the examination. To reapply the applicant must submit a new application along with the current application fee as listed on the IAI website.
    - (4) Upon successful completion of the written examination, the Secretary will send the practical examination to the applicant.
  - b. The practical test shall consist of submission of ten (10) assigned images prepared by the applicant, five (5) of which are from a required list and five (5) from a list of optional assignments.

- (1) The submitted images are evaluated on a pass/fail basis, using the following factors:
  - (a) Compliance with requirements
  - (b) Utilization of proper photographic techniques
  - (c) Overall image quality
- (2) Images are to be submitted as transparencies, up to 8"x10" prints, or on a CD-Rom in TIFF or PSD file formats. JPG format is not acceptable. The only exception to the size limitation of 8" X10" prints is when a larger print size is needed to make a 1X.
  - (a) For digital images of close-ups of latent prints at 1X, the minimum resolution is 1,000 ppi at 1X without resampling.
  - (b) For digital images of close-ups of footwear a minimum of a 5 mega pixel camera must be used to create the image using an uncompressed file format.
- (3) The practical examination shall be graded by the Secretary and two other members of the Certification Board. In the event that the grade is not unanimous, the practical examination shall be sent to two additional members of the Certification Board. A simple majority of the grades shall determine the pass/fail status of the examination.
- (4) If the applicant is unsuccessful, the Secretary shall notify the applicant that the applicant has 30 days within which to appeal the failing grade to the Certification Board. The Secretary shall also notify the applicant that if the applicant does not appeal within 30 days, the applicant can reapply after 6 months and will only have to complete the practical assignments listed in the notification letter.
  - (a) APPEALS. The certification board shall meet at the IAI Annual Educational Conference on the Sunday before the start of the Conference to review any appeals. This necessitates that the applicant might have to wait up to 11 months for resolution. The applicant may be allowed to attend at the discretion of the Chair of the Certification Board. The decision of the Certification Board at this meeting shall be final. For the purpose of the appeal process, a minimum of 2 members of the Certification Board shall constitute a quorum.
  - (b) REAPPLICATION. After 6 months following the initial notice that the applicant has failed the practical examination, the applicant can reapply to take the certification test by completing a new application and submit the application fee as posted on the IAI website. The retest shall be limited to the practical exercises listed in the initial notice that the applicant has failed the practical examination. Further, if the applicant wishes, the applicant can submit the practical exercises with the reapplication.

F. Recertification:

1. All applicants for recertification must accumulate 80 Continuing Education/Professional Development Credits since their initial certification or recertification. (Section X Operations Manual)
2. The certification program calls for recertification every five years. This is necessary to determine the activities of the examiner over the previous five years and provide for updating of records. Applicants for recertification will be required to take an examination or demonstrate continued proficiency in the area of Forensic Photography.
3. Applications for recertification shall be submitted in conformance with the general provisions of this manual, and will be reviewed and approved by the Secretary of the IAI Forensic Photography Certification Board. If the Secretary does not believe the person has attained the required recertification credits as posted on the IAI website, the Secretary shall first contact the applicant and determine if there are any additional supporting documents that the applicant can send to show that the applicant is qualified. If an applicant is rejected, the Certification Board shall retain all funds remitted by the applicant.
4. If the applicant is determined not to be qualified for recertification, the Secretary shall notify the applicant why the applicant is not qualified and that the applicant shall have 30 days within which to appeal this decision to the Chair of the IAI Forensic Photography Certification Board. The decision of the Chair in this matter shall be final.

## XX. REQUIREMENTS FOR IAI TEN PRINT CERTIFICATION

### A. BASIC REQUIREMENTS

#### 1. Technical Requirements

*It should be noted that for Certification, hours will be used to calculate figures and credits used to calculate recertification figures.*

- a. An applicant for certification must have acquired a minimum of forty (40) hours of Board-approved continuing education/training credits in recording, classifying, filing, and searching of ten print, and
- b. Minimum of forty (40) hours of additional Board-approved continuing education/training credits in ten print, and
- c. Must have completed a minimum of sixteen (16) hours of Board-approved training in courtroom testimony. Training can consist of monitoring court room testimony, participating in moot court trials, reviewing videos of court room testimony, assisting in the pre-trial preparation of a senior examiners case, etc. and must be documented. Documentation must include type of participation, date, length of time, and supervisor's initials.
- d. Qualifying training programs should be structured as recommended by SWGFAST: "Standards for Minimum Qualifications and Training to Competency for Friction Ridge Examiner Trainees"

#### 2. Experience Requirements

- a. An applicant for certification must have a minimum of two (2) years full-time experience in recording, classifying, filing, and searching ten prints after meeting Part 1, Technical Requirements.
- b. If less than full-time experience for given time period is possessed, time must be accumulated to reach an acceptable minimum.

#### 3. Educational Requirements

Two options exist for an applicant to meet educational requirements for certification.

- a. Minimum of an Associate's Degree or documentation of sixty (60) semester hours or ninety (90) quarter hours of college credit.

OR

- b. Experience can be substituted for the two-year college degree requirement at a rate of one (1) year full-time experience as a ten print examiner for one (1) year of college plus the basic experience as a full-time ten print examiner.

### B. EXAMINATIONS

The applicant shall have 5 hours to complete part 1, 2, and 3 of the test. The test comprises the following:

#### I. Comparisons

An applicant shall be required to complete comparison of twenty (20) single impressions to known ten print cards. The applicant must correctly identify a minimum of sixteen (16) of the single ten print impressions with no erroneous identifications. Results are graded as Pass/Fail.

2. Written Examination

- a. Pattern Recognition and Interpretation. The pattern recognition and interpretation portion comprises the following components with results graded as Pass/Fail:
  - (1) Correctly block five (5) ten print cards using standard *Integrated Automated Fingerprint Identification System (IAFIS)* codes;
  - (2) Correctly block and classify five (5) ten print cards using the *Henry Classification* system;
  - (3) Correctly classify five (5) ten print cards using the *National Crime Information Center (NCIC) Classification* system.
- b. Questions. The question portion covers the permanence/uniqueness of fingerprints, history of fingerprints, pattern interpretation, AFIS, Livescan, and ridgeology. Questions shall be in the form of multiple choice and true/false. Applicants must score 80% to pass this portion of the test. Results are graded as Pass/Fail.

3. Technical Examination

The technical examination is intended to ensure that the applicant fully understands and can demonstrate ability to obtain and evaluate ten print records for accuracy and quality.

- a. At the time of taking the written portion of the exam, the applicant must submit a ten print record that they personally recorded. The applicant's name and the date the prints were rolled must be recorded on the ten print card.
- b. An applicant shall be given five (5) sets of fingerprint cards and shall have to accurately evaluate the records in order to complete this portion of the test. Results are recorded as Pass/Fail.

C. CASE REVIEW

If on the original application for certification the applicant had indicated having previously testified in a court of law to ten print identifications, the letter of acceptance shall specify a 90-day time limit by which the applicant must submit to the Division Certification Committee the documentation of prior testimony and a case for review.

1. The case review shall include:

- a. Copy of ten print card from a prior arrest to be examined.
- b. Copy of the defendant's rolled ten print card to be compared.
- c. Qualifying questions with answers, to include the introduction and identification of the print. A list of qualifying questions will be available from the Certification Committee.

2. Documentation of prior testimony shall be one of the following:
  - a. Letter from judge in whose court the applicant testified.
  - b. Letter from prosecuting attorney of case in which the applicant testified.
  - c. Letter from defense attorney in the case in which the applicant testified.
  - d. Court transcript of the applicant's testimony.
  - e. Letter from the applicant's immediate supervisor who has personal knowledge of applicant's prior testimony.

D. ORAL BOARD TESTING PROCEDURES

If, on the original application for certification, the applicant had indicated not having previously testified in a court of law to a ten print identification, the letter of acceptance shall specify that the applicant shall appear before an oral board conducted by the Division Certification Committee to participate in a moot court.

1. The Chair of the Division Certification Committee shall be requested to set a date within six (6) months for the oral board test and to advise the applicant and Secretary of the Ten Print Certification Board of the test date.
2. The oral board shall include the following:
  - a. A copy of the ten print card from a prior arrest to be examined.
  - b. A copy of a new ten print card with the defendant's rolled impressions to be compared.
  - c. List of qualifying questions, which will be provided by the Certification Committee.
  - d. Original notes, worksheets and report

(The above items shall be prepared and brought to the oral board test by the applicant and shall be a hypothetical case, as opposed to an actual case not yet adjudicated. These items will be submitted to the Certification Board, along with the video tape of the mock trial.)
3. The Division Certification Committee shall subject the applicant to a mock trial, as would be experienced in a regular court of law with judge, prosecutor, and defense counsel.
4. The prosecutor shall conduct qualifying questions with the applicant responding through the evidence testimony. The applicant shall then be cross-examined by the defense.
5. The cross examination shall proceed as dictated by the direct testimony and shall include questions on the background of ten print identification, and questions relative to the applicant's training and experience.
6. A videotape recording shall be made of the applicant's mock trial proceeding and shall

include the date, name of the applicant, and names of those participating in the oral board test. The videotape is required, so that the Certification Committee can review the mock trial testimony.

#### E. PASS/FAIL REQUIREMENTS

1. An applicant for certification who does not complete or who fails the test for any reason other than an erroneous identification must wait six (6) months from the test date before reapplying.
2. An applicant for certification who fails the test by making any erroneous identification(s) must wait one (1) year before reapplying to take the test.
3. An applicant for certification who reapplies must submit a new application with all attachments, as well as any fee that may be in effect at that time.
4. An applicant for certification who does not complete or who fails any part of the test must retake the complete section of the exam which was incomplete or failed, unless an erroneous identification was made. In the case of an erroneous identification, the entire test must be retaken.

#### F. Recertification:

1. All applicants for recertification must accumulate 80 Continuing Education/Professional Development Credits since their initial certification or recertification. (Section X Operations Manual)
2. The certification program calls for recertification every five years. This is necessary to determine the activities of the applicant over the previous five years and provide for updating of records. Applicants for recertification will be required to take an examination or demonstrate continued proficiency in the area of Ten Print Certification.
3. Applications for recertification shall be submitted in conformance with the general provisions of this manual, and will be reviewed and approved by the Secretary of the IAI Ten Print Certification Board. If the Secretary does not believe the person has attained the required recertification credits as posted on the IAI website, the Secretary shall first contact the applicant and determine if there are any additional supporting documents that the applicant can send to show that the applicant is qualified. If an applicant is rejected, the Certification Board shall retain all funds remitted by the applicant.
4. If the applicant is determined not to be qualified for recertification, the Secretary shall notify the applicant why the applicant is not qualified and that the applicant shall have 30 days within which to appeal this decision to the Chair of the IAI Ten Print Certification Board. The decision of the Chair in this matter shall be final.

**Attachment I: Meeting Agenda/Minutes**

<b><i>Meeting Agenda</i></b>		<b><i>Date</i></b>	
		<b>Time</b>	
		<b>Location</b>	
		<b>Type of meeting:</b>	
<b>Attendees:</b>			
<b>Please review:</b>			
<b>Please bring:</b>			
<b><i>Agenda Items</i></b>		<b><i>Discussion</i></b>	
<b><i>Action List</i></b>			

	<b>Additional information/instructions:</b>

<b>Meeting Minutes</b>		<b>Date</b>	
		<b>Time</b>	
		<b>Location</b>	
		<b>Type of meeting:</b>	
<b>Attendees:</b>			
<b>Please review:</b>			
<b>Please bring:</b>			
<b>Agenda Items</b>		<b>Discussion/Edits</b>	
<b>Follow-up</b>			
I. Call to order  II. Roll call  III. Approval of minutes from last meeting  IV. Open issues a.) description of open issue b.) description of open issue c.) description of open issue  V. New Business a.) description of new business b.) description of new business c.) description of new business  VI. Business needing to be brought to the attention of the Board a.) description of need b.) description of need c.) description of need  VII. Adjournment			

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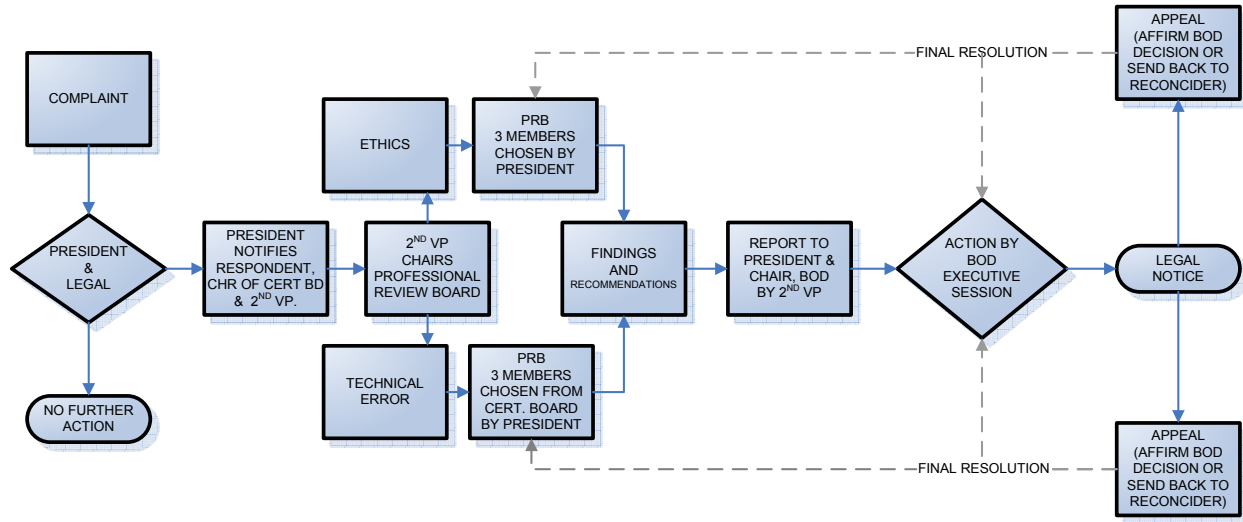
**Minutes submitted by: [Name]**

**Minutes approved by: [Name(s)]**

**Date approved:**

# Attachment II: Flow Chart

## FLOW CHART OF COMPLAINT PROCESS



**BOARD OF APPEALS**  
 30 DAYS TO FILE  
 1<sup>ST</sup> VICE PRESIDENT – HEARING OFFICER  
 3<sup>RD</sup> & 4<sup>TH</sup> VICE PRESIDENTS – PARTICIPANTS  
 2 – GENERAL MEMBERS – PARTICIPANTS  
 2<sup>ND</sup> VICE PRESIDENT PRESENTS FINDINGS OF PRB

**ACTIONS:**  
 UPHOLD – FINAL  
 OVERTURN – FINAL  
 REMAND – TO PRB OR BOD - FINAL