Certified Forensic Computer Examiner Recertification Checklist and Instructions

The below checklist and instruction document is for your convenience and verification only. It does not need to be submitted or returned to IACIS.

IACIS requires each CFCE certificant to satisfactorily recertify every three years. The proficiency test is one element of the recertification process, which must be completed in the third year from the initial date of certification or last successful recertification, based upon the date of your initial certification. The proficiency test (an objective assessment based on a forensic examination of digital media coupled with test questions) is solely based on the current CFCE Core Competencies.

The Application Periods are:
- Cycle-1: March 1, through March 31
- Cycle-2: August 1, through August 31

The Proficiency Testing periods are:
- Cycle-1: April 1, through June 30
- Cycle-2: September 1, through November 30

To test in either cycle your application must be submitted and approved during the Application Periods listed above. **Applications will only be accepted during the application phase, they will not be accepted during the testing phase.**

IACIS Recertification Requirements Checklist: (Note these are either documents you submit or statements you sign on the Recertification Application. This checklist is for your own verification that you are compliant in all recertification requirements.

☐ 60 Hours of Professional Education Obtained

☐ Demonstrate that you are working in the field of computer/digital forensics by completing at least three (3) computer/digital forensic examinations, supervising or managing a related function, or completing three (3) IACIS proficiency tests within three years.

☐ You must read and agree to uphold the current IACIS Ethical Code of Conduct and Professional Standards posted at http://www.iacis.com.

☐ Previous three years dues paid (if IACIS member), Recertification Fee paid (if non-Member)

☐ Complete and pass the Recertification Proficiency Exam

☐ Verify your IACIS.com profile is correct. (Contact secretary@iacis.com for any incorrect personal information or certification@iacis.com for any incorrect certification data)

Steps to complete your Recertification:

1. **Download the Recertification application from http://www.iacis.com/certifications/re-certification**

2. **Complete the recertification application in its entirety and submit it to certadmin@iacis.com**
3. **Once our Certification Admin has verified your dues/training requirements have been met and your application is satisfactorily completed, you will be provided with an enrollment code and link to the Moodle Recertification Proficiency Exam.**
4. **Take and pass the Recertification Proficiency Exam.**
5. **The Certification Admin will email you an updated Recertification Certificate and update your IACIS.com profile.**

If you have questions about the process or requirements please email: CertAdmin@iacis.com

If you have test specific questions (about actual test content) email recert@iacis.com.

DO NOT POST TEST CONTENT QUESTIONS TO THE LIST SERV!

You must submit a signed, dated and completed application which includes all of the required training documents (verification of training). Remember, the completed application and required attachments must be received by the Recertification Committee no later than December 31, in the year you are recertifying, 23:55 GMT in order to prevent your CFCE from expiring. If these requirements have not been met by this date then your CFCE will be considered expired and you will need to start the CFCE process from the beginning in order to be current with your CFCE.

In the event that you do not meet the 60 hour training requirement by the time of your submission, document on your application that you will meet that requirement prior to December 31st, 2016. You will be allowed to complete the proficiency testing process, however your recertification will be held in abeyance until you submit the remaining training documentation. If you fail to submit the training verification by December 31st, **in the year you are recertifying, your Certification will be expired. ****

If you have questions related to a requirement(s) please send an email to certadmin@iacis.com. If you have a question during the testing phase, submit a message to recert@iacis.com. Do not post recert testing related questions to the IACIS List serve.

Detailed information on Recertification Requirements

Requirement 1 – Proficiency Test: One proficiency test must be successfully completed in the third year following initial certification or recertification (based upon the original CFCE year of issuance). Proficiency test results will not apply to recertification unless it was taken in the third year following initial certification or recertification.

Requirement 2 – Professional Development/Continuing Education: You must have satisfactorily completed sixty (60) hours of continuing education in the field of computer/digital forensics, information technology, or computer related investigations within the three (3) year period of your current CFCE certification (re-certification). This may include formal classes, online seminars, or other training opportunities (See "PLEASE NOTE" below).

Additionally, if you taught related topics in computer/digital forensics, information technology, or computer related investigations, you may apply formal classroom hours to this requirement.

Certificants must provide electronic copies of certificates of completion, training certificates, verification of teaching or other documentation that you list towards this requirement. Just stating that you attended training/instructed training on this form and not supplying verifiable training/instruction documentation will not be accepted and the application will be considered incomplete. It is incumbent upon you to submit the requested documentation; the Recertification committee will not seek out syllabus/course documentation for you. The documents will be reviewed to ensure the course content is within the scope of acceptable training towards re-certification and can be verified. The Recertification Subcommittee reserves the right to verify training/instruction documented by a certificant and to request further information/documentation be provided to meet this requirement. This may also include you updating this application with the additional information and resubmitting it to your MOODLE account.

PLEASE NOTE:

1. **It is incumbent upon you as the applicant to provide verification of training/instruction was completed. This may include a printed certificate, summary of completed training via a college transcript or affidavit from your supervisor on Department/Agency letterhead stationery or from the instructor of the instruction received on Company/College letterhead stationery. College transcripts MUST include the college, contact information for the college, CFCE candidates name and all of the information outlined below. In-house training must include a letter from the supervisor with the below listed information on department/agency/business letter head stationary. Screen captures, expense reports, receipts, etc. will not be considered being as though these items do not verify that you actually attended and/or completed the training/instruction.**

   All items must include:

A. Date(s) of the training/instruction.
B. The name of the training course(s).
C. Location of the training/instruction.
D. Documentation that you completed / attended the course (emails/letters showing course registration only are not proof of actual attendance).
E. The number of actual classroom hours (breaks and meals do not count towards training time). If your certificate does not include the number of hours of training you must include the syllabus for the training dates of the certificate. A syllabus from the same name of training but for different dates will not be accepted being as though class content and number of training hours often change over time.
F. Printed name and contact information of the trainer or your supervisor.
G. Signature of the trainer or your supervisor.

In the event that the CFCE certificant is the sole owner/operator of the employer/ business and cannot provide a signed letter from a supervisor for specific training that did not result in a certificate of completion, the Re-Certification committee may require a notarized letter (on Company/Business letterhead) or other form of sworn statement of fact outlining the items listed above.

2. It is incumbent upon you as the applicant to show the training received directly applies to Computers/Computer forensics/computer related investigations. This can be done via a syllabus, summary of instruction, course description or other means (in addition to the items listed above).

3. Applicable training is only considered for the three years of your current CFCE (i.e. your CFCE expires in 2016, training must have been received during 2014, 2015 and/or 2016).

4. If a letter is submitted by a supervisor, educational institution, training company, etc. it must include ALL items listed in #1 a-g listed above.

Examples of Proof of training not accepted include:

1. Receipts for purchase of training, confirmation of registration for training, lodging/food receipts, etc. (these are not proof of actual attendance).
2. Any document that does not clearly list the following: Training name, Institution, Hours of Training, Date of Training. Certificant's name.
3. "In house" training/instruction records that do not include the items listed under the "Please Note" section above.
4. College/Institution/Company/Agency pay vouchers with dates of the training/ instruction without the items listed under the "Please Note" section above.

5. Screen Captures of video training, PowerPoint training, etc. that do not show/verify that you completed/attended the entire online training event.

In the event a submitted proof of training is denied, the certificant will be notified of the specific training in question. It will be incumbent upon the certificant to provide clarifying details of the training, proof that the training applies, etc.

It is not the responsibility of the re-certification committee to research the above requested information, however the re-certification committee reserves the right to verify the submitted information and request further information be provided by you as the applicant if needed.

Acceptable examples of Proof of Training:

CERTIFICATE OF CONTINUING EDUCATION

This is to certify that

YOUR NAME HERE

Has completed the training provided
BY TRAINING ORGANIZATION NAME HERE

CompTIA A+

A+

Issued on: 03/23/2015
Clock Hours: 43
CEU / CPE: 45

Requirement 3 – Work Relevance: You must demonstrate that you are working in the field of computer/digital forensics by completing at least three (3) computer/digital forensic examinations, supervising or managing a related function, or completing three (3) IACIS proficiency tests within three years. Please describe your completion of this requirement.

Requirement 4: You must read and agree to uphold the current IACIS Ethical Code of Conduct and Professional Standards posted at http://www.iacis.com. This document can be found once you log into your IACIS account and navigate to My Dashboard/Member Resources/Policies.

Requirement 5: You must satisfy recertification fees as established by the Board of Directors. IACIS membership is not required in order to recertify as a CFCE.

1. If the certificant is an IACIS member and has maintained membership status by paying dues during the three-year cycle for recertification (a member in good standing), the recertification fee is hereby waived.

2 .Non-members or members who discontinued membership within the three-year certification cycle must pay recertification and/or proficiency fees as establish by the Board of Directors.

Requirement 6: You must submit this recertification application by December 31, **in the year you are recertifying**, 23:59 GMT to ensure your CFCE credential remains current. Failure to do so may result in your CFCE expiring depending on your year of proficiency testing and your year of required re-certification.

For clarity, failure to recertify means you (the certificant) did not meet **_all_** six of the requirements outlined in this recertification application and outlined in the IACIS Certification Policy.

If you fail to recertify in the third year from the date of your initial CFCE certification or last CFCE recertification, your certification will be **EXPIRED**. **These requirements have to be met prior to December 31, 2359 hours GMT in your third year.**

All requirements of Section VII of the IACIS Certification Policy must be satisfied in order to maintain a certification in good standing. Once a certification has been classified as expired or revoked, the person must re-enter the certification program and satisfy all objectives as outlined by the certification program.