# I.   PURPOSE:

The IACIS Certification Policy outlines and governs IACIS certification programs to include roles and responsibilities, and organizational structure.  The policy shall govern the roles of the Certification and Standards Committees relative to IACIS certifications.  The purpose of all IACIS certification programs is to measure the skills, abilities, and knowledge of a certification candidate based on the organization's core competencies.

# II.   DEFINITIONS:

### A.   Applicant:

A person who seeks professional certification through an approved certification program offered by the International Association of Computer Investigative Specialists (IACIS).  An applicant is classified as a candidate once the application for certification has been approved by the organization.

### B.   Assessor:

An Assessor is an IACIS member assigned to the Certification Committee who administers the written and / or practical components of an IACIS certification examination.  Assessors report to the Chairman of the CFCE Certification or Specialized Certification Subcommittees.

### C.   Candidate:

A person who is eligible to take an IACIS certification examination or complete a practical exercise in a given certification or peer review program.

### D.   Certificant:

A person who has satisfactorily completed the requirements of an IACIS certification.

### E.   Certification Committee:

The Certification Committee is a standing committee as defined in section 6.2 of the IACIS ByLaws.  The Certification Committee is led by the Director of Certification and includes the:
1.   Problem Development Subcommittee;
2.   CFCE Peer Review Subcommittee;
3.   CFCE Certification Subcommittee;
4.   CFCE Recertification Subcommittee;
5.   Specialized Certification Subcommittee.

### F.   Certified Advanced Windows Forensic Examiner (CAWFE):

A specialized certification in the fundamental concepts of Microsoft Windows operating systems and related file systems.  The CAWFE program is derived from the Windows Forensic Examiner Competencies document.

### G.   Certified Forensic Computer Examiner (CFCE):

A certification in the fundamental concepts of computer forensics. The CFCE is derived from the CFCE Competencies document.

### H.   IACIS Certified Mobile Device Examiner (ICMDE):

A certification in the fundamental concepts of mobile device forensics. The ICMDE is derived from the ICMDE Competencies document.

### I.   CFCE Program:

The CFCE Program is a two-phase process consisting of peer review and certification phases.  The peer review process is

managed under the CFCE Peer Review Subcommittee while the certification phase is managed under the CFCE Certification Subcommittee.

### J.      Chairman of Subcommittees:

Each subcommittee will be led by a chairman who will report to the Director of Certification.  The Director of Certification shall nominate a chairman for each of the subcommittees who may be same person and be approved by the Board of Directors.  The Peer Review Chairman and CFCE-Certification Chairman positions shall not be held by the same person at the same time.

### K.      Coach:

An IACIS member assigned to a peer review program.  Coaches mentor, guide, and conduct peer reviews of practical and written exercises.

### L.      Division Administrator:

A division administrator is an IACIS member who leads and manages a series of regions in the world.  The Division Administrator reports to the Chairman of the CFCE Peer Review Subcommittee.

### M.      Expired:

A person's certification will be classified as expired when any of the recertification requirements have not been satisfied within the specified time constraints established in this policy.

### N.      Grandfathering:

Granting a certification to an individual who has not been tested for knowledge and/or competence in the field.

### O.      Peer Review:

A peer review period may precede an IACIS certification program wherein the candidate will be assigned to a coach and required to demonstrate knowledge or skill in the certification competencies through successful completion of practical exercises.  The coach will mentor and guide the candidate through a peer review process.

### P.      Regional Manager:

A regional manager is an IACIS member who leads and manages a group of coaches in a specified geographical area in the world.  The Regional Manager reports to a Division Administrator under the Peer Review Subcommittee.

### Q.      Recertification:

The process whereby an individual previously certified (a certificant), renews that certification after a defined period of time, after satisfying a written and/or practical assessment as well as meeting other listed requirements.

### R.      Revoked:

A person's certification may be revoked (rescinded or cancelled).  A person who has had their certification revoked may no longer claim or infer that they hold that certification.

### S.      Standards Committee:

The Standards Committee is a standing committee as defined in section 6.2 of the IACIS ByLaws.

### T.      Suspended:

A person's certification credential may be suspended.  A person who has had their certification suspended may no longer claim or infer that they hold the certification while the suspension is in place.

## III.   General Certification Policies and Procedures

### A.   Membership Not Required:

IACIS shall not require membership for certification; nor shall IACIS impose undue financial requirements for certification.  IACIS shall not require attendance at any of its training courses or events as a prerequisite to apply for a certification program.

### B.   Director of Certification shall issue Certifications:

The Director of Certification shall be the sole issuer of certifications as evidenced by a formal certificate listing the following attributes:

1.   IACIS as a certifying body
2.   Name of certificant
3.   Certificate number
4.   Date issued
5.   Period of validity or expiration year (recertification year required on certificate)
6.   Official name or type of certification in computer or digital forensics specified on the certificate (ie: Certified Forensic Computer Examiner, Certified Advanced Windows Forensic Examiner, etc.)

### C.   Fees:

The Board of Directors will establish a schedule of fees for each certification, proficiency, recertification, or specialized certification.

### D.   Determination of Fees:

The fee schedule for specialized certifications shall be determined by the Board of Directors under the following criteria:

1.   If a candidate attends an IACIS training course, the fee for enrollment in the associated certification program is waived for the next available cycle, only.

2.   Candidates who have not successfully completed the associated training may enter the certification program and must pay the requisite fee for the certification program.

### E.   Director of Certification Responsibilities:

The Director of Certification is responsible for the overall delivery and operation of IACIS certification programs and reports to the Board of Directors.

1.   The Director of Certification may not directly evaluate a practical exercise, proficiency exercise or written examination as the initial assessor.  The Director of Certification may review candidate work product only after an initial review by an assessor or the CFCE Chairman has been performed.

### F.   Creation of Certification Materials:

The Certification Committee will create peer review and certification materials, including practical and written instruments, in conformance with the certification competencies.

### G.   All Certification materials are copyrighted by IACIS.

All certification materials are copyrighted by IACIS.  Materials may not be distributed outside of IACIS without the expressed written permission of the IACIS Board of Directors.

### H.   Confidentiality, Objectivity, Impartiality

IACIS will ensure that any training or related activities conducted do not compromise the confidentiality, objectivity or impartiality of a certification program.

### I.   Committee and Sub-Committee Participation requirements:

The IACIS Board of Directors and all standing committees shall remain independent and impartial in all matters of

certification, such that all decisions relating to certification are the responsibility of the Board of Directors and are not subject to undue influence or approval by another body.

1. Only members who hold the certification relating to the subcommittee may participate in the administration of that subcommittees' certification.

2. The following minimum standards shall apply to the selection of staff members:

   i. Must be an IACIS member in good standing.

   ii. Must have applicable training in the core competencies to which they are certifying. (e.g. completion of the IACIS BCFE course, WFE course, etc.).

   iii. Must have a current requisite IACIS certification credential for a period of one year or more, or a current IACIS certification credential with the equivalent experience in the field of digital/computer forensics.

   iv. Must have completed the IACIS Certification Staff Introduction Course.

   v. If coaching or assessing in a specialized certification, the coach or assessor must have the same certification credential for which he or she is coaching or assessing.

   vi. Certification personnel must comply with IACIS policies, procedures, and guidelines.

3. All Certification Committee staff will complete and submit a Staff Agreement form.

4. All Standards Committee and Certification Committee staff will maintain the highest level of ethics and integrity in their service to certification candidates and IACIS. All staff must be impartial, trustworthy, and responsible individuals who have received appropriate computer/digital forensic training.

## J.      Conflict of interest:

All IACIS personnel must avoid situations that might affect their objectivity or present a conflict of interest in performing the tasks they are assigned. Questionable or blatant incidents will be referred to the Directors of Standards or Certification for review. If a breach of professional conduct or violation of ethical standards is suspected, the matter will be referred to the Ethics committee.

## K.      Compensation:

Certification personnel may not accept (without approval from the Director of Certification) any compensation or gifts from candidate(s) or certificants they serve.

## L.      Candidates Prohibited Discussions:

1. Peer Review Candidates: Candidates enrolled in the peer review phase of the certification program are prohibited from discussing any matters related to peer review with anyone other than their assigned Coach, Regional Manager, Division Administrator, Peer Review Chairman, and Director of Certification.

2. Candidates enrolled in the certification phase of a certification program are prohibited from discussing any matters related to that certification program with anyone other than an Assessor, Certification Chairman or Director of Certification.

3. Violation of either of these clauses may result in the candidate's dismissal from the certification program

4. The Director of Certification can waive this restriction as required.

## M. Candidates Prohibited Activities:

Cheating, plagiarism, policy violations, or unethical conduct may result in dismissal from the certification program and the organization. These matters will be referred to the Ethics Committee for investigation.

## N. Document Retention:

The Certification and Standards Committees shall maintain documents and records in a secure manner. All records will be retained or disposed of in compliance with the IACIS Records Retention Policy. IACIS shall maintain a data management system appropriate to the current needs of the certification program. The data management system must comply with regulations and applicable laws.

## O. Appeals:

IACIS shall provide candidates and certificants with a means to resolve appeals and disputes.

1. Candidates or certificants contesting the results of practical exercises, written examinations, unfair treatment, remediation of certification, dismissal from a certification program, or any other matter shall submit their written or electronic appeal request to the chairman of the appropriate subcommittee providing justification for the appeal.

2. The chairman of the subcommittee shall gather information, documents, electronic communications, and notes concerning the dispute. The chairman of the subcommittee will review the appeal and render a decision. The candidate or certificant will be notified of the chairman's decision in writing or electronically. This notification will also include details of the further appeal process.

3. The candidate or certificant may appeal the decision of the chairman to the Director of Certification within ten days of the date of notification by the respective chairman.

4. The Director of Certification will present the appeal to a committee made up of the Director of Certification and at least two Certification Chairmen who have not previously been involved in the matter. This committee will render a final decision concerning the matter. The candidate or certificant will be notified of the committees' decision in writing or electronically.

5. For appeals involving dismissal from the certification program for extraordinary circumstances or as a result of an Ethics investigation, the Director of Certification or Ethics will present the appeal to the Board of Directors for evaluation. The Board of Directors will render a final decision concerning the matter. The candidate or certificant will be notified of the Board's decision in writing or electronically.

## P. Grandfathering:

Grandfathering is prohibited for any IACIS certification.

## Q. Publication of Certificants:

IACIS will list the first and last names of certificants and the Certificant ID on the public website for any IACIS endorsed certification.

## R. IACIS Code of Ethics:

All certificants must provide affirmation of adherence to the IACIS Code of Ethics and Professional Conduct prior to being certified or recertified.

1. If a matter involves any actual or perceived violation of the IACIS Code of Ethics and Professional Conduct, the matter will be referred to the IACIS Director of Ethics for further review.

## S.    Candidates with Disabilities:

IACIS will make a public accommodation for certification candidates who have a disability.

## T.    Design of Examinations:

All certification practical exercises and written examinations created by the Certification Committee shall be designed to evaluate the knowledge, skills, and abilities of the candidate and must possess the attributes of reliability and validity.

## U.    Application Guidelines:

Application Guidelines for Certification Programs:

1. The Board of Directors will establish an application package for certification programs to assess the qualifying attributes of a certification applicant.

2. The IACIS Secretary is responsible for processing applications for certification programs.

3. All applicants are required to fully complete the application for certification.

4. The application for certification package will contain: the IACIS Code of Ethics and Professional Conduct, and the applicant must indicate they will abide by them.

5. The applicant must submit the application prior to the prescribed deadline and pay the requisite fees for the certification program, if applicable.  Applications will not be processed until any applicable certification program fees have been received by IACIS.

6. A background check may be conducted prior to acceptance in a certification program.

    a. The Secretary will review background investigation results to determine if the applicant qualifies for a certification program.

    b. Applications may be rejected for one or more of the following findings:
        i. Conviction for any felonious crime
        ii. Conviction for less serious crime that involves threatened or actual physical harm to a person or property, issues involving moral turpitude, or any other issue which would reflect poorly on the integrity of the applicant
        iii. Criminal arrest for a felonious or less serious crime that involves the threatened or actual harm to a person or property, or which would reflect poorly on the integrity of the applicant.
        iv. Violation(s) of a professional organization's code of ethics or professional standards.
        v. Instances of perjury, false testimony, or fabrication of testimony wherein one or more instances provides reasonable evidence to suggest the applicant's character is questionable

    c. Upon rejecting the application, the Secretary will notify the applicant regarding the reason the application was not approved.

    d. If an application is not approved, the applicant may appeal to the Board of Directors in writing within 30 days.  The Board of Directors has the final decision on whether to allow the applicant into the certification program.

## V.    Certificant Credential Status:

A person's certification credential may be temporarily suspended by the Director of Certification or the Board of Directors for alleged unethical conduct or actions, or violations of professional standards or criminal laws.

1.    IACIS may revoke the certification credential based on the findings of the inquiry in to the incident.

## W.    Scores and Test/Exercise Details:

IACIS provides scores in a Pass/No Pass format only.  Candidates will not be provided with scores, details on which questions were marked incorrect or which questions were marked correct.

# IV.    Certified Forensic Computer Examiner (CFCE) Program:

## A.    CFCE Program:

The CFCE Program is a two-phase program, consisting of the CFCE Peer Review and CFCE Certification phases.

1.    The CFCE Peer Review phase is managed by the CFCE Peer Review Subcommittee under the direction of the CFCE Peer Review Chairman.

2.    The CFCE Certification phase is managed by the CFCE Certification Subcommittee under the direction of the CFCE Certification Chairman.

## B.    Limit Entry into Program:

IACIS reserves the right to limit entry into the program.

## C.    Certification Minimum Standards:

Minimum Standards for Certification Applicants.

1.    IACIS will publish the minimum standards required on the public website.

2.    For the CFCE Certification Program, applicants must have:
    i.    Successfully completed an equivalent of seventy-two hours Continuing Professional Education ("CPE") in the field of computer/digital forensics that is comparable to the IACIS CFCE Core Competencies as published on the IACIS website.

    ii.    IACIS reserves the right to evaluate each training program or course completed by the applicant claimed for credit toward the CPE requirements to ensure the learning objectives meet or exceed the requisite competencies.

    iii.    The IACIS Basic Computer Forensic Examiner training course satisfies these requirements.

3.    Applicants that fail to provide the requisite information may not be approved for entry into a certification program.

## D.    CFCE Peer Review Subcommittee:

The CFCE Peer Review Subcommittee manages the peer review phase of the CFCE Program. CFCE candidates entering the CFCE peer review phase are assigned to a coach who will mentor and peer review the candidate's abilities, knowledge, and skills directly as derived from the CFCE competencies.  The CFCE peer review phase is comprised of

practical exercises wherein the candidate is required to submit reports or specific assessment instruments based on the CFCE competencies.

1. Coaches who are assigned a candidate will review the skills, abilities, and/or knowledge objectives of a given practical exercise and assess if the candidate has satisfied the required objectives.

2. The Coach will provide the candidate with feedback on the objectives answered or described incorrectly. Candidates are ultimately required to fully research the respective subject(s) and meet the objectives.

3. Candidates must submit the report to their assigned coach for approval before progressing to the next practical exercise.

### E.    CFCE Certification Process Cycle:

IACIS will operate at least one CFCE Certification Process each year, with the term of the cycle(s) to be determined by the Certification Committee.

### F.    Peer Review Subcommittee Structure:

The chain of command in the CFCE Peer Review Subcommittee will be adhered to and is organized as follows:
1. Director of Certification,
2. Peer Review Chairman,
3. Division Administrator,
4. Regional Manager,
5. Coach

### G.    CFCE Candidate must complete CFCE Peer Review:

Each CFCE candidate must successfully complete the CFCE Peer Review phase of the program in order to qualify for entry into the CFCE Certification phase. CFCE candidates who fail any segment of the peer review phase, or fail to meet a specified deadline, must retake the CFCE peer review phase of the program in its entirety. Requisite fees, will apply in order to re-enter the CFCE program.

### H.    Time restrictions for the CFCE Certification Program:

The following time restrictions will apply for the CFCE Certification phase of the process. Failure to comply with these time restrictions may result in dismissal from the CFCE process.

1. Candidates must begin the CFCE certification phase within seven (7) calendar days of successful completion of the Peer Review phase.

2. The Director of Certification will set an appropriate allowable length for the practical exercise and written examination.

### I.    CFCE Certification Process:

CFCE Certification phase is an independent process that is comprised of a practical exercise(s) and written examination to measure the candidate's computer forensic skills and knowledge of specific concepts directly correlating to the CFCE competencies.

1. An assessor will grade the candidate's practical and written examination submissions upon completion.

2. Candidates must achieve a passing score of 80% or above on both the practical and written exercises in order to obtain the CFCE certification.

3. Candidates must complete a minimum of 80% of the questions of an examination for the examination to be considered or graded. Candidates submitting an examination without the minimum number of completed questions will be deemed as having not completed the CFCE Program.

4.  A Candidate who does not attain a score of 80% or above requires a second assessor who will evaluate the examination. The final score will be submitted to the CFCE Certification Chairman for review and documentation.

5.  Candidates who submit a valid examination and fail either the practical exercise or written examination will not be re-examined immediately. Candidates must wait a minimum of sixty (60) days and may be shifted to the next CFCE testing cycle, prior to attempting the CFCE Certification practical and written exercises after an unsuccessful attempt.

6.  IACIS will allow each candidate to be re-examined one time without charge. Candidates who fail either the practical or written examination(s) and do not retest within the time frame specified by the CFCE Certification Chairman, must repeat the entire CFCE Certification Program and pay the requisite fee.

7.  Assessors are prohibited from discussing certification practical or written examinations with anyone (including the candidate) other than CFCE Certification Subcommittee members.

8.  All CFCE certification related communication with candidates will be completed and maintained by the CFCE Certification Chairman, the Director of Certification, or an Assessor.

9.  Certification candidates that are engaged in the CFCE certification phase are required to complete the practical exercise(s) and written examination(s) independently.

    a.  Prior to completing the certification program, candidates are required to declare that they completed the process independently and that they agree to abide by the Code of Ethics and Professional Conduct.

    b.  Violation of this clause may result in dismissal from the program.

10. IACIS will provide each successful certificant with a CFCE certificate.

## V.    Specialized Certifications

### A.    Specialized Certification Responsibilities:

The Specialized Certification Subcommittee, under the Certification Committee, is responsible for the development, delivery, and management of IACIS specialized certifications.

### B.    Duties of Specialized Certification Subcommittee:

The Chairman of the Specialized Certification Subcommittee will lead and manage the overall operation of all specialized certifications reporting to the Director of Certification.

### C.    Specialized Certification Competency:

Specialized certifications shall be based upon a competency document. All identified competencies must be addressed in either a practical exercise and / or written examination.

### D.    Determination of Specialized Certification Cycle:

The Director of Certification will approve the overall term of each specialized certification cycle.

### E.    When Specialized Certification may be granted:

Any specialized certification may be granted only after the potential recipient has successfully completed the required process.

1. Candidates for the CAWFE certification need not hold a current Certified Forensic Computer Examiner (CFCE) certification.
2. Candidates for the ICMDE certification need not hold a current Certified Forensic Computer Examiner (CFCE) certification.

## VI.    Problem Development Subcommittee

### A.    Problem Development Duties:

The Problem Development Subcommittee operates under the authority of the Certification Director and is responsible for the development, testing, and delivery of practical exercises and problem-based scenarios used in the peer review and certifications programs.

### B.    Problem Development Management:

The Problem Development Committee Chairman will manage the various problem development teams and subcommittee resources.

### C.    Requirement to Participate in Problem Development:

Members of the Problem Development Subcommittee will be selected by the Chairman of the Problem Development Subcommittee from current IACIS members.  Members must have surpassed one year as a current CFCE.

### D.    Problem Development Chairman shall be responsible:

The Problem Development Chairman shall be responsible for:
1. Management of the subcommittees resources;
2. Development of the training and testing/exercise practicum, including all testing/exercise materials;
3. Ensuring the security of the training and testing/exercise practicum materials;
4. Working with the Standards committee to ensure compliance with the competency document for the problems under development.
5. Conducting reviews of all problems in use to determine if the content is current.

### E.    Practical development Process

The development of practical exercises or written instruments used in any of the certification processes will go through five (5) distinct stages of development:
1. Concept;
2. Development;
3. Competency satisfaction;
4. Quality assurance; and
5. Distribution.

### F.    Practical Development Final Approval:

The Director of Certification will be the final approval authority for practical exercises or written instruments developed by the Problem Development Subcommittee.  Once approved, the practical exercises or written instruments will be used as the basis for peer review, or certification by objectively measuring competencies while reinforcing sound forensic doctrines and techniques.

### G.    Development of additional Problem Sets:

All efforts will be made to have a secondary set of practical exercises or written examinations. Secondary practical exercise or written examination will contain the same level of quantity and quality.

## VII.   Quality Assurance Subcommittee

### A.   Responsibilities of Quality Assurance Subcommittee:

The Quality Assurance Subcommittee, under the Standards Committee, will evaluate the practical exercises or written instruments developed by the Problem Development Subcommittee to ensure compliance with the certification competencies prior to implementation.

### B.   Quality Assurance Subcommittee Member Selection:

The Chairman of the Quality Assurance Subcommittee shall assemble a validation team of IACIS members who hold a current CFCE credential to validate practical and written tests/exercises.  The validation team must be comprised of individuals that have not been exposed to the practical or written test materials that they are to review.

### C.   Quality Assurance Tasks:

The Quality Assurance Subcommittee is tasked to review and provide feedback for each practical or written examination utilized within a certification program.

### D.   Quality Assurance Written Report:

A written report of the validation team's final product along with the Chairman of the Quality Assurance's findings will be submitted to the Problem Development Chairman for review and action.  This process may be repeated to ensure practical and written tests/exercises are completely valid and fair prior to being implemented to certification candidates.

### E.   Quality Assurance to Safeguard Exercises and Written Documents:

The Quality Assurance Subcommittee will safeguard the integrity of all practical exercises and written instruments from unauthorized access.

## VIII.   Recertification and Proficiency Exercises

### A.   Responsibilities of Recertification Subcommittee:

The Recertification Subcommittees, under the Certification Committee, are responsible for administering the IACIS recertification programs. The Chairman of the Recertification Subcommittees shall report to the Director of Certification.

### B.   Purposes of Proficiency Exercise:

The CFCE Recertification Subcommittee shall offer a proficiency exercise for two purposes:

1.   To satisfy accreditation, professional certification, or organizational requirements (required by employers or accredited labs, for example);

2.   As part of the requirements for recertification.

### C.   Form of Proficiency Exercise:

Proficiency exercises will be in the form of a written and/or practical exercise and will consist of content related to the competencies for the certification being renewed.

### D.   Passing Score:

The minimum passing score on a proficiency exercise shall be 80%.

### E.   Proficiency Exercise Announcement:

The Chairman of the Recertification Subcommittee will announce proficiency exercise and recertification opportunities through the IACIS website and ListServ.

## F.      Timing of Proficiency Exercise:

The proficiency exercise periods will be open for a period of nine (9) months.  Each certificant must complete the process within the nine (9) month period.  The Director of Certification reserves the right to modify the proficiency exercise dates.

## G.      Recertification Timing:

Each IACIS certificant must recertify in the third year following their original certification or last recertification date. By the last day of the proficiency-exercise periods of the third year, the certificant must satisfy the recertification requirements as specified in this policy.

1.  The Director of Certification or their designee may waive this requirement for active duty military members or civilian personnel attached to or embedded with a military organization on a military deployment, during any part of their third year of certification, for the duration of the deployment.

2.  Upon return from deployment, the certificant must contact the Chairman of Recertification and complete the recertification process at the earliest opportunity.

## H.      Recertification Requirements:

The recertification requirements are as follows:

1.  One proficiency exercise must be successfully completed in the third year following initial certification or recertification.

2.   Certificants who fail their first attempt at the Proficiency exercise will be allowed one additional attempt.  Should a candidate fail their second attempt they will have not met the recertification requirements and their certification will be classified as expired as of December 31$^{st}$.

3.  The certificant must satisfactorily accomplish forty (40) hours of Continuing Professional Education ("CPE") in the field of computer/digital forensics that is comparable to the IACIS CFCE Core Competencies as published on the IACIS website within their three (3) year CFCE Certification period. CPE's must be clearly computer/digital forensic related and provided at the time of application. Members who fail to meet the CPE requirement will not be allowed to attempt the exercise until the requirement is met.  CPE hours in the amount of ten (10) hours per problem assessment will be credited to IACIS volunteers who assess, review and administer IACIS certification programs.

4.  IACIS reserves the right to evaluate each training program or course completed by the applicant claimed for credit toward the CPE requirements to ensure the learning objectives meet or exceed the requisite competencies.

5.  This may include formal classes, online seminars, or other training opportunities.

    a)  In addition, certificants who teach related topics in computer / digital forensics, information technology, or investigations may apply formal classroom hours to this requirement.

    b)  Certificants must provide copies of completed courses, training certificates, or other documentation to the Recertification Subcommittee when the application for recertification is submitted. Documentation should be a certificate of completion showing date obtained, hours completed and an issuing signature.  Substitute documentation will be addressed on a case by case basis.

    c)  The Recertification Subcommittee will review the documentation submitted by the certificant to ensure that the content of the training event is within the scope of this policy and IACIS

recertification requirements.  Further information and / or documentation may be requested for verification if needed.  In the event a submitted training is denied it will be incumbent upon the certificant to provide supporting details as to how it pertains to the certification.

6. Certificants must affirm they have continued relevant work experience in the field of computer/digital forensics which may include any of the following examples:

   a) Completing at least three (3) computer/digital forensic examinations;
   b) Supervising or managing a related function;
   c) Completing three (3) proficiency exercises within three years;
   d) Teaching or providing education in the field of computer forensics.

7. Certificants are required to reaffirm to uphold the IACIS Code of Ethics and Professional Conduct at the time of recertification.

8. Certificants must pay recertification fees.

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

   b) Non-members or members who discontinued membership within the three-year certification cycle must pay recertification and/or proficiency fees.

9. Certificants must complete and submit a recertification application referencing items 1 - 8 as listed above by October 31st in the third year following the initial certification or recertification.

10. All recertification requirements must be met at the time the applicant applies for recertification.  Applicants will not be allowed to attempt the exercise until all requirements are met and approved by the Recertification Committee.

## I.      Failure to recertify:

Failure to recertify means the certificant did not meet all of the above requirements.

1. If the certificant fails to recertify during the third year from the date of initial certification or last recertification, the certificant's certification will be classified as expired.  The expiration date will be listed as December 31st of the third year from the date of initial certification or last recertification.

   a. Once a certification has been classified as expired, the holder of that certification must re-enter the certification program from the beginning and pay any required fees, if applicable, if they wish to obtain a valid CFCE certificate.
   b. IACIS may offer a discount towards the External CFCE, valid for 12 months following the unsuccessful attempt of a candidate to recertify.

2. A certificant may appeal an expired status by submitting a written appeal to the Director of Certification.

## J.      Expired Certification Records Updated:

When a person's certification is reclassified as expired, the Chairman of the Recertification Subcommittee will update the organization's records to reflect the current status of the certification associated with that person.

## IX.  Equipment and Software

### A.  Asset Management:

Equipment or software used by the Certification Committee shall be acquired and maintained in compliance with the Asset Policy.

## X.  Previous Policies

### A.  Policy Supersede:

The IACIS Certification Policy shall supersede previous IACIS Certification policies.

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