



# *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 exercise 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 exercise (an objective assessment based on a set of general knowledge questions from the CFCE exam) is solely based on the current CFCE Core Competencies.

The Recertification Period is open from February 1st through October 31st of every year.

Members will initiate their recertification by logging onto [www.iacis.com](http://www.iacis.com) and clicking the Recertify Now button. The proficiency exercise will be available from February 1st through October 31st of each year.

You must have all requirements met **PRIOR** to attempting the Recertification Exercise.

IACIS Recertification Requirements Checklist: (Note these are either documents you submit or statements you agree to on the Recertification Application through [www.iacis.com](http://www.iacis.com). This checklist is for your own verification that you are compliant in all recertification requirements.

- 40 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) 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 the Recertification Proficiency Exercise
- Verify your IACIS.com profile is correct.

## **Steps to complete your Recertification:**

1. Log On to <http://www.iacis.com/>
2. Complete the recertification application via [www.iacis.com](http://www.iacis.com) in its entirety, you must have your 40 hours of Professional Education at the time of application.
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 Recertification Proficiency Exercise.
4. Take and pass the Recertification Proficiency Exercise.



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5. The Certification Admin will update your IACIS.com profile, after which you may download a PDF recertification certificate from [www.iacis.com](http://www.iacis.com).

If you have questions about the process or requirements please email:  
[CertAdmin@aicis.com](mailto:CertAdmin@aicis.com)

If you have exercise specific questions (about actual test content) email [recert@iacis.com](mailto:recert@iacis.com).

**DO NOT POST TEST CONTENT QUESTIONS TO THE LIST SERV!**

You must submit a completed application which includes all of the required training documents (verification of training). Remember, the completed application and required attachments as well as a passed valid Recertification Exercise must be received by the Recertification Committee no later than October 31, in the year you are recertifying, 23:55 GMT in order to prevent your CFCE from expiring.

If you submit your application on October 30<sup>th</sup>, you leave no time for IACIS to review it and send you a link to the exam. Members should realistically apply at least a week or more prior to the deadline to allow time for taking the Recertification Exercise.

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

## **Detailed information on Recertification Requirements**

**Requirement 1 – Proficiency Exercise:** One proficiency exercise must be successfully completed in the third year following initial certification or recertification (based upon the original CFCE year of issuance). Proficiency exercise 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 (40) hours of continuing education in the field of computer/digital forensics, 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.

## **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 directed to the IACIS recertification webpage to review the requirements. 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+



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



January 29, 2016

To the International Association of Computer Investigative Specialists Recertification Committee

This letter serves to document that John Doe an employee of Generic Computer Forensic Company, has completed the following in house and/or external training programs for a total of 20 hours of continuing education at our facility at 123 Main Street, Washington DC 12345:

Course Name	Hours	Date Completed	Instructor
Incident Response Basics	10	01/01/2016	Jane Doe
Malware Basics	5	01/10/2016	Jane Doe
Registry Basics	5	01/15/2016	Jane Doe

Instructor Jane Doe can be contacted for verification at [Jane.Doe@gencomputercompany.org](mailto:Jane.Doe@gencomputercompany.org) or (123) 456-7890.

*Jack Smith*  
Managing Supervisor  
Generic Computer Forensics Company  
[Jack.smith@gencomputercompany.org](mailto:Jack.smith@gencomputercompany.org)  
(987) 654-3210

**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) proficiency tests within three years. Please describe your completion of this requirement.



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**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 established by the Board of Directors.

**Requirement 6:** You must complete the entire recertification process by October 31, **in the year you are recertifying**, 23:55 GMT to ensure your CFCE credential remains current. Failure to do so will result in your CFCE status being expired.

For clarity, failure to recertify means you (the certificant) did not meet ***all*** five 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 initial certification or last recertification, your certification will be ***expired***.

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.