



# *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.









