Board of Forensic Document Examiners

Application

Required Forms
Thank you for requesting an application packet to apply for the BFDE certification testing.

The packet is divided into three parts.

1. **Required forms**
   - R101—Application
   - R102—Code of Ethics
   - R103—Code of Professional Responsibility
   - R104—Certification Policies
   - R105—Current Employment
   - R106—Confidentiality Agreement
   - R107—Audit Permission
   - R108—Training Inventory

2. **Information pages**
   These pages contain information about the prerequisites, definitions of terms used by the BFDE, an explanation of the certification process and certificate maintenance requirements. Please read before filling out your application.

3. **Optional forms**
   These are included for your convenience. Use the optional forms if they applicable to your training/education. If not, do not use them.

To expedite processing, answer the questions on the application as completely as possible and provide as much information as possible to document the answers where requested. If additional information is necessary, you will be contacted. We recommend that you use 3-ring binder format to submit your data. Please remember that all information provided is subject to verification.

The application must be filed no less than 120 days prior to the requested testing date. Applicants will be notified of the status of their application as soon as possible. The annual test is offered in the Fall of each year; see www.bfde.org for the current schedule. Testing is also available on other dates through a University Testing Center, by arrangement with the testing administration agency (ORA).

Mail the completed application, documentation, and a $100 non-refundable application fee to:

Susan Abbey  
BFDE Applications Coordinator  
Office: 214-343-1874  
9126 Raeford Dr.  
Dallas, TX 7524  
e-mail: susanabbey@sbcglobal.net

A Study Guide will be furnished in Adobe .pdf format upon completion of the application process.

**Testing Fee.** Upon fulfilling all application requirements, the Administrator will notify the Applicant that he/she has a confirmed seat for testing. The testing fee of $500.00 is due within ten days of notification.

**Annual Maintenance Fee:** The annual maintenance fee helps support the board’s activities. The maintenance fee is due and payable in January of each year. It shall incur the first January following one’s certification date. The maintenance fee is revisited annually at the BFDE board meeting and can be adjusted up or down as the requirements and/or activities of the board may change. The current annual fee is [inquire].
Name_________________________________________ Agency______________________________

Business Address_________________________________________ Title______________________________
_________________________________________________________ Bus. Phone__________________________

Residence______________________________________________ Res. Phone___________________________
_________________________________________________________ Fax Phone___________________________

Date of Birth___________________________________________ e-mail________________________________

Social Security Number____________________________________ web site___________________________

PLEASE ANSWER THE FOLLOWING QUESTIONS

(1) Are you a citizen of the United States? _____Yes _____No

(1a) If not, please indicate the country in which you hold citizenship. __________________________________

(2) Have you ever been convicted of a crime (excluding traffic offenses other than DUI or DWI)?
_____Yes _____No

(2a) If yes, explain.________________________________________________________________________

(3) If you are in private practice, is document examination your full time profession? _____Yes _____No
If your answer is “no,” please identify any other areas of work____________________________________
_____________________________________________________________________________________

What percentage of your working time is devoted to document examination?_______________________

(4) If you are employed in a laboratory or by an agency, is document examination your primary work
assignment? _____Yes _____No

If you answered “no,” what is your primary work occupation / assignment?
_____________________________________________________________________________________

If you work for a public agency permit, are you permitted to accept private cases in your off-hours, and if so,
do you accept such case work? _____Yes _____No

(5) Is document examination the primary source of your earned income? _____Yes _____No

If not, what occupation is your main source of earned income?___________________________________

(6) What year did you begin practicing as a document examiner?_____________________________

R-A100_1
(7) In which publications and/or web sites do you advertise your services?

(8) Do you do civil case work assignments?  
   ______ Yes  ______ No

(9) Do you do criminal case work for defense attorneys?  
   ______ Yes  ______ No

(10) Do you do case work for state and federal Public Defender agencies?  
    ______ Yes  ______ No

(11) Do you do work from a law enforcement agency(s)  
     ______ Yes  ______ No

(12) Do you work on court assigned cases?  
     ______ Yes  ______ No

(13) What is your approximate annual case load?  

(14) How many times have you testified as an expert in handwriting or document examination?  
(14a) How many times did you testify in the previous year?  

(15) Check the areas in which you have provided testimony in deposition, in arbitration, or a court of law.

☐ Handwriting  ☐ Ink Analysis  ☐ Restoration of documents
☐ Hand printing  ☐ Paper Analysis  ☐ Photocopiers/office machines
☐ Altered documents  ☐ Printing processes  ☐ Mechanical Impressions
☐ Age/date of documents  ☐ Line Sequence
☐ Other (list)  

(16) Have you ever testified as an expert witness in any other field and, if so, in what field(s)?

(17) Have you ever been disqualified as an expert witness?  
     ______ Yes  ______ No

(Disqualified means that your credentials were not accepted by the court. It does not apply to motions to exclude your testimony for various technical reasons raised by counsel or other situations in which your credentials were not the issue.)

If your answer is “yes”, please attach a sheet explaining the circumstances or you may personally provide the details to the Applications Coordinator, who may or may not request a written explanation.

(18) Have you testified in opposition an FDE certified by an FSAB accredited board within the last five years?  
    ______ Yes  ______ No  If yes, how many times within the last five years?  

(19) Has a court ever ruled that you could not testify as a result of a Daubert challenge?  
    ______ Yes  ______ No  Please provide the case docket information and explain the ruling on a separate sheet.

(20) If you were ever named in a law suit with regard to your professional work, professional conduct or ethics as a document examiner and the case either settled out of court or you were found guilty, please read the following.

You are not required to write your answer on this application, but if your answer is “yes”, then as part of this application process you are required to disclose this information to the Applications Coordinator and explain the circumstances. The Applications Coordinator may request detailed information. If you neglect to do so, you will be considered as intentionally not disclosing this information. Your disclosure may or may not impact the assessment of your application. Your non-disclosure will have consequences at any time that such information is brought to the Board’s attention.
(21) Have you ever been found guilty of an ethics violation by a professional organization? _____Yes _____No

*If yes, you are required to discuss the particulars with the Applications Coordinator and supporting document may be required. If you neglect to do so, you will be considered as intentionally not disclosing this information. Your disclosure may or may not impact the assessment of your application. Your non-disclosure will have consequences at any time that such information is brought to the Board’s attention.*

(22) Do you maintain your own laboratory for the examination of documents? ______Yes _______No
If you work in an agency and use agency equipment, check here.

(23) Do you have the following equipment in your laboratory or have unlimited access to the equipment? (i.e., unlimited access means you have the use of equipment and you personally perform the testing)

<table>
<thead>
<tr>
<th></th>
<th>Own</th>
<th>Unlimted Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) optical aids</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) a stereo microscope</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) infrared imaging equipment</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) ultraviolet light source</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>(e) latent imaging equipment</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>(f) camera</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(g) flat bed scanner</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>(h) measuring reticles</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>(i) transmitted light table</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>(j) PhotoShop or similar computer</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

I have been given permission to use equipment in my agency laboratory for private assignments.

Other equipment

Name of individual/location who grants you unlimited access

(24) Have you written any articles about document examination subjects that were published in a peer reviewed professional journal? _____Yes _____No
If yes, on a separate sheet of paper titled “Question No. 24 Supplement” list the titles of the articles, date published, and journal.

(25) Have you written any books, chapters in books or monographs? _____Yes _____No
If yes, on a separate sheet of paper titled “Question No. 25 Supplement” list the book(s), chapter(s), monograph(s).

(26) Have you authored, co-authored, or contributed to a course on handwriting or document examination? If yes, on a separate sheet of paper titled “Question No. 26 Supplement” list the course title, year first published, outline of subjects included in course, appropriate hours to complete course, and number of personal contact hours with the trainee.

Do you sell the course? _____Yes _____No
Is the course used by another entity? If yes, name the entity

(27) Do you do offer or participate in training in any aspect of document examination? _____Yes _____No
If yes, on a separate sheet of paper titled “Question No. 27 Supplement” please discuss your training duties in detail, providing the names of affiliates, if any. Also note whether you consider yourself the “principal trainer”.

(28) Have you have presented papers at professional conferences? _____Yes _____No
If you, on a separate sheet of paper titled “Question No. 28 Supplement”, list the title of the paper, where presented, and date presented.
(29) List the professional associations in which you currently hold membership.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(30) List any offices held (past and present) in these professional associations.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

(31) List any certification(s) that you currently hold, the sponsoring organization, the year obtained, and whether you passed testing to earn your certificate. If testing was not required, explain the basis for receiving the certification.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

DOCUMENT EXAMINATION TRAINING

The following areas concern your training as a document examiner. Do not just include your resume in response to this question. Submit as much detail as you think is necessary for the Applications Coordinator to have a clear understanding of your training. Before you begin, please read the document titled “Definition of Terms as Applied to Training History” so that your answers correspond to the Board’s understanding of terms listed.

(32) Which method(s) best describe how you receive the majority of your training?

<table>
<thead>
<tr>
<th>Apprenticeship / On-the job</th>
<th>Mentorship/Tutorship</th>
</tr>
</thead>
<tbody>
<tr>
<td>List instructor’s name, address, phone, agency (if applicable)</td>
<td>List mentor’s name, address and phone, agency (if applicable)</td>
</tr>
<tr>
<td>Use separate paper to outline the topics included in training, and approximate hours of self-directed time and contact time.</td>
<td>Use separate paper to outline the topics included in training, and approximate hours of self-directed time and contact time.</td>
</tr>
</tbody>
</table>

Submit: (a) a certificate of training, letter from principal trainer/mentor, or other documentation of completed training
(b) a course outline which describes your study (if you do not have a course outline complete the Document Examiners Training Inventory form that is included in this application packet)

(33) Was your training on a full time or part-time basis?

________________________________________________________________________

(34) How long was your training period? List month/year to month/year

________________________________________________________________________

(35) During your training did you have personal interaction time with your trainer or an assigned FDE to work on cases, discuss the basis of your findings, and have your opinions critiqued? _______ Yes _______ No
(36) As part of your training, did you attended courses on document examination or related areas offered by an accredited college or university or private institution? If yes, on a separate sheet of paper titled “Question No. 36 Supplement” list courses, sponsor, addresses, dates, and the name of individual(s) presenting the course. Attach copies of grades, transcripts or certificate of completion for institution courses.

(37) List any additional sources of education in questioned document examination. Attach additional sheets as needed, titled “Question No. 37 Supplement”.

(38) Have you regularly attended continuing education conferences since completing training? ______Yes ______No
Please list the last five conferences you attended, listing the sponsoring organization and date.

EDUCATIONAL BACKGROUND

High School

City/State

College/University

Degree

Year

College/University

Degree

Year

College/University

Degree

Year

ATTACH THE FOLLOWING AS PART OF YOUR APPLICATION.

(1) Current resume / CV
(2) Your professional letterhead
(3) Current business card
(4) Copy of all advertisements within the last two years, including Internet sources.
(5) Signed statement supporting the BFDE Code of Ethics and Professional Responsibility (form included)
(6) Signed statement regarding the BFDE Polices and Procedures Manual (form included)
(7) Declaration of current employment (form included)
(8) Copy of college diploma
(9) Federal Rules of Civil Procedure, Rule 26 (a)(2)(B) list of testimony provided within the last four years.
(10) Indemnification form
PLEASE READ CAREFULLY THE FOLLOWING PARAGRAPHS BEFORE YOU SUBMIT YOUR APPLICATION.

Based on the answers provided in this application, it is understood that additional information or documentation may be requested by the Board. Any additional information provided will be considered part of this application. Information provided in this application is subject to verification.

The applicant understands that processing of the application and confirmation by the Board that the applicant meets its requirements to sit for testing is not guaranteed. The applicant also understands that acceptance of this application does not guarantee that the applicant will receive Board Certification, and that Board Certification and/or any other recognition awarded is based solely on passing all the required testing and satisfactorily completing any other required activities within the assigned time period.

The applicant understands that Board Certification is valid for a five year period and that every fifth year the certificate holder must apply to renew his/her board certification. Certification renewal requires fulfilling the requirements then existing and being in good standing with the Board concerning ethical behavior and current in all fees owed to the Board. The applicant agrees that the awarded certificate remains the property of the BFDE and will be returned to the BFDE upon termination or resignation of one’s board certification.

The Applicant understands that Board Certification by the BFDE does not constitute an endorsement by the BFDE of the certificate holder’s work product, opinions rendered, or skill as an expert witness. Board certification attests to the fact that the certificate holder had the knowledge, skill, and ability required to pass testing as prescribed in the program sponsored by the Board of Forensic Document Examiners. By renewing the certificate, the BFDE is recognizing that the certificate holder has fulfilled the current requirements for certificate renewal.

By submitting this application the applicant agrees that he or she understands the Certification Program and will comply with its requirements.

The applicant agrees to defend, indemnify and hold harmless the BFDE, its officers/directors, agents, test administrators, and scorers, and any other individual participating on behalf of the Board from any and all actions resulting from the Applicant’s failure to meet the prerequisites for testing, failure to pass testing, failure to meet the requirements for certificate renewal, failure to uphold the Code of Ethics or Code of Professional Responsibility, and with respect to, but not limited to, any actions taken by the Board which causes reprimand, suspension, revocation of an awarded certificate for breach of the Code of Ethics or Code of Professional Responsibility.

The applicant states that the information provided herein is true and accurate to the best of his/her knowledge. The applicant grants permission for a background check and other activities to verify the information submitted as part of the application process. The applicant acknowledges that any material misrepresentation of the fact is cause for denial of the application or revocation of certification should the misrepresentation be brought forward after a certificate has been issued.

Date______________________ Signature______________________
Board of Forensic Document Examiners  
Code of Ethics and Professional Responsibility  

Pledge

I have read the BFDE Code of Ethics and Professional Responsibility*, understand same, and agree to abide by same. If a complaint for any breach of the Code of Ethics and Professional Responsibility is made against me, the Ethics Committee of the BFDE shall have jurisdiction to review and take action on the complaint.

I will have the opportunity to present information to rebut any complaint alleging a breach of the Code of Ethics and Professional Responsibility before the Ethics Committee or a tribunal. The Ethics Committee or tribunal shall weigh the evidence and information presented to it and make a recommendation to the Executive Board of the Board of Forensic Document Examiners.

I agree that the Executive Board of the Board of Forensic Document Examiners shall decide the ultimate validity of the complaint and shall have the right to impose sanctions against me, up to and including revocation of my board certification and/or any other status.

I agree that I shall accept as final the decision of the Executive Board of the Board of Forensic Document Examiners as binding in all matters concerning my board certification and/or any other status.

Pledged to uphold and Agreed to on this____ day of ______________________, 20______.

Signature______________________________________________________

* The BFDE Code of Ethics and Professional Responsibility can be found in the Information Pages of the Application Packet.
Certification Examination and Certification Renewal Process
Board of Forensic Document Examiners

I confirm that I have received a copy of the document titled *Certification Examination and Certification Renewal Process* and that I have read same. I understand that revisions may be made to the certification program, from time to time, and such revisions could change the requirements for certification renewal. I understand that all certificate holders will have to meet the requirements as amended in order to maintain certification status. If I choose not to comply with amended policies or am unable to comply, I understand that my certification will not be renewed.

Date_________________ Signature____________________________________

* This document can be found in the Information Pages of the Application Packet.
Declaration of Current Employment

In the matter of my application to the Board of Forensic Document Examiners, I make the following declaration.

I am currently engaged in the profession of forensic document examination and have been so engaged since ________________(year).

Since the stated date, I have worked regularly in the profession, offering my services to those clients who typically seek the services of a forensic document examiner or performing document examinations for a law enforcement agency.

Date __________________________ Signature ________________________________
CONFIDENTIALITY AGREEMENT

Participant in Testing

Board of Forensic Document Examiners
Certification Testing Program

In order to assist in maintaining the integrity of the testing procedure, I pledge that I will not discuss the written test questions or the performance examination cases with anyone other than the test administration individual(s) or Director of Testing, unless given permission by the President of the Board.

I agree that my confidentiality is essential to maintaining the integrity of the testing program, so that no candidate has an advantage based on prior knowledge of any of the test contents.

This is my solemn pledge given on the _____ day of _____________20_____.

________________________________________
Signature
Permission to Audit File

A certifying body that receives accreditation from the Forensic Specialties Accreditation Board may be required for FSAB’s auditing purposes to make available for inspection by FSAB a percentage of its files of certified individuals.

The purpose of the FSAB audit is to confirm that the certifying body (the BFDE) is properly following its own By-Laws and certification standards during its evaluation of applicants for certification and certification renewal. The BFDE would confirm that any member of FSAB or any other authorized accrediting agency reviewing BFDE applicant files has signed an oath of confidentiality agreeing not to disclose any information about any applicant or BFDE certified individual that may be learned as a result of reviewing his/her file during an audit, unless such information is already in the public domain.

By signing this document, the applicant is granting permission to the BFDE to allow FSAB or any other authorized accrediting agency to inspect his/her file, as necessary, to comply with the quality system review process requirements of any accrediting agency of the BFDE.

Date __________________ Signature ________________________________
# Forensic Document Examiners Training Inventory

**Instructions:** Use this document to identify the areas of study/training/education that you received by placing a check beside the appropriate subject, under the appropriate heading. This form should represent your skills as of the date of this application.

<table>
<thead>
<tr>
<th>A. Foundation Skills</th>
<th>Subjects included in fundamental training</th>
<th>Tasks currently performed in practice or employment</th>
<th>Tasks referred to another agency or to colleague</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge of Handwriting Methodology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e.g. programming of writing movement, information processing, basic motor programming)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Knowledge of Handwriting / Hand Printing Identification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(handwriting, hand printing characteristics) (e.g. line quality, pressure, connective, rhythm)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Knowledge of Inks (e.g., various kinds of ink, ink testing procedures, ink dating procedures)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>4. Identify Various Writing Instruments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Knowledge of Fonts and Type Styles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Knowledge of Paper (e.g., manufacturing process, physical characteristics, watermarks)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Knowledge of Printing Devices (e.g. typewriters, laser printers, ink jet printers)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Knowledge of Forms and Letterheads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Knowledge of Comparative Analysis Techniques (e.g., evaluation of similarities, differences)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Ethics and Professionalism (familiarity with BFDE Code of Professional Responsibility, the limitations of document examination)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| B. Gathering Evidence                                                               |                                          |                                                   |                                               |
| 11. Maintaining Chain of Custody (evidence handling)                                 |                                          |                                                   |                                               |
| 12. Collect Standards of Comparison (handwriting/signatures)                         |                                          |                                                   |                                               |
| 13. Collect Standards of Comparison (other media)                                   |                                          |                                                   |                                               |
| 14. Verify Accuracy of Document Data                                                |                                          |                                                   |                                               |
| 15. Analyze Document Formatting                                                     |                                          |                                                   |                                               |

| C. Analyze Handwriting                                                              |                                          |                                                   |                                               |
| 16. Examine cursive writing (including signatures)                                  |                                          |                                                   |                                               |
| (e.g. various kinds of forgery, characteristics of genuine writing/signatures)      |                                          |                                                   |                                               |
| 17. Examine Hand Printing (alpha and numeric)                                       |                                          |                                                   |                                               |
| 18. Recognize influences on Handwriting Skills (internal and external)              |                                          |                                                   |                                               |
| 19. Identify Letter Design Influences                                               |                                          |                                                   |                                               |
| 20. Recognize Disguised Handwritten Images                                           |                                          |                                                   |                                               |
| 21. Examine Graffiti                                                                |                                          |                                                   |                                               |
| 22. Determine Line Sequence and Direction of Writing Movement                        |                                          |                                                   |                                               |

| D. Analyze Falsified Documents                                                       |                                          |                                                   |                                               |
| 23. Determine Document Altering Techniques                                           |                                          |                                                   |                                               |
| 24. Identify Counterfeited/Fabricated Documents                                      |                                          |                                                   |                                               |

<p>| E. Analyze Features of Paper and Media                                               |                                          |                                                   |                                               |
| 25. Identify Watermark Characteristics                                               |                                          |                                                   |                                               |
| 26. Identify Types and Characteristics of Paper                                      |                                          |                                                   |                                               |
| 27. Identify Physical Characteristics of Paper                                       |                                          |                                                   |                                               |</p>
<table>
<thead>
<tr>
<th></th>
<th>Subjects included in fundamental training</th>
<th>Tasks currently performed in practice or employment</th>
<th>Tasks referred to another agency or to colleague</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.</td>
<td>Access Production Characteristics of Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td>Assess Physical Condition of Paper (current)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**F. Analyze Impact and Non-Impact Images**
- 30. Analyze Copy Machine Images
- 31. Analyze Latent Images
- 32. Analyze Fax Machine Images
- 33. Analyze Printer Images
- 34. Analyze Typewriter Images
- 35. Analyze Imaging Devices (rubber stamp, auto pens, embossing seals)
- 36. Analyze Non-Impact Pre-Print Images
- 37. Analyze Credit Card/Check Security Features

**G. Using Lab Instruments**
- 38. Use Microscopes and Magnifiers
- 39. Use Videospectrum Devices (such as infrared and ultraviolet, including filters)
- 40. Use Electrostatic Detection Device
- 41. Use Photography (Digital, 35mm)
- 42. Use Light Sources (including various filters)
- 43. Use Digital Image Equipment
- 44. Use Photocopiers
- 45. Use Measuring Devices
- 46. Other Equipment (applicable to document problems)

**H. Evaluating Evidence and Presenting Case Findings**
- 47. Evaluate Results of All Analyses Performed
- 48. Express Opinions/Assign Levels of Certainty (e.g. know levels per ASTM)
- 49. Prepare Reports (verbal and written)
- 50. Prepare for testimony (including exhibits)

**I. Demonstrating Knowledge of Legal Procedures**
- 51. Define Legal Terms (e.g. terms and concepts used by attorneys in discussing cases)
- 52. Demonstrate Knowledge of Types of Legal Proceedings
- 53. Recognize Legal Precedents (regarding document examination issues) (e.g. Daubert, Kumho)

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**DECLARATION**

In the first column I have placed a check-mark next to the subjects in which I received fundamental training. In the second column I have placed a check-mark in the areas of my practice. In the third column I have placed a check-mark in the areas of work I refer elsewhere.

Date ___________________________  Signature ______________________________

BFDE: R-A107—Training Inventory

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Supplemental Education / Training

Applicants whose initial training is not compliant with ASTM E2388 (published first in 2005) must provide an spreadsheet listing continuing education and training acquired since completing one’s initial (fundamental/basic) training. A template for the spread sheet can be obtained from the Application’s Coordinator. We require all applicants to use the same format.

The BFDE is required by FSAB to ensure that any applicant trained prior to publication of ASTM E2388 have supplemented education/training in subjects referenced in the guide. The BFDE acknowledges that some subjects in the guide may not be for services offered by a specific public agency or private practice, however, because the subject matter relates to the examination of documents the applicant must have a general understanding of a subject, even if such services are not offered.

By signing this document, I state that I have had either initial (fundamental/basic) training in the topics of E2388 or supplemental/education/training as shown on the submitted spreadsheet.

Date____________________  Signature_________________________________