



AFTE RECERTIFICATION APPLICATION

Name: _____ AFTE #: _____ Date: _____

Email: _____ Phone #: _____

Mailing Address: _____

Area(s) of Recertification: Firearms Toolmarks GSR

Recertification Due Date(s): _____ _____ _____

Late Fees [if application submitted more than 30 days after due date(s)]: Firearms Late Fee Toolmarks Late Fee GSR Late Fee

Total Due: _____ Payment Option: PayPal Check Enclosed (payable to “AFTE”)

Please complete the applicable sections below and include all relevant training and activities you have participated in over the five-year period since your original certification or last recertification date. Provide the acceptable supporting documentation (e.g. certificates of attendance, course outlines and announcements, meeting agendas, etc.) as indicated in the applicable sections below. Document the appropriate information concerning proficiency tests in the section on the last page.

A. Training Received

1. General Training:

Training must be specific to firearm, toolmark, and gunshot residue topics. Training related to management, supervision, leadership, and any other forensic disciplines is not eligible for CEU credit. **Attendance at the AFTE annual training conference, regional technical meetings, NIBIN, Study Groups, or other meetings dedicated to the field of firearm and toolmark examination (actual hours of attendance for presented material only, exclusive of snack/meal breaks, etc.); or relevant professional development courses, workshops, seminars, and webinars** (e.g. Daubert & Frye, courtroom demeanor, ethics, industry tours, etc.) = **1 CEU/hour of training (no maximum)**. Do not include industry trade shows, armorer courses or gunsmithing programs, and accreditation related training (see A.2 through A.4 below). *Acceptable documentation: Certificates of attendance, course outlines and announcements, meeting agendas, registration receipts, or other evidence of attendance.*

presentation viewed. Alternatively, a letter signed by a laboratory director or quality assurance manager confirming the viewing time.

Category A.1.1 Total (Transcribe from Video Training Summary Form) =

2. Attendance at a Firearms or Tooling/Manufacturing Industry Trade Show:

There is a significant value in attending industry trade shows (e.g. NRA, SHOT Show®, etc.), which provide personal contact with manufacturer representatives, question and answer opportunities, product literature received, the hands-on opportunity to learn about new products, and the opportunity to develop personal contacts as future sources of assistance. As a result, the Certification Committee has determined that recertification credit for trade show exhibit hall attendance will be accepted at a rate of **2 CEUs/day, 10 CEUs max./five-year recertification period.** *Acceptable documentation: Copy of registration receipt or attendee badge.*

| Date(s) of Event | Name of Trade Show | # of Days | CEUs |
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Category A.2 Total =

3. Armorer Courses and Gunsmithing Programs:

Attendance and completion of hands-on, in-person armorer or gunsmithing training courses = **1 CEU/hour of training, 16 CEUs max./five-year recertification period.** *Acceptable documentation: Certificate(s) of completion.*

| Date(s) | Name of Armorer's Course/School or Gunsmithing Program | CEUs |
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Category A.3 Total =

4. Training Related to Accreditation topics:

The AFTE Certification Committee recognizes the importance of training designed to prepare the certificant for participation in formal accreditation activities. Credit can be earned for the following:

1. Attendance and successful completion of a training course specifically designed to prepare/qualify serving as an assessor in formal EXTERNAL laboratory assessment activities = **1 CEU/hour of training, 30 CEUs max./five-year recertification period.** *Acceptable documentation: Certificate(s) of completion.*
2. Attendance and successful completion of training specifically designed to prepare/qualify serving as an INTERNAL auditor = **1 CEU/hour of training, 8 CEUs max./five-year recertification period.** *Acceptable documentation: Certificate(s) of completion.*
3. Training related to relevant specialized accreditation topics (root cause and/or risk analysis, measurement confidence, audit prep, etc.) = **1 CEU/hour of training, 8 CEUs max./five-year recertification period.** *Acceptable documentation: Certificate(s) of completion.*

Credit for accreditation training in the above categories is limited to a maximum of 30 CEUs total per recertification period.

| Date(s) | Name of Accreditation Training Course | CEUs |
|---------|---------------------------------------|------|
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Category A.4 Total =

B. Training Provided and Professional Contributions

1. **Instruction and Training Provided** (*except for No. 3. Coordinating, includes actual instruction time, not supervision or administrative time*)
 1. **Teaching a relevant workshop or class = 2 CEU/hour of instruction, 20 CEUs max./year, 40 CEUs max./five-year recertification period.** *Acceptable documentation: Copy of certificate of participation or workshop agenda/lesson plan.*
 2. **Providing training to new examiner(s) as primary trainer** ($\geq 50\%$ of time spent in this role) or providing training in specialized topics (e.g. providing supplemental training/instruction to laboratory trainees, either internal or external to the applicant’s laboratory; providing a block of instruction at the National Firearms Examiner Academy or similar training program, etc.)

Primary trainer = 20 CEUs/year, 40 CEUs max./five-year recertification period. *Acceptable documentation: Letter or other documentation from employing agency describing the scope of training and dates provided.*

Specialized topic instructor = 1 CEU/hour of instruction, 20 CEUs max./year, 40 CEUs max./topic/five-year recertification period. *Acceptable documentation: Letter or other documentation from venue agency or institution giving a brief description of the training, including dates provided, topic(s) covered, and duration.*

| Date(s) | Training Provided (workshop title, name of trainee, venue, etc.) | Hours | CEUs |
|---------|--|-------|------|
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Category B.1.1 and B.1.2 Total =

- Coordinating or planning a seminar or workshop in relevant subject matter areas (e.g. AFTE training seminar host committee, hosting a study group meeting, etc.). Credit cannot be claimed for planning and attending the same event. Affected applicants may choose to seek credit under A.1 or B.1.3 (but not both) in the same recertification period. = **8 CEUs/day, 24 CEUs max./five-year recertification period.** *Acceptable documentation: Copy of workshop announcement or agenda/lesson plan.*

| Date(s) of Event | Name of Training Seminar or Workshop | # of Days | CEUs |
|------------------|--------------------------------------|-----------|------|
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Category B.1.3 Total =

2. Presentations and Publications

- Presentation of research paper/article at AFTE or other scientific association meeting* (only formal scheduled presentations published in the conference program qualify – **short informal presentations such as “bring your own slides” are not eligible for any CEU credit.**)

Presentation (audio/visual) = **16 CEUs/topic, 32 CEUs max./five-year recertification period.;**
 Poster presentation = **8 CEUs/topic, 16 CEUs max./five-year recertification period.** *Acceptable documentation: Presentations = copy of meeting agenda with presentation listed or speaker certificate of appreciation. Posters = electronic copy of the poster image and presenter certificate of appreciation.*

*If the same presentation or poster topic is given at more than one meeting, including those types indicated under B.2.2 (below), CEU credit can only be claimed once. Credit cannot be claimed for presenting a published article if applicant is seeking CEU credit under B.2.4 (below). Affected applicants may choose to seek credit under B.2.1 or B.2.4 (but not both) in the same recertification period.

2. Presentations at regional meetings (e.g. study groups, user groups, technical trainings or professional meetings, etc.) related to subject matter areas.* = **5 CEUs/presentation, 10 CEUs max./five-year recertification period.** *Acceptable documentation: Copy of meeting agenda with presentation listed.*

*If the same presentation is given at more than one meeting, including those types indicated under B.2.1 (above), CEU credit can only be claimed once. Credit cannot be claimed for presenting a published article if applicant is seeking CEU credit under B.2.4 (below). Affected applicants may choose to seek credit under B.2.1 or B.2.2 or B.2.4 for the same presented material in a single recertification period.

3. Presentations to schools, civic service groups, and governmental organizations or committees (including citizen’s academies) related to subject matter areas.* = **2 CEUs/presentation, 10 CEUs max./five-year recertification period.** *Acceptable documentation: Copy of correspondence (email or otherwise) with presentation organizer confirming participation or presentation announcement.*

*Multiple (repeating) presentations of the same content given in the same day at the same venue count as one presentation.

*Specify whether a **presentation or poster** in the “Type” field below*

| Date(s) | Title/Venue/Location | Type | CEUs |
|---------|----------------------|------|------|
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Category B.2.1 through B.2.3 Total =

4. Authorship or co-authorship of article published in AFTE Journal or other peer-reviewed journal.*

Published article = **16 CEUs/topic, 32 CEUs max./five-year recertification period.**; Published case report or technical report = **8 CEUs/topic, 16 CEUs max./five-year recertification period.** *Acceptable documentation: Copy of table of contents page from journal with article listed.*

*Credit cannot be claimed for a published article if applicant is seeking CEU credit under B.2.1 (above). Affected applicants may choose to seek credit under B.2.1 or B.2.4 (but not both) in the same recertification period.

5. Authorship or co-authorship of a new relevant book chapter or book.

Chapter = **15 CEUs/chapter, 30 CEUs max./five-year recertification period.** *Acceptable documentation: Copies of title page, copyright page showing date of publication, first page of chapter, and/or first page of the section authored by the applicant, if different from first pages of chapter.*

Book = **40 CEUs/book, 40 CEUs max./five-year recertification period.** *Acceptable documentation: Copy of title page from book including author's/applicant's name and copyright page showing date of publication.*

6. Update or revision of an existing relevant book chapter or book.

Chapter = **5 CEUs/chapter, 10 CEUs max./five-year recertification period.** *Acceptable documentation: Copies of title page, copyright page showing date of publication, first page of chapter, and/or first page of the section authored by the applicant, if different from first pages of chapter.*

Book = **10 CEUs/book, 20 CEUs max./five-year recertification period.** *Acceptable documentation: Copy of title page from book including author's/applicant's name and copyright page showing date of publication.*

*Specify whether an **Article, Book, Case Report, or Chapter** in the "Type" field below*

| Date(s) | Title of Article/Book | Type | CEUs |
|---------|-----------------------|------|------|
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Category B.2.4 through B.2.6 Total =

7. Editing a technical article* or book in subject matter areas for publication.

Article = **5 CEUs/article, 20 CEUs max./five-year recertification period.** *Acceptable documentation: Copy of assignment notification (email correspondence or otherwise) from editor of publication or copy of completed AFTE manuscript review form.*

*Credit cannot be claimed for editing articles for the AFTE Journal if applicant is seeking CEU credit under B.3.1 (below) as a member of the AFTE Editorial Committee. Affected applicants may choose to seek credit under B.2.7 or B.3.1 (but not both) in the same recertification period. This rule does not apply to Editorial Committee members when they edit articles for publications other than the AFTE Journal.

| Date Completed | Title of Article/Book | Status | CEUs |
|----------------|-----------------------|--------|------|
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Category B.2.7 Total =

3. AFTE Service and Related Contributions

1. Serving as a member or chairperson of an AFTE committee (standing or ad hoc)* or as a member of the AFTE Board of Directors.

Committee member: **5 CEUs/committee/year, 15 CEUs max./committee/five-year recertification period.**

Committee chairperson: **10 CEUs/committee/year, 30 CEUs max./committee/five-year recertification period.**

Board of Directors member: **10 CEUs/year, 20 CEUs max. max./five-year recertification period.**

Acceptable documentation: Copy of relevant pages of AFTE News showing notice of appointment or printed page from AFTE website showing name associated with committee or Board position.

If involved in multiple AFTE committees, a maximum of 30 CEUs total may be claimed per recertification period.

*Credit cannot be claimed for being a member of the AFTE Editorial Committee if applicant is seeking CEU credit under B.2.7 (above) for editing AFTE Journal articles. Affected applicants may choose to seek credit under B.2.7 or B.3.1 (but not both) in a single recertification period. This rule does not apply to Editorial Committee members when they edit articles for publications other than the AFTE Journal.

| Date(s) | AFTE Committee Name/Board Service | Position | CEUs |
|---------|-----------------------------------|----------|------|
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Category B.3.1 Total =

- Serving as an executive member, member (voting or non-voting), or chairperson of a state or federal organization that is related either directly [e.g. Organization of Scientific Area Committees (OSAC)] or indirectly [e.g. Forensic Science Standards Board (FSSB)], to the discipline of firearm and toolmark examination and identification.

Non-Voting Member: **2 CEUs/committee/year, 10 CEUs max./committee/five-year recertification period.**

Voting Member: **5 CEUs/committee/year, 15 CEUs max./committee/five-year recertification period.**

Executive Member or Chairperson: **10 CEUs/committee/year, 20 CEUs max./committee/five-year recertification period.**

Acceptable documentation: Copy of email or other correspondence from oversight agency or organization indicating appointment and length of term.

| Date(s) | Organization Name | Member Level/Position | CEUs |
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Category B.3.2 Total =

- Helping to collect and disseminate legal documents relating to challenges to the admissibility of courtroom testimony regarding firearm and/or toolmark identification, such as motions to dismiss, affidavits, declarations, rebuttals, etc. = **5 CEUs/case, 10 CEUs max./five-year recertification period.** *Acceptable documentation: Copies of emails chronicling the distribution of these documents.*

| Date(s) of Docs | Name of Case, Jurisdiction/Location, Doc Type | Proceeding Type | CEUs |
|-----------------|---|-----------------|------|
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Category B.3.3 Total =

4. Appearing as an expert witness and providing court testimony in defense of the field of firearm and/or toolmark identification during admissibility hearings (e.g., Daubert, Frye, 402 hearings, etc.) and/or providing courtroom assistance (other than testimony arising from routine firearm and toolmark examinations) to legal counsel defending the field of firearm and/or toolmark identification in such a hearing.

Courtroom testimony = **10 CEUs/case, 20 CEUs max./five-year recertification period.** *Acceptable documentation: Copies of subpoenas, Notices to Appear, first few pages of testimony transcript, and/or letter or copies of correspondence from attorney indicating scope of testimony.*

Courtroom assistance to counsel = **5 CEUs/case, 10 CEUs max./five-year recertification period.** *Acceptable documentation: Letter or copies of correspondence from attorney indicating scope of assistance.*

Specify Assistance or Testimony in the "Type" field below

| Date(s) | Name of Case, Jurisdiction/Location, Doc Type | Service Provided | CEUs |
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Category B.3.4 Total =

5. Contributions to the AFTE Glossary, either in the form of a new term/definition or the modification of an existing term/definition, which have been adopted by the Glossary Sub-Committee. The term and/or definition may be adopted either in its submitted form or in modified form, as determined by the Glossary Sub-Committee.* = **2 CEUs/ glossary term, 4 CEUs max./five-year recertification period.** *Acceptable documentation: Copy of email correspondence from Chair of Glossary Sub-Committee acknowledging acceptance of submission.*

*Credit cannot be claimed if applicant is a member of the AFTE Glossary Sub-Committee.

| Date(s) | Term Added or Modified and Brief Description of Modification | CEUs |
|---------|--|------|
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Category B.3.5 Total =

4. Research Participant or Advisor

1. Serving as a participant in a validation or empirical research study. Generally, only formal studies sponsored by an external person, group or agency, which are intended to be published or presented, are deemed eligible for credits. If an applicant has any question as to whether a specific study qualifies for credit, it is suggested they contact the Certification Committee Chairperson for guidance PRIOR to participation. = **5 CEUs/study, 15 CEUs max./five-year recertification period.** *Acceptable documentation: Correspondence (email or otherwise) from primary researcher indicating applicant’s participation in study.*
2. Serving as a participant in a student-led research study conducted as part of a graduate-level college program or firearm training academy (e.g. NFEA, CCI, etc.). = **2 CEUs/study, 10 CEUs max./five-year recertification period.** *Acceptable documentation: Copy of completed project report and correspondence from student acknowledging applicant’s participation.*
3. Serving as an advisor for a research project. Providing support, advice, and guidance to validation, empirical, graduate-level college or firearm training academy students (e.g. NFEA, CCI, etc.) on research studies designed to provide relevant information to the profession. If an applicant has any question as to whether a specific study qualifies for credit, it is suggested they contact the Certification Committee Chairperson for guidance PRIOR to participation. = **2 CEUs/study, 10 CEUs max./five-year recertification period.** *Acceptable documentation: Copy of completed report, student progress report, or correspondence from college or university acknowledging applicant’s participation.*

Specify whether you served as an Advisor or Participant in the “Role” field below

| Date(s) | Research Study Details (specify group, researcher, etc) | Role | CEUs |
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Category B.4.1 thorough B.4.3 Total =

5. Participation in an Accreditation Process

1. Serving as an assessor, specifically in the area of firearm and/or toolmark examination/identification, in a formal **EXTERNAL** audit of a laboratory for accreditation purposes. = **2 CEU/s/day, 5 CEUs/audit, 20 CEUs max./five-year recertification period.** *Acceptable documentation: Copy of email correspondence from lead assessor confirming participation.*

| Date(s) | Name of Laboratory | Body | Lead Assessor | # of Days | CEUs |
|---------|--------------------|------|---------------|-----------|------|
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Category B.5.1 Total =

2. Serving as an assessor, specifically in the area of firearm and/or toolmark examination/identification, conducting **INTERNAL** auditing activities within the employing laboratory/system of the certificant. = **1 CEUs/day, 10 CEUs max./five-year recertification period.** *Acceptable documentation: Copy of email correspondence from lead assessor confirming participation.*

Credit for service as an assessor in the above categories is limited to a maximum of 20 CEUs total per recertification period.

| Date(s) | Name of Employing Accredited Forensic Laboratory | CEUs |
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Category B.5.2 Total =

C. Laboratory Employment and Membership in Professional Forensic Associations

The AFTE Certification Committee recognizes the importance of the certificant's daily work as well as their participation in professional forensic associations and societies. Credit can be earned for the following:

1. Employment

Full-time (>50% of time) employment at a federal, state, or local accredited forensic laboratory in the capacity of a working forensic scientist or firearm/toolmark section Technical Leader = **3 CEUs/year, 15 CEUs max./five-year recertification period.** *Acceptable documentation: Letter from employing agency attesting to specific job duties and date range of employment.*

| Date(s) | Name of Employing Accredited Forensic Laboratory | CEUs |
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Category C.1 Total =

2. Membership

Membership in a regional (e.g. CAC, MAFS, NEAFS, NWAFS, SAFS, etc.) or national/international (e.g. AAFS, CSFS, ENFSI, IAI, etc.) professional forensic association or society (other than AFTE) that is related either directly or indirectly to the field of firearm, toolmark or gunshot residue examination = **1 CEU/membership/year, 10 CEUs max./five-year recertification period.** *Acceptable documentation: Association membership card showing applicable year(s), receipt for payment of membership dues showing applicable year(s), or copy of current association membership roster showing applicant's name.*

| Date(s) | Name of Professional Forensic Association | CEUs |
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Category C.2 Total =

Total CEUs (Minimum 100 CEUs required):

Category A activities (Training Received):

Category B activities (Training Provided and Professional Contributions):

Category C activities (Lab Employment and Professional Memberships):

GRAND TOTAL:

Proficiency Testing Certification

Signing this application certifies that:

1. The applicant has successfully completed and passed the proficiency tests indicated below.
2. The analysis of the proficiency test samples was performed, to the greatest extent practicable, in the same manner as casework according to accepted protocols of the applicant's laboratory.
3. Copies of supporting documentation will be made available to the AFTE Certification Committee if and when requested.

Proficiency tests must conform to laboratory protocols. For each subject area in which recertification is being sought, include the following information for each proficiency test successfully completed in the past five years: test provider (if necessary, explain in the "Comments" field which follows), test and participant identifier (if applicable), and date results were submitted to the test provider. If the date the test results were submitted is not within the same year the test was assigned or intended for, provide an explanation in the "Comments" field. Enter "N/A" in any fields that are not applicable.

| Subject Area | Test Provider | Test Identifier | Participant Identifier | Date Results Submitted |
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Comments:

The information listed on this application is accurate and reflects the professional development activities in which the applicant has participated. I understand that the AFTE Certification Committee will verify some or all of the information contained in this application. I agree to authorize the release of this information for recertification purposes. I understand that providing any false information on this application may result in revocation of my certification(s) and/or a charge of an AFTE Ethics Code violation, which may result in termination of my AFTE membership.

Certifying Signatures (Both are required):

X

Applicant's Signature and Date

X

*Laboratory Official's Signature and Date
(Supervisor or other authorized signatory)*

Laboratory Official's Name

Laboratory Official's Title