

Form 4: Application for Five-Yearly Recertification

All examiners certified with AFFSAB must undergo an annual recertification. This recertification requires the examiner to be current in the discipline and to have met their jurisdiction's proficiency testing requirements for that year.

Every five years, examiners are required to undergo a more rigorous assessment. In addition to the normal annual requirements, the examiner must demonstrate currency and professional development in the discipline by accumulating 100 points of professional development as outlined in this form.

Part 1: Applicant's Details

Family Name:	<input type="text"/>	Given Name:	<input type="text"/>
Rank/Title:	<input type="text"/>	Jurisdiction:	<input type="text"/>
Phone:	<input type="text"/>	Discipline:	<input type="text"/>
Email:	<input type="text"/>		

Part 2: Discipline Proficiency Indicators

A) Applicant's current position, roles and responsibilities including duration within discipline specific forensic field:

B) Applicants Proficiency Test Results (current year):

Test Number:	<input type="text"/>	Test Type:	<input type="text"/>
Provider:	<input type="text"/>		
Result:	<input type="text"/>		

Were the applicant's test results provided directly to the provider? Yes No

Was the test completed by the applicant as an internal proficiency test? Yes No

Part 3: Discipline Proficiency Indicators

In order to meet the professional development requirement of the five-yearly recertification, the applicant must demonstrate their commitment to ongoing development by achieving a minimum of 100 points in this section. Points can be claimed from performing day to day operational duties and through professional development. Applicants must claim a minimum of 30 points from each of the two sections (A) and (B) below with the additional 40 points coming from either of the sections.

Applicants are only required to complete details in the development record below. Supporting documentation does not need to be submitted with this form. The applicant's supervisor and organisational head must endorse that the information is true and correct and recommend the applicant for recertification.

Applicants, supervisors and the organisational heads must be aware that AFFSAB may, at any time, audit the development of the officer claimed below by calling for supporting documentation to be **submitted by the individual/jurisdiction**.

Part 3(A): Core Day to Day Discipline Duties

Indicator & Points Awarded <i>(cite examples achieved in past 5 years)</i>		Evidence	Total Points
1)	<p><u>Undertake casework</u></p> <p><i>(Casework may involve field examinations, laboratory examinations or office based comparisons)</i></p> <p>10 points per case (Max 20 points)</p>	<p>Indicate case reference number(s):</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; width: 50px; height: 50px;"></div>
2)	<p><u>Technically review casework</u></p> <p><i>(Must be technical review of casework which may involve field examinations, laboratory examinations or office based comparisons. Administrative reviews are not applicable)</i></p> <p>5 points per case (Max 20 points)</p>	<p>Indicate case reference number(s):</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; width: 50px; height: 50px;"></div>
3)	<p><u>Prepare forensic brief of evidence for court</u></p> <p><i>(Brief of evidence may contain statements, court reports, expert certificates, charts, photographs etc.)</i></p> <p>10 points per case (Max 20 points)</p>	<p>Indicate case reference number(s):</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; width: 50px; height: 50px;"></div>
4)	<p><u>Provide expert evidence in a court of law</u></p> <p><i>(Evidence may be in any recognised court of law, in person or via teleconference/video link. Pre-trial conferences are not applicable)</i></p> <p>10 points per 1 hour - accumulative (Max 20 points)</p>	<p>Indicate case reference number(s):</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; width: 50px; height: 50px;"></div>
5)	<p><u>Provide technical advice/feedback to other areas within jurisdiction or to other jurisdictions</u></p> <p><i>(Advice may be provided verbally or in writing, but must be technical in nature)</i></p> <p>5 points per case (Max 20 points)</p>	<p>Cite date, nature of advice and area advice provided to:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; width: 50px; height: 50px;"></div>
6)	<p><u>Manage or co-ordinate major scenes and/or investigations</u></p> <p><i>(Refers to any major scene or investigation attended as part of your core day to day duties)</i></p> <p>10 points per investigation (Max 20 points)</p>	<p>Indicate case reference number(s):</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<div style="border: 1px solid black; width: 50px; height: 50px;"></div>
<p>Total points claimed in Professional Indicators - Part (A) Day to Day Duties</p> <p>(Minimum 30 points)</p>			<div style="border: 1px solid black; width: 50px; height: 50px;"></div>

Part 3(B): Professional Development

	Indicator & Points Awarded <i>(cite examples achieved in past 5 years)</i>	Evidence	Total Points
1)	<p><u>Deliver discipline specific training</u></p> <p><i>(Refers to training delivered to one or more people as part of a formalised training program, workshop or course)</i></p> <p>5 points per 8 hour period - accumulative (Max 30 points)</p>	<p>Indicate dates and subject(s) delivered:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	
2)	<p><u>Undertake/complete ongoing discipline specific training</u></p> <p><i>(Don't include any training undertaken to achieve initial expert status)</i></p> <p>5 points per 8 hour day - accumulative (Max 30 points)</p>	<p>Cite course name, date and facilitator:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	
3)	<p><u>Act as mentor in structured mentoring program</u></p> <p><i>(Refers to the mentoring of one or more people through a jurisdictional or other program, not for the purpose of training)</i></p> <p>10 points (Max 10 points)</p>	<p>Cite program, dates and name of mentee:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	
4)	<p><u>National, jurisdictional or personal representative on committees</u></p> <p><i>(Personal refers to representation on a work related committee such as ANZFSS)</i></p> <p>10 points per committee (Max 20 points)</p>	<p>Cite committee and position held:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	
5)	<p><u>Jurisdictional representation at workshops</u></p> <p><i>(Any discipline relevant workshop attended to contribute to the outcome or for the purpose of professional development)</i></p> <p>10 points per workshop (Max 20 points)</p>	<p>Cite workshop and dates:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	
6)	<p><u>Participate in jurisdictional or national exercise</u></p> <p><i>(Exercises include any simulations or capability development exercises)</i></p> <p>10 points per exercise (Max 30 points)</p>	<p>Cite date, name and nature of exercise:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	

Additional Information

Part 3(B): Professional Development (continued)

Indicator & Points Awarded <i>(cite examples achieved in past 5 years)</i>	Evidence	Total Points
<p>7) Participate as an internal or external AFFSAB assessor</p> <p><i>(Full assessment must be completed within the five year period)</i></p> <p>10 points per candidate assessed (Max 30 points)</p>	<p>Cite date and candidate name:</p> <div style="border: 1px solid black; height: 100px;"></div>	
<p>8) Participate as an external NATA technical assessor</p> <p><i>(Technical assessment must relate to the discipline in which you are AFFSAB certified)</i></p> <p>10 points per assessment (Max 20 points)</p>	<p>Cite date and agency name:</p> <div style="border: 1px solid black; height: 100px;"></div>	
<p>9) Conduct or supervise a research project</p> <p><i>(Refers to a high level of involvement in the strategic direction of the project. Research project outcomes should be available at least within your jurisdiction)</i></p> <p>20 points per project (Max 20 points)</p>	<p>Cite name of project and brief overview:</p> <div style="border: 1px solid black; height: 100px;"></div>	
<p>10) Participate in a research project</p> <p><i>(Refer to involvement as a test participant. Research project outcomes should be available at least within your jurisdiction)</i></p> <p>5 points per project (Max 20 points)</p>	<p>Cite name of project and brief overview:</p> <div style="border: 1px solid black; height: 100px;"></div>	
<p>11) Write a paper published in a recognised journal or publication</p> <p><i>Peer reviewed - 20 points per publication</i></p> <p><i>Non-peer reviewed - 10 points per publication</i></p> <p>(Max 40 points)</p>	<p>Cite paper name, publication name, date and issue:</p> <div style="border: 1px solid black; height: 100px;"></div>	
<p>12) Write/develop/amend operating procedures, policies or training package</p> <p><i>(Amendments must be to technical content, not just for administrative purposes)</i></p> <p>5 points per policy, procedure or training module (Max 30 points)</p>	<p>Cite name and date of policy, procedure or training module:</p> <div style="border: 1px solid black; height: 100px;"></div>	
<p>13) Attend conference or symposium</p> <p><i>(Refers to any recognised conference or symposium attended for the purpose of professional development)</i></p> <p>10 points per event (Max 30 points)</p>	<p>Cite name and date of conference or symposium:</p> <div style="border: 1px solid black; height: 100px;"></div>	

Part 3(B): Professional Development (continued)

	Indicator & Points Awarded <i>(cite examples achieved in past 5 years)</i>	Evidence	Total Points
14)	<p>Present at conference or symposium</p> <p><i>(Refers to either an oral or poster presentation at any recognised conference or symposium)</i></p> <p>10 points per oral or poster presentation (Max 30 points)</p>	<p>Cite name and date of conference or symposium and name of session presented:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	
<p>Total points claimed in Professional Indicators - Part (B) Professional Development</p> <p>(Minimum 30 points)</p>			

Part 3: Total Points Awarded and Recommendation

Total points claimed in Professional Indicators - Part (A) Day to Day Duties	
Total points claimed in Professional Indicators - Part (B) Professional Development	
Total points claimed (minimum 100 points required)	

This applicant has satisfied the five-yearly recertification requirements, maintained competence, and successfully demonstrated forensic discipline expertise applicable to their position as determined by this jurisdiction and is recommended for recertification for a further period of 12 months.

(Where **not** proposed for recertification, a report detailing the circumstances must be attached).

Applicant Name	Applicant Signature	Date
Supervisor Name	Supervisor Signature	Date
Head of Organisation Name	Head of Organisation Signature	Date

Please send this form to secretariat.nifs@anzpaa.org.au or to the following address:

Chair
 Australasian Forensic Field Sciences Accreditation Board
 Level 6, Tower 3, World Trade Centre
 637 Flinders Street
 Docklands, VIC 3008

AFFSAB Use Only: Recertification Approved

AFFSAB Chair Name	AFFSAB Chair Signature	Date

Empty box for additional information.