



SCIENTIFIC ASSOCIATION OF FORENSIC EXAMINERS

APPLICATION FOR CERTIFICATION

Please type or print clearly. Complete this form, adding additional pages and documents as necessary. This application cannot be processed unless the application fee is enclosed. Academic Degrees, Certificates, and completed formal training programs that are relevant to the forensic document examination field must be provided with copies of diplomas, transcripts or other official documents. Include a copy of your current Curriculum Vitae.

REQUIREMENTS FOR CERTIFICATION:

- 1. Must be a SAFE member in good standing
2. Applicants should complete an approved** training program and provide documentation.
3. Accrue the minimum necessary points to be eligible as a candidate for certification
4. Pay the \$150 application fee upon submitting this application
5. Provide all necessary information and documentation of each item listed in answer to the questions below
6. Complete and pass a proctored, written and practical exam
7. Fulfill requirements for recertification when required

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

OFFICE PHONE: _____ E-MAIL: _____

WEBSITE: _____ SAFE MEMBER SINCE: _____

GENERAL EDUCATION:

I. TECHNICAL QDE EDUCATION: Year of completion or graduation, location of school or training facility, and name of trainer is required for training and mentorship/apprenticeship. Include certificate of completion.

Professional Studies in Questioned Documents:

QDE Mentorship or Apprenticeship:

Other Specialized Training completed:

Courses/Seminars	Location	Date	Class Hours	Certificate/Diploma

II. PROFESSIONAL EXPERIENCE

Experience History: _____

Professional References: Provide three professional letters of recommendation on professional letterhead (at least one from a certified SAFE member and two who have used your services as a document examiner) including contact information and addressed to SAFE Certification Chair.

Membership in other forensic and QDE organizations:

Have you ever failed to qualify as an expert in a case? If so, please explain:

Have you ever received a professional reprimand? If so, please explain:

Have you ever been convicted of a crime (misdemeanor or felony)? If so, please explain:

III. ATTACHMENTS: In addition to documentation of the above items, please attach the following:

- 1. A list of testimonies for the past four years
- 2. A current CV
- 3. A schedule of your fees
- 4. A list of publications for the past 10 years
- 5. WORK PRODUCT: copies of two (2) concluded FDE case files, including opinion reports and demonstrative exhibits, which illustrate the applicant’s typical work product (cases do not have to have been adjudicated).

REQUIREMENTS FOR SAFE CERTIFICATION ELIGIBILITY

Total needed to apply for certification—35 points

	<u>Points</u>
1. College degree in related field*	5-10 ___
2. Per year experience in the field of document examination	1/year ___
3. Completion of an Approved Course in document examination, mandatory**	15 ___
4. Completion of Eastern Tennessee University Document Course	10 ___
5. Attendance at forensic conference(s)	5/conference ___
6. Court testimony or mock trial***	5 ___
7. Teaching a monthly SAFE continuing education class	5 ___
8. Lecturing at forensic conferences (one hour or more)	5 ___
9. Published article in a peer-reviewed journal	5 ___
10. Attendance at SAFE continuing education class	1/class ___
11. CTS proficiency testing	5 ___
12. Apprenticeship or mentorship	5 ___

Total _____

*Forensic Science, Science, Mathematics, Criminal Justice

**Approved courses: Reed Hayes, Kathie Koppenhaver

***May include courtroom testimony or deposition

RELEASE: By this Release, I understand and authorize the SAFE Certification Committee to utilize public records to do research on all areas of my background, including but not limited to, any criminal history. I understand that the Certification Committee may request additional materials as part of its review process.

I release and hold harmless SAFE and the SAFE Certification Committee and its representatives from any and all liability or damage, which may result from furnishing the aforementioned information.

This Release is a continuing one. If I am Certified by SAFE, this Release shall remain in effect during the entire period of my Certification and may be used any time the Committee deems appropriate.

AFFIRMATION: I affirm that the details provided on this application are true and accurate to the best of my knowledge. I acknowledge that if anything in this application is found to be untrue, the committee has the right to reject my application for certification and/or require specific corrective action before I take any test.

Applicant Signature: _____

Date: _____

Send all documents, Certification Application and Fees to:

Reed Hayes, CDE
P.O. Box 235213
Honolulu, HI 96823

You may also email the documentation to Reed at reed@reedwrite.com.

Revised: 06/20/17