

Provision for Dormancy of ABC Certification

Introduction

Under certain circumstances, an extension, from a minimum of six months up to a maximum of three years, may be granted to Diplomates or Fellows who are temporarily out of the field of forensic science. This will not apply to affiliates. Examples of acceptable circumstances may include, but are not limited to, military deployment, medical care, family care leave, maternity leave, or a leave of absence from the profession. However, this will not apply to a certificate holder who is retiring from a government laboratory to start a consulting business. Upon approval, an ABC certified person may have their certificate deferred to an inactive status, and later regain active status, without retaking the written exam(s). The deferment would be necessary in order for the certificate holder to accumulate the required number of points and complete the required proficiency tests.

Conditions

1. The time of inactive status will be a minimum of 6 months up to a maximum of 3 calendar years, e.g. April 23, 2008 to April 22, 2011.

Requesting the Extension:

1. The certificate holder must be in good standing. This means that all fees have been paid to the time of the request.
2. The certificate holder must request the extension in writing to the Registrar who will forward four (4) copies of the request to the President
3. The request must be made within 30 days of leaving the position.
4. The request must include the following:
 - a. reason for requesting the extension
 - b. the amount of time requested, including exact dates, if available
 - c. applicable documentation supporting the request (e.g. medical note, military orders)
 - d. the certificate holder home address, since most use their work address.
5. The President will appoint a committee of 3 Board members who will review the documentation and make a recommendation to the Board of Directors to accept or deny the request.
6. The Board of Directors will decide by simple majority vote whether to approve or deny the request.
7. The President will inform the certificate holder of the decision by certified letter.

Procedures following an approved request

1. The certificate holder will inform the President (through the Registrar), in writing, the exact start date of the leave.
2. The Registrar will be informed by the President of the details of the approved leave.
3. The certificate holder will continue to receive all ABC related correspondence via the mail or on the ABC website.
4. After receiving the yearly recertification notification, the inactive certificate holder will continue to pay the maintenance fees and submit a letter to the registrar reaffirming his inactive status. If this is impossible due to military deployment or other reasons, the certificate holder will ultimately be responsible for all back fees in order to regain an active certificate.

Return to Active Status

1. The certificate holder will inform the President (through the Registrar), in writing, the exact end date of the leave. This will include a request to return to active status, and documentation proving that the certificate holder has returned (or will return) to the forensic science profession. The Registrar will provide four (4) copies of the request to the President.
2. The President will appoint a committee of 3 Board members who will review the documentation and make a recommendation to the Board of Directors to accept or deny the request.
3. The Board of Directors will decide by simple majority vote whether to approve or deny the request.
4. The President will inform the certificate holder of the decision by certified letter.
5. The Registrar will be informed by the President of the return to active status.
6. The certificate holder will receive a letter from the President stating that the expiration date of the Certificate is extended to the appropriate date as determined by the length of the extension. A copy of the President's letter will be provided to the Registrar.
7. A new Certificate containing a new expiration date will be issued. The certificate will include the dates that the Certificate was inactive. The old certificate will be returned to the Registrar.

Resumption of Proficiency testing for Fellows and Diplomates in a specialty

A proficiency test will be started within the first 6 months, and completed within the first 9 months of returning to active status in the field. It should be noted that during the length of the active status certificate, the certificate holder must complete 4 proficiency tests, once yearly. However, it may be difficult with a break in service, to strictly apply the once every calendar year requirement during the flanking months of the inactive status. The 6 month requirement stated above will allow some leeway in catching up on the proficiency testing time frame. Some consideration during the return to active status will be considered by the Board of Directors using the following procedures.

1. The certificate holder will make a written request to the President, through the Registrar, to permit an exemption in the calendar year requirement for the immediate preceding 12 months of active status. The Registrar will provide four (4) copies of the request to the President.
2. The President will forward the package to the Appeals Committee who will review the documentation and make a recommendation to the Board of Directors to accept or deny the request.
3. The Board of Directors will decide by simple majority vote whether to approve or deny the request.
4. The President will inform the certificate holder of the decision by certified letter, a copy of which will be provided to the Registrar.