



# AFTE RECERTIFICATION APPLICATION

Name: \_\_\_\_\_ AFTE #: \_\_\_\_\_ Date: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Area(s) of Recertification:  Firearms (\$25)  Toolmarks (\$25)  GSR (\$25)

Recertification Due Date(s): \_\_\_\_\_

Late Fees [applicable if application submitted more than 30 days after due date(s)]:  
Firearms Late Fee (\$25) Toolmarks Late Fee (\$25) GSR Late Fee (\$25)

Total Due: \_\_\_\_\_ Payment Option: PayPal Check enclosed (make 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

**Attendance at AFTE, Regional AFTE, 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)**. Does not include SHOT Show®, armorer courses, or gunsmithing programs (see 2. & 3. below). Acceptable documentation: *Certificates of attendance, course outlines and announcements, meeting agendas, registration receipts, or other evidence of attendance.*

Date(s)	Type of Training Received (name and location of meeting or other training)	Hours	CEUs



**2. Attendance at the Shooting, Hunting, and Outdoor Trade Show (SHOT Show®)**

Credit for SHOT® Show attendance will be accepted at a rate of **one CEU per day of attendance**, for a **maximum of three (3) total CEUs** for the five year recertification period. *Acceptable documentation: Copy of registration receipt or attendee badge.* Note: attendance at industry meetings, presentations, or seminars during the SHOT Show that provide specific structured training qualifies under Section A.1. for credit at the rate of one CEU per hour (use above section under Section A.1. to document this time, if applicable).

Date(s)	SHOT® Show Attendance	CEUs
<b>Total</b>		

**3. Attendance and completion of armorer courses = 2 CEUs/course, 4 CEUs max.; Completion of an armorer school or gunsmithing program (a formalized series of courses/lessons) = 10 CEUs/program, 10 CEUs max.** Include dates attended and name of course/program. *Acceptable documentation: Certificate(s) of completion*

*"Type" codes: Armorer course = "Armorer Course"; Armorer school = "Armorer School"; Gunsmithing program = "GS Program"*

Date(s)	Name of Armorer's Course/School or Gunsmithing Program	Type	CEUs
<b>Total</b>			

**B. Training Provided and Professional Contributions**

**1. Instruction and Training Provided**

- a. **Relevant workshops or classes taught = 1 CEU/hour, 20 CEUs/year max., 40 CEUs max./recertification period.** Make a separate entry for each block of training provided. *Acceptable documentation: Copy of certificate of participation or workshop agenda/lesson plan*
- b. **Providing training to new examiner(s) as primary trainer (≥50% of time spent in this role) = 24 CEUs/year, 48 max.** Make a separate entry for each year of training provided. *Acceptable documentation: Letter or other documentation from employing agency describing the scope of training and dates provided; 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.) = 1 CEU/hour, 20 CEUs/year max., 40 max./topic/recertification period. Make a separate entry for each block of training provided. *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*

"Type" codes (enter # of hours or years, or decimal fractions thereof, as indicated): **Workshop or class instructor** = "Instructor" (Hrs); **Primary trainer** = "Trainer" (Yrs); **Specialized topic trainer** = "Sp Topics" (Hrs)

Date(s) Given	Description of Training Provided (name of workshop, trainee, etc.)	Type	Hrs/Yrs	CEUs
<b>Total</b>				

- c. **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.) = **8 CEUs/day, 24 max.**  
*Acceptable documentation: Copy of workshop announcement or agenda/lesson plan*

Date(s) of Event	Name of Training Seminar or Workshop	# of Days	CEUs

<b>Total</b>			

**2. Presentations and Publications**

- a. **Presentation of research paper/article at AFTE or other scientific association meeting\*.**  
**Presentation (audio/visual) = 16 CEUs/topic, 32 max.; Poster presentation = 8 CEUs/topic, 16 max.**  
 [\*If the same presentation or poster topic is given at more than one meeting, including those types indicated under B.2.b. (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.d. (below). Affected applicants may choose to seek credit under B.2.a. or B.2.d. (but not both) in the same recertification period.] Include title of presentation and name of meeting or venue where presented. *Acceptable documentation: Copy of meeting agenda with presentation listed or speaker certificate of appreciation*
  
- b. **Presentation at regional meetings (e.g. study groups, Regional AFTE meetings, etc.) related to subject matter areas\* = 5 CEUs/presentation, 10 CEUs max.** [\*If the same presentation is given at more than one meeting, including those types indicated under B.2.a. (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.d. (below). Affected applicants may choose to seek credit under B.2.a. or B.2.b. or B.2.d. for the same presented material in a single recertification period.] *Acceptable documentation: Copy of meeting agenda with presentation listed*
  
- c. **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.** [\*Multiple (repeating) presentations of the same content given in the same day at the same venue count as one presentation.] Include title of presentation and name of meeting or venue where presented. *Acceptable documentation: Copy of correspondence (email or otherwise) with presentation organizer confirming participation or presentation announcement*

"Type" codes: Presentation (audio/visual) = "Presentation"; Poster presentation = "Poster"; Regional meeting = "Regional Mtg"; Presentations: School = "School"; Civic service group = "Civic Service"; Government organization or committee = "Gov't Org"

Date	Title/Venue	Type	CEUs

			<b>Total</b>

- d. **Authorship or co-authorship of article published in AFTE Journal or other peer-reviewed journal\*.** **Published article = 16 CEUs/topic, 32 max.; Published case report or technical report = 8 CEUs/topic, 16 max.** [\*CEU credit cannot be claimed for a published article if applicant is seeking CEU credit under B.2.a. (above). Affected applicants may choose to seek credit under B.2.a. or B.2.d.(but not both) in the same recertification period.] Include a reference citation. Acceptable documentation: *Copy of table of contents page from journal with article listed*
- e. **Authorship or co-authorship of a new relevant book chapter or book. Chapter = 20 CEUs/chapter, 40 max.** 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 max.* Include a reference citation below. Acceptable documentation: *Copy of title page from book including author's/applicant's name and copyright page showing date of publication*
- f. **Update or revision of an existing relevant book chapter or book. Chapter = 5 CEUs/chapter, 10 max.** Acceptable documentation: *Same as e. above; Book = 40 CEUs/book, 40 max.* Include a reference citation below. Acceptable documentation: *Same as e. above*

"Type" codes: Published article = "Article"; Published case report = "Case Report"; Published technical report = "Technical Report"; Published book chapter = "Book Chapter"; Published revised book chapter = "Book Chap-Rev"; Published book = "Book"; Published revised book = "Book-Revised"

Date	Title/Reference	Type	CEUs
			<b>Total</b>

- g. **Editing a technical article\* or book in subject matter areas for publication = 5 CEUs/article, 20 max.; 10 CEUs/book, 20 max.** Include a reference citation; if not yet published, include at a minimum the author's name, title, and journal/publisher name. [\*CEU credit cannot be claimed for editing articles for the AFTE Journal if applicant is seeking CEU credit under B.3.a. (below) for being a member of the AFTE Editorial Committee. Affected applicants may choose to seek credit under B.2.g. or B.3.a. (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.] Acceptable documentation for article: *Copy of assignment notification (email correspondence or otherwise) from editor of publication or copy of completed AFTE manuscript review form; Acceptable documentation for book:* *Copy of email or other correspondence from editor or publisher of book indicating work performed*

"Status" codes: Published article = "Article-Pub."; Article pending publication = "Article-Pend."; Published book = "Book-Pub."; Book pending publication = "Book-Pend."

Date Completed	Reference	Status	CEUs
<b>Total</b>			

**3. AFTE Service and Related Contributions**

- a. **Serving as a member of an AFTE Committee (Standing or ad hoc) = 5 CEUs/committee/year, 10 CEUs max. Serving as chairperson of an AFTE Committee (Standing or ad hoc) = 10 CEUs/committee/year, 20 CEUs max. Serving as a member of the AFTE Board of Directors = 10 CEUs/year, 20 CEUs max. Make a separate entry for each year of service.** [Note: CEU credit cannot be claimed for being a member of the AFTE Editorial Committee if applicant is seeking CEU credit under B.2.g. (above) for editing AFTE Journal articles. Affected applicants may choose to seek credit under B.2.g. or B.3.a. (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.] 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
- b. **Serving as a member or chairperson of a state or federal organization that is related either directly [e.g. Scientific Working Group for Firearms and Toolmarks (SWGgun), Firearm and Toolmarks Subcommittee of the Organization of Scientific Area Committees (OSAC)] or indirectly [e.g. Forensic Science Standards Board (FSSB), OSAC], to the discipline of firearm and toolmark examination and identification. Serving as a member = 5 CEUs/committee/year, 10 CEUs max. Serving as chairperson = 10 CEUs/committee/year, 20 CEUs max. Make a separate entry for each year of service. Acceptable documentation:** Copy of email or other correspondence from oversight agency or organization indicating appointment and length of term

"Position" codes: AFTE committee member = "AFTE Comm."; AFTE committee chair = "AFTE Chair"; AFTE Board of Directors = "AFTE BoD"; State/Fed committee member = "State/Fed Comm."; State/Fed committee chair = "State/Fed Chair"

Dates	Committee Name or Board Position	Position	CEUs

**Total**

- c. **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.** *Acceptable documentation: Copies of emails chronicling the distribution of these documents*

Date(s) of Docs	Name of Case, Jurisdiction/Location, and Type of Document	Type of Proceeding	CEUs
<b>Total</b>			<input style="width: 50px; height: 20px;" type="text"/>

- d. **Appearing as an expert witness and providing court testimony in defense of the field of firearm and/or toolmark identification during admissibility hearings**, such as Daubert/Frye hearings, 402 hearings, etc. = **10 CEUs/case, 20 CEUs max.** *Acceptable documentation: Copies of subpoenas, Notices to Appear, and/or first few pages of transcripts of testimony. 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 an admissibility hearing = 5 CEUs/case, 10 CEUs max.* *Acceptable documentation: Letter or copies of correspondence from attorney indicating scope of assistance*

*"Service Provided" codes: Providing testimony in admissibility hearing = "Testimony"; Courtroom assistance to counsel = "Assist"*

Date(s)	Name of Case, Jurisdiction/Location, and Type of Proceeding	Service Provided	CEUs
<b>Total</b>			<input style="width: 50px; height: 20px;" type="text"/>

- e. **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 = **2 CEUs/term, 4 max.** The term and/or definition may be adopted either in its submitted form or in modified form, as determined by the Glossary Sub-Committee. Include date of acceptance by Committee. *Acceptable documentation: Copy of email correspondence from Chair of AFTE Glossary Sub-Committee acknowledging acceptance of submission*

Date	Term Added or Modified and Brief Description of Modification	CEUs
<b>Total</b>		<input style="width: 50px; height: 20px;" type="text"/>

**4. Research Participant or Advisor**



- a. **Serving as a participant in a validation or empirical research study that has been published and/or presented at a scientific association meeting = 5 CEUs/study, 15 max.** *Acceptable documentation: Correspondence (email or otherwise) from primary researcher indicating applicant's participation in study*
- b. **Serving in a support or advisory capacity to a validation or empirical research study that has been published and/or presented at a scientific association meeting = 5 CEUs/study, 15 max.** Include dates of participation, name of study, and name/agency of primary researcher in charge of study. *Acceptable documentation: Correspondence (email or otherwise) from primary researcher describing applicant's role in study*
- c. **Providing guidance to graduate-level college students on research studies designed to provide relevant information to the profession = 5 CEUs/study, 15 max.** *Acceptable documentation: Copy of completed report, student progress report, or correspondence from college or university acknowledging applicant's participation*

"Role" codes: Participant in validation study = "Participant"; Advisor to validation or research study = "Advisor"; Advisor to grad-level research studies = "Grad Research Adv."

Date(s)	Research Study	Role	CEUs
<b>Total</b>			

**5. Participation in an Accreditation Process**

- a. **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 = 1 CEU/day, 5 CEUs/audit, 20 max.** Include dates of audit, name of laboratory audited, name of accrediting body, and name of lead assessor. *Acceptable documentation: Copy of email correspondence from lead assessor confirming participation.*

Date(s)	Name of Laboratory Audited	Body	Name of Lead Assessor	Duration	CEUs




**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  
(Director, QA Coordinator, or other authorized signatory)*

\_\_\_\_\_  
*Laboratory Official's Name*

\_\_\_\_\_  
*Laboratory Official's Title*

Reset Form

(Cannot be undone)