



## CONTINUING EDUCATION COMMITTEE

### Standard Operating Procedures

**DIRECTIVE:** This committee encourages and supports continuing education opportunities with various forensic associations. They are responsible for approving workshops for recertification points. Members consult with the Recertification Committee to discuss approval decisions and communicate which workshops are approved.

1. Track the various forensic organizations for meetings and workshops relating to forensic document examination.
  - 1.1. If necessary, contact organizations for regular updates on the scheduled meetings/workshops.
  - 1.2. Provide the link to the Application for Workshop Approval form on the ABFDE website to the organization's program/workshop chairperson.
  - 1.3. Upon receipt of a completed Application for Workshop Approval form, confer with the Recertification Committee chairperson or President, if needed, to determine: (1) whether the proposed workshop meets the stated qualifications for approval by the Board and (2) how many points awarded per ½ day.
  - 1.4. If the workshop is approved, notify the sender that the event was approved and how many points per ½ day will be awarded.
    - 1.4.1. Provide the workshop chairperson with a copy of the Workshop Attendance Record for distribution to Diplomates attending the course.
  - 1.5. If the workshop is not approved for recertification points, notify the sender of the reasons for rejection.
2. Provide the ABFDE Website Committee with a current list of workshops approved for ABFDE recertification points.

3. Prepare the Continuing Education Committee Report for the annual Board of Directors meeting.
  - 3.1. Distribute the Continuing Education Committee Report to all Directors prior to the annual meeting.
4. Provide the ABFDE Website Committee with any revisions to the Application for Workshop Approval and Workshop Attendance Record forms for posting on the ABFDE website.
5. When revisions are made to this document, submit it to the Secretary.