

Recertification Professional Development Reporting Form

Instructions:

_ Complete the *Recertification Professional Development Reporting Form 603* by filling in information about your professional activities and the number of points accumulated for each activity during the previous year. Do not submit **unused pages, your own variation, or obsolete versions** of the *Recertification Professional Development Form 603*.

_ **For each activity reported, attach supporting documentation such as copies of title pages, abstracts, certificates, copies of membership cards, professional meeting attendance receipts, grades from college courses, syllabus for college course, etc.**

- **If a certificate was issued and you do not attach a copy, your paperwork will be considered incomplete and the points will not be awarded until the information is received. If supporting is provided after the due dates late fees may apply.**
- **If no certificate was issued, include the email address of the instructor. If no email address is provided, your paperwork will be considered incomplete and the points will not be awarded.**

_ On the last page of the form, fill in your name and ABC Certificate Number, and sign and date.

_ Attach additional pages if more space is needed.

_ Have a person who is familiar with your professional development activities witness your signature. The contact listed in Section 1 should also witness (sign) your completed Recertification Forms.

_ If you are a private contractor without a supervisor to sign your paperwork, you have two options: 1) you may have an ABC-certified individual who is familiar with your contracting work sign your paperwork or
2) you may have 3 clients complete the *Employment Verification Form ABC 170* as verification that you did perform forensic consulting work during the past year.

_ **Submit the following items with your recertification packet (postmarked no later than March 1):**

- **One signed and dated copy of the ABC Rules of Professional Conduct (9-001F)**
- **One completed copy of the Recertification Professional Development Reporting Form (ABC Form 603)**
- **Supporting documentation**
- **Maintenance Fee (\$50)**

_ The Recertification packet should be mailed to: ABC Registrar, P.O. Box 1358, Palmetto, FL 34220. Packets postmarked later than March 1 or incomplete packets will be assessed additional fees.

- If a recertification packet, supporting documentation or fees are postmarked between March 1 and June 1, a \$25 surcharge will be assessed (total fee of \$75).
- Packets, supporting documentation and fees postmarked later than June 1 will not be processed and an additional \$150 penalty will be assessed to maintain certification (total fee of \$200).

Certificate holders and Affiliates may be subject to reapplication/retesting if the *Recertification Professional Development Reporting Form* is not returned.

_ If necessary points are obtained at any point during the five year recertification period, the certificate holder only needs to submit the signed ABC Rules of Professional Conduct and the Maintenance Fee.

_ If, at the end of the current five year period or on the date the certificate expires, the necessary points have been accumulated, maintenance fees paid, and proficiency tests successfully completed, certificate holders will be recertified without any further costs for that five year period.

The ABC will track your recertification information and provide your current status on the ABC website.