



Certificant Name: _____

ABFT Continuing Education Program – Annual Submission Form (2023)

***** Due March 15, 2024 *****

Review the Instructions Below and in Each Section Before Completing the Form

Please complete the 2023 CE Submission Form for all qualifying activities accrued **January 1, 2023-December 31, 2023**. All information must be entered directly on the form and appropriate documentation uploaded in DocuSign. Do not use “see attached.” Review the section requirements carefully and note that you should not enter more points than are allowable.

One contact hour/credit of any virtual or online activity shall be equivalent to 0.25 points. To encourage the accumulation of points over the entire 5-year period, diplomates and fellows should submit a minimum of 10 points per year.

Certificants are required to submit forensic toxicology related activities with a minimum total of 5 accurately calculated points per year. A submission of less than 5 points shall result in immediate revocation of certification and the certificant shall be required to surrender their certificate. If the individual would like to be certified by the ABFT, they must reapply and successfully pass the current relevant written certification examination. The reinstatement option does not apply.

In the case of an extended illness, a medical waiver may be granted by the ABFT Executive Committee no more than once per 5-year requalification period to allow a CE submission of less than five points for that year. This CE submission form must be submitted with the appropriate submission fee and written waiver request and is subject to the ABFT Executive Committee approval.

Failure to submit the 2023 CE Submission Form by July 1, 2024, shall result in immediate revocation of certification. A certificant whose certification has been revoked due to failure to submit CE may apply for reinstatement in accordance with the ABFT’s policy for reinstatement.

Diplomates and fellows must earn a minimum of 50 continuing education points during each 5-year requalification period. Certificants that fail to accumulate the required minimum CE points during a 5-year requalification period shall not requalify. If an individual would like to remain certified by the ABFT, they can choose to exercise the exam option in lieu of sufficient cumulative points to requalify or they may reapply and successfully pass the current relevant written certification examination. Accumulated points greater than 50 shall not carry over into the next requalification period.

Submissions shall be audited by members of the Executive Committee on an annual basis. Certificants must retain supporting documentation for all continuing education activities claimed for the 5-year requalification period.

INSTRUCTIONS:

1. Submission of the 2023 CE Submission Form is by DocuSign only. **Paper submissions shall not be accepted.**
2. Complete the form as indicated, making an entry for each item claimed. **One activity and one certificate per line only.**

Important note – Documentation for ALL points claimed must be attached to obtain credit.

Documentation must be a Certificate of Attendance, Certificate of Completion, or Certificate of Participation for all meetings, classes, workshops, webinars, and all virtual or online activities. Advertisements, covers or copies of program books, agendas, or registration receipts/registration confirmations shall not be accepted as appropriate documentation and points shall not be awarded. In addition, credit for unsupervised self-study shall not be granted.

3. **All CE activities must be “completed” in the year for which the CE is submitted** and must have the date indicated on the certificate. An activity is not considered “complete” until the evaluation has been submitted. It then becomes eligible for credit and a certificate can be printed. The date the evaluation is submitted is the completion date that is on the certificate. The certificate must have a 2023 date to receive credit for this submission. All certificates must show the date and number of credits earned for points to be awarded. In addition, if the certificate shows zero credits, no points will be awarded.
4. All reported activities must be applicable to forensic toxicology. In addition to a Certificate of Completion/Attendance/Participation, agendas shall be submitted for non-traditional meetings or activities (AAFS, CAT, SAT, SOFT, and TIAFT are exempt) or for any activity that the certificate does not have the credits/hours on the certificate.
5. The annual continuing education submission/qualification fee is \$120. This fee covers your annual continuing education submission, as well as requalification (every 5 years).
6. Please be thorough when preparing your submission. Submissions received by the ABFT Administrative Office are final and addendums shall not be accepted. It is the expectation that submissions are complete and accurate when submitted; however, additional documentation may be submitted following the distribution of the grading sheets (when all grading has been completed) if it was determined in the review that there was missing or incorrect documentation.
7. **Submit the completed form and fee by March 15, 2024. Submissions after this date shall have late fees assessed or revocation of certification in accordance with the ABFT policies and procedures (available at www.abft.org).**

CONTINUING EDUCATION SUMMARY FOR 2023:

Certificant Legal Name: _____

This section MUST be completed in full by the Certificant			ABFT Use Only
Activity	Allowable Claim (maximum)	Points Claimed	Points Allowed
Conducting Forensic Toxicology Casework	2 points		
Traditional Continuing Education (In-Person and Virtual/Online)	25 points		
Professional/Technical Development	10 points		
Leadership	5 points		
Organizational Membership	2 points		
Other Professional Activities	5 points	Points to be determined by the ABFT	
Total Points for 2023	–		
			Audited and approved by the Administration & Operations Director (initial & date):
			Audited and approved by an ABFT Executive Committee member (initial & date):

Attach your current CV applicable to 2023. (Must be updated within the last calendar year.)

Attach an institutional/organization position description from current employer.

Does your current position require you to perform interpretation in the medicolegal context (e.g., consultation with medical examiners, coroners, attorneys, law enforcement, other medical doctors; opinion testimony in deposition and/or trial)? Yes No

I understand that I must submit forensic toxicology related activities for my CE submission with a **minimum total of five accurately calculated points** or my certification will be subject to immediate revocation.

Printed Name

Signature of Certificant

Date

ABFT DATABASE UPDATE FORM

LEGAL NAME	Last Name (Surname)	First Name	Middle Name
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PERSONAL INFORMATION

Home Mailing Address Line 1	
Home Mailing Address Line 2	
City	State (Province)
Country	Zip Code (Postal Code)
Home Phone	Mobile Phone
Personal Email	Date of Birth (mm/dd/yyyy)

EMPLOYMENT INFORMATION

Employer	
Work Mailing Address Line 1	
Work Mailing Address Line 2	
City	State (Province)
Country	Zip Code (Postal Code)
Work Phone	Work Email

I prefer to receive physical mail at: Home Work

My preferred/login email address is: Personal Email Work Email

I affirm that all information herein or associated herewith is true, complete, and correct to the best of my knowledge and belief and is made in good faith.	Please Initial and Date
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CONDUCTING FORENSIC TOXICOLOGY CASEWORK INSTRUCTIONS

Calculation of Points – *These activities MUST be applicable to forensic toxicology.*

A maximum number of 2 points in a 1-year period for conducting forensic toxicology casework may be claimed. To claim these points, you must be fully engaged in the conduct of casework including drug analysis, data review, and report certification. If you were not employed full-time (one FTE) in 2023, prorate the number of points claimed.

Note – Activities related to expert witness consulting including, but not limited to, records review, literature research, report writing, and preparation for court testimony do not qualify for continuing education credit.

Conducting Forensic Toxicology Casework (2 points max in 1-year period) – Provide Brief Description of Duties	Place of Employment	Percent FTE	Points

TRADITIONAL CONTINUING EDUCATION INSTRUCTIONS IN-PERSON AND VIRTUAL/ONLINE

The maximum points allowed for the Traditional Education category (in-person and virtual/online combined) is 25 points/year.

Examples of Activities – *These activities MUST be applicable to forensic toxicology.*

- In-person meetings (excluding workshops) – 2 points/day
- In-person workshops/seminars – 1 point/half day, 2 points/full day
- Virtual/online meetings, short courses, workshops, or seminars – 0.25 points/contact hour
- Relevant college or university level courses – 10 points/3 credit hours
- Other documented education (virtual/online, supervised self-study) – 0.25 points/contact hour
- **Journal of Analytical Toxicology CE articles (through SOFT) – 0.25 points/article (one contact hour)**

Note – Hour and Credit are synonymous with each other.

Required Documentation –

- Certificate of Participation, Certificate of Completion, or Certificate of Attendance
- Transcript for college or university level courses

Note – All 11 certificates for the SOFT scientific sessions and poster sessions must be submitted to receive the full 5 points for SOFT attendance. Separate certificates were provided for the workshops.

Note – Agenda must be submitted in addition to a certificate for non-traditional meetings/activities or if the certificate does not have credits/hours on the certificate.

*****Registration/meeting receipts or registration confirmations are not acceptable as documentation for proof of attendance and points shall not be awarded.***

*****All entries MUST have appropriate documentation to receive credit and must include the name of the certificant, the name of the activity, the credits/hours, and the date of completion.***

Note – Training provided by an employer on-the-job is not applicable. This includes vendor and third-party representatives brought on-site as part of mandatory on-the-job training. Self-study outside the scope of forensic toxicology, including but not limited to, courses in management or safety are not applicable.

Extra pages for these sections can be found at the end of this document.

TRADITIONAL CONTINUING EDUCATION IN-PERSON ONLY

Traditional Continuing Education (25 points max in 1-year period)	CE Provider/ Sponsor	Location	Date(s)	Points
<p><u>In-Person Attendance:</u></p> <p><i>AAFS/SOFT/TIAFT Annual Meetings – 2 points/day. The maximum number of points for the <u>AAFS and TIAFT meetings is 6 points each.</u> The maximum number of points for the <u>SOFT meeting is 5 points.</u> The maximum of 6 points also applies to other annual meetings. All workshops must be listed separately.</i></p> <p><i>Workshops and Seminars – Provide workshop titles. Indicate half day (1 point) or full day (2 points). The maximum number of points for AAFS and SOFT workshops is <u>4 points each.</u></i></p>				

TRADITIONAL CONTINUING EDUCATION VIRTUAL/ONLINE ONLY

Traditional Continuing Education (25 points max in 1-year period)	CE Provider/ Sponsor	Location	Date(s)	Points
<u>Virtual Attendance:</u> <i>Calculation of points is 0.25 points/contact hour (0.25 x number of hours)</i>				

PROFESSIONAL/TECHNICAL DEVELOPMENT INSTRUCTIONS

Examples of Activities – *These activities MUST be applicable to forensic toxicology.*

- Research presented at a meeting or published in a peer-reviewed journal article (provide citation) – 5 points *(Can only be claimed one time) (Copyright and/or published date must be for the year of CE submission)*
- One-time speaking event to peers at a workshop/seminar – 1 point/contact hour
- Authorship of a book chapter or monograph – 5 points *(Copyright and/or published date must be for the year of CE submission)*
- Reviewer/referee of a technical manuscript or abstract – 1 point per manuscript/0.25 points per abstract

Required Documentation –

- Copy of written works *(First page only and must show the year of publication)*
- Platform/poster presentation documentation must include pages from the program/agenda that show the presenter’s name, the title of the presentation, and the date *(Do not attach the entire program)*
- Thank you or acknowledgment email/letter to the certificant confirming the number of reviews completed
- Certificate with the number of reviews
- Documentation from a journal portal showing the number of reviews completed and the dates

**** *All entries MUST have appropriate documentation to receive credit and must include the date.***

Professional/Technical Development (10 points max in 1-year period)	Where Presented/Published	Points

LEADERSHIP INSTRUCTIONS

Examples of Activities – *These activities MUST be applicable to forensic toxicology.*

- Elected officer or board member in a professional organization – 2 points/year
- Committee/Workshop chair – 2 points/year
- Committee member/Meeting moderator – 1 point/year

Required Documentation –

- Letter of appointment (*Must indicate that the year of serving is for this submission year*)
- Letter/email to the certificant thanking for service (*Must indicate that the year of serving is for this submission year*)
- Report/Program
- Meeting Minutes (*Must show attendance and date*)

**** All entries MUST have appropriate documentation to receive credit and must include the date of service.**

Leadership (5 points max in 1-year period)	Organization/Institution	Points

ORGANIZATIONAL MEMBERSHIP INSTRUCTIONS

Examples of Activities – *These activities MUST be applicable to forensic toxicology.*

- Membership in forensic science organization – 1 point/year
- Membership in scientific organization – 0.5 points/year

Required Documentation –

- Copy of membership card
- Dues Receipt (*Not a dues invoice*)

Please ensure that the documentation provided is for your 2023 membership.

*****An invoice, email, or member profile is not acceptable documentation.***

*****The ABFT is not a membership organization. No points can be claimed/awarded for being a certificant of the ABFT.***

*****All entries MUST have appropriate documentation to receive credit and must include the date.***

Organizational Membership (2 points max in 1-year period)	Points

OTHER PROFESSIONAL ACTIVITIES NOT RELATED TO PREVIOUS CATEGORIES

(Points to be determined by the ABFT)

Excess from other categories cannot be claimed in this category.

Examples of Activities – *These activities MUST be applicable to forensic toxicology.*

- Laboratory inspections – 1 point/inspection; maximum 2 points/year
 - List certification organization and the number of inspections only. Do NOT specify the name of the lab.
- Submission of approved exam questions – 0.25 points/question; maximum 2 points/year

Required Documentation –

- Email/letter to the certificant confirming the number of inspections completed sent from the organization that requested the lab inspection (e.g., ANAB, CAP, RTI). (*The contact at ANAB is Caprice at abft@anab.org*)
- Email from the ABFT confirming the number of approved exam questions and the number of points awarded

****All entries MUST have appropriate documentation to receive credit and must include the date.**

Other Professional Activities Not Related to Previous Categories (5 points max in 1-year period - points to be determined by the ABFT)	Points

Note – The following activities do NOT qualify for continuing education credit in any section:

- *Preparation for court testimony including research and report writing*
- *Deposition and court testimony*
- *Activities related to expert witness consulting*
- *Literature research*

Comments:

I hereby acknowledge that the ABFT Policy and Procedure Manual and any changes are available for review on the ABFT website at www.abft.org and a copy is available upon request.

Printed Name

Signature of Certificant

Date

The ABFT publishes certificant's name, degree, designation, certificate number, date current certificate expires, and city/state/zip on the ABFT website in the Certificant Directory. I would like to opt out of having this information published in the website directory. Yes No

In support of this CE submission, I certify that all statements made herein or associated herewith are true, complete, and correct to the best of my knowledge and belief.

Printed Name

Signature of Certificant

Date

ABFT CODE OF ETHICS

The ABFT expects all persons holding a Certificate of Qualification from the ABFT to maintain the good moral character, outstanding integrity, good repute, and superior ethical and professional standing which are initial and continuing qualifications for recognition by the ABFT, and to conform to the following principles of ethical conduct:

- Always conduct themselves with honesty and integrity.
- Perform all professional activities in forensic toxicology with honesty and integrity, and refrain from any knowing misrepresentation of their professional qualifications, certifications, knowledge and competence, evidence, and results of examinations, or other material facts.
- Hold in proper confidence all information obtained or received during their professional practice, and refrain from misuse of any such information.
- Strive to be aware of and alert to any actual or potential conflicts of interest and strive to avoid or appropriately resolve any such conflicts.
- Maintain and enhance their qualifications and competence for the practice of forensic toxicology, to the best of their ability.
- Disclose their certification level and designation to all interested parties including, but not limited to, employers, medical examiners, coroners, attorneys, law enforcement, other medical doctors; opinion testimony in deposition and/or trial.
- Act in accordance with the long-standing precepts for ethical practice of the profession of forensic toxicology, and refrain from any action or activity which would tend to bring disrepute upon or otherwise harm the profession of forensic toxicology or the ABFT.

I agree to abide by the ABFT Code of Ethics.

Printed Name

Signature of Certificant

Date

ABFT CODE OF PROFESSIONAL CONDUCT

To promote the highest quality of professional and personal conduct of its certificants, the following constitutes the Code of Professional Conduct that is endorsed and adhered to by all certificants of the AABFT:

- Every certificant of the ABFT shall refrain from making an intentional misstatement or misrepresentation, to include concealment or omission of a material fact or facts in an application or any other communication to the board of directors (BOD) or its representative(s).
- Every certificant of the ABFT shall refrain from exercising professional or personal conduct adverse to the best interests and purposes of the ABFT.
- Every certificant of the ABFT shall refrain from providing any material misrepresentation of education, training, experience, certifications, or area of expertise.
- Every certificant of the ABFT shall disclose their certification level and designation to all interested parties including, but not limited to, employers, medical examiners, coroners, attorneys, law enforcement, other medical doctors; opinion testimony in deposition and/or trial.
- Every certificant of the ABFT shall refrain from providing any material misrepresentation of data upon which an expert opinion or conclusion is based.
- Every certificant of the ABFT shall refrain from issuing public statements that appear to represent the position of the ABFT without specific authority first obtained from the president.
- Every certificant of the ABFT shall abide by the ANSI/ASB Best Practice Recommendation 037, First Edition 2019 titled “Guidelines for Opinions and Testimony in Forensic Toxicology.”
- Every certificant of the ABFT shall report to the BOD any violation of this Code of Professional Conduct by another applicant, candidate, affiliate, or certificant.
- Every certificant of the ABFT shall discontinue use of all claims to certification that contain any reference to the ABFT or certification upon suspension or withdrawal of certification, whether voluntary or involuntary, and shall return any current certificate issued by the ABFT.

I agree to abide by the ABFT Code of Professional Conduct.

Printed Name

Signature of Certificant

Date