Policy and Procedure Changes to ABFT
Policy and Procedure Manual

Date	Change
12/29/2021	Previous versions of the Policy and Procedure Manual are available upon request.
01/19/2022	Added background checks to be consistent with current practice. Some corrections for typos and format.

11/01/2022

1. The CE submission timeline will be as follows:
   - January 15 – DocuSign submission form emailed to certificants.
   - February 15 – DocuSign 30-day reminder followed by weekly reminders.
   - March 15 – Deadline for CE submission without late fee.
   - March 16-April 30 – CE submissions are assessed a $100 late fee.
   - May 1-June 30 – CE submissions are assessed a $200 late fee.
   - July 1 – Certification is revoked for non-compliance with CE submission.
   - July 1-15 – ABFT Executive Committee review of revocations. Notices of certification revocation sent by email and by formal letter via certified mail restricted delivery with signature.
   - Summer – Review of CE submissions. Points posted to the certificant portal no later than September 1.
   - October 31 – Deadline for reinstatement.
   - After October 31 – Certificants who have not submitted CE are required to surrender their certificate to the ABFT. If the individual would like to be certified by the ABFT, they must reapply and successfully pass the written certification examination.
2. The Teaching category will be removed from the CE submission form.
3. The maximum points for the Traditional CE category will be increased to 25.
4. Revised fee schedule effective January 1, 2023:
   - Certification application fee – $300 (all certification levels – includes one examination attempt)
   - Examination sitting fee for second attempt – $150
   - Five-year requalification fee – N/C
   - Five-year requalification late fee – $150
   - Reinstatement fee – $250
   - Annual CE submission fee – $120

   - Annual CE submission late fee – $100 for submissions March 16-April 30
   - Annual CE submission late fee – $200 for submissions May 1-June30
   - Written verification of certification – $50
   - Certificate reissue fee – $100

5. Analyst certification changes effective January 1, 2023:

   - The analyst application will be the same application as the diplomate/fellow application and applicants will be required to submit a third reference.
   - The analyst exam will be increased to 100 questions.
   - Analysts will be required to submit a minimum of 5 CE points annually to avoid revocation of certification.

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2/14/2023	1. Added a Terms and Definitions section. 2. Revised the retention policy of exams to be 90 days in section 2.5.12. 3. Removed the Recognizing Organizations section 1.8 as it no longer applies. 4. Added a section for a candidate designation change request.
6/9/2023	1. Revised who can be on committees, who can proctor exams, and who can write references to be FSAB compliant. 2. The CE Program Approval Committee was made a permanent committee, and a section was added to the P&P for this committee in the committee section. 3. Directors are expected to attend board meetings in person at the SOFT and AAFS annual meetings and to attend additional special meetings as requested to conduct ABFT business. 4. Members of the Examination Committee are expected to attend committee meetings in person at the SOFT and AAFS annual meetings and to attend additional special meetings as requested.
2/20/2024	1. Changed terminology from requalification to recertification throughout document. 2. Language added to define roles of advisor and liaison. 3. Language added that it is the responsibility of the certificant to ensure that CE is submitted annually in accordance with the CE submission policies of the ABFT and to contact the administrative office if they do not receive the CE submission form. 4. Language added for letters of importance that if a signed certified mail signature card is not returned to the administrative office, the letter shall be served in person by a process server.

03/26/2025	Revisions to the Policy and Procedure Manual include:
	
	1. Staff Positions
	   a. Deleted Executive Director and Administration and Operations Director positions.
	   b. Added consultants utilized by the ABFT – Comptroller, Credential and Continuing Education Coordinator, Examination Administrator, and website developer.
	   c. Updated organizational chart (Executive Committee) in accordance with recent revision to the ABFT bylaws – (1) added the immediate past-president (ex officio), and (2) deleted the chair of the Laboratory Accreditation Committee, Executive Director, and Administration and Operations Director.
	2. Committee on Credentials – members of the committee are permitted to proctor examinations if they are on the BOD.
	3. Security – deleted the section describing physical security including cameras, safe, and test bank fingerprint security.
	4. Test bank is the responsibility of the Examination Committee and Examination Administrator.
	5. Certificant is no longer required to acknowledge the online availability of the Policy and Procedure Manual.
	6. Revised and clarified the educational requirements to align with new ASB standards.
	7. The Application process was revised to permit electronic submission. A wet signature is no longer required.
	8. Background checks are no longer required during recertification. A self-disclosure statement was added to the Code of Ethics.
	9. The administration of the examination language was generalized by removing overly specific references (e.g., box.com).
	10. Examination Review Process – modified language was generalized and stated periodic

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review, not annual.

11. Approval of Certificants process changed to not include a BOD vote; rather the Secretary will notify the BOD of Certificants of who pass the examination.

12. Minor grammatical changes and removal of repetitive language were made throughout.