



Certificant
Name: _____
Certificant Type: _____

ABFT Continuing Education Program – Annual Submission Form (2024)

***** Due June 1, 2025 *****

Review the instructions below and in each section before completing the form.

Complete the 2024 CE Submission Form for all qualifying activities accrued **January 1, 2024-December 31, 2024**. All information must be entered directly on the form and appropriate documentation uploaded. Points exceeding the number allowable should not be claimed.

To encourage the accumulation of points over the 5-year period, diplomates and fellows should submit a minimum of 10 points per year; and analysts should submit a minimum of 5 points per year. Failure to submit the 2024 CE Submission Form with a minimum of 5 points by June 1, 2025, will result in immediate revocation of certification.

Diplomates and fellows must earn a minimum of 50 continuing education points during each 5-year recertification period; and analysts must earn a minimum of 25 continuing education points during each 5-year recertification period. Failure to submit the minimum number of points will result in immediate revocation of certification. Accumulated points greater than 50 for diplomates and fellows, and 25 for analysts, will not carry over into the next recertification period.

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 recertification period to allow a CE submission of less than 5 points for that year. This CE submission form must be submitted with the appropriate submission fee along with a written waiver request and is subject to the ABFT Executive Committee approval.

All CE submissions are subject to audit by members of the Executive Committee on an annual basis. Certificant must retain supporting documentation for all continuing education activities claimed for the 5-year recertification period.

INSTRUCTIONS:

1. Submission of the 2024 CE Submission Form is by DocuSign only. Please be thorough when preparing your submission.
2. Complete the form as indicated, making an entry for each item claimed. There are instances when one activity has multiple certificates. The certificates should be combined (merged) and entered on one line (e.g., SOFT Annual Conference).
3. Documentation for all points claimed must be attached to obtain credits. 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 will not be accepted as appropriate documentation. In addition, credits for unsupervised self-study will not be granted.
4. All CE activities must be “completed” in the year for which the CE is submitted and must have the date indicated on the certificate. For activities requiring an evaluation prior to issuance of a certificate, an activity is not considered “complete” until the evaluation has been submitted. The date of the evaluation is submitted is the completion date will be printed on the certificate. The certificate must have a 2024 date to receive credit. All certificates must indicate the date and number of credits, or contact hours, earned for points to be awarded. For those certificates that do not state the number of contact hours, one contact hour or 0.25 points will be awarded.
5. All reported activities must be applicable to forensic toxicology. Agendas for non-traditional meetings or activities (excluding AAFS, CAT, SAT, SOFT, and TIAFT) must be submitted to evaluate activity for appropriate credit.
6. The annual continuing education submission/qualification fee is \$120. This fee covers the annual continuing education submission, as well as recertification (every 5 years).
7. Submit the completed form and fee by June 1, 2025. Submissions after this date will have late fees assessed or revocation of certification in accordance with the ABFT policies and procedures (available at www.abft.org).
8. Upon submission of the form, credit card or ACH payment should be made at [Certificant Resources – American Board of Forensic Toxicology](#).

CONTINUING EDUCATION SUMMARY FOR 2024:

Certificant Legal Name: _____

This section MUST be completed in full by the Certificant		
Activity	Allowable Claim (maximum)	Points Claimed
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 2024	—	

Attach your current CV (updated within the last calendar year).

Attach an institutional/organization position description from your 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 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 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 forensic toxicology casework including drug analysis, data review, and report certification. If you were not employed full-time (one FTE) in 2024, 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)

Required Documentation –

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

Note – All 12 certificates for SOFT 2024 scientific sessions, poster sessions, and plenary session must be submitted to receive the full 6 points for SOFT 2024 attendance. Submitting any less than 12 certificates will be prorated based on hours stated. Merge the certificates to make one CE line entry. A separate certificate was provided for a workshop and should be entered separately.

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.

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 laboratory.
- 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 by the organization that requested the laboratory inspection (*e.g.*, ANAB, CAP, NLCP)
- Email from the ABFT confirming the number of approved exam questions and the number of points awarded

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:

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

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.

Printed Name

Signature of Certificant

Date

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 ABFT:

- 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