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Annex A: ABFA Analyst Application Evaluation Rubric

Annex B: ABFA Diplomate Application Evaluation Rubric

* + 1. Purpose and Scope: This SOP outlines detailed procedures for the ABFA Certification application process. Separate application requirements and procedures are defined for each Certification level: Analyst and Diplomate. Applicants must obtain the Analyst Certification in order to apply for the Diplomate Certification.
    2. Applicant Requirements: The following are required to apply for ABFA Certification. Procedures to waive citizenship/residency or degree requirements are outlined in section 4.1.2. The applicant must:
* Be a person of good moral character, high integrity, good repute, and must possess high ethical and professional standards.
* Be a citizen or permanent resident of the United States, Canada, or their territories, or have an approved waiver from the Board of Directors.
* Possess a degree conferred in Anthropology with an emphasis in physical/biological anthropology from a United States accredited institution at the time of application, or have an approved waiver from the Board of Directors for a degree conferred in a discipline other than Anthropology or from a non-U.S. institution.
  1. A minimum of a Master’s degree is required to apply for the Analyst Certification
  2. A Doctoral degree is required to apply for the Diplomate Certification
     1. Application Requirement Waiver Procedures: The following waiver procedures apply to both the Analyst and Diplomate Certifications:
* Applicants who wish to petition the Board of Directors to waive the residency and/or degree requirements should obtain the Waiver Form from the ABFA website.
* The justification for a waiver should demonstrate familiarity and experience with American forensic anthropology standards.
* When considering waivers regarding degrees from a non-accredited or foreign accredited institution, applicants should provide an evaluation from a member organization of one of the two national associations of credential evaluation services: National Association of Credential Evaluation Services (NACES) or Association of International Credentials Evaluators (AICE). The applicant is responsible for costs associated with a NACES or AICE evaluation. Additional documentation regarding coursework, training, or other information to fully assess the degree granting program/curriculum may also be requested.
* Waiver requests should be submitted directly to the Applications Committee Chair(s) by the deadlines posted on the ABFA website.
* Waiver requests will be reviewed by the Board of Directors. Waiver approval requires a simple majority vote.
* Applicants will be notified of waiver decisions by the Applications Committee Chair(s).
* Waivers must be approved prior to application submission.
* Approved waivers are valid for up to five (5) years after the date of notification of approval.
  + 1. Application Materials: Individuals wishing to establish eligibility to sit for the examination for a Certificate of Qualification in Forensic Anthropology granted by the American Board of Forensic Anthropology should obtain the appropriate application forms from the ABFA website.

* + - 1. Analyst Application Materials: A completed application packet for the Analyst Examination shall include the following. All required forms can be found on the ABFA website.

1. A completed, signed, and notarized Application form
2. Proof of citizenship or permanent residency (e.g., copy of government issued photo ID)
3. Transcripts indicating the conferral of a minimum of a Master’s degree (or equivalent)
4. A completed Analyst Training Log demonstrating training activities and engagement in the field of forensic anthropology
5. Three (3) Analyst Reference Forms
   1. At least one (1) referee must be an active Diplomate of the ABFA, who has direct knowledge of the applicant’s education/training/work and/or who supervises the applicant directly
   2. The referees must be from at least two (2) different institutions
   3. Each referee must send the Reference Form directly to the Applications Committee Chair of the ABFA via electronic submission.
6. Application fee: Current fee is listed on the ABFA website. An invoice for the Application fee will be sent after the application submission is complete, and is due within two weeks of receipt of the invoice. If the application is not reviewed due to limitations in seating capacities for examinees, applicants will not be charged the application fee.
   * + 1. Diplomate Application Materials: A completed application packet for the Diplomate Examination shall include the following. All required forms can be found on the ABFA website.
7. A completed, signed, and notarized Application form
8. Proof of citizenship or permanent residency (e.g., copy of government issued photo ID)
9. Transcripts indicating the conferral of a doctoral degree (or equivalent)
10. Current/valid ABFA-issued certificate of Analyst Certification or Recertification
11. A completed Case Log providing an accounting of casework experience since applying for Analyst Certification
12. Two (2) Diplomate Reference Forms
    1. At least one (1) referee must be an active Diplomate of the ABFA, who has reviewed the applicant’s casework and can attest to the applicant’s experience, work product, and character
    2. The referees can be from the same institution
    3. Each referee must send the Reference Form directly to the Applications Committee Chair of the ABFA via electronic submission.
13. Application fee: Current fee is listed on the ABFA website. An invoice for the Application fee will be sent following the application deadline, and is due within two weeks of receipt of the invoice.
    * 1. Application Submission:

* An individual who wishes to be considered for the examination must submit electronic versions of the entire Application Packet to the Applications Committee Chair(s).
* The entire Application Packet, including Reference Forms, must be received by the following application deadlines:
  1. Analyst: June 30
  2. Diplomate: December 1
* Receipt of application materials will be acknowledged by the Applications Committee Chair(s).
* If all application materials, with the exception of the application fee, are not received by the application deadline, the application is considered incomplete. Incomplete applications will not be reviewed by the Applications Committee or Board of Directors, and applicants will not be invoiced the application fee.
* Payment of the non-refundable [application fee](#bookmark=id.gjdgxs) must be made via an electronic invoice sent to each applicant by the ABFA Treasurer. Applicants who do not pay the application fee in full within two weeks of receipt of the invoice must defer their application until the following year.
  + 1. Application Review: The following review procedures apply to both the Analyst and Diplomate Certifications, with the exception of any deadlines specified below:
* The Applications Committee Chair(s) will review application packets for the presence of all required material.
* Should there be limitations in seating capacities for examinees, the number of applications reviewed in a cycle may be consequently limited.

1. When limitations are in place, applications will be reviewed in order of receipt of complete applications, to include all reference forms.
2. Any limitations in the number of applications to be reviewed will be communicated via the ABFA website.

* The Applications Committee members will review submitted application materials using the following procedures:
  1. A minimum of three (3) Application Committee members, two of whom must be ABFA BoD members, will complete a detailed review of each case file.
  2. Each committee member will use the appropriate Evaluation Rubric (Annex A or B) to assess whether the submitted materials meet acceptable standards for eligibility, as indicated by a single yes or no answer based on the totality of the application materials submitted.
  3. Should a committee member recommend denial, an explanation for denial must be provided.
  4. All reviews shall be submitted to the Applications Committee Chair(s).
     1. Analyst: Reviews will be submitted on a rolling basis.
     2. Diplomate: Reviews are due February 1.
* The Applications Committee Chair(s) will collate the results of the reviews and present the results to the full Applications Committee.
  1. Any applications that did not receive a unanimous consensus by the reviewers must be discussed by the committee.
  2. The Applications Committee members will vote to either recommend approval or denial of the application. The overall committee recommendation will be based on a simple majority vote.
  3. Any application that has a tied committee vote shall go to the ABFA BoD members for a secondary review using the rubric. A minimum of six (6) additional Board of Director members must participate in this secondary review, with the final recommendation based on a simple majority vote of these additional members.
* Once the review of applicants is complete, a slate of the committee’s recommendations will be presented to the Board of Directors, who will then vote on applicant approval. Approval for an applicant to sit for the ABFA examination requires a simple majority vote of the Board of Directors.
* The Board of Directors, at its discretion, may request additional information from the applicants or referees at any point.
* The Applications Committee Chair(s) will advise each applicant of the Board’s decision and provide feedback by the following deadlines:
  + 1. Analyst: November 1
    2. Diplomate: June 1
* Electronic files of application materials and decisions will be maintained in accordance with SOP 6.0.
  + 1. Reapplication Procedure: The following reapplication procedures apply to both the Analyst and Diplomate Certifications:
* The decision of the Board of Directors to accept or reject an applicant is based on a majority vote and is final.
* If denied, in order to reapply, the applicant must submit a new Application Packet and pay the application fee.
* Reuse of any material(s) in a reapplication is allowed only through written permission by the Applications Committee Chair(s) and only within a three-year period.
* In most circumstances, new letters of recommendation must be submitted. However, if the Applications Committee Chair(s) receives a written request from the re-applicant, existing letters of recommendation may be reused at the discretion of the Applications Committee Chair.
* If an applicant is denied a second time, they may not submit a third application for the following year. The applicant is encouraged to gain additional mentorship and training in the interim. After at least one (1) full year has elapsed since notification of the second denial, the applicant will be allowed to submit a third application. If, after a total of three (3) attempts, the applicant is still not approved to sit for the certification exam, they may not reapply without petitioning the ABFA Board of Directors for permission. In the petition the applicant must clearly demonstrate that substantive measures have been taken to rectify any deficiencies, including but not limited to additional formal training, coursework, and supervision and mentoring by a board-certified forensic anthropologist.

Applicant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewer Initials:\_\_\_\_\_\_\_\_\_\_

**Indicate whether the Applicant has provided evidence to support the below statements with either a Yes or No response. Your response should be based on a holistic review of the Applicant’s materials (Proof of citizenship/permanent residency, Transcripts, Application, Training Log, and Reference Forms). Justification must be provided for any negative assessments. While Reviewer initials will remain confidential, the results and explanations provided may be shared with the Applicant.**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| The Applicant meets all credentials/requirements\* or has obtained approval from the ABFA Board of Directors for all requested waiver(s). |  |  |

\*Citizenship/permanent resident of the U.S., Canada, or their possessions/territories, and a Master’s or Ph.D. degree conferred in Anthropology with an emphasis in Biological/Forensic Anthropology from a U.S.-accredited institution

If No, explain your assessment:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| The Applicant demonstrates acceptable involvement\* in the discipline of forensic anthropology. |  |  |

\*Can include current involvement in forensic anthropology casework, professional memberships, publications, presentations, coursework, etc., with the intent of continued involvement

**Note:** Applicant does not need to demonstrate involvement in all areas to sit for the exam

If No, explain your assessment:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| All skills on the Training Log have been verified with appropriate initials/signatures. |  |  |

If No, list skills lacking verification:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Reference forms are appropriate,\* support the Applicant sitting for the exam, and indicate no professional or ethical concerns (i.e., no “Poor” or “Very Poor” scores, and no more than two “Fair” scores across the three references). |  |  |

**\***At least one form must be completed by a D-ABFA, and all are at least somewhat familiar with the applicant’s education, forensic casework/training, and character

If No, explain your assessment:

|  |  |  |
| --- | --- | --- |
| **Overall Assessment** | **Yes** | **No** |
| All of the above responses are "Yes," andI find the Applicant eligible to sit for the ABFA Analyst Examination. |  |  |

If No, reason for Denial:

Applicant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewer Initials:\_\_\_\_\_\_\_\_\_\_

**Indicate whether the Applicant has provided evidence to support the below statements with either a Yes or No response. Your response should be based on a holistic review of the Applicant’s materials (Proof of citizenship/permanent residency, Transcripts, Application, A-ABFA Certification, Case Log, and Reference Forms). Justification must be provided for any negative assessments. While Reviewer initials will remain confidential, the results and explanations provided may be shared with the Applicant.**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| The Applicant meets all credentials/requirements\* or has obtained approval from the ABFA Board of Directors for all requested waiver(s). |  |  |

\*Citizenship/permanent resident of the U.S., Canada, or their possessions/territories, A-ABFA certification, and Ph.D. degree conferred in Anthropology with an emphasis in Biological/Forensic Anthropology from a U.S.-accredited institution

If No, explain your assessment:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| The Applicant demonstrates acceptable involvement\* in the discipline of forensic anthropology. |  |  |

\*Can include previous/current involvement in forensic anthropology casework, professional memberships, publications, presentations, coursework, etc., with the intent of continued involvement

**Note:** Applicant does not need to demonstrate involvement in all areas to sit for the exam

If No, explain your assessment:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Applicant met Case Log requirements, as outlined on the Case Log form. |  |  |

If No, list skills lacking verification:

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Reference forms are appropriate,\* support the Applicant sitting for the exam, and indicate no professional or ethical concerns (i.e., all scores are “Good” or “Excellent”). |  |  |

**\***At least one form must be completed by a D-ABFA, and all are at least somewhat familiar with the applicant’s education, forensic casework/training, and character

If No, explain your assessment:

|  |  |  |
| --- | --- | --- |
| **Overall Assessment** | **Yes** | **No** |
| All of the above responses are "Yes," andI find the Applicant eligible to sit for the ABFA Diplomate Examination. |  |  |

If No, reason for Denial: