

**The
International Association of Bomb Technicians & Investigators
(IABTI)**

1120 International Parkway, Suite 105

Fredericksburg, VA 22406

USA

Certification Program Operations Manual

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Certified International Post Blast Investigator (CIPBI) Program:

Chairman: Jake Bohi, Region 1 Director

Co-Chair: Robert Boland, Region 3 Director

Co-Chair: Bobby Klepper, Assistant International Director

Recorder: IABTI International Business Office (IBO)

Program Manager: Danny R. Waltenbaugh Jr., SME/Arizona Chapter Director

Committee Advisor: Dr. Edwin Bundy, SME/Virginia Chapter

Committee Members: Paul Laska, SME/Laboratory Sciences
James Tanda, SME/Criminal Investigations
Jeffrey Whitbeck, SME/Fire & Explosion Investigations
Thomas Thurman, SME/Post Blast Investigations
To be determined, SME/Intelligence

International Members: Michael Cardash, SME/Israel Representative
John Kelleher, SME/Australia Representative
Alfonso Ayala-Trueba, SME/Mexico Representative

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The International Association of Bomb Technicians & Investigators (IABTI) Certification Program Operations Manual

The rules, regulations, and guidelines contained in this document have been approved by the IABTI International Executive Board and are effective on the date of publication. The Certified International Post Blast Investigator (CIPBI) Program under authority of the International Executive Board (IEB) and in conjunction with the International Business Office (IBO) is subject to annual review and development. This certification program will be governed by the association's mission statement, goals, constitution, and articles of incorporation. The IABTI does not discriminate in its membership or certification opportunities on the basis of sex, race, color, disability, religion, sexual orientation, national origin, age, or any other characteristic as protected by law.

I. Background, Development, and Purposes

It is the IABTI's underlying belief that individuals and organizations can more effectively combat terrorism and criminal activity involving explosives, Improvised Explosive Devices (IED's), and Weapons of Mass Destruction (WMD), by uniting their efforts through a commitment to foster information sharing, develop cooperation among technical and investigative personnel in the field, stimulate new techniques and research, render support for worthy projects, provide valuable data and information in the response to bomb and explosives, encourage high levels of competence among public safety bomb/explosive technicians and law enforcement investigators, promote the development of procedures to present valid and reliable conclusions, assist in the providing expert testimony and information for judicial systems, and assist in the development of training programs that advance the bomb technician, criminal post blast investigator, and explosive device intelligence communities through the identification of generally accepted and peer-reviewed procedures and practices.

The CIPBI certification program committee was established to set standards and qualifications for those who are involved in criminal post blast investigations. As a voluntary international certification program, the committee seeks to identify qualified individuals who meet or exceed the knowledge, training, and professional experience requirements as set by the CIPBI program committee (generally recognized and accepted within the international post blast investigations community). The certification's aim is also to promote objective, valid, reliable, and human procedures and methods for the investigation of criminal bombings throughout the world. It is not the intent of this certification program to restrict public or private training programs available to public safety or law enforcement agencies/individuals. However, this committee will only give

credit to training that is based on generally accepted methods/procedures and based on valid information and concepts.

The CIPBI certification program committee was established under the authority of the IABTI; a 501(c) 3, non-profit association, incorporated in the State of California and is responsible for all actions, review, and revision of the Certified International Post Blast Investigators (CIPBI) program and reporting to the IABTI International Executive Board in regards to program changes, actions, activities, and finances. The CIPBI logo and post-nominal title are the registered trademarks of the IABTI association. Upon successful completion of certification/recertification the applicant will be issued a numbered certificate of certification. IABTI members shall also receive new membership identification, containing the association name, individual's name, member ID, certification held and expiration, member's image, and an IABTI specific anti-forgery holographic element. Non-members will not receive a membership card. Certification is issued for a period of 5 years. Certificates issued by the IABTI are non-transferable and remain the property of the IABTI; however, every person to whom a certificate is issued shall be entitled to its continued possession unless and until such time certification is revoked. Additionally, every person to whom a certificate is issued shall be authorized to use the certification logo and post-nominal title for professional identification only. A certificant may not use the certification logo or post-nominal title if their certification has expired, been suspended, or revoked.

II. Certification Committee Structure (CIPBI)

A. Certification Committee Organization and Operations

The Certification Program Committee will be structured in accordance with the following structure: one (1) Committee Chairman/Chairperson, two (2) Co-Chairpersons, one (1) Program Manager/Accreditation Representative (Member), the IABTI IBO, four (4) Subject Matter Experts (SME)/Members covering the major fields involved in post blast investigations (Laboratory Sciences, Criminal Investigations, Fire and Explosion Investigations, and Criminal Post Blast Investigations), at least one (1) International SME/Member from each participating country or region, and one (1) SME Advisor/Member. If needed, the certification committee international representatives may be expanded without change to this document. See Attachment I. The group (when feasible) will meet in person once annually during the IABTI International Training Conference (ITC). The Certification Committee will utilize the IABTI BaseCamp secure online discussion board to conduct its routine operational activities. All proposals for consideration will be open for discussion by all committee members. A minimum period of 5 working days for discussion is required before any vote is taken. A vote will require a quorum majority of committee members (including the program manager) in order to be considered final.

B. Position Appointments and Limitations

The IABTI Executive Board shall appoint the Chairman, all co-chair persons (no more than two), and one (1) member/advisor to the Certification Program Committee. At inception of the program, the Certification Program Committee Chair shall appoint all positions to the committee based on the individuals recognized expertise in the specialized disciplines associated with Post Blast Investigations.

All Certification Program Committee members must be certified within the program and be in good standing. The International Business Office (IBO) handles all administrative and fee collection activities for both the association and certification programs; although the IBO has considerable involvement with the certification program committee, they do not have the power to grant, deny, suspend, or revoke any certification or make any changes to the certification program without the committee's approval. Once the program has reached 100 certificants, all committee members shall be appointed based on election (majority vote) of all CIPBI certificants for a term of three (3) years. The committee program manager shall serve a term not to exceed four (4) years. No member may serve more than two (2) consecutive terms in any one position; except for international representatives from countries with less than 25 certificants, which may serve any number of consecutive terms assuming there are no incumbents. Committee Chair, Chair, and Advisor are appointed by the IABTI International Executive Directors and have no specific term of service or limitation.

C. Voting Procedures

When a Certification Committee Member vacancy occurs, the Certification Committee Chair will expeditiously notify the IABTI International Executive Board and the Certification Committee Recorder (IBO). Within 14 calendar days, the Recorder (IBO) will electronically notify all CIPBI Certificants of the opening and make an open request for candidates to fill the open position(s). Candidates have 30 calendar days to submit electronically to the committee recorder (IBO) and Chair, a prepared biographical sketch consisting of 350 words or less, which will be attached to the voting ballot. It is the responsibility of the candidate to ensure the committee recorder and committee chair receives the aforementioned articles in a timely manner. Failure to comply will result in the candidate's name only being listed on the voting ballot. Any interested CIPBI Certificant in good standing may be considered for the committee; including non-IABTI Association Members.

The Recorder (IBO) will have 14 calendar days to compile all candidates for the committee (names, biographical sketch, etc.), prepare the voting ballot, and electronically send the ballot to all CIPBI Certificants. Voters (all certificants) will have 14 calendar days to vote and return to the Recorder (IBO) and the IABTI

Election Committee Chairman. The IABTI Election Committee Chairman (3rd International Director) shall be responsible to count all legal ballots and furnish the election results to the certification committee and all certificants within 14 calendar days from the end of the open voting period. In the case of planned or scheduled vacancies (routine term expiration), this procedure shall begin no later than 2 calendar months prior to the beginning for the actual vacancy.

III. Certification Committee Budget, Reporting, and Fee Structure

It is the intent of the IABTI that the CIPBI Certification Program is financially self-supporting within 5 years of inception, however, until such time the Committee Chair may ask the IABTI Executive Board for approval to pay for any excess costs. Expenditure of all funds will be approved and used in accordance with the IABTI SOG's (policies and procedures). The Certification Committee Chair is required to annually submit for approval a budget outlining an estimated cost for operations of the certification program to the IABTI International Executive Board during the winter board meeting.

The CIPBI meeting (International Training Conference) will be open to all Certified individuals, IABTI members, and any interested parties approved by the Committee Chair. The Recorder (IBO) will be responsible for maintaining an independent financial accounting of committee operating costs and will provide a full accounting report of the committee's financial activities to the International Executive Board during the annual winter and summer board meeting and at during the annual Certification meeting during the International Training Conference.

Effective August 1, 2015, the fee structure for IABTI CIPBI certification will be:

Initial Certification (Member):	\$150 (US)*
Initial Certification (Non-Member):	\$350 (US)**
Recertification (Member):	\$75 (US)*
Recertification (Non-Member):	\$175 (US)**

*In order to be eligible for the Member Rate, IABTI membership is required to be continued during the entire period of certification. Continued IABTI membership dues defray the associated costs associated with the program (initial background checks (vetting) for initial certification applicants, annual costs associated with certification records maintenance and the operations of the certification committee).

**Non-Member Initial Certification and Recertification fees provide coverage of all associated costs during the entire period of application and certification.

Membership is not required for participation in the certification program. IABTI Members may apply for certification under either fee structure.

See Attachment II for more information.

In the event that the Certification Committee rejects an applicant for certification testing due to insufficient experience or training, the applicant will be refunded not more than one-half of the initial certification fee paid. If the applicant is unsuccessful after two attempts of the certification examination or fails to complete the proctored examination within one year from the committee's approval to challenge the examination (at no fault to the committee). The applicant will forfeit the initial certification fee and will be required to submit a new certification application, including, all required documentation and initial certification fee to be re-enter into the program.

IV. Code of Ethics and Standards of Professional Conduct

All applicants for certification and recertification shall be required to acknowledge and adhere to the Certification Code of Ethics and Professional Conduct, as well as, the Certification Committee Certification Agreement.

A. Code of Ethics and Professional Conduct

"As a Certified International Post Blast Investigator, my fundamental duty is to serve mankind, to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the inalienable rights of all men to liberty, equality, and justice. I will refrain from exercising professional or personal conduct adverse to the best interests and purposes of the IABTI. I will refrain from providing any material misrepresentation of education, training, experience, or area of expertise. I will refrain from providing any material misrepresentation of information related to my work and render opinions/conclusions strictly in accordance with the evidence in the case (hypothetical or real) and only to the extent justified by the evidence. I will not make statements in written reports, public addresses, or testimony that are not accurate/correct, scientific or logically based. I will act at all times in a completely impartial manner by employing scientific and/or systematic methodologies to reach logical, unbiased conclusions and by reporting all findings in a clear, concise manner. I will treat all information related to an investigation, agency, or employer with the appropriate level of confidentiality. I will refrain from making any public statements, which appear to represent the position of the IABTI or Certification Program Committee, without obtaining prior specific authorization from the IABTI Executive Board and the CIPBI Program Committee."

B. Certification Agreement

"As an applicant/certified person of the International Association of Bomb Technicians and Investigators (IABTI), I humbly accept the responsibility to be actively engaged in the profession of Post Blast Investigations. As a professional, I accept the professional code of ethics as set forth by the IABTI Certification Program Committee. Additionally, I acknowledge that the IABTI Certified International Post Blast Investigator (CIPBI) and all logos associated with it, are the sole property of the International Association of Bomb Technicians and Investigators (IABTI). This credential or post-nominal title is for professional use under the authority of the IABTI. I agree to notify the Certification Committee Recorder (IABTI IBO) and Committee Chair in writing, within five (5) working days of any change in of my contact information or ability/interest to remain actively involved in the field of Post Blast Investigations. This credential or title may be withdrawn for violation of the Certification code of ethics, failing to maintain the requirements for continuing certification, or successfully completing the requirements for recertification (required every five years) as determined by the certification committee."

V. Certification Committee Duties and Responsibilities

The CIPBI Certification Program Committee shall annually review the standards and qualifications for certification, application procedures, and conformity with generally accepted practices within the International Post Blast Investigations community. This review will be presented to the IABTI International Executive Board during the annual Executive Winter and Summer Board Meetings and to all interested members and certificants during the IABTI annual International Training Conference. The following descriptions explained the duties and responsibilities of each position on the certification committee. These are leadership positions, which require collaborative effort from the entire committee. All committee members must, in writing, submit and maintain annually a conflict of interest notification/agreement and agree to the certification program Code of Ethical and Professional Conduct.

The members of the certification committee may be reimbursed for reasonable expenses incurred in the performance of their duties, as approved by the committee chair and within the CIPBI Program budget. All requests for reimbursement must be requested to the committee chair in advance and forwarded to the IABTI International Director *for approval and the Recorder (IBO) will make the reimbursement*. If reimbursement exceeds the CIPBI Program budget the IABTI International Executive Board must approve the request. The IBO shall be paid/reimbursed for all work and materials associated with their duties to the certification committee in accordance with current IABTI procedures.

The certification board shall promote ethics and professionalism among all persons involved in the field of Bomb and Explosive Device Investigations. The board shall select and designate appropriate training and texts for study, design, review, and validate the certification exam questions and exam, shall certify as qualified applicants, those who are found to meet the standards of qualification set by the certification committee and promulgated in this document.

A. Committee Chair/Co-Chair (Appointed Position)

The Committee Chair is responsible to provide leadership and direction to the certification committee; as well as, maintain direct communication with the IABTI International Executive Board, other IABTI Committees, and the International Business Office (IBO). The Committee Chair has final approving authority in situations, which the committee members cannot find agreement; however they may not vote on issues before the committee. Additionally, the Committee Chair in consultation with the Program Manager and IBO will make administrative decisions in handling the administrative and financial activities of the certification committee, call for special meetings/discussions, consult with committee members, present annual reports to both the Executive Board and public meetings. Co-chairs are responsible to assist the committee chair, as needed, and to act as committee chair before the IABTI Executive Board and membership, when the committee chair is unavailable.

B. Program Manager/Committee Member (Voting/Elected Position)

The Program Manager is responsible to support and assist the committee chair with development of certification curriculum, research in support of the overall certification program, maintain the certification exam, act as representative for outside accreditation, maintain the Certification Program Operations Manual (CPOM); as well as, create/proctor applicant accounts in Test.com for the certification examination (only the Program Chair and Program Manager have access to Test.com). Additionally, this individual shall monitor, review, and evaluate the certification examination test questions bank to determine the questions effectiveness in determining the acquired knowledge and competency of the applicant. With committee consensus, examination questions may be removed, rewritten, or replaced if they are determined to be problematic, ineffective, or no longer valid. Although, the questions on the certification exam will be continually evaluated, the entire test bank will be officially reviewed annually. This review will be conducted with the support and guidance of the entire certification committee and will be documented in a report to the committee chair. The program manager is also considered a committee member and may participate in all activities as an SME/Member, including voting on issues/discussion before the committee.

C. Recorder (IBO) (Non-Voting/Appointed Position)

The Recorder is responsible for receiving, filing, payment acceptance, administrative maintenance, financial accounting, records retention, advertising, webpage maintenance, and requests for information related to the certification program or individual records, ensure the security of all documents and records (not accessible to the public), setup e-filed applications for certification review, maintain individual certification records, notify individuals regarding certification status, may receive letters requesting information, change of information or complaints related to certificants in accordance with this document and the IABTI. The activities of the IBO will be reported annually in accordance with the IABTI Association SOG's to both the Committee chair and the International Executive Board during the winter board meeting. The recorder (IBO) is appointed by the International Executive Board and may not vote on any committee discussion; however, they are encouraged to provide input into discussions that relate to their responsibilities.

D. Committee Member/Subject Matter Experts (Voting/Elected Position)

Members are responsible for evaluating applicants for certification based on the requisite requirements as outline in the certification program. Provide Subject Material Expertise (SME) in the development and advancement of the certification program thru their specialized knowledge and experience. All Committee Members are authorized to evaluate individual applicants (in accordance with this manual), proctor the certification exam for approved vetted applicants for certification and vote on issues brought before the certifications committee. Although, all CIPBI Committee members are considered subject matter experts in the field of Post Blast Investigations, they represent five specialized areas involved in Post Blast Investigations. They include; Laboratory Sciences/Analysis, Criminal Investigations, Fire & Explosion Investigations, Post Blast Investigations, and Intelligence. Members are also responsible to assist in the development and updating of Knowledge, Skill, and Abilities requirements, creation and validation of test questions, the evaluation and acceptance of applicable training courses, as outlined in Attachment III.

E. Committee Member/International Representative (Voting/Elected Position)

International Representatives/Members have the same responsibilities as Subject Member Experts/Members with the addition to provide the committee with specialized knowledge related to their specific country of origin and international experience, as well as, represent the certification program in their country and language. In consultation with the Committee Chair and Program Manager an International Member is authorized to make translated versions of the certification examination and create study guides/materials, only when the testing material is not available in the native language. This translated study

guides/materials will not be sponsored or approved by the IABTI or certification program committee. Any study material produced must be broadly based and may not teach to the test or contain any specific test questions or answers. The study material may only be created as a study guide to the reference material used for the examination. They may also create sub-committee's (no more than two (2) additional certified members) that may assist in applicant evaluation and proctoring examinations for their country. Sub-committee members must also be certified and in good standing and be approved by the committee. International Sub-committee members may not vote on official matters before the committee.

D. Advisor (Non-voting/Appointed Position)

One (1) Advisor may be appointed to the committee by the International Executive Board. The Advisor is responsible to assist and provide guidance to the committee with specialized knowledge and experience related to any area needed by the committee. This position is not required to be certified and may not vote on any committee decision; however, the advisor is encouraged to be involved and provide input related to committee discussions.

E. Legal Counsel (Non-Voting/Appointed Position)

The International Executive Board will appoint IABTI Legal Counsel to the committee. Legal Counsel is responsible to assist and provide guidance to the committee in support of legal issues related to the certification program. This position is not required to be certified under the program and may not vote on any committee decision; however, Counsel is encouraged to be involved and provide input related to committee discussions. Counsel is responsible to annually review the certification program and report any issues to the International Executive Board and Certification Chair during the Winter Board Meeting.

VI. Critical Competencies Concerning the CIPBI

The CIPBI Certification Program Committee is responsible for all aspects of the development, monitoring, and management of the CIPBI program. This committee will create and maintain minimum critical competencies for International Post Blast Investigators as identified by the Certification Committee. These competencies will be reviewed and updated on an annual basis during the annual program review. Updates to these competencies will be made as new requirements are identified within the post blast investigations community. These competencies have been created and validated by an international panel of subject matter experts (certification committee) in the field of post blast investigations and are based on a job analysis (selection, duties/tasks, training, environment, and performance requirements) generally accepted within the international community.

A. Minimum Critical Competencies for International Post Blast Investigators

The purpose of this standard is to specify the minimum critical competencies for service as an International Certified Post Blast Investigator (CPBI) within the International Association of Bomb Technicians and Investigators (IABTI). This standard is not the intended to restrict any individual from exceeding these minimum requirements or override their organizations policies, standards or governmental law or regulations. The following describes the competencies (knowledge and skills) expected by the certification committee of an International Post Blast Investigator in order, to carry out that duty.

1. Requisite Knowledge

a. Law Enforcement (Criminal) Investigations/Intelligence Investigations

The investigator should have knowledge on the techniques, methods, and processes to conduct a proper criminal investigation or full scope Intelligence Investigation within the individual's and agencies jurisdiction and authority. This training should include; at a minimum, investigative techniques/procedures and techniques, event documentation, protection of human rights, evidence collection and preservation (physical and testimonial), interviewing and interrogations, presentation of evidence (testimony), law and regulations, design and construction of the judicial system, and law enforcement authority.

b. Commercial, Military, and Improvised Explosives

The investigator shall have the knowledge to identify and recognize commercial, military, and improvised explosives, detonators, initiators, and associated components/materials.

c. Explosives Characteristics and Effects

The investigators shall have a fundamental knowledge of explosion theory and dynamics, explosive terminology, types of explosives, classification, and sensitivity of explosives, explosive performance, history of explosives, and characteristics of explosives, explosion effects, and firing trains.

d. Weapons of Mass Destruction

The investigator should have knowledge of Weapons of Mass Destruction, to include; the basic knowledge of the types of weapons of mass destruction (WMD), basic knowledge of chemical, biological, radiological, nuclear and explosive (CBRNE) hazards, and a knowledge of the unique issues with WMD/CBRNE scenes.

e. Identification of Improvised Explosive Device Construction and Components

The investigator should have knowledge of Improvised Explosive Devices (IEDs) and their Construction; including, the history of improvised explosive devices (IEDs), basic components of IEDs, construction of IEDs, appearance of IEDs, and fuzing/firing systems of IEDs.

f. Military Ordnance

The investigator should have a knowledge to recognize and classify military ordnance, including; the construction, operational use, firing sequence of the item, and methods/source of information that are available.

2. Requisite Skills

a. Scene Examination

The investigator should have the skill to inspect and evaluate the post blast scene, so as to evaluate and establish the scene perimeters, scene security, establish a command post, establish documentation procedures for personnel entering and exiting the crime scene, establish entry and exit paths for scene investigators, establish staging areas for investigators, determine safety concerns, determine needed investigative assistance, determine legal authority to conduct the scene investigation, understand and apply the scientific method, determinate evidence collection/preservation, as well as, control procedures, determine measures to prevent/reduce scene contamination, determine potential items of evidentiary value, determine the type of explosion involved, determine the seat of the explosion (if present), determine the delivery method of the device, determine initial construction and general appearance of the device, location of victims (if applicable), and possible responsible person(s).

b. Documenting the Scene

The investigator should be able to create a general diagram of the scene utilizing recognized methods, photographing or directing photographs, and taking field notes to which a final report will be made.

c. Evidence Collection/Preservation

The investigator should have the skill to find evidence at a bomb scene, collect evidence at a bomb scene, using appropriate methods, procedures, and techniques.

d. Interview/Interrogation

The investigator should have the skill to obtaining information from individuals with direct or indirect knowledge of the incident.

e. Post-Incident Investigation

The investigator should have the skill to identify when and how to obtain specialized investigative techniques to assist in the overall post blast investigation.

f. Documentation/Presentation of Investigative Results

The investigator should have the skill to properly document and present the investigative results in a factual and accurate manner.

VII. Requirements for Certification

The CIPBI certification program requirements specify the minimum level of experience, knowledge, and training that an International Post Blast Investigators should possess, as identified by the IABTI CIPBI Certification Program Committee. These requirements are based on the expected qualifications (knowledge and capabilities) assessment (Section VI. - Qualifications).

A. General Qualifications

An applicant must have a minimum of three (3) years experience in a position with responsibility to investigate, analyze, and/or reconstruct post blast explosive crime scenes, events, or devices. The term investigation includes both criminal (Law Enforcement) Investigations and Weapons/Explosive Ordnance Intelligence Investigations.

Any applicant who has retired from active qualifying service, but who is currently working as an instructor or investigator for a government, state, local, or scholastic entity may apply. For those who have retired, the application must be received prior to five years from the date of retirement.

All Applicants for certification shall submit documentation of work experience and training as determined by the certification program committee. Additionally, Non-members must submit two letters of endorsement. These endorsements are required from the applicant's employer/supervisor and/or persons who have knowledge of the applicant's experience and a position as a practitioner in the field of Post Blast Investigations as described in this manual.

B. Training Qualifications

All applicants must have completed a minimum of 200 hours of CIPBI Program Committee approved training in Post Blast related courses in following categories.

1. Have completed a minimum of one (1) 40 hour post blast investigations course which includes at least one practical hands-on exercise involving the documentation, collection, and preservation of a post blast crime scene, reconstruction of a post blast device, and presentation of the event and identified by the standards set forth in Section VI.A.1.b-f and Section VI.A.2. of this manual. See Attachment II for additional information.
2. Have completed 40 hours of training in criminal investigations, as determined by the certification committee and identified by the standards set forth in Section VI.A.1.a. of this manual.
3. Additional elective courses must total a minimum of 120 hours. The topics that qualify for approval must be related in some way to post blast investigations. The following is a non-inclusive listing of training that qualifies:
 - a. Current/Historical Trends in Explosive Devices & Investigations
 - b. Hazardous Devices Render Safe or Explosive Ordnance Disposal
 - c. Explosives Handling, Disposal and/or Effects
 - d. Arson/Fire & Explosion Investigations
 - e. Criminal Investigations
 - f. Advanced Post Blast Investigations
 - g. Interviewing and Interrogation (Human Intelligence Collection)
 - h. Documentation, Collection, and Preservation of Physical Evidence
 - i. Expert Witness Courtroom Testimony
 - j. Applied DC/RF Electricity and Electronics
 - k. Crime Scene Investigations/Documentation
 - l. Underwater Post Blast Investigations
 - m. Crime Scene Photography
 - n. Crime Scene Reconstruction
 - o. Homicide/Death Investigations
 - p. Wound Dynamics/Forensic Pathology
 - q. Laboratory, Chemical, or Forensic Analysis
 - r. Explosives, Explosive/Destructive Device, and WMD Regulation/Law
 - s. Additional topics, as accepted by the Certification Committee

C. Examination

Certification award will be determined by the successful completion of knowledge and skills written assessment (certification examination) based on the Certified International Post Blast Investigator qualifications summary listed in this

document. The certification examination and its questions (test bank) are derived from general knowledge, skills, and capabilities acquired by attendance in courses required in this section (general and specific qualifications) and published materials promulgated by the certification committee. The certification examination (written) is used to measure the knowledge and skills of the individual applicant. The applicant may not receive or use any assistance during the testing period. Applicant performance in the field is measured through practical experience (general qualifications requirements) and the successful attendance in a hands-on Post Blast Investigations training course (specific qualifications requirements).

The examination questions are based on the following reference publications:

a. *Practical Bomb Scene Investigations, 2nd Edition*; Thomas Thurman, CRC Press 2011.

b. *Practical Crime Scene Processing and Investigation, 2nd Edition*; Ross Gardner, CRC Press 2012. Chapters 1-8 and 14.

D. Administering the Examination

1. Once the applicant has been approved to take the examination, a test proctor will be selected to assist the applicant in administration of the examination. The applicant and test proctor will determine the most appropriate time and location for the examination. The applicant must take the certification examination within one (1) year from the date, which the committee approved the applicant to take the examination. The examination should be administered during an association function, such as, a Regional or International Training Conference; however, the committee chair or program manager may authorize examinations outside of these functions. The location, date/time of the test will be upon mutual arrangement between the test proctor and applicant. As soon as, a test date and locations have been agreed upon, the test proctor will notify the committee chair and program manager. Within 30 days of the agreed examination date, the committee chair or program manager will create an individual test account (ID) and password in test.com for the applicant. This information will be sent directly to the test proctor for use on the documented date of testing. Only CIPBI Committee Members are authorized to proctor examinations.

2. At the time of testing, the proctor will verify the applicant's identity and provide the applicant with an internet connected computing device (laptop, desktop, tablet, etc), open to the applicant's examination using the provided user id and password provided by the Certification Chair or Program Manager. The applicant will be then shown how to begin and given general information about how to navigate the examination. Proctors will ask the applicant to record on a plain sheet of paper any questions they feel are inappropriate, confusing, or whose choice of answers does not represent the question. At the completion of the examination the proctor will forward these to the CIPBI Committee Chair and Program

Manager for test question review. Once the examination has begun, no study or reference material, in any format, may be used. The proctor will ensure that the applicant uses no outside materials or receives outside assistance, other than assistance related to technical issues or problems with the functionality of the test. Once the test begins, the applicant must complete the examination within 3 hours. The applicant may take a short break, if necessary; however, no outside materials will be allowed and the test timer will not be stopped. A passing score of 80% or above is required for successfully passing the examination.

3. The examination will consist of a 200 question written examination randomly created from the certification examination test bank used to assess the skills of an applicant. The questions will be constructed, such that, the question will require the applicant to answer or choose answers the best answer(s) based on knowledge recall or technical applied reasoning. Answers to questions are chosen by multiple choice, true false, or direct selection. The test is administered thru an online automated testing service (test.com), which all examination parameters (exam time, selection and randomization of test questions/answers, and scoring) are controlled by the service. Contractual agreement with this service will ensure that the integrity, security, and confidentiality of the test are maintained. At no time will applicant personally identifiable information be used to create test.com user ID's or passwords. All test/examination content and parameters are maintained, selected, and controlled by the certification committee. Only the committee chair and program manager have full access to the online test system, question test bank, and previous test results.

4. Once the applicant has completed the examination, they will be provided with the examination result (successful or unsuccessful). The automated on-line testing system will automatically tabulate the score and send the committee chair and program manager the applicant test results for verification. Once the test results have been verified, notification of the certification award will be sent to the IBO for recording and production of the Certification Certificate and updated membership identification card. If the applicant fails the examination the Committee Chair and Program Manager will review the individual examination and applicant's test comments (if provided) to determine whether the examination score is correct. The result of the review will be considered in the final determination of success or failure of the examination.

E. Re-Examination

Applicants failing the examination must retake the examination within 1 year and not before 6 months from the date of failure. The re-examination test will be constructed using the same parameters and requirements as the initial test and will be created using the test question bank (200 questions from the current test question bank). The questions and answers on all tests will be randomized to maintain test integrity. This is accomplished automatically by the test.com service and verified by the committee chair and/or program manager. If the applicant

receives a passing score on the examination, certification will be awarded. If the applicant is unsuccessful on the re-examination, the applicant will be required to wait not less than 1 year before submitting a new application with all supplemental documents and new (initial) certification application fee.

VIII. Application Procedures

Applications for certification or re-certification are filed electronically and paid on the IABTI's Website under the Certification tab/online application. Applications will not be processed until the appropriate fees have been paid; the applicant agrees to abide by the Code of Ethics and Certification Agreement and the applicants status of "regular member in good standing" or for non-members, "endorsements" have been verified. All applicants are required to submit documentation of all training or education that is being used to claim credit for certification qualifications. Acceptable file formats for this documentation; include, PDF, JPEG, BMP, and TIFF. On receipt, the IBO will verify all required information, documentation, membership status, and payment, before forwarding the application to the committee. The IBO will create an individual certification file for recording and tracking purposes. The Certification Committee will verify "endorsements" submitted by non-member applicants.

Once the IBO has processed the application; the application information will be forwarded to the Committee Chair for evaluation/verification by the committee members. The committee members and program manager will verify the applicants claimed employment, years of experience, acceptance of specific training qualifications and non-member letters of endorsement. All training will be evaluated using the certification "Guidelines for the Evaluation of Accreditation of Training" (See Attachment II of this manual). If needed, the committee may request from the applicant additional information/documentation in order conduct the evaluation/verification.

Applicants for recertification may submit a presentation or article for publication for review as one qualifying factor. This review will be conducted by committee consensus in accordance with this manual (see Section IX - Recertification). Once the applicant for certification or recertification's mandatory qualifications and requirements have been accepted by committee member consensus; applicant/recertification (if recertification by examination) will be assigned a test proctor and notified in writing of the acceptance of their qualifications and the name/contact information for their assigned test proctor.

The test proctor and applicant will determine the best location, date and time for the examination. The test proctor will notify the committee chair and program manager of the proposed date and time. In accordance with the manual the Chair or program manager will provide the test proctor with the credentials for the applicants examination. Once the exam has been successfully completed, test score verified, the committee chair will recommend award of certification to the

IBO. The IBO will produce a certification certificate and new IABTI member Identification card for the member along with updating the certification record.

IX. Recertification

The certification program calls for recertification every five (5) years.

Each certified individual will be notified by the IBO in writing one (1) year prior to the expiration of his/her certification.

It is recommended that every applicant for recertification, submit an application for recertification six (6) months prior to their recertification expiration. This requirement will give enough time for the certification committee to complete its evaluation of the mandatory qualifications training, presentation/publishable article, or coordinate the optional recertification examination prior to the expiration of certification.

Recertification will be accomplished in accordance with this manual (see Application Procedures). The fee for recertification is \$75 (US) for members and \$175 (US) for non-members.

A. Recertification Requirements

1. All applicants for recertification must continue to meet the general requirement for Certification (Section VII. A.) of this manual and...
2. All applicants must participate in a minimum of 40 hours of training and professional development specifically related to Post Blast Investigations. This includes the development and instruction of Post Blast Investigative topics. Additionally, all applicants must meet two (2) of three (3) of the following specific qualifications in order to be recertified.
 - a. Applicants must attend at least an additional 80 hours of post blast investigations related training within the last five (5) years. This training may include any combination of training hours of committee approved post blast related advanced or specialty training as described in Attachment II. No more than 40 hours of committee approved training may be attributed to any one topic area (see Section VII B.3. and Attachment II -Related Advanced or Specialty Training for a list of topic areas).
 - b. Applicants must submit one for the following for committee review (peer-review) and acceptance:
 1. Original Presentation - This presentation must focus on some topic related to post blast investigations. The presentation must be

of sufficient length to cover the subject in depth and be of sufficient quality to be presented during an IABTI Regional or International Training Conference. The presentation must be submitted in Microsoft PowerPoint or generic video format (mpeg, wmv, etc.) with audio commentary. It must contain at least 10 slides with a minimum of 30 minutes of commentary. Presentation at an IABTI Training Event is not a requirement for acceptance; however the presentation may be published on the "members only" side of the IABTI Website.

2. Original Article, Technical or Case Report - This article should focus on some aspect related to post blast investigations. The document must be of sufficient length to cover the subject in depth and be of sufficient quality to be published in the IABTI magazine "The Detonator" or other professional journal. This article must be submitted in APA or ACS style and in a file format; such as, Word Perfect, Microsoft Office, or generic word processing program (rtf, txt, etc.). Publication is not a requirement for acceptance; however the article may be published on the "members only" side of the IABTI website.

Note: Original is defined as that which has not been previously presented or published by any other person (plagiarism). Committee acceptance of a Presentation of Article for certification assigns the IABTI exclusive publication rights. On request of the author, the IABTI will forfeit or modify such rights in writing. Presentation or publication is not a requirement for re-certification, although, it is encouraged. All requests for IABTI use of presentations or articles (publication) will be completed under the IABTI current policy/procedures by the interested party (International Directorship for International Training Conferences, Regional Directors for Regional Training Conferences, "The Detonator" Committee (Publication, Website Committee (IABTI Website)) and in consultation with the author.

c. Applicants must take and successfully pass (80% or better) the current version of the 200-question certification examination. This examination process will follow the same procedures as identified for initial certification.

B. Administrative Actions

Failure to apply for renewal for certification within the time needed for committee evaluation and approval will automatically place the certification in an expired status. If the certification expires the applicant must submit a new application for certification including all documentation, with the additional requirement that all training submitted for qualification must be within the last five (5) years.

X. Investigations/Appeals Involving Ethics Violations

The Certification Program Committee is authorized by the IABTI to investigate reported allegations of misconduct against individuals who are certified by the CIPBI program. All investigations conducted by the certification committee will be conducted in an impartial, unbiased, and open manner. This will include the acceptance and consideration of statements from the accused, as well as, statements and information relating to the violation. Any recommendation of disciplinary action will be balanced and appropriate to the factual findings of the investigation. All investigations will be presented to the IABTI International Executive Board and Legal Counsel prior to any action. Subjects of disciplinary action have the right to appeal actions made by the Committee. Appeals will be conducted in accordance with the IABTI procedures and guidelines as outline in the IABTI SOG's.

XI. Censure, Suspension, or Revocation of Certification (CIPBI)

There are three (3) levels of discipline that will be used in administration of the CIPBI program: censure, suspension, and revocation. The applicable finding will be determined only after an investigation (in accordance with this manual) including the review of a member statements, into the allegation reported is conducted by the certification committee. The Committee Chair will immediately report the findings to the IBO and the International Executive Board. The Committee Chair will issue a letter of findings to the member with a copy placed in the individual's official record. The subject of this action has the right to appeal the committee's action to the International Directorship (Board of Trustees), however, the decision of the International Directorship's review is final.

A. Censure

Censure is the lowest level of discipline that does not result in the loss of certification. The Certification Committee may issue a letter of censure for testimony misstatements, statements made that are not held within the confines of accepted practices held within the post blast investigations community and without basis (due to the confines of current technology) or minor non-criminal infractions of the association/certification code of ethics not involving any aspect of the certification requirements or professional qualifications. Upon a second finding of censure the individual's certification will be suspended. A third finding will result in revocation. Letters of Censure will be maintained in a certificants record for a period of five (5) years from the date of finding.

B. Suspension

Suspension involves the removal of all authorities granted by the certification committee and IABTI in relationship to the CIPBI for a given period of time not to

exceed two (2) years. The committee may issue a suspension for substantial violations of the Code of Ethics and/or Certification Agreement as enumerated in the Certification Application and Application for Recertification. Once a suspension has expired the individual will be required to pay re-apply under recertification, pay the appropriate fee and successfully pass the written certification examination before being returning to certified status. Records relating to a suspension will be maintained in an individuals record for a period of ten (10) years from the date of finding

C. Revocation

Revocation requires the immediate and permanent removal of all authorities granted by the certification committee and IABTI in relationship to the CIPBI and IABTI Membership. The Certification Committee may issue a revocation in situations in which the International Executive Board revokes an individual's membership, a major violation of the Code of Ethics and Professional Conduct or Certification Agreement, any incident/action (legal or employer) which makes the individual ineligible to perform his duties in the post blast investigations community, and/or any factual event that by its public nature would bring dishonor or distrust to the CIPBI program, including the determination that the person certified had intentionally misrepresented their qualifications in an application for certification or recertification, when the person was in fact not eligible to receive such certificate at the time of issuance. Records relating to revocation will become maintain in an individual's record for a period of twenty (20) years.

D. Voluntary Forfeit/Surrender of Certification

If the individual voluntarily surrenders his/her certificate at anytime during the committee investigation but before a report of finding is issued, the action will be considered final with no right to reinstatement. The investigation of the committee will cease and all findings will be presented to the International Executive Board and recorded in the individual's certification record.

XII. Records Retention and Release of Information Policy

The IABTI International Business Office (IBO) shall be responsible for all records, retention of previous records, release of information to third parties, and revisions/review of these procedures and policies related to the CIPBI Certification programs.

A. Records Retention

Records of all current and past certifications will be created, maintained and backed-up in a systematic and organized way, in accordance with association

standard practices for member records. The IBO will review the records for accuracy and integrity on an annual basis. The IBO keeps electronic records in triplicate (all stored in different location) for all, from applicant stage through certification (or denial) in perpetuity. All records are kept for a minimum of 10 years (two certification periods). If the individual continues to recertify, then their record is kept active plus 5 years after the individual chooses to no longer certify. Certification records will include at a minimum:

1. Applicants submitted Application for certification/recertification
2. Copies of all supplemental application documentation
3. Date of committee acceptance for examination
4. Certification of passing the certification examination
5. Date of expiration of certification
6. Unique Certification number
7. Date of recertification
8. All records relating to disciplinary action by the committee/association
9. All recertification records, applications, or documentation

In the case, which an application has been filed without the required fee, the IBO will attempt to contact the applicant to determine their intentions to apply for certification. If no response or fee is received within one (1) month of the request, the IBO may destroy the application and require a new application be submitted.

B. Retention of Test Documents

The certification examination is administered through an online automated service (test.com). The service at the completion of the certification examination automatically sends an email with the applicants test results to the Committee Chair and Program Manger. This document is reviewed by the Committee Chair and Program Manager to determine is validity. A summary notation of the applicant's pass/fail is sent to the IBO and will be retained in the records. Although, the test.com system provides detailed analysis of the test results, this data will not be retained in the record or identified to the individual. The Committee Chair and Program Manager will retain specific test and question result data for test and question review purposes only.

C. Retention of this Certifications Program Operations Manual

The Certification Program Operations Manual, which contains policies, procedures and standards for the certification, shall be retained by the IBO. The manual will be cataloged using the year it was approved followed by a small case letter indicating the version or revision issue for that particular year. All previous editions are superseded on the date of adoption of a successor or newer addition. All applicants for certification or recertification will be held to the standards and procedures of the newest edition.

D. Release of Certification Information

Due to the sensitive nature and identities of individuals within the post blast investigations community, no list of names or certified individuals will be maintained in an unrestricted public venue. A list of certified individuals with certification number and expiration date, will be maintained on the member (restricted) side of the IABTI Website. The IBO is the primary contact for all official information related to CIPBI certification program.

Inquiries concerning certified individuals or program participation will only be release by written request to the International Business Office (IBO). Any information beyond whether an individual is certified or a program participant will require legal subpoena, court order, or the certificant's approval. Additionally, the IBO will provide notice to the certificant/program participant of any request for information. Outside of a legal subpoena or court order, the IBO will only release to third parties, information as to whether an individual is or is not currently certified.

E. Complaints, Disputes, and Administrative Appeals

Complaints/dispute concerning the CIPBI Certification Program will be handled by the Committee Chair. All complaints will be fully examined and investigated to determine the issue, cause, and options for resolution. If the complaint being made is about a decision made by the committee; the committee chair will review the facts of the complaint with input from the committee and plaintiff. The committee chair will provide a written statement to the plaintiff regarding the committee consensus regarding the issue presented, committee findings, and possible resolutions. If the plaintiff's complaint or dispute is not resolved then it will be forwarded to International Executive Board and IABTI legal counsel. In this case the complaint or dispute will be handled in accordance with the IABTI policies and procedures.

If the nature of the dispute is related to the committee fee's, finances or accounting, the IBO will examine the issue, cause and options for resolution in consultation with the committee chair. If the complaint cannot be resolved, the complaint or dispute will be forwarded to the International Executive Board and IABTI legal counsel for resolution.

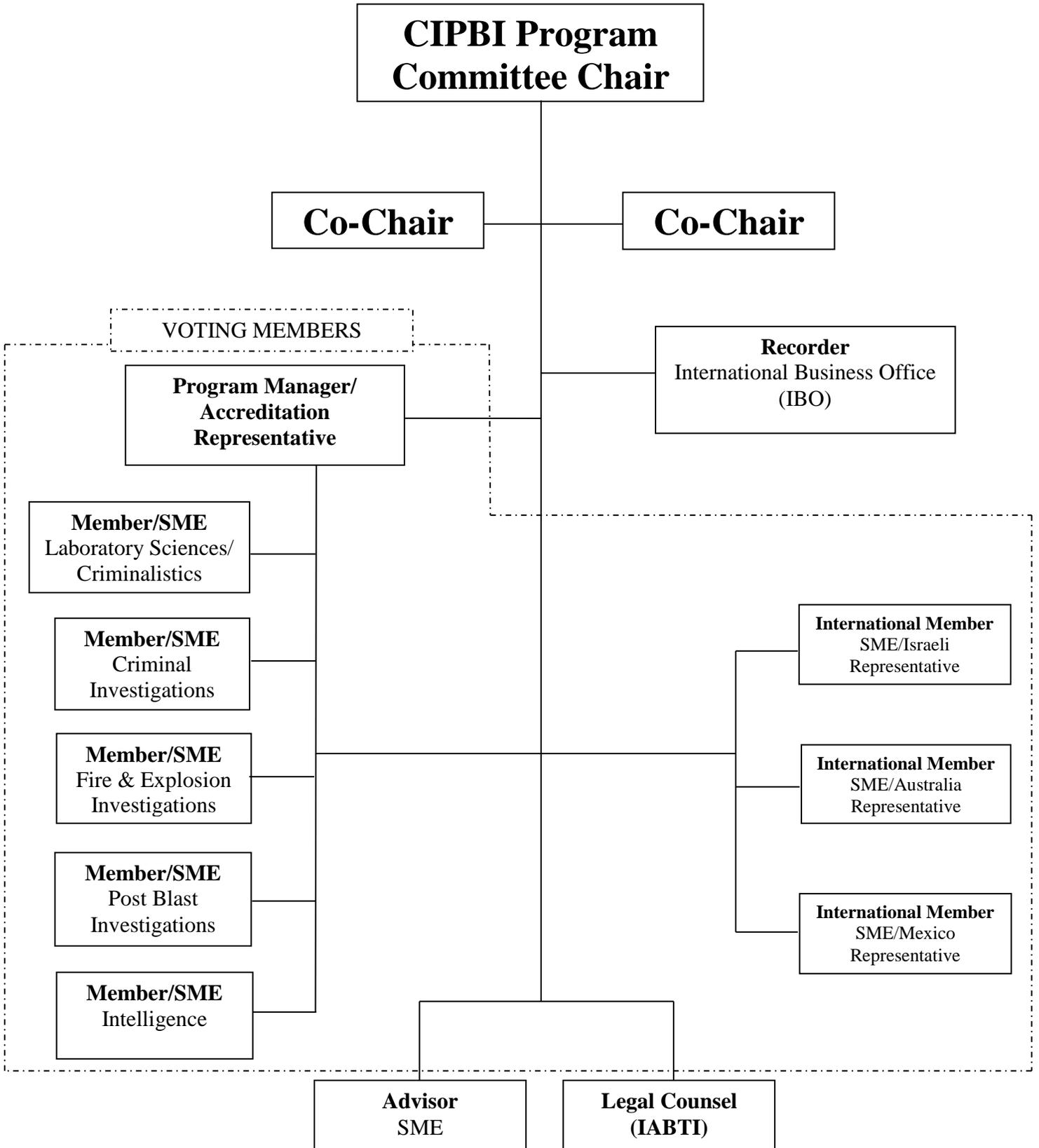
An individual has the right to make an administrative appeal to any decision made by the certification committee. All administrative appeals that are not able to be resolved by the IBO (financial) or the committee chair (with consensus of the committee) will be handled in accordance with the IABTI association policies and procedures.

XIII. Special Accommodations

In accordance with the Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008, the IABTI will provide reasonable accommodations for applicants with disabilities. Applicants should refer to these laws for more information regarding protected disabilities and applicable accommodations. In order for the committee to approve special accommodations, the applicant must:

1. Must provide at the time of application (certification or recertification) written request for special accommodation. This request must include all appropriate documentation of disability and specific request for special accommodation. Documentation must be signed by a licensed or otherwise credentialed and appropriate qualified medical, psychological, or learning professional. Documentation should provide a specific diagnosis and description of the desired accommodation; it must also be dated, signed, including; name, title, professional credentials, address, phone number of the person making the diagnosis. The IABTI will protect such information in accordance with established law but reserves the right to verify the disability and to request additional information, if necessary. Requests will be considered on a case-by-case basis.
2. The IABTI Certification Program Chair will consider and approve or deny all requests in consultation with IABTI Executive Board and Legal Counsel and will issue a decision within 60 days of receipt of the request.
3. The IABTI will strive to make reasonable accommodations at no cost to the applicant, however; applicants may be asked to bear some or all of the cost of accommodations and/or make the necessary arrangements, depending on the specific service(s) or modification(s) requested.
4. IABTI will make every effort to honor requests for testing accommodations. However, if requests are not fully or properly documented or received within a reasonable period of time for review and consideration, the applicant may be asked to take the test without the requested accommodation or defer the examination to a later date. Furthermore, accommodation requests that present an undue burden, provide an advantage over other applicants, or alter the IABTI Certification Program's ability to measure fundamental skill knowledge or skills that the examination is designed to test will not be granted.
5. If a request for special accommodation is denied either in part or full, an applicant may appeal the decision. A letter describing the applicant's objection along with additional medical documentation (is appropriate) must be received by the IABTI Director within 60 calendar days after receipt of the notification. A final decision will be made by the International Executive Board within 60 calendar days of receipt of the appeal. This may be completed via BaseCamp.

Attachment I: Structure Chart - CIPBI Certification Program Committee



Attachment II: CIPBI Certification Fee Structure (Detailed Explanation)

Due to the sensitive and confidential nature of information related to bombings, explosive devices, and post blast investigations throughout the world, the IABTI must restrict its training events and conferences to vetting individuals. IABTI accomplishes vetting primarily through the membership process, however, since the CIPBI certification program is open to both members and non-members some additional costs will be need to be passed on to non-member. The following is a breakdown of associated costs of the member and non-member fee structure:

Initial Certification - Member (Rate)

1) Vetting (Background Investigation)	\$ 0 (verification thru membership)
2) Initial Administrative Costs	\$ 75.00
3) Initial Application Review and Testing	\$ 75.00
4) Annual Records Maintenance	\$ 0 (defrayed by annual membership dues)
Total Cost:	\$150.00 (US)

Initial Certification - Non-Member (Rate)

1) Vetting (Background Investigation)	\$ 50.00
2) Initial Administrative Costs	\$ 75.00
3) Initial Application Review and Testing	\$ 75.00
3) Annual Records Maintenance	\$150.00 (\$30.00 X 5 years)
Total Cost:	\$350.00 (US)

Note: Initial certification fee, includes; partial refund for non-acceptance and one (1) certification retest, if needed.

Recertification - Member (Rate)

1) Application Review and Records Update	\$ 75.00
2) Annual Records Maintenance	\$ 0 (defrayed by annual membership)
Total Cost:	\$ 75.00

Recertification - Non-Member (Rate)

1) Application Review and Records Update	\$ 75.00
2) Annual Records Maintenance	\$100.00 (\$20.00 X 5 years)
Total Cost:	\$175.00

Note: Recertification fee, includes all the benefits of the initial fee plus a reduced Annual Records Maintenance cost.

For additional details regarding the CIPBI Program fee structure, please contact the IABTI International Business Office (IBO).

Attachment III: Guidelines for the Evaluation of Accreditation of Training

General

The intent of these criteria is to assist the certification committee in determining whether a particular training should be accepted in order to qualify for certification. The goal is to only accept training is generally accepted and has been or can be peer reviewed by the committee. In some situations the committee may review a course's curriculum, materials, or other material in order to determine its acceptance. Training requirements for certification are divided into three areas, these include; Post Blast Investigations Fundamentals, Criminal/Intelligence Investigations Fundamentals, and related Advanced or Specialty Training. The focus is the evaluation of training course against the minimum critical competencies for post blast investigators as identified in this manual.

Post Blast Investigations Fundamentals

To qualify in this area, an applicant for certification must "have completed a minimum of one (1) 40 hour Post Blast Investigations training course which includes at least one practical hands-on exercise involving the documentation, collection and preservation of a post blast crime scene, reconstruction of a post blast device, and presentation of the event".

In order for committee acceptance, this course must have been sponsored by a recognized governmental agency, the IABTI, academic institution, or other similar entity. The training must be attended in-person and the participant must have attended the entire training. Training given by private entities or informally will only be accepted on a case-by-case basis, after specific review of the specific course curriculum and demonstration of the applicant's active participation. The certification committee recommends that all Post Blast Investigations training courses be tested (knowledge and skills) in order to receive proof of training completion (certificate). A few examples of the more common courses, include: Basic/Advanced Post Blast Investigative Techniques, Military Post Blast Investigations, Basic Post Blast Investigations, Large Vehicle Post Blast Investigations, Advance Post Blast Crime Scene Seminar, Post Blast Investigations, and international equivalents.

Criminal Investigations/Intelligence Investigations

To qualify in this area, an applicant must "have completed 40 hours of training in criminal investigations..."

In order to be accepted by the committee, this course or series of professional courses, beyond basic patrol or security techniques, leading to a qualification or designation (Law Enforcement/Intelligence Investigator or Detective). The program must be conducted by a recognized governmental agency, academic institution, or private entity. Basic Patrol Officer or Police Officer training does not qualify. Academic courses in criminal or

intelligence investigations qualify given that the course is specifically titled and related to intelligence investigations or criminal investigations and a passing score of C or better is received. Training given by private entities or informally with an agency will only be accepted on a case-by-case basis, after specific review of the specific course curriculum and demonstration of the applicant's active participation. For the purposes of this certification, one 3 semester or 5 quarter academic course will be considered equivalent to 40 hours of training. A few examples of qualifying courses, include; Criminal Investigator Training Program, Special Agent Academy, Detective/Investigator Academies/Courses, Military Weapons Intelligence, Military Police Investigator or Criminal Investigations, and international equivalents. Training courses that focus solely on crime scene investigations/site exploitation or interviewing and interrogation/Human Intelligence (HUMINT) do not qualify in this area.

Related Advanced or Specialty Training

To qualify in this area, an applicant must "have attended additional (Post Blast Investigations related) courses totaling a minimum of 120 hours". These topics are based on the most common forensic and technical specialties that are related to Post Blast Investigations. Topics, include, Advanced Improvised Explosive Device and Terrorist Activities Conferences, Hazardous Devices Render Safe or Explosives Ordnance Disposal, Explosive Handling, Disposal and Effects, Arson or Fire and Explosion Investigations, Criminal Investigations, Advanced Post Blast Investigations, Interview and Interrogations, Collection & Preservation of Evidence, Expert Witness Courtroom Testimony, Device Electronics, Crime Scene Investigations, Crime Scene Documentation, Underwater Post Blast Investigations, Large Vehicle Post Blast Investigations, Crime Scene Photography, Crime Scene Reconstruction, Death Investigations, Wound Dynamics, Evidence Analysis or Laboratory Analysis. This list is not exclusive, additional topics may be considered by the committee, if shown that they relate to the topic of post blast investigations.

In order to be accepted by the committee, this course must be sponsored by a recognized governmental agency, a professional association, private entity, or academic institution. The applicant must present a certificate, transcript, or letter attesting to the applicant's participation from a supervisor or entity including the specific training (title), number of hours, curriculum/syllabus/description, and whether a test was required in order to pass. Academic courses, which are 3 semester/5 quarter hours, are considered equivalent to 40 hours of training. The applicant must receive a grade of C or better to qualify. Training given by private entities will only be accepted on a case-by-case basis, only after specific review of the specific course curriculum and demonstration of the applicant's active participation.