IBFES CERTIFICATION APPLICATION

Preparation Guide

REFERENCE ONLY • Gather your information and documents before starting the online application.

This guide summarizes the information and supporting materials requested in the IBFES certification application package. It is designed to help you prepare before completing the online application. The live application and current IBFES instructions govern if any item differs from this guide.

Quick preparation checklist

- ☐ Current contact and professional information
- ☐ Most recent resume or curriculum vitae
- ☐ Copy of your highest or most applicable university diploma or academic record
- ☐ Your general field and a precise list of specific forensic specialties
- ☐ Employment history and forensic activities
- ☐ Three professional references (at least two attorneys or clients who have used your forensic services)
- ☐ Three forensic reports from different types of matters
- ☐ Lists of court cases, administrative cases, depositions, and international court cases, as applicable
- ☐ Information needed for the applicant certification statement and notarization
- ☐ Payment method for the application fee

1. Personal and Contact Information

• Full legal name: last, first, and middle name.
• Home mailing address: street, city, state/province, postal code, and country as applicable.
• Home and work phone numbers; fax number if applicable; current email address.
• Citizenship.
• Current employer/company and complete business address.

2. Professional Background

Prepare your most recent resume or curriculum vitae. The application package asks that it include your formal education, work experience, honors, awards, professional memberships, and related professional information.

Education documentation

Have a verifiable copy of your highest or most applicable university diploma or academic record ready. IBFES reserves the right to confirm submitted documents and information.

Employment and forensic activity

Prepare a concise history of employment, related forensic activities, special courses and workshops, and appointments to commissions, advisory boards, or similar bodies. The application specifically emphasizes your personal forensic work and involvement.

3. Fields of Expertise

Prepare two levels of information:

- Your general field (for example: electrical, mechanical, civil, materials, metallurgy, chemical, environmental, or another general classification).
- A precise list of the specific areas in which you consider yourself personally competent to conduct forensic investigations and provide expert evidence in court.

IBFES treats this list as the official description of your areas of expertise. The application instructs applicants to list only areas of forensic engineering science in which they have actually practiced.

4. Professional References

Identify three individuals who have agreed to provide professional references. For each, gather the person's full name and complete mailing address.

Reference requirement: At least two of the three references must be attorneys or clients who have used your services as a forensic engineering science expert and can compare your services with those of other experts.

Each reference receives a separate IBFES reference form and is expected to return the completed form directly to IBFES. Do not complete the reference evaluation on behalf of the reference.

5. Three Forensic Reports

Select three typewritten reports from forensic projects of different types. The package states that these should involve technical problems that did, or reasonably might, result in litigation and should have had an opportunity to be reviewed by other experts.

For each report, be prepared to identify or demonstrate:

- The issue or issues you were asked to investigate.
- A summary of your methodology, findings, and opinions provided to your client.
- The scientific or other specific basis for your opinions.
- If physical evidence was involved, your role in its collection, preservation, processing, and presentation.
- The name and address of the client who engaged you.

Important: One of these reports will provide the scenario for the oral examination. A copy may be supplied to each examiner before the examination.

6. Case and Testimony History

Prepare lists, as applicable, for the following categories:

- Federal Court cases
- Administrative Court cases
- State Court cases
- Depositions
- International Court cases

7. Ethics, Applicant Statement, and Notarization

Before submitting, review the IBFES Code of Ethics and Rules of Professional Conduct. The application includes an agreement to be bound by those provisions in professional engineering science practice.

The applicant statement also includes attestations concerning professional discipline and the truth and accuracy of the information submitted. The signature is required to be notarized. Plan to complete the signature/notarization step exactly as directed in the current application workflow.

8. What Happens After the Application Is Complete

The application package describes the certification process as continuing beyond the initial application review:

1. IBFES reviews the application for completeness.
2. After the initial materials are accepted, the applicant receives ethics questions and submits written answers.

3. If the materials and ethics review are satisfactory, an oral examination is scheduled.
4. The oral examination is based on one of the submitted forensic reports and is conducted by a panel that includes experienced forensic engineering science examiners and an attorney or judge.

Prepare for the oral examination

The study guide advises applicants to review the report and all supporting information in detail, and to be prepared to discuss rules of evidence, the Daubert/Joiner/Kumho criteria, the scientific method, duces tecum subpoenas, continuity of possession, and other legal or technical protocols relevant to the applicant's field.

9. Fees and Payment

The application package lists a non-refundable $250 application fee. Because IBFES payment procedures are being administered online, follow the payment instructions shown in the live application for the current method and any balance due after approval. Do not rely on older mailing or check-payment instructions if they differ from the online process.

Before You Start the Online Application

☐ Save your CV/resume and education documentation in an easy-to-find location.
☐ Choose your three references and confirm that they are willing to respond promptly.
☐ Select the three forensic reports you intend to submit.
☐ Prepare your expertise list before opening the form so you can enter it consistently.
☐ Assemble your case/deposition lists.
☐ Review the Code of Ethics and Rules of Professional Conduct.
☐ Allow time for notarization and any separate document submission required by IBFES.
☐ Use the live online application as the final authority for required fields and submission instructions.