

***IACA Certification Committee Proposal for the
IACA Certification Program***

February 2004

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What is the Purpose of IACA Certification?

The IACA has developed criteria and an examination process that will allow applicants to become Certified Law Enforcement Analysts (CLEA). A certification program provides the foundation on which a profession demarcates the knowledge, skills and abilities necessary for successfully meeting the job duties and responsibilities within its given field. Crime analysis, intelligence analysis, investigative analysis, geographic profiling, police research and planning units and personnel all share a common skill set. In many cases, individual staff members are expected to provide this divergent analytical support to public safety agencies across the globe without formal training or instruction. The IACA is committed to developing and administering a comprehensive training and credentialing program to provide analysts, as well as departments, both the framework for excellence and the mechanism for achieving it. The IACA is committed to designing this model and putting it out in the public domain for all entities, private and public, local and international, to use. The IACA encourages local associations, training programs, colleges and universities to build educational programs around this model, as well as encourages local, state, federal and provincial agencies to adopt these standards of excellence.

The IACA Certification Program is a result of the desire to reach the following six goals:

- To recognize the professional abilities and accomplishments of individual law enforcement analysts
- To promote and encourage professional development by individuals in the field of law enforcement analysis
- To provide the employers of law enforcement analysts a reliable measure of professional competence
- To provide employers of law enforcement analysts with a basis on which to establish position descriptions.
- To promote the profession of law enforcement analysis to police chiefs, administrators and the entire criminal justice community
- To better define law enforcement analysis as a legitimate and unique career

The IACA believes that a diverse, well-rounded, multifaceted analyst makes for the most productive staff member. While every agency has specific, unique and ever-changing analytical needs, we believe that every analyst should possess a full understanding of the different techniques and methods used throughout the field. The IACA also values the divergent ways in which analysts learn and gain experience necessary for their jobs, and therefore we want to offer a program that rewards this wide spectrum of learning and understanding. In light of this, the IACA has designed a certification program based on a point system that acknowledges work experience, demonstrable knowledge, skills and abilities, academic work, on-the-job training, and contributions to advancing the profession.

Anyone using these definitions for conceptualizing presentations, creating curriculum, designing examinations, or writing articles/books should keep in mind that this list of skill set items reflects the professional viewpoint of crime analysts across the globe, as represented by the membership of the IACA. This effort reveals how they define their work and the techniques they employ, also known as “KSAs,” or knowledge, skills and abilities. While this effort reflects a consensus, it should be clear that a great deal of debate, discourse and critical thought went into the process

that resulted in these definitions. Crime analysis professionals have come to realize that the analytical work we do is very diverse, and includes peripheral areas of concentration (i.e., crime analysis, intelligence analysis, investigative analysis, geographic profiling, psychological profiling, operations research, problem analysis and problem solving, community policing, police accountability, research and planning and financial/budget analysis). Also, the IACA recognizes that this skill set is dynamic and will change as new skills and tools are created and designed to accomplish our professional task.

While the IACA will certify or provide formal certification to the qualifying applicant/member, the IACA views this process more as an assessment of one's credentials than an authority verifying one's actual level of competence. The IACA does not take responsibility for the hiring authority to verify the knowledge, skills and abilities specific to the position being offered. Applicants must sign a waiver to this effect that relieves the IACA from liability. The IACA certification program is designed to assist analysts and agencies in identifying proficiencies and deficiencies in each skill set item, and to assist analysts in reaching higher standards for job performance. It should not be used as the sole standard for hiring or promotion, or for differentiating salary ranges. The IACA firmly believes that this is the responsibility of the hiring authority, and that many factors must be taken into account when making various employment-related decisions.

Background

State and regional Crime Analysis Associations were contacted and invited to appoint a representative to the IACA Certification Committee. Thirteen IACA members from ten states were appointed to this committee and initially met in person. Each volunteer member was sent a packet that included previous correspondence and key decisions to date regarding certification, the skill set list, and the draft examination produced by the previous committee. Past committee members were invited to participate on sub-committees that were assigned to address pending issues carried over from the prior committee work, but only one previous committee member was able to do so.

The new Certification Committee was given authority to re-visit any previous decision or recommendation but was expected to adhere to any decision that had been taken to the full membership. IACA then hosted two face-to-face certification workshops. The first such meeting was held in conjunction with the 2002 IACA Conference in Orlando, FL, and a subsequent meeting took place at the University of Denver in December 2002. Following these two meetings, a bi-weekly reoccurring telephone conference call was held to share ideas and reports, and to formulate the certification program plan, process and examination design. Key issues and decisions included:

- Certification Updates for the IACA website
- Establishing the Test Oversight subcommittee
- How other organizations initially created test questions and beta test it
- Research of PC test-taking software

- Research of liability insurance for the IACA Executive Board
- Random survey of IACA members for point system
- Handbook publication
- Determining the threshold for the point system
- Re-certification protocol
- Failure protocol
- Creating a test disclaimer
- Creation of Congratulations Letter, Denial Letter, Certificate
- Establishing the guidelines for the Certification Commission
- Creating an application
- Collecting potential test questions from authors/instructors
- Test administration and scoring procedure
- Sub-committee review of bank of questions
- Pilot test questions
- Accepting/Reviewing Applications
- Announcing/Unveiling Certification Program
- Setting a deadline for finalizing the exam
- Advanced levels of certification

The Certification Committee is now prepared to present the IACA Certification Program to the full IACA membership for ratification. We strongly recommend that this certification program be immediately adopted. In that event, the IACA will begin taking exam applications in the summer of 2004.

Achieving Certified Law Enforcement Analyst Status

An analyst wishing to become IACA certified must submit an application to the IACA Certification Commission and they must pass the Certification exam. Before they are eligible to sit for the exam, however, each candidate must demonstrate that they meet three prerequisites: (1) each applicant must have at least three years of full-time experience as an analyst in the field of law enforcement, intelligence, corrections, or related fields, (2) they must be current members of the IACA and (3) each applicant must satisfy specific criteria chosen to assess the candidate's combined work and educational experience.

A point system that gives varying degrees of credit for educational and/or work experience has been established, based on Certification Committee discussion, and verified by a random survey of the IACA membership. The Committee made sure that formal education and job experience are equally weighted, so that analysts with diverse backgrounds are able to qualify for the exam in different ways. The intention of these prerequisites is to ensure that anyone eligible for Certification is a seasoned and experienced member of the profession. Each applicant can refer to the following table to self-score their credentials prior to applying for certification.

The Certification Committee members and a random sample of IACA members were scored on this point system to determine what the threshold score should be. Based on these results, the Certification Committee reached a decision that 100 points would be the threshold for allowing an applicant to sit for the exam.

| College Degree (Education Component) | Points |
|---|--------|
| Associate's ----- | 10 |
| Bachelor's ----- | 20 |
| Graduate ----- | 30 |
| Work History (Experience Component) | |
| Crime Analyst or CAU Supervisor | |
| 3 years ----- | 20 |
| 5 years ----- | 40 |
| 10 years ----- | 60 |
| Other Criminal Justice Experience | |
| 2 points per year, max of 20 points ----- | 0-20 |
| College Accredited Courses | |
| (Equivalent of 3 semester credit hours, grade of C or better) | |
| GIS ----- | 6 |
| Research Methods ----- | 6 |
| Statistics ----- | 6 |
| Intro to Crime Analysis ----- | 6 |
| Intro to Criminal Justice ----- | 6 |
| Intro to Criminal Behavior/Criminology ----- | 6 |
| Continuing Professional Education | |
| 1 points for every 12 hours of training ----- | 0-20 |
| Seminars/Conferences | |
| 1 point per conference, max 5 points ----- | 0-5 |
| Presentations | |
| 2 points per presentation, max 6 points ----- | 0-6 |
| Instruction of Classes | |
| 3 points per class instruction, max 12 points ----- | 0-12 |
| Publications | |
| 3 points per publication, max 15 points ----- | 0-15 |
| Professional Association Memberships | |
| 1 point per membership, max 5 points ----- | 0-5 |

Point System Explanation

College Degree (Education Component)

Points for education are based on documentation of an earned degree from an accredited college. The IACA certification committee has decided that degrees do not have to be specific to criminal justice or crime analysis. For example, if you have a BS in Sociology, Criminal Justice, English or electrical engineering, you will receive the 20 points awarded for a Bachelor's Degree. We believe that the applicant who has any degree from an accredited college deserves educational points because the applicant has proven the ability to apply him/herself successfully to academic study. The skills needed to earn a degree – the ability to learn and demonstrate what one has learned – are essential to the role of the crime analyst. Ten points are awarded for an Associate's Degree in arts or science (2-year degree), twenty points for a Bachelor's in arts or science (4-year degree), and thirty points for a graduate degree in arts or science. The committee decided that a degree higher than bachelor's degree was to be considered over the basic requirements for the work of a crime analyst; thus, providing more points for a doctorate would unfairly skew the point system in favor of education.

Work History (Experience Component)

Points are awarded for experience as a crime analyst or crime analysis supervisor, or a combination of years of experience in both roles. Since three years of experience are required to take the exam, meeting this requirement automatically gives the applicant twenty points. Experience as an intelligence analyst, other type of law enforcement-related analyst, or military analyst also counts toward the crime analyst years of experience. Five years of experience is awarded forty points; ten years of experience is awarded sixty points. The committee voted for this point distribution in order to recognize the value of applicants who have a great deal of law enforcement experience but limited higher education. Additional points of two per year are awarded for other criminal justice experience, such as working as a police officer, dispatcher, or other criminal justice positions, up to a maximum of twenty points (section b). Applicants may earn points for both crime analysis experience AND other criminal justice experience. For example, an individual with three years of experience as a crime analyst and ten years experience as a police officer earns twenty points for the analyst experience and twenty points for the officer experience for a total of forty points. All work experience must be documented on agency letterhead.

College Accredited Courses (equivalent of 3 semester credit hours, grade of C or better)

Other education points may be earned by documented successful completion (a grade of "C" or higher) of college-accredited courses considered highly relevant to the work of the crime analyst. The classes fall into five categories; six points are awarded per class for a possible total of thirty points in this category. No more than six points can be earned for any one type of class. The five course categories are:

- *GIS* – A college level course specific to using a geographic information system such as ArcView or MapInfo.
- *Research Methods* – A college course with content that focuses *primarily* on social science research methods.
- *Statistics* – A basic introductory to statistics course OR its equivalent OR a higher-level statistics course.

- *Introduction to Criminal Justice* – An introduction to criminal justice course OR its documented equivalent OR a higher-level criminal justice course.
- *Introduction to Criminal Behavior* – An introduction to criminal behavior or criminology course OR its documented equivalent OR a higher-level criminal behavior or criminology course.

Applicants may earn points for both degrees AND specific classes. For example, if an applicant has a degree in Criminal Justice and has taken 5 of the six classes during the course of his/her schooling, points for the degree AND for each of the specific classes would count towards the point total. The purpose of this is to emphasize the importance of these classes, and to give an advantage to analysts who have degrees related to criminal justice as opposed to other topics.

Continuing Professional Education

Continuing professional education consists of classes or a training program provided by a college or other educational organization for credit, continuing education units, or a certificate of completion. A grade could be awarded as “Pass/Fail” or “Credit/No Credit,” provided that “Credit” or “Pass” is equivalent to a “C” or better. These courses serve the purpose of updating the knowledge and skills of working analysts. Any education related to any of the skill set items, but which does not fall into any other aforementioned education category, should be submitted for consideration under this category.

College courses falling into this category must be post-degree, meaning that classes taken during the course of earning a degree are not eligible. Other types of continuing education (i.e., non-college) are eligible regardless of when they occurred. If the applicant does not have a college degree at all, any courses taken related to the skill set may be applied under this category. The applicant can earn one point per 12 hours of course work, making a semester-long college course worth 3 points. A maximum of 20 points can be applied in this category.

Seminars/Conferences

Analysts attending regional or national conferences in order to enhance their knowledge and skills can qualify for additional points by submitting certificates of attendance. Sustained learning of tools/techniques and network building are important accomplishments for successful analysts, and they help the analyst to stay current in his/her field. Your presence at each seminar and conference relating to law enforcement analysis is worth one (1) point, with a maximum of five points. These conferences can have taken place at any time within your career, and you must provide a certificate of attendance and/or completion for documentation.

Presentations & Instruction of Classes

This criterion is reserved for presentations made or classes instructed by the applicant, not attended by the applicant. Presentations tend to be short-term addresses, given at conferences or other training venues. Presentations differ from classes in that attendees are not required to present proof that stated objectives were met, and no grade is assigned. In order to qualify in this category, the presentation must have had a minimum duration of approximately thirty (30) minutes. Informal, in-house presentations that are part of an analyst’s typical duties will be excluded. Examples of excluded presentations are:

- Regularly scheduled patrol or investigative briefings
- Routine Information Sharing
- Neighborhood Watch Meetings
- COMPSTAT Briefings
- Command Staff Meetings
- New Employee Orientations
- Informal presentations to City Council on crime trends and statistics
- Any presentation not relating to crime analysis or to skill set items

Documentation must be provided for any presentation, in the form of an outline, handout, a copy of the PowerPoint (or equivalent) file itself, or documentation from the hosting entity. The Certification Commission will use their discretion, if necessary, regarding whether a presentation can count toward this requirement.

Classes tend to be ongoing commitments in which the student is awarded credit in the form of a grade, continuing education units, or a certificate of completion of stated objectives. Students are more participatory than presentation attendees. A class would most likely be taught by the analyst in the setting of a college or university, where the analyst is compensated for his/her work.

If an applicant feels that their class and/or presentation should qualify even though it does not meet the above guidelines, he/she can submit a request for consideration to the Certification Commission.

Publications

Applicants are awarded three points for publishing an article, paper or book related to the field of crime analysis. Three points are awarded per separate, individual publication, for up to five publications, for a maximum of fifteen points. A self-published book related to crime analysis may count as one publication. Articles in the IACA Forecaster, peer-reviewed journals and various law enforcement publications would apply. Letters to list servers and publications on web pages would not apply. A copy of the publication(s) and documentation must be submitted with the certification application. The Certification Commission reserves the right to decide the applicability and relevance of the publication.

Professional Association Memberships

Being actively involved in professional associations – regionally, nationally or internationally – provides access to divergent viewpoints and improved networking. For every criminal justice-related professional association in which an analyst is a current, verified member, he/she can receive one (1) point, not to exceed a total of five (5) points towards certification. These associations can be local/regional crime analysis associations or academic associations affiliated with criminal justice or social science. A current certification of membership must be submitted to the Certification Commission for consideration of credit. Past memberships will be honored if they were valid within the last five years, with the exception of IACA membership, which must be current. Service on the board of a professional association is worth three (3) points instead of the standard one (1) point, because of the amount of knowledge and involvement indicated by

holding an office. The number of points will be determined by the number of organizations with which the applicant is involved, not by the number of years involved.

Taking the Exam

An IACA Certification Application has been designed and a draft was made available during the 2003 IACA Conference. Certification exams will be offered two (2) times during the first year (2004) of the program in conjunction with state and regional association conferences and at the 2004 IACA Conference in Seattle, WA. Interested associations should contact the Certification Committee Chairperson, Samantha Gwinn. Re-tests within the first 12 months must be scheduled at the time and location advertised or offered by the IACA.

The exam will be offered electronically via E-college Internet software (<http://oec.college.com>). The Certification Commission will be responsible for reviewing each application and calculating a score according to the point system described above. Applicants will then be notified as to their eligibility to sit for the exam. The initial Commission is actually the Test Oversight Committee (TOC), which consists of accomplished, experienced IACA members who fully support the certification process, but who have no desire to be IACA Certified and have waived their right to do so. These members have agreed not to seek certification in an effort to lend their time and wisdom to the process, and to minimize any possible conflicts of interest with their participation. Once they review the first group of applications and exams, and once a significant number of members have been certified, a Certification Commission will be created. This Commission will be made up of five IACA certified analysts, and they will assume the duties of the TOC some time in late 2004.

The TOC, and then the Certification Commission, will be responsible for reviewing and scoring each application, and for notifying each applicant whether he/she qualifies to sit for the exam. They will schedule each exam and review the scores of each test, which will be electronically scored by E-college. They will then notify the applicant regarding the exam results, including the final score, and provide either the IACA Letter of Certification upon success, or information on any areas of deficiency upon failure. An applicant can appeal a negative decision by the Commission to the IACA President, who will then take the appeal to the IACA Executive Board for final decision.

An E-college logon and password will be provided to the person proctoring the exam at each site, who will also be responsible for test monitoring. The proctor cannot offer any assistance to the applicants, and is directed not to answer any questions during the exam. No outside materials can be brought into the exam, as it is a closed-book format. Any questions or concerns can be directed to the Certification Committee (currently the TOC) in writing (e-mail or regular mail), who will review the complaint and reply to the applicant within 30 days of receipt of the letter.

Each candidate will be given four (4) hours to complete the exam. It is estimated that a well-prepared individual will be able to complete the exam in 2 to 2.5 hours. The exam will include multiple-choice, true-false, fill-in-the-blank and short answer questions, all designed to be objective in nature. The candidate can expect to make computations on scratch paper, use

spreadsheet software, a calculator, and be prepared to read a number of documents (e.g., police reports, narratives and short essays) and respond to related questions. Each exam will be made up of 200 questions – ten (10) randomly selected questions from each of the 20 skill set areas that were identified by the membership and then refined by the Certification Committee. Seven out of ten questions (70%) in each module must be answered correctly to receive a passing score. A list of training courses (provided by IACA and outside groups), and a bibliography will be offered to assist each interested applicant in preparing for the examination and mastering the skill sets.

In order to pass the exam, an applicant must receive a score of 70% on each of the 20 skill set modules, and a total passing score of 70%. If the tester does not pass, he/she must take the entire exam again, although he/she will be notified on which skills there is a deficiency. The applicant will then be given direction regarding where to turn to improve on these deficiencies. The IACA will provide a list of courses offered (by IACA and outside groups), and a bibliography including sources of information for all skills sets.

The fee for taking the exam has been set at \$150 each time. In the event of failure on the first attempt, the first retake of the exam will cost \$25 to cover administrative costs only. This re-test must be taken within one year of the original test date. Subsequent re-tests will require payment of the full \$150 fee. The maximum number of times one can take the exam is four (4) – one initial attempt, one re-test within the first 12 months, and once per year thereafter, up to a total of four attempts.

The \$150 cost will go into the IACA general fund, allowing for the continuation of the certification program, the IACA Training Series and the IACA Handbook. This income will also help to cover costs related to face-to-face meetings for committee members and/or board members. The Certification Committee also recommends the initiation of a scholarship process, which enables members to apply for funds to attend training courses and/or conferences. We would like the IACA board to consider this as part of their next three-year plan.

In the future (2005 and beyond), the IACA will allow for the examination to be offered electronically via the web, but proctored by an objective party or entity. It is possible that Sylvan or Human Resources Departments will be tasked with monitoring the exam, if no alternatives can be found.

Once all the steps are completed, the applicant will earn the title of Certified Law Enforcement Analyst (CLEA), and will receive a framed certificate and a lapel pin.

Validity of the Exam

This is something the Certification Committee and the Test Oversight Committee are in the process of resolving, in order to design an examination that is as fair and reasonable as possible.

The Test Oversight Committee has collected twenty (20) questions from each of the Skill Set Instructors/Authors selected by the independent Professional Training Series/Handbook Selection Committee, resulting in a bank of 400 questions. Questions from the original certification exam, compiled by the previous Certification Committee, were also reviewed and included where they were determined to be applicable. Questions selected for the exam had multiple sources and were based on well-established, professional techniques. No proprietary sources were used as a basis for the test questions, and every effort was made to identify multiple sources for any given question. The IACA Handbook and Training Series is not the only place these knowledge, skills and abilities can be found. Study guides, bibliographies, recommended training courses and college certificate and degree programs were considered when selecting each question.

The entire bank of questions is being reviewed by the Test Oversight Committee for fairness and design objectivity, based on the research principles applicable to closed-ended and open-ended questions. The entire bank of questions will also be given to a “panel of experts” (senior analysts, retired analysts, crime analysis consultants and college professors with areas of expertise in criminology, criminal justice, research methods and crime analysis). Each expert will be asked to take the exam, allowing for each question to be assessed for internal and external validity issues such as double-barreledness, response-exclusivity, ambiguity, clarity, etc. Problematic questions will either be modified or eliminated from the bank of questions altogether.

The final bank of 400 questions will be equally divided across each skill set area to make up eight (8) different 50-question practice exams, each question randomly assigned. Every IACA member will soon be given the opportunity to take the practice exam on the IACA website, providing them the opportunity to see how the exam looks and feels – hopefully reducing apprehension and concern prior to taking the actual certification exam. This process was instituted to test each question for external validity; it would be expected that more experienced and/or more educated members would score higher on the exam (vice-versa for less work and/or educational experience). Each question will be assessed for objectivity, and any questions that were overwhelmingly answered incorrectly will be modified or eliminated.

Failure Protocol

The IACA process will consist of two phases. If a candidate does not meet the required pre-requisite qualifications or does not pass the test, he/she will not be certified by the IACA. If the candidate does not meet the basic requirements to be certificated, the process will not proceed any further.

The candidate must first meet the requirements of (1) having three years of experience as working analyst and (2) being a current IACA member. If these requirements are met, the packet will be forwarded to an IACA certification committee member for scoring. The committee member will be responsible for tallying the points and reviewing the candidate's documentation. If it is determined that the candidate does not have the required number of points to proceed to the next phase (test), the candidate will be charged a \$10 fee, to cover the administrative expenses to the IACA. The candidate will be given a written report showing an accounting of the point system.

The second and final phase of the process is the certification examination. If the candidate passes the examination, he/she will be certified by the IACA. A passing score of 70% on each of the 20 skill set areas must be obtained to become certified. If the candidate does not pass the test, he/she will be sent a report listing the sections in which he or she was deficient, and 100% of the certification fee will be kept to cover costs of the testing process.

The candidate will have a one-year grace period to retake the test. During this one-year period, the candidate must take the entire examination over again, but for only \$25, to cover administrative costs. If this attempt to pass the test is again unsuccessful, the candidate will be required to wait for a one-year period before retaking the test again. The one-year period will start on the date of the most recent attempt.

After the one-year period expires, a re-test candidate will be required to pay the entire fee again and retake the entire exam. Candidates will only be allowed to take the certification examination a total of four (4) times, including the retake during the first year (should the candidate choose to take it at the discount rate).

Appeal Process:

All appeals concerning the Certification process will first be directed to the Certification Commission (currently the TOC). Any further appeals will be directed in writing to the President of the IACA. The President will converse with the IACA Executive Board whose decision will be returned in writing and will be considered final.

Appeals may be directed to the Oversight Committee and then the IACA President concerning three issues: (a) minimum requirements, (b) tabulation of points and (c) the grading of the exam.

Re-certification Criteria

Every three (3) years following original certification or subsequent re-certification, the certified analyst must meet at least two of the following conditions:

1. Develop and present a 1-hour (or longer) training segment or class relating to crime/intelligence analysis, at the collegiate level or at a training conference.
2. Present a 2-hour (or longer), pre-developed training segment with an existing curriculum, relating to crime/intelligence analysis.
3. Participate in crime/intelligence-related training totaling forty (40) hours or more, through a recognized provider or agency.
4. Develop a documented computer-aided analytic technique, and shared this information with peers, via IACA or some other professional organization/journal.
5. Participate in a large, complex case or analysis task that required the use of significant analytical expertise (This must come on agency letterhead, signed by the agency head, and must include a detailed description of the case; commendations letter count).
6. Pursue college coursework in a field related to the skill set items, earning a minimum of 3 credit hours with a grade of C or better.
7. Publish a crime/intelligence related article in a professional or peer-reviewed journal.
8. Complete any other activity or work that is not covered in the aforementioned conditions, and which is considered by the IACA Certification Commission to be significant. This could include being a regular contributor to a crime/intelligence-related publication, or any other activity that indicates continued interest and activity in the field.

Each of these conditions can be applied twice over the specified time period, but the specific topics or activities cannot be duplicated (i.e., if an applicant gave the same presentation twice, it would only count toward one requirement). The certified analyst must submit documentation to verify the achievement of any of these conditions, along with a brief re-certification application. The analyst must also possess a current membership in the International Association of Crime Analysis (IACA). A minor fee of \$10 is also required, to cover administrative and materials costs.

At the beginning of the second year of certification, IACA will send a letter to remind the certified analyst of the re-certification criteria and timeframe. Ninety days prior to the analyst's certification expiring, a second notice will be sent. A 90-day grace period will be given past the certification expiration; after the 90-day grace period, the analyst must re-apply and be re-tested.

Documents pertaining to the re-certification process, and instruction on how and when to use them, will be available on the IACA website. This will include the re-certification application and the fee payment form.

The IACA Certification Commission will vote for approval or non-approval. If approved, a certificate of re-certification will be sent to the analyst. If not approved, a letter will be sent to the analyst giving the reason for non-approval. It is suggested that the re-certification process be started as early on as possible, since the 3-year certification time period would continue to apply,

even if rejected on the first attempt. If a certified analyst is not approved for re-certification, he/she can re-apply, as long as it is still within the aforementioned time frame. Once the allotted time has expired, however, the analyst will need to re-apply and be re-tested.

Re-certification Criteria Explanations

1. Develop and present a 1-hour (or longer) training segment or class relating to crime/intelligence analysis, at the collegiate level or at a training conference.

Applicants can meet this criterion by developing and presenting a curriculum relating to crime/intelligence analysis. The class cannot be borrowed from another source; it must be the applicant's creation. The class or training segment can cite other sources, of course, but the overall curriculum must be original. For example, if an applicant develops a conference presentation on pivot tables in Excel, that would meet this criterion. Another example would be teaching a class on crime analysis at a local college, and developing the curriculum for that class. The Certification Commission reserves the right to determine the applicability and relevance of the class.

2. Present a 2-hour (or longer), pre-developed training segment with an existing curriculum, relating to crime/intelligence analysis.

Applicants can meet this criterion by presenting a pre-existing curriculum relating to crime/intelligence analysis. The class material can be designed or originally taught by someone else in the field, whom you must cite when submitting documentation for this criterion. For example, if an applicant downloads a presentation from a past conference and then presents that material to other analysts in his/her geographical area, that would meet this criterion. Another example would be teaching a class on crime analysis at a local college, for which the curriculum and syllabus have already been designed. The Certification Commission reserves the right to determine the applicability and relevance of the class.

3. Participate in crime/intelligence-related training totaling forty (40) hours or more, through a recognized provider or agency.

This criterion is very similar to the Continuing Professional Education criterion on the original certification application, so please refer to that when attempting to meet this objective. Training hours can be earned by attending and completing a course related to crime analysis and/or the skill set items. A "recognized provider or agency" includes both public and private entities that offer course work requiring a demonstration of proficiency (i.e., a grade, certificate or continuing education credits). A grade could be awarded as "Pass/Fail" or "Credit/No Credit" provided that "Credit" or "Pass" is equivalent to a "C" or better. The forty (40) hours may be accumulated through more than one course, such as a 16-hour course on one topic and a 24-hour course on another topic. This differs from re-

certification criterion number six (6) in that it is specific to non-college-related training. Documentation must be submitted for all courses completed.

4. Develop a documented computer-aided analytic technique, and shared this information with peers, via IACA or some other professional organization/journal.

The applicant will have created, on his/her own, a computer-aided analytic technique that facilitates the development of our field and/or aids in the practice of a particular skill set item. This technique shall be documented to report findings of its usefulness, strengths, weaknesses, validity, and accuracy. Further, the applicant must share and disseminate this technique to the peer community through a medium such as a professional journal (e.g., the American Journal of Criminal Justice), newsletter (e.g., the IACA Forecaster) or website (e.g., <http://www.iaca.net>). This criterion will, like others for re-certification, be subject to approval by the IACA Certification Commission, based on evaluation and documentation.

5. Participate in a large, complex case or analysis task that required the use of significant analytical expertise (This must come on agency letterhead, signed by the agency head, and must include a detailed description of the case).

Applicants for re-certification can submit a synopsis and documentation of their participation in a complex case within their agency. Department Commendations will be acceptable as documentation of accomplishing this objective, as will letters from supervisors or agency heads. Please omit specific, confidential information that would not normally be made public. The applicant can submit anything he/she deems appropriate to allow the Certification Commission to review the relevance and applicability to this criterion.

6. Pursue college coursework in a field related to the skill set items, earning a minimum of 3 credit hours.

This criterion is very similar to the Education criteria on the original certification application, so please refer to those when attempting to meet this objective. College coursework consists of classes provided by a college or other educational organization for college credit or continuing education units. A grade could be awarded as "Pass/Fail" or "Credit/No Credit," provided that "Credit" or "Pass" is equivalent to a "C" or better. These courses serve the purpose of updating the knowledge and skills of working analysts. This differs from re-certification criterion number three (3) in that it is specific to only college courses. College courses falling into this category must be post-degree, meaning that classes taken during the course of earning a degree are not eligible. However, if the applicant does not have a college degree at all, any courses taken related to the skill set may be applied under this category. The applicant can meet this criterion by completing one semester-long college course, which is approximately 36-40 hours of class time.

7. Publish a crime/intelligence related article in a professional or peer-reviewed journal.

Applicants can meet this criterion by publishing an article, paper or book related to the field of crime analysis. A self-published book related to crime analysis may count as one publication. Articles in the IACA Forecaster, peer-reviewed journals and various law enforcement publications would apply. Letters to list servers and publications on web pages would not apply. A copy of the publication(s) and documentation must be submitted with the certification application. The Certification Commission reserves the right to decide the applicability and relevance of the publication.

8. Complete any other activity or work that is not covered in the aforementioned conditions, and which is considered by the IACA Certification Commission to be significant. This could include being a regular contributor to a crime/intelligence-related publication, or any other activity that indicates continued interest and activity in the field.