



# Certified Law Enforcement Analyst (CLEA) Certification Program Outline

---

Angela Backer-Hines  
Michele Covington  
Mindy Duong  
Ryan Heitsmith  
Chris Herrmann  
Shelley Holt  
Carola Jersonsky  
Tamika Prince  
Alex Schneider  
Kaileigh Wright  
Kimm Barnes, Chair



January 2024

## Contents

Original 2002 Committee Members .....	3
The Purpose of IACA Certification .....	4
Establishment of CLEA.....	5
Achieving Certified Law Enforcement Analyst (CLEA) Status.....	7
Point System Explanation .....	9
Validity of the Exam.....	13
Taking the Exam .....	12
Failure Protocol .....	14
Recertification Criteria.....	16
Recertification Criteria Explanations.....	17
Lifetime Certification.....	19
Sample Verification of Employment (VOE) .....	20

## Original 2002 Committee Members

Twyla Alvarez  
Steve Gottlieb  
Metre Lewis

John Billen  
Keith Haley  
Sally Olterman

Noah Fritz  
Al Johnson

Peter Garza  
Phoebe Kelsoe

Deborah Osborne (Co-Chair)  
Samantha Gwinn (Co-Chair)

=

## The Purpose of IACA Certification

The IACA has developed criteria and an examination process that allows applicants to obtain two levels of certification as a law enforcement analyst. This certification program provides the foundation upon which a profession demonstrates the knowledge, skills and abilities necessary for successfully meeting the job duties and responsibilities within the field. Crime analysis, intelligence analysis, investigative analysis, geographic profiling, police research and planning units and personnel all share a common skill set. Across the globe, individual staff members are expected to provide analytical support to public safety agencies without formal training or instruction.

The IACA is committed to a comprehensive training and credentialing program to provide analysts, as well as agencies, both the framework for excellence and the mechanism for achieving it. The IACA published its program 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, and 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 opportunities 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 for employment 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, the IACA believes that every analyst should possess a full understanding of the different techniques and methods used throughout the field.

The IACA wants to offer a multitude of 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 that acknowledges education, work experience, competencies, skills and abilities, and contributions that advance the profession.

## Certified Law Enforcement Analyst (CLEA) Certification Program – Outline

Anyone using the IACA skill sets and competencies for conceptualizing presentations, creating curriculum, designing examinations, or writing articles/books should keep in mind that these competencies and skills reflect the professional viewpoint of crime analysts across the globe. 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 competencies. 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 these skills and competencies are dynamic and will change as new skills and tools are created and designed to accomplish our professional task.

While the IACA will provide formal certification to the qualifying members, the IACA views this process more as an assessment of one's credentials than as 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. The IACA certification program is designed to assist analysts and agencies in identifying proficiencies and deficiencies in each competency or 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.

### **Establishment of CLEA**

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, Florida, 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.

## Certified Law Enforcement Analyst (CLEA) Certification Program – Outline

Key issues and decisions included:

- Certification updates for the IACA website
- Random survey of IACA members for point system
- Determining the threshold for the point system
- Establishing the Test Oversight subcommittee \*
- How other organizations initially created test questions and beta tested
- Research of PC test-taking software
- Research of liability insurance for the IACA Executive Board
- Handbook publication
- Re-certification protocol
- Failure protocol
- Creating a test disclaimer
- Creation of Congratulations Letter, Denial Letter, Certificate
- Establishing the guidelines for the Certification Committee
- 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
- Announcing/Unveiling Certification Program
- Setting a deadline for finalizing the exam
- Creating Advanced levels of certification

The Certification Committee presented the IACA Certification Program to the IACA Board and full membership for ratification in February 2004. It was adopted by both entities, and the IACA began taking exam applications in 2005.

---

\* The Test Oversight Committee (TOC) consisted of three members of the Certification Committee who did not wish to take the exam in the future, and one other subject matter expert who also did not desire to take the exam. They each 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. They reviewed the actual exam questions as they were submitted by the handbook authors, made decisions on each question and also added additional questions to replace ones that were excluded. Once they reviewed the first group of applications and exam results, and once a significant number of members were certified, a Certification Committee was created to take the place of the TOC.

## Achieving Certified Law Enforcement Analyst (CLEA) Status

Prior to taking the CLEA exam, analysts must demonstrate that they meet three prerequisites. (1) 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) must be current members of the IACA and (3) 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 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.

It should be noted that the Certification Committee recognizes that the CLEA point system is skewed towards US/Canadian members of IACA and all efforts will be made to evaluate international applicants in a manner that is fair and equivalent and upholds the spirit of the assessment.

College Degree (Education Component) – *credit for highest degree only*

	Points
Associate’s	10
Bachelor’s	20
Graduate	30

Full Time Work History (Experience Component - max of 60 points)

Law Enforcement Analyst	
3 years	20
5 years	40
10 years	60

Certified Law Enforcement Analyst (CLEA) Certification Program – Outline

Other Criminal Justice Experience (max of 20 points)

2 points per year for full time experience or  
1 point per year for part time experience 0-20

College Accredited Courses (Equivalent of 3 semester credit hours, grade of C or higher)

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 (max of 20 points)

1 point for every 12 hours of training 0-20

Seminars/Conferences (max of 5 points)

1 point per conference 0-5

Presentations (maximum of 6 points)

2 points per presentation 0-6

Instruction of Classes (max of 12 points)

3 points per class instruction 0-12

Publications (max of 15 points)

3 points per publication 0-15

Professional Memberships (max of 5 points)

1 point per membership  
or 3 points per current board membership 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. 10 points are awarded for an associate's degree in arts or science (2-year degree), 20 points for a Bachelor's in Arts or Science (4-year degree) and 30 points for a Graduate degree in arts or science. The committee decided that a degree higher than bachelor's degree was considered above 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. Please note that only the highest degree obtained will count toward education points. For example, an applicant with a BA and an MA will only be able to receive points for the MA. In addition, no additional points will be given for multiple degrees at the same level, such as two masters degrees.

### ***Work History (Experience Component)***

Points are awarded for experience as a full-time crime analyst or crime analysis supervisor, or a combination of years of experience in both roles. Since three years of full time experience are required to take the exam, meeting this requirement automatically gives the applicant twenty points. Full time 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. Sixty points will be the highest possible amount earned in this section.

Additional points of two per year are awarded for other full time criminal justice experience, such as working as a police officer, dispatcher, or other criminal justice positions. Additional points of one point per year are awarded for part time criminal justice experience or any volunteer work that relates to criminal justice or crime analysis (ie. internships, college research positions, etc.). Up to a maximum of twenty points total.

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, in the format of a Verification of Employment (VOE) letter. Refer to the VOE attachment for an example of what elements the letter should contain.

***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 six categories; six points are awarded per class for a possible total of 36 points in this category. No more than six points can be earned for any one type of class. The six 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 Crime Analysis* – A basic course on the fundamentals of crime analysis, including basic concepts and techniques used in law enforcement agencies.
- *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 five 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. College transcripts are required in order to receive points in this category.

***Continuing Professional Education***

Continuing professional education consists of classes or a training program provided by a college or other professional 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.

Supporting documentation is required and must not be dated older than 7 years from date of final review.

## Certified Law Enforcement Analyst (CLEA) Certification Program – Outline

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. 12-week online IACA Professional Training Series courses are worth 4 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, they must be a minimum of three days in length, and you must provide a certificate of attendance or comparable 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 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 Committee 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 a

college or university setting, 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 Committee.

### ***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 IACA newsletters, 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 Committee 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 Committee 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 or a committee 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 or committee spot. 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.

## **Validity of the Exam**

The certification program has undergone several changes since its inception in 2005. In 2017, after the release of the 3<sup>rd</sup> edition of *Exploring Crime Analysis: Essential Skills*, the CLEA certification exam underwent its last major revision. In 2020, the Certification Committee developed a second, foundational, level of certification, known as the Law Enforcement Analyst – Foundation (LEAF) certification.

In 2021, the Certification Committee, including the Certification Redevelopment subcommittee, began a new update to the CLEA certification program. Noting that the CLEA exam had only one major revision, to date, the committee formed a new model going forward in which both the CLEA and LEAF certification exams would undergo a yearly evaluation and refreshing. The intended goal is to reasonably identify and correct portions of the exam that have become stale, out of date, or contribute

to confusion and error, and in turn, cause lower exam scores.

Each year, the Certification Committee members will contribute new question material to an exam oversight team. The exam oversight team will then review the proposed questions for content and duplication, while considering fairness and design objectivity. All approved questions will be added to their respective exam question banks. Additionally, the exam oversight team will be responsible for evaluating all existing questions for their pass/fail rates. Questions that have been determined to have a high percentage of failure will be rated on their content and design. Questions that the exam oversight team determine invalid or not applicable will be removed from the exam.

As of 2021, the CLEA question bank consists of a minimum of 380 questions (20 for each of the 19 skill sets). Questions selected for the exam have multiple sources and are based on well-established, professional techniques. Both the CLEA study guide and bibliography were considered when selecting each question.

### ***ADA Accommodations***

The IACA supports inclusion for applicants with disabilities and works to create an environment that is responsive to all variations of ability.

When applicable, prior to their examination, applicants are asked to inform the Certification Committee that they have a disability and require an adjustment to their exam. The applicant will be asked to provide documentation that includes the following: a diagnosis of the applicant's current disability, including the date of diagnosis, and the credentials of the diagnosing professional. Also to be included are: information on how the disability affects a major life activity and how the disability affects academic performance.

## **Taking the Exam**

Certification exams will be offered at least twice per year, in conjunction with state and regional association conferences and the annual IACA Training Conference. The exam is offered electronically via a learning management system (LMS). The Certification Committee is 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 Certification Committee schedules each exam and review the scores of each test, which will be electronically scored by the learning management system (LMS). They then notify the applicant regarding the exam results, 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 Committee to the IACA President, who will then take the appeal to the IACA Executive Board for final decision (see Failure Protocol).

CLEA examinations require a live proctor during testing. 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

## Certified Law Enforcement Analyst (CLEA) Certification Program – Outline

brought into the exam, as it is a closed-book format. Any questions or concerns can be directed to the Certification Committee 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 approximately three (3) 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 and the computer's calculator, and locate information on the Internet when directed. Each exam will be made up of 190 questions – ten (10) randomly selected questions from each of the 19 IACA skill sets. Seven out of ten questions (70%) in each skill set must be answered correctly in order to receive a passing score. A list of crime analysis training and publications and a study guide are offered to assist with 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 19 skill sets, and a total passing score of 70%. (the Certification Committee reserves the right to give special consideration to those applicants who only fail one skill set, but have an overall passing score of 80% or higher). Once all the steps are completed, the applicant will earn the title of Certified Law Enforcement Analyst (CLEA), and will receive recognition from the IACA.

The fee for application review and examination is \$175 USD (\$75 USD for developing countries). Please contact the Certification Committee Chair, at [certification@iaca.net](mailto:certification@iaca.net), if you are a current volunteer, as the fee will be waived.

### Failure Protocol

The IACA process consists of two phases. If the candidate does not meet the basic requirements to be certificated, the process will not proceed any further. If a candidate does not pass the exam, they will not be certified by the IACA.

The candidate must first meet the requirements of (1) three years of full time experience as working analyst, (2) a current IACA member and (3) reach 100 points of prerequisite criteria. Once these requirements are met, the applicant's certification tracker will be reviewed by two members of the Certification Committee. The Committee members will be responsible for tallying the points and reviewing the candidate's documentation.

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% in each of the 19 skill set areas must be obtained to become CLEA certified. If the candidate does not pass the test, they will be sent a letter listing the sections in which they were deficient. When evaluating exam scores, the Certification Committee reserves the right to give special consideration to those applicants who only fail one skill set, but have an overall passing score of 80% or higher.

## Certified Law Enforcement Analyst (CLEA) Certification Program – Outline

Candidates may take the first retest without a waiting period; however, all subsequent retests require a three-month waiting period in between exams. Candidates must take the entire examination over again during each attempt. The three-month waiting period will start on the date of the most recent attempt. All retakes will be at the rate of \$75 USD. All exam fees are non-refundable.

### ***Appeal Process***

All appeals concerning the Certification process will first be directed to the Certification Committee at [certification@ica.net](mailto:certification@ica.net). 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 Certification Committee and then the IACA President concerning three issues: (a) minimum requirements, (b) tabulation of points and (c) the grading of the exam.

## Recertification Criteria

Every five (5) years following original certification or subsequent recertification, the certified analyst must meet at least three 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. Actively volunteer with an IACA committee for a minimum of 1 year.
9. Complete any other activity or work that is not covered in the aforementioned conditions, and which is considered by the IACA Certification Committee 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 two times 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 recertification application. The analyst must also possess a current membership in the IACA. A minor fee of \$25 USD is also required to cover administrative and materials costs.

At the beginning of the fourth year of certification, IACA will send a letter to remind the certified analyst of the recertification 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 be retested to be certified.

The IACA Certification Committee will vote for approval or non-approval just prior to the recertification date. If approved, a letter 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 to certified analysts that the re-certification process be started as early on as possible, since the 5-year certification time period would continue to apply, even if recertification is rejected on the first attempt. If a certified analyst is not approved for recertification, he/she can reapply as long as it is still within the aforementioned time frame.

Applicants whose certifications have expired may have one year from the date of expiration to reinstate their certification for a fee of \$50 USD. If more than one year has lapsed, the applicant must retake the CLEA exam, beginning with an initial exam fee of \$175 USD and subsequent retakes of \$75 USD.

## Recertification 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 Committee 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 in submitted documentation. 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 Committee 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

## Certified Law Enforcement Analyst (CLEA) Certification Program – Outline

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 Committee, 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 and the Certification Committee will review for relevance and applicability to this criterion.

6. Pursue college coursework related to 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

## Certified Law Enforcement Analyst (CLEA) Certification Program – Outline

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 newsletter, 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 Committee reserves the right to decide the applicability and relevance of the publication.

8. Applicants who have actively served on any IACA committee for a minimum of one year. For documentation, applicants should obtain a letter of verification from their committee chair.
9. Complete any other activity or work that is not covered in the aforementioned conditions, and which is considered by the IACA Certification Committee 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.

### ***Lapsed Certifications***

Applicants may reinstate their certification in one of two ways: a) within a year of lapsing, they may pay a reinstatement fee of \$50 USD or b) if certification has lapsed more than a year, they must pay an exam fee of \$175 USD and retake the CLEA exam, according to the protocols outlined in this program outline.

### **Lifetime Certification**

CLEA analysts may request a lifetime certification under the following conditions: 1) *having previously recertified their CLEA status a minimum of three times or 2) having previously recertified their CLEA status a minimum of two times and have proof of retirement from their agency or 3) a reasonable equivalent combination that is approved by a majority vote of the Certification Committee. The fee for lifetime certification will be \$50 USD.*

## EXAMPLE VERIFICATION OF EMPLOYMENT (VOE)

YOUR AGENCY LETTERHEAD AT TOP OF THE PAGE

January 1, 2021

To Whom It May Concern:

This letter is to verify that Jane Doe has been employed with our agency since January 1, 2010 and has held the following full-time positions:

Police Officer: January 1, 2010 to January 1, 2011

Dispatcher: January 2, 2011 to January 1, 2012

Crime Analyst: January 2, 2012 to the present date.

Ms. Doe was also employed part-time as an intern analyst from January 1, 2008 to January 1, 2009.

*\*\*Note – if your job title doesn't include the word analyst, please include a short description of your job duties in this letter\*\**

Sincerely,

Your Human Resources Personnel or Agency Supervisor

Their Job Title

Their Contact Information