

**American Board of Forensic Anthropology  
Annual Re-Certification  
Review Covering Calendar Year 200**

**Background**

The American Board of Forensic Anthropology (ABFA) was formed in 1977 to encourage the study of, improve the practice of, establish and enhance standards for, and advance the science of forensic anthropology and to encourage and promote adherence to high standards of ethics, conduct, and professional practice in forensic anthropology.

The ABFA requires annual re-certification of all diplomates in order to maintain their diplomate status. This process has several components:

- Evidence of skill maintenance in the practice of forensic anthropology
- Evidence of knowledge maintenance in the theory and methods of forensic anthropology
- Evidence of continuing education about new areas of forensic anthropology and other areas clearly related to forensic anthropology
- Evidence of service to the profession and the community
- Evidence of on-going commitment to ABFA's ethical standards
- Annual fee enabling continuation of ABFA's promotion of practice standards

These forms of professional competence and growth are indicated by providing an annual update and summary of professional forensic anthropology activity and signing the AFBA ethics policy each year.

As the ABFA has evolved it has strengthened its standards. The annual update was created hi 1984. The ethics policy was approved in 2001 and added to the re-certification process in 2003, along with an expanded section on continuing education, hi 2002 ABFA applied for membership in the Forensic Sciences Accreditation Board and membership was granted in 2003. With this membership ABFA signals its ongoing commitment to the highest professional standards of practice and its intention to continue working to refine and improve the re-certification process.

**Directions:**

- 1. Fill out the re-certification form as indicated, including:**
  - a. contact information**
  - b. continuing education**
  - c. cases and scope of practice**
  - d. professional activities**
  - e. ethics policy commitment (signature)**
- 2. Make and keep a copy of these documents for your records.**
- 3. Return the original signed re-certification form and signed ethics policy to ABFA Vice President, David Glassman.**

## ABFA ANNUAL RE-CERTIFICATION

NAME:	For Posting on the ABFA Website or Other Published List of ABFA Diplomates	For Receiving Communications from ABFA
Address		
Address		
Address		
City, State/Province, Zip/Postal Code		
Telephone		
E-mail address		

### Continuing Education

- Report all educational activities provided for you by other professionals in forensic anthropology or closely related forensic sciences. This includes professional workshops, courses, lectures, and conferences you attended. Indicate the approximate number of hours involved. Enclose documentation of your attendance.

Title and Location	Number of Contact Hours	Documentation of Attendance Enclosed

- Report all educational activities you provided for yourself. This includes professional journals and books related to forensic anthropology, self-instruction web-courses, or other research.

Item	Number of Contact Hours	Documentation of Attendance Enclosed (if applicable)

### Cases and scope of Practice

**Table 1. ABFA Case Overview**

- Include cases for which you provided a written report or there is a legal record of involvement. (Includes case reviews)
- Count each individual as a separate case. If the exact number of individuals in a case is unknown, please provide an estimate. If you participated in a mass vitality incident (including mass grave investigation) with other diplomats or forensic personnel, note the total number of individuals you examined in the appropriate cell, and provide a footnote explanation.
- Do not include cases reported to ABFA in prior years. If you testify this year for a prior year's case, include your court testimony in the ABFA 2000 report Court Activities section rather than in Table 1.
- Do not exclude any category of cases (e.g., prehistoric, non-human).
- Choose one "condition of remains" category for each case, even though some cases have a combination of conditions.
- Note the question about "skulls only" at the bottom of the table.
- The total at the far right, bottom cell should constitute and unduplicated case count.

Referring Agency	Recent Cases						Non-Recent & Non-Human			TOTALS BY REFERRAL TYPE
	Skeletal	Decomposed	Mummified	Burned	Fresh	Living	Historic	Pre-historic	Non-human	
Federal Law Enforcement										
Local Police: City/Town										
Sheriff's Department										
State Police (Provincial)										
Med. Exam or Coroner										
Private Attorney										
Prosecutor's Office										
Public Attorney										
Insurance Company										
Foreign Govt. Agency										
Non-Govt. Agency										
DMORT/NTSB										
Military (U.S./Can.)										
Private (Families etc.)										
Other Source (explain)										
<b>TOTALS BY CASE TYPE</b>										<b>GRAND TOTAL</b>

How many of your cases included only a cranium, (with or without mandible)?

Table 2. Referral Source Profile

Total cases from referral sources within your state/province	
Total cases from referral sources outside your state/province but within your country	
Total cases from referral sources outside you country	
Grand total (should be the same as Table 1 Grand Total)	

Table 3. Recovery of Remains (indicate number of cases for which you participated in the recovery)

Excavation	Surface Recovery	Aquatic Recovery	Combination	Other	Totals

Table 4. Special Techniques and Procedures (a case may be counted in more than one category)

TECHNIQUES	NUMBER	TECHNIQUE	NUMBER
Accident Reconstruction		Photo or Digital Image Analysis	
Anthropometry		Trauma Assessment: Blunt Force	
Crime Scene Processing		Trauma Assessment: Gunshot	
Dental Identification		Trauma Assessment: Sharp Force	
Radiographic Identification (excludes dental )		Trauma Assessment: Combination	
Computerized Tomography for Identification		Scanning Electron Microscopy	
Microscopic Dental Age Assessment		Other (specify)	
Microscopic Bone Age Assessment		Other (specify)	
Facial Reproduction			
Kinematics analysis			

Table 5. Court Activities (Case counts in this table may involve cases reported to ABFA in prior years)

Activity	Criminal		Civil		Foreign Courts	
	Defense	Prosecution	Defendant	Plaintiff	Defense	Prosecution
Written Report						
Interrogative Testimony in Court						

Table 6. Contribution to Forensic Databases (check all that apply)

Database	Not at all	Occasionally (1-2 per year)	Frequently (3 or more per year)
Univ. Tennessee			
NCIC			
AFDIL			
CODIS			
MILITARY			
LOCAL (specify)			

### Professional Activities

	Name of Audience/Group	Topic	Number of Attendees
Forensic Lectures To Law Enforcement or Other Professional Group			
Forensic Lectures To General Public			

Forensic Teaching	Title	Level	Number of Students
General Osteology: How much forensic?			
Forensic Classes			

Students & Trainees	
Total number doing forensic work under your supervision	
How many are AAFS Student members	
How many are AAFS Trainee Affiliates?	

Forensic	Title/Topic	Authors(s)/Investigators(s)	Location/Citation
Papers Presented			
Publications this year (exclude "in press")			
Current research projects in which you are an active participant			

Other Forensic Activities (Please enclose copies of news and feature articles, TV appearances featuring your forensic work, or other related information)

## Commitment to ABFA Ethics Policy I

I endorse the ABFA Code of Ethics below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

### CODE OF ETHICS AND CONDUCT

Proposed February 16, 1999

Approved by the Board February 20, 2001

**SECTION I- THE CODE:** As a means to promote the highest quality of professional and personal conduct of its members, the following constitutes the Code of Ethics and Conduct which is endorsed and adhered to by all Diplomates of the American Board of Forensic Anthropology (ABFA).

Diplomates of the American Board of Forensic Anthropology shall:

- a. Refrain from exercising professional or personal conduct adverse to the best interests and purposes of the ABFA.
- b. Refrain from providing any material misrepresentation of education, training, experience, or area of expertise. Misrepresentation of one or more criteria for certification shall constitute a violation of this section of the code.
- c. Refrain from providing any material misrepresentation of data upon which an expert opinion or conclusion is based. Diplomates shall render opinions and conclusions strictly in accordance with the evidence in the case (hypothetical or real) and only to the extent justified by the evidence.
- d. Not make statements in his/her written reports, public addresses, or testimony that are not technically correct and scientifically based. .
- e. Act at all times in a completely impartial manner by employing scientific methodology to reach logical, unbiased conclusions and by reporting all findings in a clear, concise manner.
- f. Set a reasonable fee for services if it is appropriate to do so; however, no services shall be rendered on a contingency fee basis.
- g.. Treat all information from an agency or client with the confidentiality required.
- h. Refrain from issuing public statements which appear to represent the position of the ABFA without specific authority first obtained from the Board of Directors.

**SECTION II - GROUNDS FOR DISCIPLINE:** Any Diplomate whose professional conduct becomes adverse to the best interests and purposes of the ABFA shall be liable to censure, suspension, or expulsion with revocation and recall of certification granted in Article XIII, Section 4 of the Bylaws. The Diplomate shall be censured, suspended, or expelled by action of the ABFA Board of Directors acting on the findings and recommendations of the Ethics Committee, following the appeal period or any other actions required. Investigative action may be initiated due to alleged violations of any of the following provisions:

- a. An intentional misstatement or misrepresentation or concealment or omission of a material fact or facts in an application or any other communication to the Board or its representative(s).
- b. Conviction of an applicant for certification or holder of a certificate by this Board by a court of competent jurisdiction of a felony or of any crime involving moral turpitude.

- c. Issuance of a certificate contrary to or in violation of any of the laws, standard rules, or regulations governing the Board and its certification programs at the time of its issuance; or determination that the person certified was not in fact eligible to receive such certificate at the time of its issuance.
- d. Violations of the Rules of Professional Conduct of the ABFA by an applicant or holder of a certificate of this Board.
- e. Non-payment of annual renewal fees after the second notice by the Treasurer. Reinstatement may be granted in that fiscal year upon payment of the outstanding fees plus a \$50.00 reinstatement charge.
- f. Failure to complete an annual update as required.
- g. Upon the recommendation of any two Diplomates of the American Board of Forensic Anthropology, the qualifications of any Diplomat may be reviewed by the Board to determine whether the Certificate of Qualification issued by the Board should be revoked. The candidate shall have the right to present his or her case to the Board, but the final decision rests with the Board.
- h. Upon recommendation of the Ethics Committee and approval by two-thirds (2/3) of the Board, action to suspend or revoke Certification may only be taken after at least thirty (30) days advance notice of the nature of the charges or reasons for such action has been given to the individual concerned and a reasonable opportunity for such person to be heard has been provided by the Board.

**SECTION III - INVESTIGATIVE BODY:** There shall be constituted a standing Ethics Committee, the primary composition and function of which will be:

- a. The standing Ethics Committee shall serve as the investigative body to which the Chairman of the Ethics Committee shall refer all cases for consideration.
- b. The members of the Ethics Committee shall be appointed by the President of the Board with the advice and consent of the Board of Directors. Each member, with the exception of the non-voting attorney member if present, will serve a three-year term. The Ethics Committee shall elect a chairman from its membership annually.
- c. The President of the ABFA may chair the Ethics Committee in the absence of the Ethics Committee chairman, if the chairman is under investigation, has a conflict of interest in that particular case, or for other valid reasons is unable to participate.
- d. The Ethics Committee can order investigations and serve as a hearing agency concerning past or present conduct of individual members of the ABFA which may constitute a violation of the provisions of the Code of Ethics.

**SECTION IV - INVESTIGATION INITIATING ACTION:** The following are the principle forms by which the Ethics Committee may initiate investigative proceedings:

- a. Any two Diplomates of the ABFA may submit formal written allegations of violations concerning a Diplomat to the Secretary of the ABFA (see Judiciary process below) or to the Chairman of the Ethics Committee.
- b. The Ethics Committee may institute an inquiry based on any evidence brought to its attention which indicates the need for further query or positive action under the provisions of the Bylaws. Appropriate to this form of action, ABFA officers, upon receipt of a complaint concerning the professional or personal conduct of a Diplomat, may refer said complaint to the Ethics Committee in writing, accompanied by a recommendation, if any, concerning need for further investigation. Such recommendations, however, shall not be binding on the Ethics Committee.

## JUDICIARY PROCESS

- a. Written allegations against a Diplomat, if delivered to the ABFA Secretary, shall immediately be transmitted to the Chairman of the Ethics Committee.
- b. The Ethics Committee shall immediately give notice of the filing of a complaint to the accused, and in accordance with the Rules and Regulations formulated by the Ethics Committee and approved by the Board of Directors, assemble such written data from both the accused and the accuser(s) which will permit the Ethics Committee to arrive at a preliminary determination whether the complaint is well founded and requires further investigation.
- c. If the Ethics Committee, in its preliminary determination, finds that the complaint is not well founded, it shall dismiss the complaint. It shall issue a report of such determination to the Board of Directors, setting forth the basic facts, but omitting the names of the parties if possible and stating the reasons for its decision to dismiss.
- d. If the Ethics Committee determines the complaint is well founded, the Ethics Committee will investigate the allegations. The Ethics Committee shall then formally hear the charges and shall give both the accused and the accuser(s) a reasonable opportunity to be heard and confront each other.
  - (1) Notice shall be sent by certified mail, return receipt requested, to both the accused and the accuser(s) for the purpose of setting up a formal hearing.
  - (2) After receipt of the return notice (by certified mail, return receipt requested) a formal hearing date will be mutually agreed to by both parties and the Ethics Committee. This date will be at least ninety (90) days from said receipt of official notice in order to give both parties adequate time for preparation of the hearing. If agreeable to both parties, the hearing shall be held at or about the time of the annual meeting of the ABFA in order to keep costs to a minimum. If one or both parties request a hearing date at a time other than the annual meeting, the costs of said hearing shall be the responsibility of the party/parties requesting the hearing and not the ABFA.
  - (3) At this hearing no legal counsel for either party may be present. The non-voting attorney member of the ABFA, as a non-voting member of the Ethics Committee, will be present for the purpose of assuring that propriety, protocol, and adherence to proper procedures is maintained during the hearing. The attorney Board member shall act in an advisory position to the committee only and shall not be involved in the presentation of the case for either party.
  - (4) The Accused shall receive a copy of the written complaint. He/she is entitled to see the document in its entire form.
  - (5) The Ethics Committee shall make a report, which will include a recommendation to the ABFA Board of Directors at the conclusion of the hearing(s).
- e. Upon a vote of three-fourths (3/4) of the members of the Board of Directors present and voting, the party accused of unethical or wrongful conduct may be censured, suspended, or expelled, but the accused shall have the right to appeal such action to the Diplomates of the ABFA. No Board of Director member or member of the Ethics Committee who is the subject of a pending accusation under the provisions of the ABFA Code of Ethics shall sit in deliberation on any manner concerning ethics.
- f. The accused has the right to appeal from the action of the Board of Directors to the Diplomates the ABFA. In effecting an appeal, the appellant must file a brief typewritten notice of the appeal, together with any typewritten statement he/she may wish to submit in his/her behalf, with the ABFA Secretary not less than ninety (90) days prior to the next annual meeting of the ABFA. The

Secretary shall immediately advise each member of the Board of Directors of the appeal and shall forward to each a copy of the supporting papers submitted by the appellant.

- g. The Executive Committee shall then prepare a written statement of the reasons for the Board of Directors actions and file the same with the ABFA Secretary not less than forty-five (45) days prior to the next annual meeting.
- h. Within ten (10) days thereafter, the ABFA Secretary shall mail to each Diplomat of the ABFA a copy of the appellant's notice of appeal and his/her supporting statement, if any, and a copy of the Board of Directors statement. The Secretary shall arrange and schedule a closed hearing of the Diplomates concerning the appellant's appeal. The individual charged may not sit in this closed meeting. The non-voting attorney member will be present at this meeting to assure propriety, protocol, and adherence to procedures is maintained during this closed hearing. The Board member attorney will not represent either party involved in the hearing.
- i. A written vote of three-fourth (3/4) of the Diplomates present and voting at the closed meeting shall be required to overrule the action of the Board of Directors in regard to censure, suspension, or expulsion of a Diplomat.

### CONFIDENTIALITY, RULES, AND ABFA ETHICS

- a. Any member of the Ethics Committee or the Board of Directors divulging information on matters previously considered or being considered could be in violation of the Code of Ethics and is subject to charges of same being filed. This does not apply to written statements made and worded by the Board of Directors concerning ethical matters or about the case(s) being considered which may be distributed to the Diplomates by said person after Executive Committee approval.
- b. The Ethics Committee shall formulate internal Rules and Procedures, and from time to time propose changes to such Rules and Procedures, designed to facilitate the expeditious, fair, discreet, and impartial handling of all complaints or matters brought before the Ethics Committee. The Rules and Procedures, and any subsequent deletions, additions, or amendments thereto, shall be subject to the approval of the Board of Directors.
- c. In order to prevent a conflict of interest between the ABFA and the American Academy of Forensic Sciences (AAPS), a written report of the action of the Board of Directors of the ABFA concerning censure, suspension, or expulsion of the Diplomat will be forwarded to the Chairman of the Ethics Committee of the AAPS. The AAPS Ethics Committee will be notified if a notice of appeal is filed and ultimately the results of said appeal. It is assumed that if an ethical problem occurs with the Ethics Committee of the AAPS with an ABFA Diplomat who is a member of the AAPS, a report would be given to the President or Secretary or Chairman of the Ethics Committee of the ABFA for any consideration or action.