



3472 Research Parkway, Ste. 104-581
Colorado Springs, CO 80920

Phone: (719) 888-5160 • Website: www.abft.org

INSTRUCTIONS FOR SUBMISSION OF APPLICATIONS FOR CERTIFICATION

Complete the application form as indicated. Type all information. Each item in the application must bear an entry. If necessary, attach additional sheets. Do not remove text from or change the format of the application. The application review process does not begin until all documents including transcripts and references are received. It is the applicant's responsibility to ensure that information updates (e.g., change in name, contact information) are communicated to the ABFT immediately.

Accompanying Items:

1. A current, passport-style photograph (electronic is acceptable) of the applicant, taken within the past year, no less than 2×2 inches in size, and without obscuring the features.
2. A current curriculum vitae, a formal institutional/organization position description from current employer, and a copy of your driver's license or page 1 of your passport.
3. Payment of the application fee (\$300) in U.S. funds (check or money order) must accompany the application. The ABFT also accepts credit card payments via the ABFT website. The application will not be processed without payment.
4. Either email a complete merged application packet to Rachel Begonia at rbegonia@abft.org or mail the completed application form and accompanying items to:

American Board of Forensic Toxicology, Inc.
3472 Research Parkway, Ste. 104-581
Colorado Springs, CO 80920

Academic Records and Personal References:

1. The applicant must arrange for the registrar of every college and/or university attended to mail an official transcript of the applicant's academic record directly to the American Board of Forensic Toxicology (ABFT) Administrative Office. Alternatively, encrypted electronic transcripts could be emailed to Rachel Begonia at rbegonia@abft.org. Only official transcripts received by the administrative office directly from the institution are acceptable.

Note: If the applicant has attended an academic institution outside of the United States and Canada, the applicant's transcript must be evaluated by an independent foreign educational credential's evaluation service accredited by National Association of Credential Evaluation Services (e.g., World Education Services, Inc.) and must include a course-by-course analysis.

2. The applicant shall provide three professional references from practitioners in forensic toxicology (other than the ABFT officers/directors or members of the ABFT Examination Committee) who have personal knowledge of the applicant's work and formal training in forensic toxicology and are qualified to verify competency, formal training, and ethical conduct relative to forensic toxicology. One reference shall be from the applicant's immediate supervisor. Completed reference forms shall be submitted directly from the referee to the ABFT Administrative Office.

APPLICATION CHECKLIST

This checklist should be employed to evaluate your application criteria. Please use it as a guide to determine the completeness of your application and return it with your completed application to the ABFT Administrative Office. Check each checklist item to indicate this application component is complete. A careful review of these items will avoid unnecessary delays in the application process.

1. _____ Properly completed the application form (with a photograph) and attached the required curriculum vitae, formal institutional/organization position description from current employer, and a copy of driver's license or passport.
2. _____ Enclosed a check or money order payable to the ABFT in the amount of \$300. The ABFT also accepts credit card payments via the ABFT Website.
3. _____ Listed names and email addresses of three references (one from my immediate supervisor) who are personally knowledgeable of my work and formal training in forensic toxicology and are qualified to verify competency, formal training, and ethical conduct relative to forensic toxicology. Please note that the ABFT officer/directors and members of the ABFT Examination Committee are not eligible to provide references.
4. _____ Described my activities in forensic toxicology.
5. _____ Detailed specific activities in forensic toxicology when noting activities involving areas of toxicology.
6. _____ Verified that I am currently employed in the field of forensic toxicology and have documented a minimum of three years full-time experience in forensic toxicology post PhD/master's/bachelor's degree including one year immediately prior to this application. A minimum of one-year full-time experience in forensic toxicology is required for an analyst applicant post bachelor's degree and a minimum of two years' full-time experience is required for an analyst applicant post associate degree.
7. _____ Signed all signature fields (original signature required; digital signature is not permitted).
8. _____ Made appropriate measures for supplying necessary transcripts.
9. _____ Understood that no portion of the application fee is refundable.

Printed Name

Signature of Applicant

Date



STAPLE PHOTOGRAPH IN THIS SPACE OR INSERT ELECTRONIC IMAGE.

Application for Certification in Forensic Toxicology (ABFT use only)

ABFT Application Number _____ Date Application Received _____ Date Issued _____

To Be Completed by the Applicant:

Fellow

Diplomate - Forensic Toxicology

Diplomate - Forensic Alcohol

Diplomate - Forensic Drug

Analyst

Is this your first application or second application for certification?

1. Applicant Legal Name _____
Last First Middle

2. Sex: Male Female

3. State your legal name exactly as you wish it to appear on the certificate (include degrees).

4. If you have ever been known by or used another name (e.g., maiden name), please specify.

5. Home Mailing Address

6. Date of Birth _____ Place of Birth (City, State, County) _____

7. Citizenship _____

8. Work Phone _____ Mobile Phone _____ Home Phone _____

9. Email Address _____ Alternate Email Address _____

10. Have you ever been convicted of a felony or misdemeanor (excluding minor traffic violations)? Yes No

If yes, provide or attach a statement of details.

11. Have you been found in violation of ethical conduct brought by a formal proceeding? Yes No

If yes, provide or attach a statement of details.

12. Undergraduate Education

Institution	Location	Inclusive Dates	Major	Degree	Date Rec'd

13. Graduate Education (including post-Graduate training, if applicable)

Not Applicable

Institution	Location	Inclusive Dates	Major	Degree	Date Rec'd

14. Provide a brief description of your education and formal training in forensic toxicology. This may include coursework, on-the-job training, and attendance at conferences. Note: If transcripts do not demonstrate courses in pharmacology, toxicology, and/or forensic toxicology, provide documentation of training (how and/or from whom) in pharmacology, toxicology, and/or forensic toxicology. The choice of professional references providing or overseeing this formal training, where possible, is recommended.

15. Awards and Honor Societies

Not Applicable

16. Military Service

Not Applicable

Branch of Service	Inclusive Dates	Type of Discharge

17. Professional Experience. During the past 15 years. List chronologically starting with your most recent position (attach additional copies of question #17 as needed to document **15 years of all employment**).

Organization and Address

Inclusive Dates _____ Exact Title of Your Position _____

Full or Part-time? _____ If Part-time, % of Time _____

Forensic Toxicology Position: Yes No

Brief Statement of Your Duties and Responsibilities

Does your current position require you to perform interpretation in the medicolegal context (*e.g.*, consultation with medical examiners, coroners, attorneys, law enforcement, other medical doctors; opinion testimony in deposition and/or trial)? Yes No

Duties and Responsibilities identifiable as forensic toxicology only (excluding clinical toxicology). Estimate hours per year for each activity, assuming 2,000 hours/year as full-time. Record number of annual hours per year for each activity performed.

<i>Activity</i>	<i>Hours/Year</i>	<i>Activity</i>	<i>Hours/Year</i>
Case Work:	Bench _____	Research:	Bench _____
	Interpretation _____		Library/Writing _____
	Court _____		Administrative _____
	Administrative _____		
Teaching:	Contact Hours:	Other: (Describe)	
	Classroom _____		
	Graduate Student/Tutorial _____		
	Preparation _____		
	Administrative _____		

Name(s) and Address(es) of Immediate Supervisor(s)

18. Membership in Professional and/or Learned Scientific Societies

Not Applicable

Organization	Membership Status

19. References. Provide the names and contact information of three individuals (other than ABFT officers/directors or members of the ABFT Examination committee) who have direct knowledge of your work and formal training in forensic toxicology and are qualified to verify competency, formal training, and ethical conduct relative to forensic toxicology. One reference must be an immediate supervisor.

Name	Phone Number	Email Address

20. Additional Information. Use this space to make any comments regarding your activities in forensic toxicology which might assist the board in evaluating this application. Include specialized education and formal training, membership on commissions, committees, advisory boards, other certifications, etc.

Note: The ABFT will allow for reasonable disability accommodation upon written request. Please contact the administrative office for additional information.

ABFT CODE OF ETHICS

The American Board of Forensic Toxicology (ABFT) expects all persons holding a Certificate of Qualification from the ABFT to maintain the excellent moral character, outstanding integrity, upstanding repute, and exemplary ethical and professional standing which are initial and continuing qualifications for recognition by the ABFT, and to conform to the following principles of ethical conduct:

- Always conduct themselves with honesty and integrity.
- Perform all professional activities in forensic toxicology with honesty and integrity, and refrain from any knowing misrepresentation of their professional qualifications, certifications, knowledge and competence, evidence, and results of examinations, or other material facts.
- Hold in proper confidence all information obtained or received during their professional practice, and refrain from misuse of any such information.
- Remain aware of actual or potential conflicts of interest and strive to avoid or appropriately resolve any such conflicts.
- Maintain and enhance their qualifications and competence for the practice of forensic toxicology, to the best of their ability.
- Act in accordance with the long-standing precepts for ethical practice of the profession of forensic toxicology and refrain from any action or activity which would tend to bring disrepute upon or otherwise harm the profession of forensic toxicology or the ABFT.
- Promptly and fully disclose any noncompliance with laws and regulations, as well as any errors in the disclosure of education, employment history, and other relevant activities.

I agree to abide by the ABFT Code of Ethics.

Printed Name

Signature of Applicant

Date

ABFT CODE OF PROFESSIONAL CONDUCT

To promote the highest quality of professional and personal conduct of its certificants, the following constitutes the Code of Professional Conduct that is endorsed and adhered to by all certificants of the American Board of Forensic Toxicology (ABFT):

- Every certificant of the ABFT shall refrain from making an intentional misstatement or misrepresentation, to include concealment or omission of a material fact or facts in an application or any other communication to the board of directors (BOD) or its representative(s).
- Every certificant of the ABFT shall refrain from exercising professional or personal conduct adverse to the best interests and purposes of the ABFT.
- Every certificant of the ABFT shall refrain from providing any material misrepresentation of education, training, experience, certifications, or area of expertise.
- Every certificant of the ABFT shall disclose their certification level and designation to all interested parties including, but not limited to, employers, medical examiners, coroners, attorneys, law enforcement, other medical doctors; opinion testimony in deposition and/or trial.
- Every certificant of the ABFT shall refrain from providing any material misrepresentation of data upon which an expert opinion or conclusion is based.
- Every certificant of the ABFT shall refrain from issuing public statements that appear to represent the position of the ABFT without specific authority first obtained from the president.
- Every certificant of the ABFT shall abide by the ANSI/ASB Best Practice Recommendation 037, First Edition 2019 titled “Guidelines for Opinions and Testimony in Forensic Toxicology.”
- Every certificant of the ABFT shall report to the BOD any violation of this Code of Professional Conduct by another applicant, candidate, affiliate, or certificant.
- Every certificant of the ABFT shall discontinue use of all claims to certification that contain any reference to the ABFT or certification upon suspension or withdrawal of certification, whether voluntary or involuntary, and shall return any certificates issued by the ABFT.

I agree to abide by the ABFT Code of Professional Conduct.

Printed Name

Signature of Applicant

Date

APPLICANT'S AFFIRMATION

In making this application to the American Board of Forensic Toxicology (ABFT) for the issuance to me of a Certificate of Qualification, all in accordance with and subject to its Articles of Incorporation, Bylaws, and such other governing provisions as, from time to time, are in force (hereinafter collectively referred to as its regulations), I agree to disqualification from the issuance to me of a certificate; suspension of such certificate; revocation of such certificate; or to surrender such certificate to the American Board of Forensic Toxicology, in the event of any misstatement or misrepresentation of a material fact in this application or in the event that any of the aforementioned regulations applicable to such certificate are violated by me, as determined by the American Board of Forensic Toxicology. I further agree to hold the American Board of Forensic Toxicology, its officers, examiners, and agents free from any claim, damage, or liability by reason of action, they, or any of them, may take in respect of this application including, but not limited to, the failure of the American Board of Forensic Toxicology to issue me such certificate, or the suspension, revocation, or making any demand for the surrender of an issued certificate, or the removal of my name from any list of holders of such certificates.

In support of this application, I certify that all statements made herein or associated herewith are true, complete, and correct to the best of my knowledge and belief.

Printed Name

Signature of Applicant

Date

I hereby authorize the American Board of Forensic Toxicology, and its agent, Screening One, to conduct an investigation of my background which will include verification of legal name and check of criminal history record.

Printed Name

Signature of Applicant

Date