



Certificant
Name: _____

Certificant Type: _____

ABFT Continuing Education Program – Annual Submission Form (2025)

***** Due April 15, 2026 *****

Review the instructions below and in each section before completing the form.

Complete the 2025 CE Submission Form for all qualifying activities accrued **January 1, 2025-December 31, 2025**. All information must be entered directly on the form and appropriate documentation uploaded. Points exceeding the number allowable should not be claimed.

To encourage the accumulation of points over the 5-year period, diplomates and fellows should submit a minimum of 10 points per year; and analysts should submit a minimum of 5 points per year. Failure to submit the 2025 CE Submission Form with a minimum of 5 points by June 1, 2026, will result in immediate revocation of certification.

Diplomates and fellows must earn a minimum of 50 continuing education points during each 5-year recertification period; and analysts must earn a minimum of 25 continuing education points during each 5-year recertification period. Failure to submit the minimum number of points will result in immediate revocation of certification. Accumulated points greater than 50 for diplomates and fellows, and 25 for analysts, will not carry over into the next recertification period.

Advance notice to changes in CE for calendar year beginning January 1, 2027. Given the vast number of virtual Continuing Education (CE) opportunities that are available, the ABFT Board of Directors voted (Oct 2025) to discontinue awarding CE points for employment activities beginning in 2027 (CE points to be claimed in 2028). Please plan accordingly for the future.

In the case of an extended illness, a medical waiver may be granted by the ABFT Executive Committee no more than once per 5-year recertification period to allow a CE submission of less than 5 points for that year. This CE submission form must be submitted with the appropriate submission fee along with a written waiver request and is subject to the ABFT Executive Committee approval.

All CE submissions are subject to audit by members of the Executive Committee on an annual basis. Certificants must retain supporting documentation for all continuing education activities claimed for the 5-year recertification period.

INSTRUCTIONS:

1. Submission of the 2025 CE Submission Form is by DocuSign only. Please be thorough when preparing your submission.
2. Complete the form as indicated, making an entry for each item claimed. If there are instances when one activity has multiple certificates, the certificates should be combined (merged) and entered on one line (e.g., JAT article CE certificates may be entered on one line and 0.25 points per article totaled). Standard conferences and total eligible points are indicated in the instructions. Truncate all point entries to 2 decimal places. If all sessions/days were not attended, subtract 0.25 points per hour not attended and enter the adjusted total.
3. Documentation for all points claimed must be attached to obtain credits. Documentation must be a Certificate of Attendance, Certificate of Completion, or Certificate of Participation for all meetings, classes, workshops, webinars, and all virtual or online activities. Advertisements, covers or copies of program books, agendas, or registration receipts will not be accepted as appropriate documentation. In addition, credits for unsupervised self-study will not be granted.
4. All CE activities must be “completed” in the year for which the CE is submitted and must have the date indicated on the certificate. For activities requiring an evaluation prior to issuance of a certificate, an activity is not considered “complete” until the evaluation has been submitted. The date of the evaluation submitted is the completion date that will be printed on the certificate. The certificate must have a 2025 date to receive credit. All certificates must indicate the date and number of credits, or contact hours, earned for points to be awarded. For those certificates that do not state the number of contact hours, one contact hour or 0.25 points will be awarded.
5. All reported activities must be applicable to forensic toxicology. Agendas for non-traditional meetings or activities to include clinical toxicology and seized drugs must be submitted to evaluate activity for appropriate credit. AAFS, CAT, SAT, SOFT, and TIAFT are exempt from this requirement.
6. The annual continuing education submission/qualification fee is \$120. This fee covers the annual continuing education submission, as well as recertification (every 5 years).
7. Submit the completed form and fee by April 15, 2026. Submissions after this date will have late fees assessed or revocation of certification in accordance with the ABFT policies and procedures (available at www.abft.org).
8. Upon submission of the form, credit card payment should be made at [Certificant Resources – American Board of Forensic Toxicology](#).

CONTINUING EDUCATION SUMMARY FOR 2025:

Certificant Legal Name: _____

This section MUST be completed in full by the Certificant		
Activity	Allowable Claim (maximum)	Points Claimed*
Conducting Forensic Toxicology Casework	2 points	
Traditional Continuing Education (In-Person and Virtual/Online)	25 points	
Professional/Technical Development	10 points	
Leadership	5 points	
Organizational Membership	2 points	
Other Professional Activities	5 points	Points to be determined by the ABFT
Total Points for 2025	—	

***truncate points to 2 decimal places.**

Attach your current CV (updated within the last calendar year).

Attach an institutional/organization position description from your current employer.

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

I understand that I must submit forensic toxicology related activities for my CE submission with a minimum total of five points or my certification will be subject to immediate revocation.

Printed Name

Signature of Certificant

Date

ABFT DATABASE UPDATE FORM

LEGAL NAME	Last Name (Surname)	First Name	Middle Name
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PERSONAL INFORMATION

Home Mailing Address Line 1	
Home Mailing Address Line 2	
City	State (Province)
Country	Zip Code (Postal Code)
Home Phone	Mobile Phone
Personal Email	Date of Birth (mm/dd/yyyy)

EMPLOYMENT INFORMATION

Employer	
Work Mailing Address Line 1	
Work Mailing Address Line 2	
City	State (Province)
Country	Zip Code (Postal Code)
Work Phone	Work Email

I prefer to receive mail at: ____Home ____Work

My preferred/login email address is: ____Personal Email ____Work Email

I affirm that all information herein or associated herewith is true, complete, and correct to the best of my knowledge and belief and is made in good faith.	Please Initial and Date
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CONDUCTING FORENSIC TOXICOLOGY CASEWORK INSTRUCTIONS

**** this activity will not be accepted after 2027- see notice on page 1 ****

Calculation of Points – These activities **MUST** be applicable to forensic toxicology.

A maximum number of 2 points in a 1-year period for conducting forensic toxicology casework may be claimed. To claim these points, you must be fully engaged in the conduct of forensic toxicology casework including drug analysis, data review, and report certification. If you were not employed full-time (one FTE) in 2025, prorate the number of points claimed.

Note – Activities related to expert witness consulting including, but not limited to, records review, literature research, report writing, and preparation for court testimony do not qualify for continuing education credit.

Conducting Forensic Toxicology Casework (2 points max in 1-year period) – Provide Brief Description of Duties	Place of Employment	Percent FTE	Points

TRADITIONAL CONTINUING EDUCATION INSTRUCTIONS IN-PERSON AND VIRTUAL/ONLINE

The maximum points allowed for the Traditional Education category (in-person and virtual/online combined) is 25 points/year.

Examples of Activities – These activities **MUST** be applicable to forensic toxicology (see page 2 #5).

- In-person meetings (excluding workshops) – 2 points/day
- In-person workshops/seminars – 1 point/half day, 2 points/full day
- Virtual/online meetings, short courses, workshops, or seminars – 0.25 points/contact hour
- Relevant college or university level courses – 10 points/3 credit hours
- Other documented education (virtual/online, supervised self-study) – 0.25 points/contact hour
- Journal of Analytical Toxicology CE articles (through SOFT) – 0.25 points/article (one contact hour)-These certificates may be merged and listed on a single line below.

Required Documentation –

- Certificate of Participation, Certificate of Completion, or Certificate of Attendance
- Transcript for college or university level courses

Note – SOFT, AAFTS and TIAFT 2025 have been approved for 6 points each. If applicable, merge certificates to make one CE line entry. If all sessions/days were not attended, subtract 0.25 points per hour not attended and enter the adjusted total. Certificates issued for workshops should be entered separately.

Note – Training provided by an employer on-the-job is not applicable. Self-study outside the scope of forensic toxicology, including but not limited to, courses in management or safety are not applicable. Vendor training courses are acceptable if a certificate with attendance date and contact hours is issued.

TRADITIONAL CONTINUING EDUCATION

[illegible]

[illegible]

PROFESSIONAL/TECHNICAL DEVELOPMENT INSTRUCTIONS

Examples of Activities – *These activities MUST be applicable to forensic toxicology.*

- Author/Co-Author of research published in a peer-reviewed journal article (provide citation) – 5 points (Copyright and/or published date must be for the year of CE submission)
- One-time speaking event to peers at a workshop/seminar – 1 point/contact hour
- Platform/poster presentation at a conference – 5 points
- Authorship/Editing of a book/book chapter or monograph – 5 points (Copyright and/or published date must be for the year of CE submission)
- Reviewer/referee of a technical manuscript or abstract – 1 point per manuscript/0.25 points per abstract

Required Documentation –

- Copy of written works (First page only and must show the year of publication)
- Platform/poster presentation documentation must include pages from the program/agenda that show the presenter's name, the title of the presentation, and the date (Do not attach the entire program)
- Thank you or acknowledgment email/letter to the certificant confirming the number of reviews completed
- Certificate with the number of reviews
- Documentation from a journal portal showing the number of reviews completed and dates

[illegible]

LEADERSHIP INSTRUCTIONS

Examples of Activities – *These activities MUST be applicable to forensic toxicology.* Describe the activity fully below

- Elected officer or board member in a professional organization – 2 points/year
- Professional Society Committee Chair – 2 points/year or Member – 1 points/year
- Workshop Chair – 2 points per workshop
- Scientific Session Meeting Moderator – 0.5 points per two-hour scientific session

Required Documentation –

- Letter of appointment
- Letter/email to the certificant thanking you for your service
- Report/Program
- Meeting Minutes

[illegible]

ORGANIZATIONAL MEMBERSHIP INSTRUCTIONS

Examples of Activities – *These activities MUST be applicable to forensic toxicology.*

- Membership in forensic science organization – 1 point/year
- Membership in scientific organization – 0.5 points/year

Required Documentation –

- Copy of membership card
- Dues Receipt (not a dues invoice)

Please ensure that the documentation provided is for your **2025** membership.

The ABFT is not a membership organization.

Organizational Membership (2 points max in 1-year period)	Points

OTHER PROFESSIONAL ACTIVITIES NOT RELATED TO PREVIOUS CATEGORIES

(Points to be determined by the ABFT)

Excess from other categories cannot be claimed in this category.

Examples of Activities – *These activities **MUST** be applicable to forensic toxicology.*

- Laboratory inspections – 1 point/inspection; maximum 2 points/year
 - List certification organization and the number of inspections only. Do not specify the name of the laboratory.
- Submission of approved exam questions – 0.25 points/question; maximum 2 points/year

Required Documentation –

- Email/letter to the certificant confirming the number of inspections completed sent by the organization that requested the laboratory inspection (*e.g.*, ANAB, CAP, NLCP)
- Email from the ABFT confirming the number of approved exam questions and the number of points awarded

Other Professional Activities Not Related to Previous Categories (5 points max in 1-year period - points to be determined by the ABFT)	Points

Note – The following activities do not qualify for continuing education credit:

- Preparation for court testimony including research and consultant report writing
- Deposition and court testimony
- Activities related to expert witness consulting
- Literature research

I hereby acknowledge that the ABFT Policy and Procedure Manual and any changes are available for review on the ABFT website at www.abft.org.

Printed Name

Signature of Certificant

Date

In support of this CE submission, 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 Certificant

Date

ABFT CODE OF ETHICS

The American Board of Forensic Toxicology expects all persons holding a Certificate of Qualification to maintain excellent moral character, outstanding integrity, an honorable reputation, and exemplary ethical and professional standing, which are initial and continuing qualifications for recognition by the Board. All certificate holders are expected to conform to the following principles of ethical conduct:

- Always conduct oneself with honesty and integrity.
- Perform all professional activities in forensic toxicology with honesty and integrity, and refrain from any known misrepresentation of professional qualifications, knowledge, competence, evidence, examination results, or other material facts.
- Hold in proper confidence all information obtained or received during professional practice, and refrain from misusing such information.
- Remain aware of actual or potential conflicts of interest and strive to avoid or appropriately resolve any such conflicts.
- Maintain and enhance qualifications and competence for the practice of forensic toxicology, to the best of one's 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 that could bring disrepute upon or otherwise harm the profession or the American Board of Forensic Toxicology.
- 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 Certificant

Date

ABFT CODE OF PROFESSIONAL CONDUCT

To promote the highest quality of professional and personal conduct, the following principles constitute the Code of Professional Conduct endorsed and adhered to by all certificants of the American Board of Forensic Toxicology:

- Certificants shall refrain from making an intentional misstatement or misrepresentation, including concealment or omission of a material fact(s), in any application or communication with the Board or its representative(s).
- Certificants shall refrain from engaging in professional or personal conduct that is adverse to the best interests or purposes of the ABFT.
- Certificants shall refrain from providing any material misrepresentation of education, training, experience, or area of expertise.
- Certificants shall refrain from providing any material misrepresentation of data upon which an expert opinion or conclusion is based.
- Certificants shall refrain from issuing public statements that appear to represent the position of the ABFT without prior authorization from the Board or its president.
- Certificants shall report to the Board any known violation of this Code of Professional Conduct by another applicant, affiliate, or certificant.
- Certificants shall immediately, upon suspension or withdrawal of certification, discontinue using any reference to ABFT or ABFT certification and return any certificates issued by the ABFT.

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

Printed Name

Signature of Certificant

Date