



IABTI CERTIFIED INTERNATIONAL POST BLAST INVESTIGATOR PROGRAM OPERATIONS MANUAL

Title

IABTI CIPBI Program Operations Manual (Version 2022a)

Approval Date

[2022-12-30]

Division or Department

IABTI, Professional Certifications Committee

Approved By

David Bebout, Chair, Professional Certifications Committee

Summary of Changes:

1. Approved By changed to reflect new Chair of the committee.
2. Spelling and grammar changes throughout this manual as needed.
3. SBM and WBM removed from acronyms, terms, and definitions, and replaced with QBM - Quarterly (Executive) Board Meeting. This change made throughout the manual where applicable.
4. Section 2.2 was updated to reflect that committee members should demonstrate continued competency relevant to the CIPBI Program as part of the consideration for remaining on the committee. This change clarifies that achieving or maintaining certification within the program, although preferable, is not a requirement to serve on the committee.
5. Section 3.9 was updated to reflect changing designate to delegate.
6. Section 3.11 was updated to reflect the correct use of applicant and candidate.
7. Section 4.1 was updated to reflect that the IBO shall provide program financials for the annual PMR, which will then be presented to the Executive Board.
8. Sections 6.13, 6.14, and 6.15 are new sections related to testing misconduct.
9. Section 9.4 revised to reflect that the CIPBI Program uses online automated testing services, with Test.com being an example of this type of service. This was done so that the CIPBI Program can utilize a testing service of its choice.
10. Section 11.4 is a new section that allows for the Committee Chair, after consultation with the Committee, to allow for exceptions to the normal testing administration process in unusual circumstances.
11. Section 22.3.2 added "written commentary" as an acceptable format for presentation commentary by the certificants seeking recertification.
12. Section 22.5.1 is a new section that allows for a certificant to apply for an extension of their certification up to one (1) year past their expiry date due to exceptional circumstances such as family and/or work emergencies or obligations.

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Introduction

The International Association of Bomb Technicians & Investigators is a not-for-profit professional association, incorporated in the State of California (USA), created in 1974 for the purpose of providing a professional network for individuals whose primary duties & responsibilities include responding to, mitigating, and conducting investigations related to the unlawful use of explosive materials. IABTI is committed to countering and defeating the growing menace that explosive devices and weapons of mass destruction present and is a world leader in the dissemination of information and training regarding explosives-related matters, to the international military and public safety community.

The Certified International Post Blast Investigator (CIPBI) credential was created, implemented, and now managed by the CIPBI Certification Program Committee (hereinafter referred to as the “Committee” in this manual), a semi-autonomous entity within the IABTI, to provide a valid personal credential to those individuals involved in post blast investigations.

Acronyms, Terms and Definitions

Accommodation – A reasonable modification in an assessment instrument or its administration made to compensate for the effects of a qualified disability without altering the purpose of the assessment instrument.

Applicant – An individual who declares interest in earning a credential offered by a certification program, usually through a request for information and the submission of Materials. In relation to the CIPBI Program, an applicant is further defined as an individual who has submitted a formal application to the Committee, has agreed to the Code of Ethics and Certification Agreement, and has paid their application fee.

Candidate – An individual who has met the eligibility qualifications for, but has not yet earned, a credential awarded through a certification program. In relation to the CIPBI Program, a candidate is an



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individual approved by the Committee to take the CIPBI assessment. A candidate has one (1) year from the date of approval to take the assessment.

CBRNE - Chemical, Biological, Radiological, Nuclear and Explosive.

Certificant – An individual who has earned a credential awarded through a certification program. Also, an individual who is a holder of a professional certification. In relation to the CIPBI Program, a certificant is an individual who has successfully fulfilled the requisite requirements of the certification program as specified in this manual. A certificant is certified for a five (5) year period.

Certification – The voluntary process by which a non-governmental entity grants a time-limited recognition and use of a credential to an individual after verifying that he or she has met predetermined and standardized criteria. It is the vehicle that a profession or occupation uses to differentiate among its members, using standards, sometimes developed through a consensus-driven process, based on existing legal and psychometric requirements.

Certification Committee – A group of individuals appointed or elected to recommend and implement policy related to certification program operation. The CIPBI Personnel Certification Committee serves as the certification committee for the CIPBI Program and is granted the authority by the Executive Board of the IABTI to independently formulate and implement policy related to the certification program operation.

Certification Program – The standards, policies, procedures, assessment instruments, and related products and activities through which individuals are publicly identified as qualified in a profession, occupation, role, or skill.

CIPBI – Certified International Post Blast Investigator.

Executive Board – Also known as the “International Board,” or “Board,” is IABTI’s elected governing body consisting of the International Director (non-voting authority except in those circumstances where a tiebreak is required), three (3) Assistant International Directors, and seven (7) Regional Directors, with voting authority to conduct the business of IABTI.

IABTI – International Association of Bomb Technicians & Investigators.

ID – International Director (IABTI).



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IED – Improvised Explosive Device.

IBO – IABTI International Business Office.

JTA – Job Task Analysis.

May – Allows for the component to consider and possibly implement an option. The term implies a discretionary option for consideration.

PID - Past International Director (IABTI).

PM – Program Manager.

PMR – Program Management Review.

QBM – Quarterly (Executive) Board Meeting.

Recertification- Requirements and procedures established as part of a certification program that certificants must meet to ensure continuing competence and renew their certification.

Shall – Also known as “must,” indicates a requirement, and is not optional.

Should – An item that is highly recommended, or strongly encouraged, as it may be considered a best practice, or industry standard. The term does imply that there is an optional consideration for the item being considered.

SME – Subject Matter Expert.

SOP – Standard Operating Procedure.

Stakeholders – The various groups with an interest in the quality, governance, and operation of a certification program, such as the public, certificants, candidates, employers, customers, clients, and third-party payers.

Validity – The degree to which accumulated evidence supports specific interpretations of all components of a certification program (e.g., education, experience, and assessment instruments).

WMD – Weapons of Mass Destruction.



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1.0 Purpose

1.1

It is the IABTI's underlying belief that individuals and organizations can more effectively combat terrorism and criminal activity involving explosives, IEDs, and WMDs, by uniting their efforts through a commitment to foster information sharing, develop cooperation among technical and investigative personnel in the field, stimulate new techniques and research, render support for worthy projects, provide valuable data and information in the response to bomb and explosives-related incidents, encourage high levels of competence among public safety bomb/explosive technicians and law enforcement investigators, promote the development of procedures to present valid and reliable conclusions, assist in providing expert testimony and information for judicial systems, and assist in the formation of training programs that develop the bomb technician and post blast investigator communities through the identification of generally accepted and peer-reviewed procedures and practices.

1.2

The CIPBI Committee was established by the IABTI Board to create valid personnel certification standards and qualifications for those individuals around the world who are involved in post blast investigations, for both IABTI members and non-members alike. As a voluntary international personnel certification program, the Committee seeks to identify qualified individuals within the post blast investigative community who meet or exceed the knowledge, training, and professional experience requirements as set by the Committee (generally recognized and accepted by many stakeholders within the international post blast investigations community). The certification's aim is also to promote objective, valid, reliable, and humane procedures, and methods for the investigation of explosion incidents, to include incidents determined to be criminal in nature, throughout the world. It is not the intent of this personnel certification program to restrict public or private training programs available to public safety or law enforcement agencies/individuals. However, this Committee will only give credit to the personnel certification program where training is based on generally accepted methods/procedures in the post blast community, and which is based on valid information and concepts, as determined by the SMEs of the Committee.

1.3

The CIPBI certification is wholly unique as an international offering to its target audience. Its sole purpose is to provide a valid independent professional credential to enhance their individual competency in the field



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of post blast investigations. The certification is not meant to supplant other individual requirements for post blast investigators as they may be bound by their employment with other entities.

2.0 Governance and Autonomy

2.1

The Committee was established under the authority of the IABTI; a 501(c) (3), not-for-profit association, incorporated in the State of California, and is responsible for managing, annual review, and revision of the program with reporting responsibility to the IABTI Executive Board. The CIPBI logo and post-nominal title will be and remain registered trademarks of the IABTI. Upon successful completion of certification/recertification the candidate or certified person will be issued a numbered certificate, suitable for framing, which bears the date of issuance and a wallet-sized card, which shall serve as the official certifying document. The wallet-sized card will also act as membership identification, containing the association name, individuals name, member ID, certification held and expiration, member’s image, and an IABTI specific anti-forgery holographic element. Certification is issued for a period of five (5) years. Certificates issued by the IABTI are non-transferable and remain the property of the IABTI; however, every person to whom a certificate is issued shall be entitled to its continued possession unless and until such certification is revoked or expired. Additionally, every person to whom a certificate is issued shall be authorized to use the certification logo and post-nominal title for professional identification only, unless the certification is suspended, expired, or revoked. The Committee reserves the right to deny certification to any individual who fails to fulfill the certification requisites.

2.2

The International Director (ID), with Executive Board approval, shall appoint the Chairman, and co-chairpersons (no more than two) to the Committee. In turn, the Committee Chair shall appoint all other positions to the Committee, except for the IBO. All appointed Committee members shall be competent in relation to the field of post blast investigations, and the certification program. In addition, the committee members should be certified within the program and shall be a member in good standing with the association. There is no specific term limit that a committee member may serve if they demonstrate continued competency relevant to the certification program, remain in good standing with the association, and are active in supporting their duties and responsibilities to the Committee.



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2.3

Once appointed and/or selected to serve on the Committee, all members serve independently from the Executive Board under the policies and activities as provided for in this Operations Manual. The Committee is solely responsible for all matters within the scope of the certification program, unless otherwise specified in this manual.

2.4

The IBO handles all administrative and fee collection activities for both the association and certification programs. The IBO is contracted by the IABTI to provide administrative services to the IABTI, to include handling the finances as they relate to the CIPBI Program.

2.5

When a Committee Member vacancy occurs, the Committee Chair shall be responsible for appointing a replacement as soon as feasible. The Committee Chair shall be responsible for appointing an individual who is competent to the program, or a subject matter expert regarding a particular component of the program. If necessary, the Committee Chair will expeditiously notify the Executive Board and the IBO, so that within 14 calendar days, the IBO can electronically notify all CIPBI Certificants of the opening and make an open request for candidates to fill the open position(s). Candidates have 30 calendar days to submit electronically to the IBO any relevant documents that demonstrate subject matter expertise such as a prepared biographical sketch consisting of 350 words or less, a resume specific to the committee member position, or a curriculum vitae, and a passport-style photograph. It is the responsibility of the candidate to ensure the articles are received by the IBO within this 30-day period. Any interested CIPBI Certificant in good standing may be considered for the committee.

2.6

The IBO will compile all interested applications for the committee and review the applicants to ensure they are members in good standing with the association. The IBO will then provide the applications to the Committee Chair in a timely manner. The Committee Chair may share the applicant documents with all members of the existing committee for review and comment, if necessary. The entire committee should assess the level of subject matter expertise available from each applicant, and by



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consensus, recommend to the Committee Chair their recommendation(s) for selection. The Committee Chair will select and appoint those qualified individual(s) as needed.

2.7

The Committee will be structured in accordance with the following structure: one (1) Committee Chairman/Chairperson, two (2) Co-Chairpersons, one (1) Program Manager, the IABTI IBO, four (4) Subject Matter Experts (SME)/members covering the major fields involved in post blast investigations (Laboratory Sciences, Criminal Investigations, Fire and Explosion Investigations, and Criminal Post Blast Investigations), at least one (1) International SME/member from each participating country or region, and a number of Advisor/members as deemed appropriate by the Chair. If necessary, the Committee membership may be expanded to appropriately represent the stakeholders affected by this certification program.

2.8

Members of the Committee shall submit an IABTI-F005, *IABTI Board Member – Declaration of Interests*, form upon becoming a member of the Committee. These documents shall be reviewed by the Committee chair and PM to determine whether any conflict of interest exists that may potentially compromise the integrity of the certification program. In addition, members of the Committee shall immediately report to the Committee chair or PM any potential conflict of interest to the certification program that occurs during their term of service on the Committee.

3.0 Education, Training, and Certification (Pre-requisites)

3.1 Committee Position Descriptions

The Committee shall annually review the standards and qualifications for certification, application procedures, and conformity with generally accepted practices within the International Post Blast Investigations community. The results documented relevant to the Program Management Review (PMR) shall be presented to the Executive Board during a scheduled QBM, and all interested members during the IABTI Annual International In-Service Training. The following descriptions explain the duties and responsibilities of each position on the Committee. These are leadership positions, which require collaborative effort from the entire Committee. All Committee members shall, in writing, submit and



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maintain an updated conflict of interest notification/agreement including abiding by the association's code of ethics.

3.2 Committee Chair/Co-Chair(s)

The Committee Chair is responsible to provide leadership and direction to the certification committee and maintain direct communications with the IABTI International Directorship and IBO. The Committee Chair has final approving authority in situations that the Committee members are not in agreement. In addition, the Committee Chair is the approving authority as to all program policies & procedures of the Certification Program. Co-chairs are responsible to assist the Committee chair as needed and may act as Committee Chair when delegated by the Committee Chair. Co-Chairs are part of the Committee. The Committee Chair and any Co-Chairs are appointed by the ID, with Executive Board approval, on an annual basis at a QBM in conjunction with the IABTI Annual International In-Service Training event.

3.3 Program Manager/Member

The PM is responsible to support and assist the Committee chair with development of certification curriculum, research in support of the overall certification program, maintaining the certification exam, overseeing the design and implementation of Quality Assurance processes & procedures, and representing the Committee in the facilitation of external, third-party accreditation, if applicable. In addition, the PM may be tasked with creating proctor applicant accounts in Test.com for the certification examination. Additionally, this individual may be tasked with monitoring, overseeing, reviewing, and evaluating the certification examination test question bank to determine the validity and reliability of test questions as they relate to the competency of candidates and certified individuals. With Committee consensus, the PM may oversee the process of removing, rewriting, and replacing examination questions if they are determined to be problematic, ineffective, or no longer valid. Although individual questions on the certification exam are continually evaluated, the entire test bank will be officially reviewed annually during the program review. The PM is also considered a committee member, and may proctor the certification examination, as needed. PMs are appointed by the Committee Chair to an indeterminate term, although they serve at the discretion of the Chair. The PM may also be assigned by the Chair to coordinate and document the execution of the annual PMR.



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3.4 Recorder (IBO)

The Recorder (IBO) is responsible for receiving, filing, payment, administrative maintenance, financial accounting, records retention, advertising, webpage maintenance, and other requests for information related to the certification program or individual records. The IBO is a contracted entity that works on behalf of IABTI.

3.5 Subject Matter Expert/Member

SMEs are appointed members of the Committee who shall have established competency in the field of post blast investigations. SMEs are responsible for evaluating applicants for certification based on the pre-requisite requirements as outlined in the certification program. SMEs provide the development and advancement of the certification program through their specialized knowledge and experience as it relates to the certification program. All Committee Members are authorized to evaluate individual applicants (in accordance with this manual) and proctor the certification exam for approved candidates for certification. Although, all Committee members can be considered subject matter experts in the field of Post Blast Investigations, there are four specific fields primarily represented. They include; Laboratory Sciences/Analysis, Criminal Investigations, Fire & Explosion Investigations, and Post Blast Investigations. SMEs are appointed for indeterminate terms to the Committee.

3.6 International Member(s)

International Members are appointed members of the Committee and are SMEs responsible for evaluating applicants for certification based on the pre-requisite requirements as outlined in the certification program. They are unique in that they provide the Committee with specialized knowledge related to their specific country of origin and international experience. They also represent the certification program in their specific country and language. In consultation with the Committee Chair and Program Manager, they are authorized to make translated versions of the certification examination and create study guides/materials, when the testing material is not available in the native language. They may also create sub-committees (no more than two additional certified members) that may assist in applicant evaluation and proctoring examinations. Sub-committee members must also be competent to the certification program, association members in good standing, and be approved by the Committee. International SMEs and Sub-committee members are appointed to indeterminate terms on the Committee.



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3.7 Member/Advisor

A Member/Advisor is appointed by the Chair to assist the Committee with program relevant specialized knowledge and experience related to all areas needed by the Committee. The number of Member/Advisors is determined by the Chair.

3.8

The Committee is responsible for all aspects of the development, monitoring, and management of the CIPBI program. This Committee will create minimum critical competencies for International Post Blast Investigators under the certification program. These competencies will be reviewed and updated on an annual basis during the annual PMR. Updates to these competencies will be made as new requirements are identified within the post blast investigations community.

3.9

The Committee shall meet at a minimum on an annual basis, or as many times as deemed appropriate by the Committee Chair to fulfill their duties. The Committee may meet in any suitable forum conducive to conducting business, such as in-person, or through electronic means such as Basecamp, conference calls, video conferences, etc. The Committee shall utilize the *CIPBI Program Management Review SOP* as the guideline for conducting these reviews and should consider the use of the *PMR PowerPoint Template* for the purpose of documenting the PMR. The Committee PM may be responsible for documenting and preparing the results of the PMR, if delegated to do so by the Chair.

3.10

The purpose of this certification is for IABTI to establish and recognize the minimum critical competencies for competent service as a CIPBI serving in the post blast investigation field. This certification is not intended to restrict any individual from exceeding these minimum requirements or to override their organizations policies, standards, or governmental law or regulations. As such, the following pre-requisites are required for any applicant seeking the certification:



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3.10.1 Post Blast Investigation Fundamentals

To qualify in this area, an applicant for certification shall have completed a minimum of one (1), 40-hour Post Blast Investigations training course which includes at least one practical hands-on exercise involving the documentation, collection and preservation of a post blast crime scene, reconstruction of a post blast device, and presentation of the event. To attain Committee acceptance, this course must have been sponsored by a recognized governmental agency, the IABTI, academic institution, or other equivalent entity. The applicant shall have attended the training in-person and have successfully fulfilled the training requirements of the course. Equivalent training provided by non-governmental entities shall be considered on a case-by-case basis, once the Committee has conducted a thorough review of the course curriculum and has determined that the candidate attended in-person, and successfully fulfilled the training requirements of the course. The Committee recommends that all Post Blast Investigations training courses should include assessments of the knowledge and skills provided in relation to the training, and that certificates of completion be awarded to students who successfully fulfill the requirements of the course. A few examples of the more commonly recognized post blast investigation training courses, include: Basic/Advanced Post Blast Investigative Techniques, Military Post Blast Investigations, Basic Post Blast Investigations, Large Vehicle Post Blast Investigations, Advanced Post Blast Crime Scene Seminar, Post Blast Investigations, and international equivalents.

3.10.2 Criminal Investigations/Intelligence Investigations

To qualify in this area, an applicant for certification shall have completed a 40-hour program of training in criminal investigations. To attain Committee acceptance, this course, or series of professional courses, beyond basic patrol or security techniques, leading to a qualification or designation (Law Enforcement/Intelligence Investigator or Detective). The program shall be conducted by a recognized governmental agency, academic institution, or non-governmental entity. Basic Patrol Officer or Police Officer training does not qualify. Academic courses in criminal or intelligence investigations qualify given that the course is specifically titled and related to intelligence investigations or criminal investigations, if a passing grade is achieved. Equivalent training provided by non-governmental entities shall be considered on a case-by-case basis, once the Committee has conducted a thorough review of the course curriculum and has determined that the applicant attended in-person, and successfully fulfilled the training requirements of the course. For the purposes of this certification, one 3 semester or 5 quarter academic course will be considered equivalent to 40 hours of training. A few examples of the more commonly recognized criminal investigation courses, include; Criminal Investigator Training Program, Special Agent Academy, Detective/Investigator Academies/Courses,



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Military Weapons Intelligence, Military Police Investigator or Criminal Investigations, and international equivalents. Training courses that focus solely on crime scene investigations/site exploitation or interviewing and interrogation/human intelligence, do not qualify in this area.

3.10.3 Related Advanced or Specialty Training

To qualify in this area, an applicant for certification shall have attended additional (Post Blast Investigations related) courses totaling a minimum of 120 hours. These topics are based on the most common forensic and technical specialties related to Post Blast Investigations. Some of the more commonly recognized relevant training courses include; Advanced Improvised Explosive Device and Terrorist Activities Conferences; Hazardous Devices Render Safe or Explosives Ordnance Disposal; Explosive Handling; Disposal and Effects; Arson or Fire and Explosion Investigations; Criminal Investigations; Advanced Post Blast Investigations; Interview and Interrogations; Collection & Preservation of Evidence; Expert Witness Courtroom Testimony; Device Electronics; Crime Scene Investigations; Crime Scene Documentation; Underwater Post Blast Investigations; Large Vehicle Post Blast Investigations; Crime Scene Photography; Crime Scene Reconstruction; Death Investigations; Wound Dynamics; and Evidence Analysis or Laboratory Analysis. This list is not exclusive, as additional topics may be considered by the Committee if shown that they are relevant to the topic of post blast investigations. To be accepted by the Committee, this course must be sponsored by a recognized governmental agency, professional association, or non-governmental entity. Training given by non-governmental entities will only be accepted on a case-by-case basis, only after specific review of the specific course curriculum and demonstration of the applicant's active participation. The applicant must present a certificate, transcript, or letter attesting to the applicant's participation from a supervisor or entity including the specific training (title), number of hours, curriculum/syllabus/description, and whether a test was required to pass. Academic courses, which are 3 semester/5 quarter hours, are considered equivalent to 40 hours of training. The applicant must receive a passing grade to qualify.

3.10.4 General Qualifications

An applicant must have a minimum of three (3) years of experience in a position with responsibility to investigate, analyze, and/or reconstruct post blast explosive crime scenes, events, or devices. The term investigation includes both criminal (Law Enforcement) Investigations and Weapons/Explosive Ordnance Intelligence Investigations. Any applicant who has retired from active qualifying service, but who is currently working as an instructor or investigator for a government, state, local, or scholastic



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entity may apply. For those who have retired, the application must be received prior to five years elapsing from the date of their retirement. All Applicants for certification shall submit documentation of work experience and training as determined by the Committee. Additionally, non-members must submit two letters of endorsement. These endorsements are required from the applicant's employer/supervisor and/or persons who have knowledge of the applicant's experience and a position as a practitioner in the field of Post Blast Investigations as described in this manual.

3.11

Fulfilling the pre-requisites necessary for an applicant in the certification program then typically qualifies the applicant to be approved to take a comprehensive certification examination once the applicant agrees to the certification program Code of Ethics and pays the applicable fees. Once approved to take the examination by the committee, the applicants status changes to a candidate.

3.12

Certification will be determined by the successful completion of knowledge and skills written assessment (comprehensive certification examination) based on the CIPBI qualifications (pre-requisites) listed in this document. The certification examination and its questions (test bank) are derived from general knowledge, skills, and capabilities acquired by attendance in courses required in this section (general and specific qualifications) and published materials promulgated by the Committee. The certification examination (written) is used to measure the knowledge and skills of the individual applicant. The applicant may not receive or use any assistance during the testing period. Applicant performance in the field is measured through practical experience (general qualifications requirements) and the successful attendance in a hands-on Post Blast Investigations training course (specific qualifications requirements). The examination questions are based on the following reference publications:

- a. *Practical Bomb Scene Investigations, 3rd Edition*; Thomas Thurman, CRC Press 2017.
- b. *Practical Crime Scene Processing and Investigation, 2nd Edition*; Ross Gardner, CRC Press 2012. Chapters 1-8 and 14.



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3.13

The IABTI does not preclude any candidate from utilizing other sources of information to adequately prepare for the comprehensive certification examination. In addition, the IABTI offers no preparatory review or materials to candidates, except in the case of a foreign language delivery of the examination, for the purpose of providing an advantage to any candidate.

4.0 Financial Resources

4.1

It is the intent of the IABTI that the CIPBI Personnel Certification Program be financially self-supporting. The IBO will be responsible for the financial accounting of Committee operating costs and will provide a full accounting of the Committee's financial activities for the PMR which shall be presented to the Executive Board during a QBM held in conjunction with the annual International In-Service Training event. The IBO will serve as the repository of all financial reports related to the certification program.

4.2

To ensure adequate financial resources are available to facilitate the certification program, the following fees are established for candidates and certified persons:

Effective August 1, 2015, the fee structure for IABTI CIPBI certification will be:

Initial Certification (Member): \$150 (US)

Initial Certification (Non-Member): \$350 (US)

Recertification (Member): \$75 (US)

Recertification (Non-Member): \$175 (US)

4.3

To be eligible for the Member Rate, IABTI membership is required to be continued during the entire period of certification. Continued IABTI membership dues defray the costs associated with the program (initial background checks (vetting) for initial certification applicants, annual costs associated with certification records maintenance and the operations of the certification committee).



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David Bebout, Chair, Professional Certifications Committee

Non-Member Initial Certification and Recertification fees provide coverage of all associated costs during the entire period of application and certification. Membership is not required for participation in the certification program. IABTI Members may apply for certification under either fee structure.

4.4

Certified persons who are IABTI members should maintain continued IABTI membership during the entire period of certification. If the Committee rejects an applicant for certification testing due to insufficient experience or training, the applicant will be refunded not more than one-half the initial certification fee paid. If the candidate is unsuccessful after two attempts of the certification examination or fails to complete the proctored examination within one year from the Committee's approval (through no fault of the certification program), the candidate will forfeit the initial certification fee, and will be required to submit a new certification application, all required documentation and initial fee, to be re-entered into the program.

5.0 Human Resources

5.1

The following is the list of the positions that comprise the CIPBI Committee & Program. For a current listing of the actual personnel filling these positions, please refer to the IABTI website (www.iabtio.org), or the CIPBI Committee Project on Basecamp:

- Chairman
- Co-Chair
- Co-Chair
- Recorder (IBO Staff)
- Program Manager
- Committee Advisor Members
- Committee Member – Criminal Investigations
- Committee Member - Intelligence
- Committee Member – Fire & Explosion Investigations
- Committee Member – Post Blast Investigations
- Committee Member – Laboratory Forensics



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- Committee Member – International Representative(s)

5.2

All members of the Committee should be current certified persons, except for the IBO staff and shall be competent to the program. Roles & responsibilities of the Committee are further clarified in Section 3.0 of this manual. All certified members of the Committee shall ensure that they provide copies of documentation demonstrating subject matter competency for the certification program to the IBO, where they will be maintained as needed for official purposes. Such documents may include, but are not limited to, qualification statements, curriculum vitae's, biographies, resumes, certificates, training records, and educational records. This is an ongoing requirement for committee members to demonstrate continued competency beyond the application process to be on the committee.

5.3

The Committee utilizes a contract testing service for examinations. The current testing service is identified as Test.com.

6.0 Information for Applicants and Candidates

6.1

Information relevant to the certification program, to include this manual, and all the processes and procedures regarding eligibility and application, are available on the publicly available portion of the IABTI website (www.iabti.org).

6.2

Applications for certification are filed electronically and paid on the IABTI's Website under the Certification tab/online application. Applications will not be processed until the appropriate fees have been paid; the applicant agrees to abide by the Code of Ethics and Certification Agreement and the applicant's status of "regular member in good standing" or for non-members, "endorsements" have been verified. All applicants are required to submit documentation of all training or education that is being used to claim credit for certification qualifications. Acceptable file formats for this



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documentation include PDF, JPEG, BMP, and TIFF. On receipt, the IBO will verify all required information, documentation, membership status, and payment, before forwarding the application to the Committee. The IBO will create an individual certification file for recording and tracking purposes. The Committee will verify "endorsements" submitted by non-member applicants.

6.3

Once the IBO has processed the application, the application information will be forwarded to the Committee Chair for evaluation/verification by the Committee members. The Committee shall verify the applicant's claimed employment, years of experience, acceptance of specific training qualifications and non-member letters of endorsement. All training will be evaluated using the certification program "*Guidelines for the Evaluation of Accreditation of Training.*" If needed, the Committee may request from the applicant additional information/documentation to conduct the evaluation/verification.

6.4

Once the applicant has been approved to take the examination, they are deemed to be a candidate for the certification. A test proctor will be selected to assist the candidate in administration of the examination. The candidate and test proctor will determine the most appropriate time and location for the examination. The candidate must take the certification examination within one (1) year from the date which the Committee approved the applicant to take the examination. The examination should be administered during an IABTI function, such as a Regional or International In-Service Training event; however, the Committee chair, or their designate, may authorize examinations outside of these events. The location, date/time of the test will be upon mutual arrangement between the test proctor and candidate. As soon as a test date and locations have been agreed upon, the test proctor will notify the Committee chair and PM. Within 30 days of the agreed examination date, the Committee chair or PM will create an individual test account and password in test.com for the candidate. This information will be sent directly to the test proctor for use on the documented date of testing. Only certified individuals are authorized to proctor examinations.

6.5

The test proctor and candidate will determine the best location, date, and time for the examination. The test proctor will notify the Committee chair and PM of the proposed date and time. In accordance with the manual, the Committee Chair or PM will provide the test proctor with the credentials for the



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candidate's examination. Once the exam has been successfully completed, and a passing test score verified, the Committee Chair will recommend award of certification to the IBO. The IBO will produce a certification certificate and new IABTI member Identification card for the member along with updating the record of certified persons.

6.6

At the time of testing, the proctor will verify the candidate's identity and should provide the candidate with an internet connected computing device (e.g., laptop, desktop, tablet, etc.), open to the candidate's examination using the provided username and password provided. The candidate will be shown how to begin and general information about navigating the examination. Proctors will ask the candidate to record on a plain sheet of paper any questions they feel are inappropriate, confusing, or whose choice of answers don't represent the question. At the completion of the examination the proctor will forward these to the Committee Chair or PM for test question review. Once the examination has begun, no study or reference material, in any format, may be used. The proctor will ensure that the candidate uses no outside materials or receives outside assistance, other than assistance related to technical issues or problems with the test. Once the test begins, the candidate shall complete the examination within 3 hours. The applicant may take a short break, if necessary; however, no outside materials will be allowed, and the test timer will not be stopped. A minimum passing score of 80.0% correct answers is required to successfully pass the examination.

6.7

The examination will consist of a 200-question written examination randomly created from the certification examination test bank used to assess the knowledge, skills, and abilities of candidates, relevant to the certification program. Answers to questions are chosen by multiple choice, true or false, or direct selection. The test is administered through an online automated testing service (test.com), which controls all examination parameters (exam time, selection and randomization of test questions/answers, and scoring). All test/examination content and parameters are maintained, selected, and controlled by the Committee. Only the Committee chair, Co-Chairs as needed, and PM have full access to the online test system, question test bank, and previous test results.



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6.8

Once the candidate has completed the examination, they will immediately be provided with the examination result (successful or unsuccessful). The automated on-line testing system will automatically tabulate the score and send the Committee Chair and PM the candidates test results for verification. Once the test results have been verified, notification of the certification award will be sent to the IBO for recording and production of the Certification Certificate and updated membership identification card. If the candidate fails the examination, the Committee Chair and PM will review the individual examination and candidates test comments (if provided) to determine whether the examination score is correct. The result of the review will be considered in the final determination of success or failure of the examination.

6.9

Candidates failing the examination must retake the examination within 1 year, and not before 6 months from the date of failure. The re-examination test will be constructed using the same parameters and requirements as the initial test and will be created using the test question bank (200 questions from the current test question bank). The questions and answers on all tests will be randomized to maintain test integrity. This is accomplished automatically by the test.com service and verified by the Committee Chair and/or PM. If the candidate receives a passing score on the examination, certification will be awarded. If the candidate is unsuccessful on the re-examination, the candidate will be required to wait not less than 1 year before submitting a new application with all supplemental documents and new (initial) certification application fee.

6.10

This certification program is governed by the association's mission statement, goals, constitution, and articles of incorporation. The IABTI does not discriminate its membership or certification opportunities based on gender, race, color, disability, religion, sexual orientation, national origin, age, or any other characteristic as protected by law.

6.11

Annual reports of the total number of applicants, candidates examined, pass/fail statistics, the number of individuals currently certified, and individuals recertified, are maintained by the IBO. It shall be the



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responsibility of the Committee Chair, or their designate, to ensure these records are updated and maintained by the IBO. This data will be made available by the IBO for the purpose of inclusion in the annual PMR.

6.12

Information relevant to reasonable testing accommodations within the certification program are available on the publicly available portion of the IABTI website (www.iabti.org), and are further clarified in Sections 7.6, 7.7, and 7.8 of this manual.

6.13

It is the official stance of the IABTI CIPBI Program that testing misconduct is not acceptable, and, as such, it requires that any observation or allegation of testing misconduct shall be immediately reported to the committee chair (Section 18.4 requires this for any test proctor who suspects or witnesses testing misconduct). The chair shall document the known facts of the matter, the names of the individuals involved, and decide whether an investigation of the matter is warranted.

6.14

If the chair determines that an investigation of testing misconduct is appropriate, the outcome of the applicable test will be suspended until the investigation is resolved. The chair will select two (2) committee members with no conflict-of-interest issues regarding the parties involved to conduct an inquiry into the circumstances of the matter. The committee members shall conduct interviews and review all pertinent records, as appropriate, related to the matter in a timely manner. After their investigation, the results of the investigation shall be documented and presented to the chair within 14 business days of the completion of the investigation.

6.15

Based on the results of the investigation, the chair shall refer to the applicable portions of Section 23.0 of this manual relating to any certified individuals. If the allegations of testing misconduct are determined to be credible against any candidate, the candidate shall be removed from consideration for certification, and be notified of the removal in writing. Both candidates and certificants may appeal any decision of the committee per Section 24.0 of this manual.



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7.0 Program Policies

7.1

The Committee is responsible for all aspects of the development, monitoring, and management of the CIPBI program. SMEs assigned to this Committee will create minimum critical competencies for International Post Blast Investigators. These competencies will be reviewed and updated on an annual basis during the annual program review. Updates to these competencies will be made as new requirements are identified within the post blast investigations community. All updates shall be documented during the annual PMR.

7.2

Per Section 3.9 of this manual, the Committee shall conduct, at a minimum, one (1) annual PMR for the purpose of, but not limited to, reviewing policies and procedures, to include this manual, relevant to the certification program; reviewing all facets of testing; revising, if needed, the pre-requisites, requisites, and recertification requirements of the certification program; review of financial resources; review of any feedback acquired from stakeholders to the program, and discussion related to continual improvement & risks to the certification program. The Committee can conduct additional reviews as needed during the program year via any method suitable to fulfilling their duties. The Committee shall utilize the *CIPBI Program Management Review SOP* as the guideline for conducting these reviews.

7.3

The Committee shall seek out, and utilize, all available resources relevant to the certification program as part of their review process. This should include feedback from the certified members, and post blast community, as to the pre-requisites, certification requisites, and recertification requisites of the certification program, to ensure that the certification program has the relevant competency requirements necessary for providing a valid credential to the post blast community.

7.4

The eligibility requirements, as established by the Committee, for taking the certification examination are further clarified in Section 3.0 of this manual.



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7.5

The purpose of this standard is to specify the minimum critical competencies for service as a CIPBI, as that personnel certification is provided by the IABTI. This standard is not intended to restrict any individual from exceeding these minimum requirements or to override their organizations policies, standards or governmental law or regulations. The following describes the competencies (knowledge, skills & abilities) expected by the certification committee of a CIPBI necessary to competently perform post blast investigations. Those competencies include the following:

7.5.1

Law Enforcement (Criminal) Investigations/Intelligence Investigations-

The investigator should have knowledge on the techniques, methods, and processes to conduct a proper criminal investigation or full scope Intelligence Investigation within the individual's and agencies jurisdiction and authority. This training should include; at a minimum, investigative techniques/procedures and techniques, event documentation, protection of human rights, evidence collection and preservation (physical and testimonial), interviewing and interrogations, presentation of evidence (testimony), law and regulations, design and construction of the judicial system, and law enforcement authority.

7.5.2

Commercial, Military, and Improvised Explosives-

The investigator shall have the knowledge to identify and recognize commercial, military, and improvised explosives, detonators, initiators, and associated components/materials.

7.5.3

Explosives Characteristics and Effects-

The investigators shall have a fundamental knowledge of explosion theory and dynamics, explosive terminology, types of explosives, classification, and sensitivity of explosives, explosive performance,



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history of explosives, types of explosives, and characteristics of explosives, explosion effects, and firing trains.

7.5.4

Weapons of Mass Destruction-

The investigator should have knowledge of WMDs to include; the basic knowledge of the types of WMDs, basic knowledge of CBRNE hazards, and a knowledge of the unique issues with WMD/CBRNE scenes.

7.5.5

Identification of IED Construction and Components-

The investigator should have knowledge of IEDs and their construction; including, the history of IEDs, basic components of IEDs, construction of IEDs, appearance of IEDs, and fuzing/firing systems of IEDs.

7.5.6

Military Ordnance-

The investigator should have knowledge to recognize and classify military ordnance, including; the construction, operational use, firing sequence of the item, and methods/source of information that are available.

7.5.7

Scene Examination-

The investigator should have the skill to inspect and evaluate the post blast scene, so as to evaluate and establish the scene perimeters, scene security, establish a command post, establish documentation procedures for personnel entering and exiting the crime scene, establish entry and exit paths for scene investigators, establish staging areas for investigators, determine safety concerns, determine needed investigative assistance, determine legal authority to conduct the scene



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investigation, understand and apply the scientific method, determinate evidence collection/preservation, as well as, control procedures, determine measures to prevent/reduce scene contamination, determine potential items of evidentiary value, determine the type of explosion involved, determine the seat of the explosion (if present), determine the delivery method of the device, determine initial construction and general appearance of the device, location of victims (if applicable), and possible responsible person(s).

7.5.8

Documenting the Scene-

The investigator should be able to create a general diagram of the scene utilizing recognized methods, photographing, or directing photographs, and taking field notes to which, a final report will be made.

7.5.9

Evidence Collection/Preservation-

The investigator should have the skill to find evidence at a bomb scene, collect evidence at a bomb scene, using appropriate methods, procedures, and techniques.

7.5.10

Interview/Interrogation-

The investigator should have the skill to obtaining information from individuals with direct or indirect knowledge of the incident.

7.5.11

Post-Incident Investigation-

The investigator should have the skill to identify when and how to obtain specialized investigative techniques to assist in the overall post blast investigation.



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7.5.12

Documentation/Presentation of Investigative Results-

The investigator should have the skill to properly document and present the investigative results in a factual and accurate manner.

7.6

Information relevant to reasonable testing accommodations within the certification program are available on the publicly available portion of the IABTI website (www.iabti.org). Specifically, any applicant requesting reasonable testing accommodations shall submit, in writing, a request to the Committee Chair at the time of application. It is the responsibility of the Committee Chair to determine what, if any, reasonable testing accommodations shall be provided to the applicant in compliance with all applicable jurisdictional laws and regulations. If necessary, the Committee Chair should consult with designated IABTI counsel to determine the legality of reasonable testing accommodations. Once the Committee Chair has decided as to whether reasonable testing accommodations will be provided, or not, this determination shall be provided, in writing, to the applicant. In no case shall the reasonable testing accommodation(s) compromise the fundamental nature of the written assessment, or the validity of the certification decision.

7.7

The Committee shall not in any way reveal on testing reports or certificates that any reasonable testing accommodation(s) were provided during the administration of the assessment.

7.8

Any applicant who does not agree with the determination decision made by the Committee Chair about reasonable testing accommodations, may appeal this decision in a timely manner to the ID and the Executive Board, and shall do so in writing.



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7.9

If the nature of the complaint/dispute is related to fees, finances, or accounting, the IBO will examine the issue, and attempt to determine the root cause of the problem. If the complaint cannot be resolved, the complaint or dispute will be forwarded to the ID, Executive Board, and IABTI legal counsel for further resolution.

7.10

An individual has the right to appeal any decision made by the Committee, or the IBO, directly to the ID and Executive Board if they do so in a timely manner, and in writing. The Executive Board will follow their standard guidelines in responding to the complaint/dispute.

8.0 Awarding of Certification (Certification Requisites)

8.1

Successful fulfillment of the certification requisites shall be by Candidates answering 80% correct answers on the CIPBI assessment. Applicants shall not be allowed to take the assessment without fulfilling the pre-requisites of the certification as specified in Section 3.0 of this manual.

8.2

Once the candidate has completed the examination, they will be provided with the examination result (successful or unsuccessful). The automated on-line testing system will automatically tabulate the score and send the Committee Chair and PM, the candidate test results for verification. Once the test results have been verified, notification of the certification award will be sent to the IBO for recording and production of the Certification Certificate and updated membership identification card. If the candidate fails the examination, the Committee Chair and PM will review the individual examination and candidates test comments (if provided) to determine whether the examination score is correct. The result of the review will be considered in the final determination of success or failure of the examination.



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8.3

At the onset of the certification program, individuals competent within the certification program volunteered, or, in the case of the Committee Chair were selected by the ID, with approval of the Executive Board, to assist with the development, and implementation of the certification program. Documentation of their competency was provided to the IBO and was reviewed by the ID and Executive Board to ensure competency of these initial members of the Committee. Once appointed, the Committee Chair began the process to recruit known SMEs in the field of post blast investigations. Those individuals who were involved in the development of the assessment mechanism were not administered the assessment, and those who were not were utilized to pilot the assessment, although they were still required to achieve 80% correct answers. All original members of the Committee were still required to meet or exceed the certification pre-requisites as detailed in Section 3.0 of this manual to serve on the Committee.

8.3.1

Other than the original members of the Committee, no other individuals were, or can be, grandfathered as certified individuals within the certification program. In addition, even these individuals who were grandfathered are not exempt from the same recertification requisites as specified in Section 22.0 of this manual.

8.4

Only individuals who have been granted the certification, and appropriately maintained the certification, shall claim that they are currently certified. Certified individuals shall only claim that the certification provides them with expertise within the scope of the certification program. All certified individuals who utilize the certification in a misleading or fraudulent manner shall be subject to suspension or revocation of the certification by majority vote of the Committee. Any other individuals who utilize the certification in a misleading or fraudulent manner shall be reported to the ID, Executive Board, and IABTI Counsel, so that appropriate steps may be implemented, including legal or other action, against this individual(s).



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8.5

All individuals seeking certification within this certification program shall be required to read and acknowledge and adhere to the Association’s Code of Ethics and Professional Conduct, as well as the Certification Committee Certification Agreement. These documents read as follows:

8.5.1

Code of Ethics and Professional Conduct

"As a member of the I.A.B.T.I, my fundamental duty is to serve mankind, to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the inalienable rights of all men to liberty, equality, and justice. I will keep my private life unsullied as an example to all, maintain courageous calm in the face of danger, scorn, or ridicule, develop self-restraint, and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of my country and the constitution and bylaws of this association. Whatever I see or hear of confidential nature, or that is confided to me in my official capacity, will be kept ever secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice or ill. I will never employ unnecessary force or violence and never accept gratuities. I recognize the badge of my association as a symbol of faith, and I accept it as a trust to be held so long as I am true to the ethics of the association. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession."

8.5.2

Certification Agreement

"As an applicant/certified person of the International Association of Bomb Technicians and Investigators (IABTI), I humbly accept the responsibility to be actively engaged in the profession of Post Blast Investigations. As a professional, I accept the professional code of ethics as set forth by the IABTI. Additionally, I acknowledge that the IABTI Certified International Post Blast Investigator (CIPBI) and all logos associated with it are the sole property of the International Association of Bomb Technicians and Investigators (IABTI). This credential or post-nominal title is for professional use under the authority of the IABTI. This credential or title may be withdrawn for violation of the association code of ethics,



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failing in maintaining/continuing association membership, or successfully completing the requirements for recertification (required every five years) as determined by the certification committee."

8.6

If the CIPBI Personnel Certification Program achieves third-party accreditation, any individual seeking reciprocal certification shall demonstrate that the personnel certification that they have has the equivalent content and empirical equivalence between the examination they successfully passed, and the examination provided within this certification program. They shall also be required to provide evidence of comparability of the requisites between their certification and the CIPBI certification program. If able to successfully accomplish this, the Committee may award a reciprocal certification to this individual with all the same recertification requirements to maintain the CIPBI certification.

9.0 Records Retention and Management Policies

9.1

The IABTI IBO shall be responsible for all permanent record retention relevant to the CIPBI Program to include application, certification, and recertification records, financial records, assessment records, release of information to third parties, and quality related records as they pertain to the CIPBI Certification program.

9.2

Records of all current and past certifications will be created, maintained and backed-up in a systematic and organized way, in accordance with association standard practices for member records. The IBO will review the records for accuracy and integrity on an annual basis. Certification records will include at a minimum:

1. Applicants submitted Application for certification/recertification.
2. Copies of all supplemental application documentation.
3. Date of committee acceptance for examination.
4. Certification of passing the certification examination.
5. Date of expiration of certification.
6. Unique Certification number.



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7. Date of recertification.
8. All records relating to disciplinary action by the Committee/Association.
9. All recertification records, applications, or documentation.

9.3

In any case where an application has been filed without the required fee, the IBO will attempt to contact the applicant to determine their intentions to apply for certification. If no response or fee is received within one (1) month of the request, the IBO may destroy the application and require a new application be submitted.

9.4

The certification examination is administered through an online automated service i.e., test.com. The service at the completion of the certification examination automatically sends an email with the candidates test results to the Committee Chair and PM. This document is reviewed by the Committee Chair and PM to determine its validity. A summary notation of the candidates pass/fail is sent to the IBO and will be retained in the records. Although, the online automated system provides detailed analysis of the test results, this data will not be retained in the record or identified to the individual. The Committee Chair and PM will retain specific test and question result data for test and question review purposes only.

9.5

The CIPBI Personnel Certification Program Operations Manual, which contains policies, procedures, and standards for the certification, shall be retained by the IBO. The manual will be cataloged using the year it was approved followed by a small case letter indicating the version or revision issue for that particular year. All previous editions are superseded on the date of adoption of a successor or newer addition. Any time a revised version is approved, substantive changes shall be noted in the Summary of Changes Section at the beginning of the manual. All applicants for certification or recertification will be held to the standards and procedures of the newest edition of this manual.



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9.6

Due to the sensitive nature and identities of individuals within the post blast investigations community no list of names or certified individuals will be maintained in an unrestricted public venue. A list of certified individuals with certification number and expiration date will be maintained on the member (restricted) side of the IABTI Website. The IBO is the primary contact for all official information related to the CIPBI certification program. Inquiries concerning certified individuals or program participation shall be in writing to the IBO. Any information beyond whether an individual is certified, or a program participant will require legal subpoena, court order, or certificant consent. Additionally, the IBO will provide notice to the certificant/program participant of any request for information. Outside of a legal subpoena or court order, the IBO will only release to third parties, information as to whether an individual is or is not currently certified.

9.7

All records relevant to the certification program, to include certificant information, personal information, and examination results shall be retained by the IBO for a minimum of 25 years from the date a relevant document was created.

9.8

All records relevant to the certification program, to include examination data and reports required to provide evidence of validity and reliability of the examination, shall be retained by the IBO for a minimum of 25 years from the date a relevant document was created.

10.0 Confidentiality

10.1

All personnel involved in the certification program shall read and acknowledge *the CIPBI Confidentiality/Non-Disclosure Agreement* relevant to any privileged information for current and prospective certificants. This privileged information shall include, but is not limited to, all individuals' personal identifying information, financial information, and examination information, except as for this information being utilized during official certification program business. Privileged information shall



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also include examination questions and/or answers, as this information shall never be shared with current or prospective certificants who are not part of the certification program staff or committee, as further clarified in Section 5.1 of this manual.

10.2

Access to individual records relevant to the certification program are restricted to the applicant, candidate, certificant, or authorized personnel, as further clarified in Section 5.1 of this manual, and cannot be released without express written permission/consent of the affected individual, or in response to a valid court order, or other appropriate legal process, which requires the release of such information.

11.0 Conflict of Interest

11.1

Members of the Committee, and those certified persons who occasionally serve as proctors in the administration of the certification assessment, shall submit an IABTI-F005, *IABTI Board Member – Declaration of Interests*, form upon becoming a member of the Committee (See Section 2.6 of this manual as well), or once selected to occasionally serve as a proctor within the certification program. These members shall be required to report any perceived or actual conflicts of interest they may have with the certification program relevant to examination development, implementation, maintenance, delivery, and updating. In addition, these Committee members, and proctors, shall report any perceived or actual conflicts of interest at any such time as may develop during their tenure with the Committee, or while proctoring examinations, and which may preclude their ability to fulfill their duties on the Committee, or serve as proctors.

11.2

Persons selected to serve as proctors on behalf of the certification program should be current certified individuals, and who may, or may not, be current IABTI members in good standing. In deference to the geographical and language barriers that exist within the association, proctors may allow candidates to utilize their personal computing devices to administer the examination. Typically, proctors should



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attempt to provide candidates with a personal computing device as further clarified in Section 6.6 of this manual, but in no instance shall a proctor allow the candidate to utilize study or reference material.

11.3

In those instances where persons serving on the Committee, or proctoring examinations, have reported a perceived or actual conflict of interest relevant to the certification program, the Committee Chair shall decide as to whether those persons should be recused from certain tasks, discussions, or decisions, in whole, or in part. However, this does not necessarily preclude a member from being excluded in their overall capacity to serve on behalf of the Committee or program.

11.4

In cases of exceptional circumstances, the Committee Chair may authorize other individuals to proctor examinations on a case-by-case basis but shall strive to mitigate or remove any perceived conflict of interest that may be present. The Committee Chair shall consult with the Committee in these situations to ensure the test is being administered in an appropriate manner, and that testing integrity is being maintained.

12.0 Security

12.1

The IBO shall be responsible for securing and maintaining all original records, if applicable, pertaining to applicants, candidates, and certified persons, which may include, but is not limited to, personal information, applications, and testing scores.

12.2

The Committee shall be responsible for protecting the integrity of examination information. This shall include the ability to securely store all examination-related materials such as test questions, answers.



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12.3

The Committee members, and certified persons who serve as proctors for examinations, shall read and acknowledge *the IABTI Confidentiality/Non-Disclosure Agreement Form* as further clarified in Section 10.0 of this manual.

13.0 Panel Composition

13.1

The Committee members, and their qualifications & responsibilities are further clarified in Sections 2.0 & 3.0 of this Manual.

13.2

The Committee Chair shall maintain copies of relevant qualification documents for all members of the Committee. In addition, the IBO shall maintain copies of these relevant qualification documents.

13.3

The Committee shall meet at a minimum on an annual basis (see Section 7.0 of this manual for further clarification as to the nature of Committee meetings), or as many times as deemed appropriate by the Committee Chair to fulfill their responsibilities to the program. The Committee may meet in any suitable forum conducive to conducting business, such as in-person, or through electronic means such as Basecamp, conference calls, video conferences, etc. The IBO is designated as the Recorder for any such meetings, although, in the absence of a representative from the IBO, the Committee Chair shall designate a member of the Committee in attendance to assume the responsibilities of the Recorder for that meeting. At a minimum, the following meeting minutes shall be recorded and maintained relevant to all Committee meetings:

1. Date, location, and times of meeting.
2. Members present.
3. Topic(s) that are discussed during the meeting, and generalized notes regarding the context of the discussion.
4. Any changes instituted by the Committee, and the rationale behind the changes, if applicable.



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5. Recommendations for continual improvement, if applicable.
6. Discussion relevant to any disciplinary proceedings, complaints, appeals, recommendations for corrective action, etc., if applicable.
7. Review of examination questions, procedures, etc., if applicable.
8. Review of financial resources, if applicable.
9. Review of certificant and stakeholder feedback, typically in the form of a survey instrument, or any other method, relevant to the certification program.

14.0 Job Analysis

14.1

The Committee may periodically initiate a suitable Job Task Analysis, that defines and analyzes domains and tasks related to the purpose of the certification credential, and a summary of this JTA should then be published on the publicly available IABTI website (www.iabti.org).

14.2

In addition to a suitable JTA, the Committee is well represented by qualified SMEs relevant to the certification program, and their valid input to any JTA is also necessary for defining the needs of the stakeholders in the development, implementation, and continual review of the certification prerequisites and requisites.

14.3

The Committee shall periodically conduct job-related surveys to ensure that the certification program maintains relevancy to the mission of the post-blast investigator. The results of any such job-related surveys shall be shared with all members of the Committee and be included as part of the program review requirement as specified in Section 7.0 and 13.3 of this manual. Due to the technical requirements for conducting a JTA, it may be necessary for the Committee to seek out professional assistance with this process.

14.4

If conducted, the JTA shall be a written report describing the conduct and results of the job analysis. This report may include the following items:



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- A description of the background and experience of SMEs and other professionals who participated in various phases of the job analysis;
- Identification of the psychometric consultants or organization used to conduct the job analysis or important phases of it;
- A description of methods used to delineate domains and tasks, and associated knowledge and/or skills if included;
- A description of the survey sampling plan and its rationale;
- Documentation of survey results, including return rate, analysis of ratings data, algorithms, or other psychometric methods used to analyze or combine ratings data, and a rationale supporting representatives of survey findings;
- A copy of the job survey(s); and
- Date range of year of study.

15.0 Examination Specifications

15.1

The CIPBI examination shall be specifically designed to assess the competency of the applicant as specified in Section 3.0 of this manual. The examination draws upon the knowledge, skills, and experience of the applicant relevant to the certification program to successfully pass the examination.

15.2

The awarding of the certification will be determined by the successful completion of the knowledge and skills written assessment (certification examination) based on the CIPBI qualifications summary listed in Section 3.0 of this manual. The certification examination and its questions (test bank) are derived from general knowledge, skills, and capabilities acquired by attendance in courses required in this section (general and specific qualifications) and published materials promulgated by the Committee. The certification examination (written) is used to measure the knowledge and skills of the individual candidate. The candidate may not receive or use any assistance during the testing period. Candidate performance in the field is measured thru practical experience (general qualifications requirements) and the successful attendance in a hands-on Post Blast Investigations training course (specific qualifications requirements). The examination questions are based on the following reference publications:



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- a. *Practical Bomb Scene Investigations, 3rd Edition*; Thomas Thurman, CRC Press 2017.
- b. *Practical Crime Scene Processing and Investigation, 2nd Edition*; Ross Gardner, CRC Press 2012. Chapters 1-8 and 14.

16.0 Examination Development

16.1

To ensure that the program assessment is accurate, current, and appropriate for candidates, regardless of format and candidate demographics, it may be necessary to elicit the assistance of a trained professional competent to examination development, implementation, and validation. The Committee Chair and PM shall be responsible for seeking out this assistance, as needed. The Committee Chair shall ensure that if there is a financial cost to this assistance, they will request additional funding from the Executive Board for the purpose of meeting any funding obligations.

16.2

As part of the requirements for ensuring that the CIPBI assessment is a valid tool, the Committee Chair, PM, and the examination SME(s), will work together to ensure that the examination review process adheres to the appropriate elements as required by any applicable international or national assessment standard that may apply to the CIPBI Program.

16.3

If conducted, the Committee Chair, PM, and the examination SME(s) shall be responsible for documenting that conformity to any applicable international or national assessment standard is met, which may include the following: training materials; agendas; reports on item (test question) development; procedures for the assembly of forms; procedures and criteria used to examine the performance of examination items or other examination components for inclusion, revision, or removal from the certification process; and technical reports.



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17.0 Standard Setting

17.1

The Committee shall continually strive to ensure that the examination is aligned with the established competencies of the certification. This shall be part of the annual review required of the Committee as specified in Section 13.3 of this manual.

17.3

To ensure that a standard setting study is conducted properly, it may be necessary to elicit the assistance of a trained professional competent to examination development, implementation, and validation. The Committee Chair and PM shall be responsible for seeking out this assistance, as needed. The Committee Chair shall ensure that if there is a financial cost to this assistance, they will request additional funding from the Executive Board for the purpose of meeting any funding obligations.

18.0 Examination Administration

18.1

Information related to the administration of the CIPBI examination can be found in Section 6.0 of this manual. The testing platform for the CIPBI examination is an online testing service (test.com), therefore, candidates shall be provided with a testing location that ensures online access.

18.2

Certified individuals serving as proctors shall be familiar with the specific provisions of this manual as they pertain to the administration of the CIPBI examination. They shall identify any potential conflicts of interest that may exist prior to, or at the time of, the administration of the examination, to the Committee Chair, or their designate. If the conflict of interest is determined to potentially impact the proctor's ability to fulfill their duties, then the Chair, or their designate, shall make other appropriate arrangements to administer the examination.



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18.3

Proctors shall obtain the use of a testing location(s) that offers similar conditions, such as adequate lighting, comfortable seating, a quiet environment free from distractions, and adequate online access, to ensure that candidates have a fair opportunity to demonstrate their knowledge, skills, and ability. If multiple candidates are testing, the proctor shall ensure that candidates are spaced sufficiently apart to minimize cheating opportunities.

18.4

Proctors shall be required to report any testing irregularities in a timely manner to the Committee Chair, or their designate, or the PM. This may include, but is not limited to, anything that disrupts the testing environment, or is a potential cheating issue.

19.0 Scoring and Score Reporting

19.1

The CIPBI examination is administered online by a contracted testing platform (test.com). Therefore, the examination is not directly delivered by certification program personnel, but rather, certification program personnel serve as proctors over the examination. Specific criteria regarding the administration of the examination can be found in Sections 6.0 & 18.0 of this manual.

19.2

Candidates shall get immediate feedback on the results of their examination upon completion. The online testing platform will inform the candidate of their score, with a minimum score of 80% correct answers required to successfully pass the exam. Although candidates typically advise proctors and others about the result of the examination, they are not compelled to do so. Procedures as to candidates who do not pass the exam are further specified in Section 6.9 of this manual.

19.3

The Committee Chair and PM may seek out the expertise of a Psychometrician for the purpose of documenting sound psychometric procedures for scoring, interpreting, and reporting examination results, as needed. The Committee Chair shall ensure that if there is a financial cost to this assistance,



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they will request additional funding from the Executive Board for the purpose of meeting any funding obligations.

20.0 Reliability

20.1

The Committee shall ensure that examination scores are sufficiently reliable for the decisions that are intended. The Committee may seek out the expertise of a Psychometrician for the purpose of documenting that examination scores are sufficiently reliable, as needed. The Committee Chair shall ensure that if there is a financial cost to this assistance, they will request additional funding from the Executive Board for the purpose of meeting any funding obligations.

20.2

If conducted, the Psychometrician is needed to calculate and report estimates of score reliability, decision consistency, and standard errors of measurement using methods that are appropriate for the characteristics of the examination.

20.3

If conducted, the Psychometrician is also needed to ensure estimates of score reliability and decision consistency are reasonable to support accurate pass/fail decisions. The selection of reliability statistics required for the CIPBI examination depends on the type of assessment and the purpose of the scores.

21.0 Examination Score Equating

21.1

The Committee may find it necessary to demonstrate that different versions of the examination do not advantage or disadvantage candidates because of differences in the content framework and/or difficulty of particular forms.

21.2

To conduct examination score equating, the Committee may seek out the expertise of a Psychometrician to conduct statistical equating procedures, as needed, that are grounded in accepted



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psychometric practices. The Committee Chair shall ensure that if there is a financial cost to this assistance, they will request additional funding from the Executive Board for the purpose of meeting any funding obligations.

21.3

If an examination score equating study is conducted, the Committee shall ensure that each active form of the examination shall align to currently applicable content specifications, consistent with the requirements of the equating model, as provided by the work of the Psychometrician.

21.4

Since the CIPBI examination is offered in languages other than English, the Committee may need to demonstrate that results obtained from adapted and source versions are comparable.

22.0 Maintaining Certification (Recertification Requisites)

22.1

The certification program calls for recertification every five (5) years. Each certified individual will be notified by the IBO in writing one (1) year prior to the expiration of his/her certification. It is recommended that every certificant apply for recertification six (6) months prior to their certification expiration. This will enable the Committee to complete its evaluation of the mandatory qualifications training, presentation/publishable article, or coordinate the optional recertification examination prior to the expiration of certification. Recertification will be accomplished in accordance with Section 22.2 of this manual. The fee for recertification is \$75 (US) for members and \$175 (US) for non-members.

22.2

All certificants seeking recertification shall continue to meet the general requirement for certification as specified in Section 3.10.4 of this manual. All certificants shall participate in a minimum of 40.0 hours of training and professional development specifically related to post blast investigations. This includes the development and instruction of post blast investigative topics.



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22.3

Certificants shall meet two (2) of the three (3) following qualifications to demonstrate continued competency to be recertified. In no instance may a certificant maintain certification without fulfilling the requisites of recertification as specified in this section.

22.3.1

Certificants shall attend at least 80 hours of post blast investigations related training within the certified period of five (5) years. This training may include any combination of training hours of committee approved post blast related advanced or specialty training as described in the *Guidelines for the Evaluation of Accreditation of Training*. No more than 40 hours of committee approved training may be attributed to any one topic area from the following list of topics:

- a. Current/Historical Trends in Explosive Devices & Investigations
- b. Hazardous Devices Render Safe or Explosive Ordnance Disposal
- c. Explosives Handling, Disposal and/or Effects
- d. Arson/Fire & Explosion Investigations
- e. Criminal Investigations
- f. Advanced Post Blast Investigations
- g. Interviewing and Interrogation (Human Intelligence Collection)
- h. Documentation, Collection, and Preservation of Physical Evidence
- i. Expert Witness Courtroom Testimony
- j. Applied DC/RF Electricity and Electronics
- k. Crime Scene Investigations/Documentation
- l. Underwater Post Blast Investigations
- m. Crime Scene Photography
- n. Crime Scene Reconstruction
- o. Homicide/Death Investigations
- p. Wound Dynamics/Forensic Pathology
- q. Laboratory, Chemical, or Forensic Analysis
- r. Explosives, Explosive/Destructive Device, and WMD Regulation/Law
- s. Additional topics, as accepted by the Committee



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22.3.2

Certificants shall submit one of the following two (2) items for Committee review (peer-review) and acceptance. Without committee acceptance, neither item shall be considered as suitable for fulfilling the recertification requirements.

1. Original Presentation - This presentation must focus on some topic related to post blast investigations. The presentation must be of sufficient length to cover the subject in depth and be of sufficient quality to be presented during an IABTI Regional or International In-Service Training event. The presentation must be submitted in Microsoft PowerPoint or generic video format (mpeg, wmv, etc.) with audio commentary, or written commentary within the instructor notes section of the PowerPoint. It must contain at least 10 slides with a minimum of 30 minutes of audio commentary, or 10 slides of written commentary in the instructor notes section of the PowerPoint. Presentation at an IABTI Training Event is not a requirement for acceptance; however, the presentation may be published on the "members only" side of the IABTI Website.

2. Original Article, Technical or Case Report - This article should focus on some aspect related to post blast investigations. The document must be of sufficient length to cover the subject in depth and be of sufficient quality to be published in the IABTI magazine "The Detonator" or another professional journal. This article must be submitted in APA or ACS style and in a file format; such as, Word Perfect, Microsoft Office, or generic word processing program (rtf, txt, etc.). Publication is not a requirement for acceptance; however, the article may be published on the "members only" side of the IABTI website.

Note: Original is defined as that which has not been previously presented or published by any other person (plagiarism). Committee acceptance of a Presentation of Article for certification assigns the IABTI exclusive publication rights. On request of the author, the IABTI will forfeit or modify such rights in writing. Presentation or publication is not a requirement for re-certification, although, it is encouraged. All requests for IABTI use of presentations or articles (publication) will be completed under the IABTI current policy/procedures by the interested party (International Directorship for International Training Conferences, Regional Directors for Regional Training Conferences, "The Detonator" Committee (Publication, Website Committee (IABTI Website)) and in consultation with the author.



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22.3.3

Certificants shall take and successfully pass (80% or better) the current version of the 200-question certification examination. This examination process will follow the same procedures as identified for initial certification. As the recertification examination is the same as the current version of the examination administered for certification, it is subject to the same standards of reliability and validity as previously expressed in this manual.

22.4

The requisites for recertification shall be published on the publicly available IABTI website (www.iabti.org).

22.5

Any certificant who fails to apply for renewal prior to the expiry date of the certification shall immediately be placed in an expired status. If the certification expires the certificant shall be required to submit a new application for certification including all documentation, with the additional requirement that all training submitted for qualification must be within the last five (5) years. Any certificant who has submitted their recertification request to the IABTI, and is pending approval past the expiry date, is still considered certified until a decision has been rendered by the Committee; however, in no case may a certification be in effect past six (6) months of the expiry date.

22.5.1

A certificant who fails to apply for renewal due to exceptional circumstances, may request an extension of their certification from the Chair of the Committee. The extension request shall be in writing and shall specify the reason for the extension request. Exceptional circumstances can be things such as family or work-related emergencies or obligations, personal or family illness, etc. If the request is approved by the Chair, the certificant will remain in a certified status, but in no case may the certification extension be granted more than one (1) year.

22.6

Once the Committee has approved a recertification request, the Committee Chair, or their designate, shall review and render their approval or disapproval of the request. If the recertification request is approved,



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the IBO shall be notified to record the recertification, and to update the certified members IABTI identification card. If the Committee Chair disapproves of the request, the request shall go back to the Committee with the reason for the disapproval. The Committee shall then review the request again with consideration of the Committee Chair's comments. If an agreement cannot be made in response to the request, the matter will be submitted to the ID and Executive Board for a final determination.

22.7

It is the belief of the Committee that based on initial competence to attain the certification requisites, and the continual requisites for recertification, the certificants shall sustain a minimum level of competency throughout the certification period of five (5) years.

23.0 Certification Issuance and Use (Use, Withdrawal, Suspension, Revocation)

23.1

Those individuals fulfilling the requisites of the certification program shall be deemed certified and may claim a level of expertise within the scope of the certification program as previously specified in Section 8.4 of this manual. In addition, certificants shall continue to comply with the provisions of Sections 8.5, 8.5.1, and 8.5.2 of this manual during the certified period.

23.2

The Committee Chair and Committee are authorized by the IABTI to investigate reported allegations of misconduct within the scope of the certification program against individuals who are certified by the CIPBI program. All investigations conducted by the Committee shall be conducted in an impartial, unbiased, and open manner. This shall include the acceptance and consideration of statements from the affected certificant, as well as statements relating to the allegation. Any recommendation for sanctions against the certificant shall be balanced and appropriate to the factual findings of the investigation. Certificants subject to sanctions have the right to appeal actions made by the Committee to the ID and Executive Board. Appeals will be conducted in accordance with the provisions specified in Section 26.0 of this manual.



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23.3

There are three (3) levels of sanctions that may be used in administration of the CIPBI program: censure, suspension, and revocation. The applicable finding will be determined only after an investigation (in accordance with this manual), including the review of a member statements, into the allegation reported is conducted by the Committee. A letter of findings will be issued by the Chair to the certificant with a copy placed in the certifiants official record. The subject of this action has the right to appeal the Committee's action to the ID and Executive Board.

23.3.1

Censure is the lowest level of sanctions that does not result in the loss of certification. The Chair may issue a letter of censure for testimony misstatements, statements made that are not held within the confines of accepted practices held within the post blast investigations community and without basis (due to the confines of current technology), or minor non-criminal infractions of the association/certification code of ethics not involving any aspect of the certification requirements or professional qualifications. Upon a second finding of censure the individual's certification will be suspended for a specified period determined by the Chair. A third finding will result in immediate revocation of the certification.

23.3.2

Suspension involves the removal of all authorities granted by the certification program and IABTI in relationship to the CIPBI for a given period not to exceed two (2) years. The Chair may issue a suspension, with a specified period, for violations of the Code of Ethics and/or Certification Agreement as enumerated in the Certification Application and Application for Recertification. During the suspension period, the certificant shall not claim to be certified without advising that their certification is in a suspended state. If appropriately requested, the IBO shall only advise that the certificant is currently suspended, with a specified expiry date for the suspension.

23.3.3

Revocation requires the immediate and permanent removal of all authorities granted by the certification program. The Committee Chair may issue a revocation in situations in which the Executive Board revokes an individual's IABTI membership, a significant or substantial violation of the Code of Ethics and/or Certification Agreement, any incident/action (legal or employer) which makes



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the individual ineligible to perform his duties in the post blast investigations community, and/or any factual event that by its public nature would bring dishonor or mistrust to the CIPBI program and/or the IABTI.

23.4

If the certificant voluntarily surrenders his/her certification at any time during a committee investigation, but before a report of finding is issued, the resignation will be considered final with no right to reinstatement. The investigation by the Committee will cease and all findings will be presented to the International Executive Board and recorded in the individual's certification record as a resignation.

23.5

Any applicant, candidate, or certificant may voluntarily withdraw from the certification program at any time by providing written notice to the Committee Chair, or their designate.

24.0 Complaints and Appeals

24.1

Any complaint rendered by any applicant, candidate, or certificant, within the scope of the certification program, may be submitted to the Committee Chair, or their designate. The complaint shall be in writing and shall be submitted in a timely manner. The Committee Chair shall immediately review the complaint to ensure that it falls within the scope of the certification program. If warranted, the Committee Chair shall institute an investigation of the matter by the Committee with care given to mitigate any potential conflict of interest between the Committee and the complainant.

24.2

In those instances where the complaint is lodged regarding activities of the certification program, the Committee Chair, or their designate, may institute a plan of action to correct or improve the activity of the certification program, if warranted. In addition, the Committee Chair, or their designate, reserves the right to make on the spot changes or improvements in the certification program in those situations



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where it is readily apparent that anything other than a major change will correct the matter. In all cases, however, the Committee Chair, or their designate, shall report their actions, in writing, to the entire Committee

24.3

In all instances where a complaint or appeal has been submitted within the scope of the certification program, the Committee Chair shall provide written notification to the complainant or appellant in a timely manner to advise them as to the status or results of the complaint or appeal.

24.4

Any decision rendered by the actions of the Committee, within the scope of the certification program as specified in this manual, other than a minor on the spot change or improvement, can be appealed to the ID and Executive Board. The individual appealing the Committee's decision shall file this appeal in writing in a timely manner. The Executive Board shall respond to this appeal by taking action they deem appropriate, and within the purview of the IABTI Constitution or Standard Operating Guidelines under which they conduct business.

24.5

If the nature of the complaint is related to fees, finances or accounting, the matter shall be referred to the IBO which shall examine the issue, cause, and options for resolution in consultation with the Committee Chair. If the complaint cannot be resolved, the complaint or dispute will be forwarded to the ID, Executive Board, and IABTI legal counsel for further resolution.

References

All available CIPBI *Program Management Reviews*, Fredericksburg, VA.

International Association of Bomb Technicians & Investigators, 1982, *Constitution of the International Association of Bomb Technicians and Investigators (and Amendments)*, Fredericksburg, VA.

International Association of Bomb Technicians & Investigators, 2018, *Standard Operating Guidelines of the International Association of Bomb Technicians and Investigators*, Fredericksburg, VA.



IABTI CERTIFIED INTERNATIONAL POST BLAST INVESTIGATOR PROGRAM OPERATIONS MANUAL

Title IABTI CIPBI Program Operations Manual (Version 2022a)	
Approval Date [2022-12-30]	Division or Department IABTI, Professional Certifications Committee
Approved By David Bebout, Chair, Professional Certifications Committee	

International Association of Bomb Technicians & Investigators, IABTI-F005, *IABTI Board Member – Declaration of Interests*, Fredericksburg, VA.

International Association of Bomb Technicians & Investigators, 2020, *IABTI Confidentiality/Non-Disclosure Agreement Form*, Fredericksburg, VA.