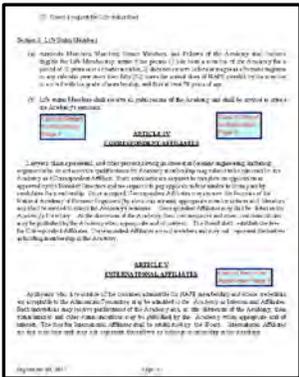
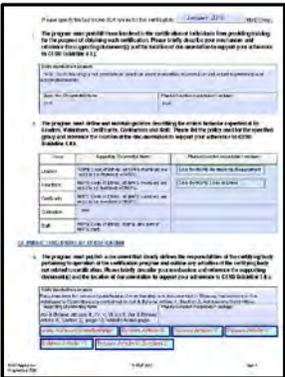


Guidelines for the Preparation of User-Friendly Accreditation Application Packages



Prepared by
Jeffrey D. Armstrong, P.E.
Armstrong Forensic Engineers, LLC
Past-President, National Academy of Forensic Engineers

Presented to
Annual Meeting of
Council of Engineering and Scientific Specialty Boards
Alexandria, Virginia
March 28-29, 2017



This Tutorial Will Show You How To Use Adobe Acrobat to...

1. Extract ZIP Files
2. Combine Multiple Files into a Single PDF File
3. Change the Order of the Combined PDF Files
4. Create Hyperlinks to Take the Reader From the Application to the Appropriate Location in the Reference Document
5. Create Text Boxes and Hyperlinks to Return the Reader to the Appropriate Location in the Application
6. Create Hyperlinks to Referenced Website Locations
7. Add a Cover Page For the Application Package
8. Add Section Divider Pages for Supporting Document Sections
9. Add Bookmarks to Aid in Navigation of our Application Package

This presentation shows how I used Adobe Acrobat to create navigational aids for our CESB Re-Accreditation package. I used a PC and a Windows 7 Operating System. I have no experience using a Mac. If your Mac requires you to do things a bit differently I apologize for not knowing the differences in using Acrobat on a PC compared with a Mac. There are multiple ways to do the things shown in this presentation; I simply show how I did it. I welcome input and suggestions for better ways to do things!



This demonstration uses
Adobe Acrobat XI
Version 11.0.19

Adobe® Acrobat® XI
Version 11.0.19

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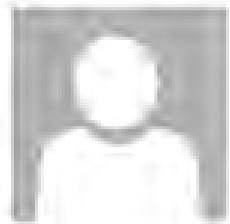
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FILE

MESSAGE

Microsoft Office Ribbon: FILE / MESSAGE

- Delete
- Respond: Reply, Reply All, Forward
- Quick Steps: NSPE, To Manager, Team Email
- Move
- Tags: Mark Unread, Categorize, Follow Up
- Editing: Translate
- Zoom



Tue 6/7/2016 5:37 PM

Ross Curtis

CESB Re-accreditation Submission

To: Jeff Armstrong

You replied to this message on 6/8/2016 3:03 PM.

Message CESB Re-Accreditation 2016.zip (3 MB)

Jeff,

Here is the "draft" of the submission, ready for you to create and insert the electronic links to the references. Please let me know if you find anything that needs modification, correction, etc.

Ross

Organize Open Share with E-mail Burn New folder

- Ch...
- CHU...
- Con...
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- Dell...
- EBur...
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- Bylaws
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- Nominating Committee

Documents library

CESB Accreditation

Arrange by: Folder

Name	Date modified	Type	Size
__MACOSX	6/7/2016 6:36 PM	File folder	
CESB Re-Accreditation 2016	6/5/2016 9:20 PM	File folder	
CESB Re-Accreditation 2016.zip	3/11/2017 6:17 PM	zip Archive	2,833 KB

Combine Files Into
A Single Document



Programs (3)

- Adobe Acrobat XI Pro
- Adobe Acrobat Distiller XI
- Adobe FormsCentral

Documents (919)

- MathCAD.mst
- Distillr.msi
- 2016 NAPE re-accreditation application.pdf

Pictures (814)

- Revised-FL-2014-ABC-Advanced-Course (1).pdf
- Revised-FL-2014-ABC-Advanced-Course.pdf
- 2013-0518_JEFF-4372.jpg

Files (7951)

- MathCAD.mst
- Distillr.msi
- Adobe Acrobat Reader ver8.exe

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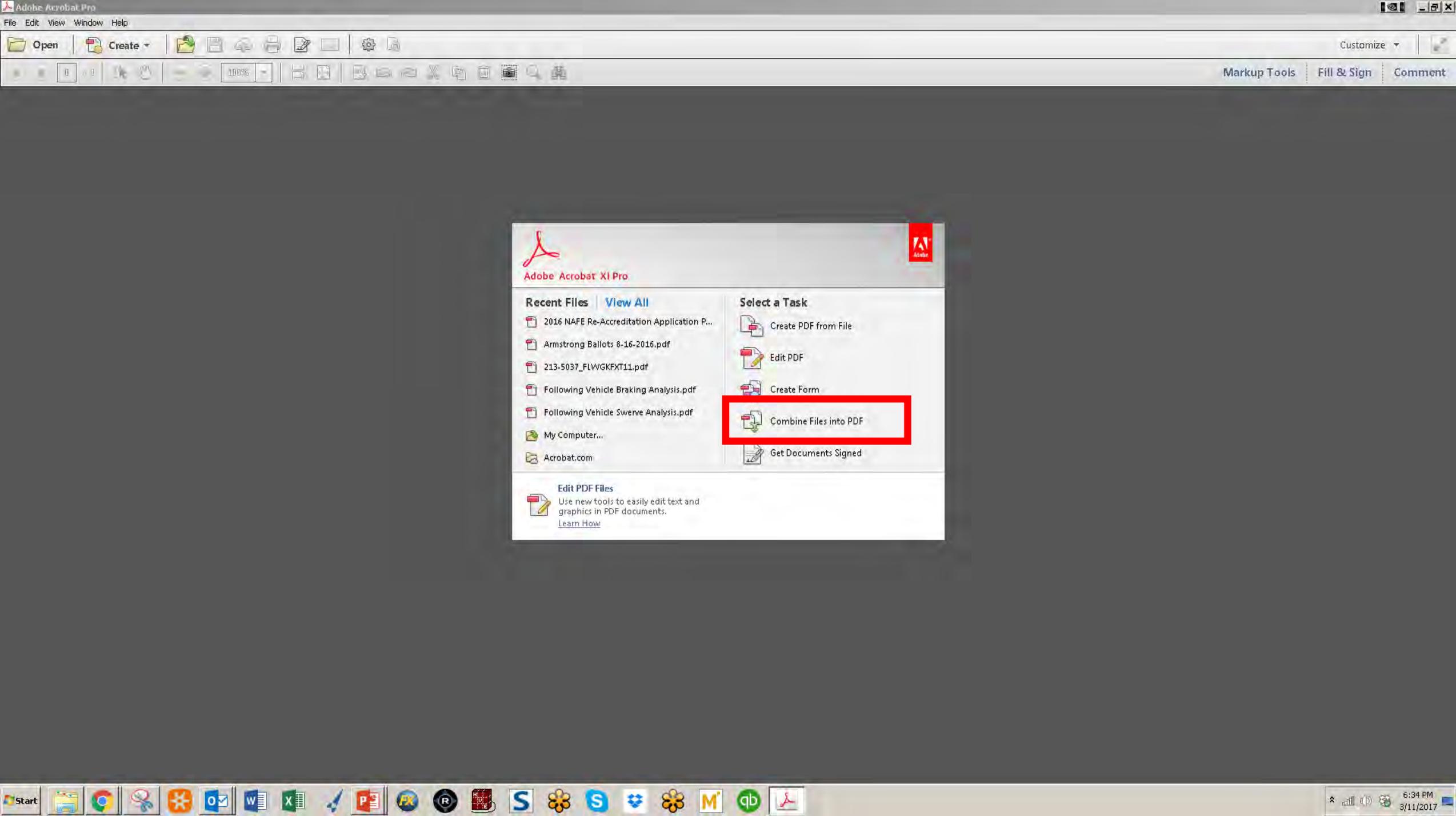
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-  2016 NAFE Re-Accreditation Application P...
-  Armstrong Ballots 8-16-2016.pdf
-  213-5037_FLWGFXT11.pdf
-  Following Vehicle Braking Analysis.pdf
-  Following Vehicle Swerve Analysis.pdf
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-  Acrobat.com

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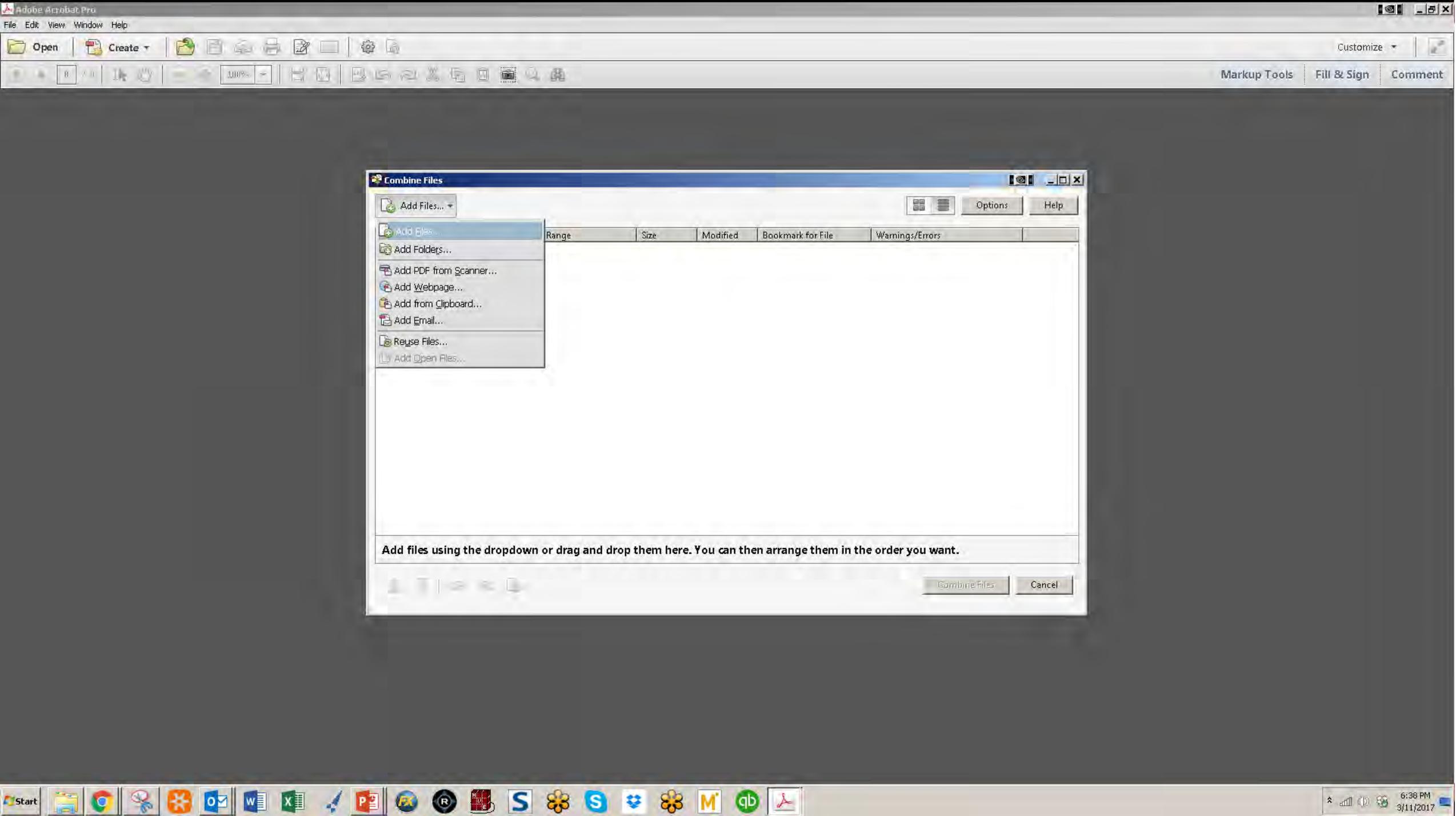
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-  2016 NAFE Re-Accreditation Application P...
-  Armstrong Ballots 8-16-2016.pdf
-  213-5037_FLWGFXT11.pdf
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-  Create Form
-  **Combine Files into PDF**
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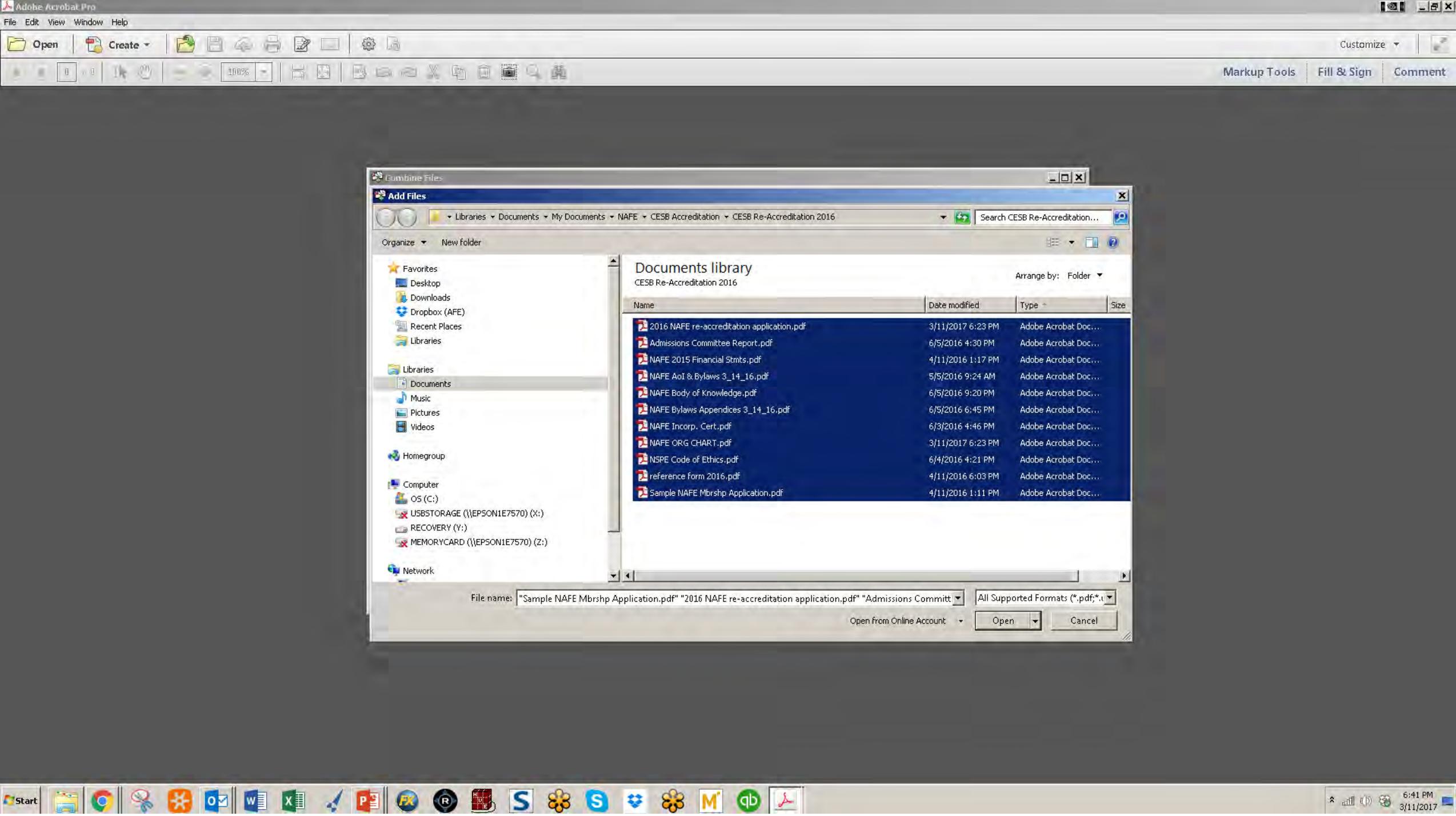
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Add files using the dropdown or drag and drop them here. You can then arrange them in the order you want.

[Icons] Combine Files Cancel



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Add Files

Libraries > Documents > My Documents > NAFE > CESB Accreditation > CESB Re-Accreditation 2016

Search CESB Re-Accreditation...

Organize > New folder

Documents library
CESB Re-Accreditation 2016

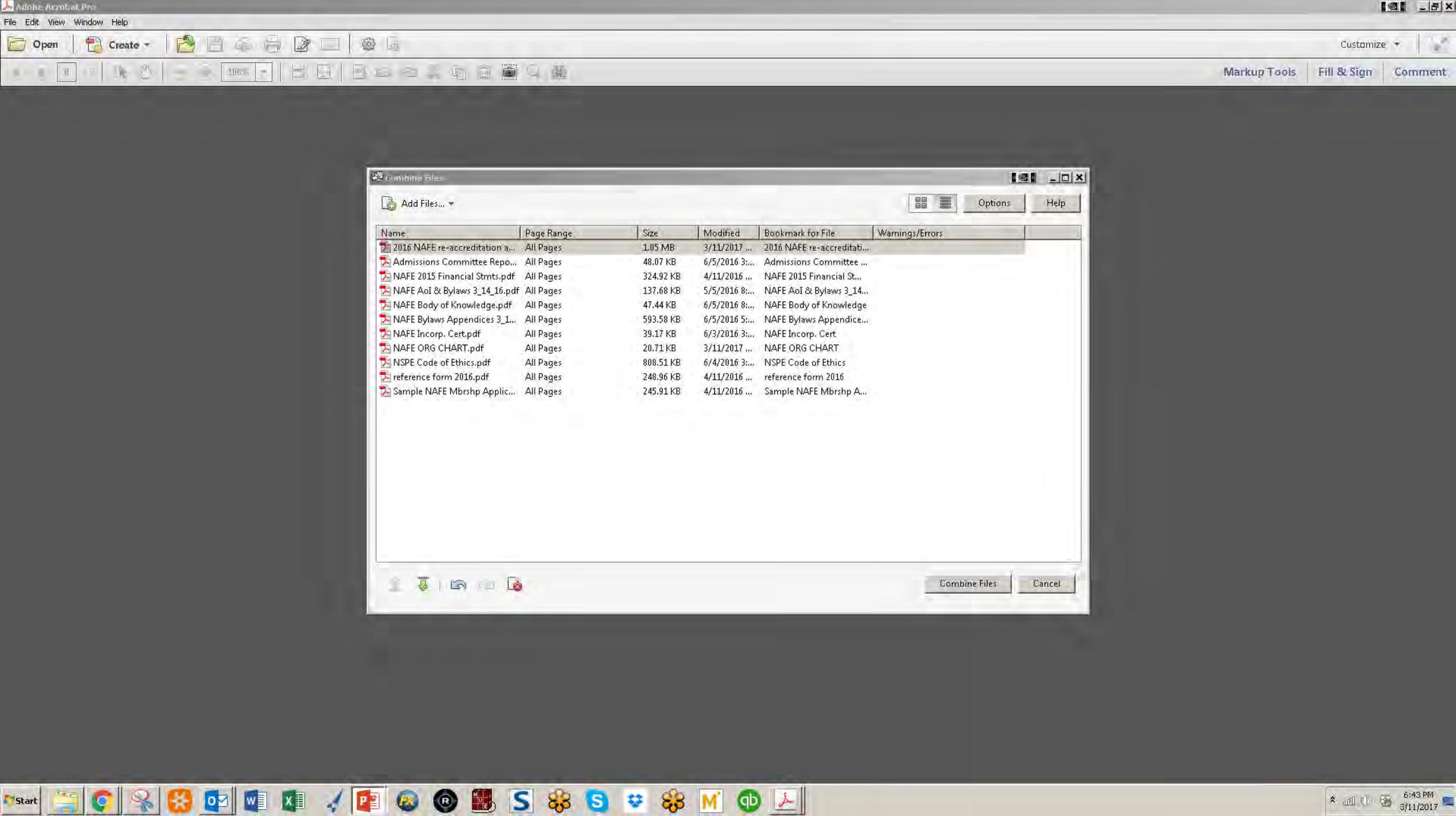
Arrange by: Folder

Name	Date modified	Type	Size
2016 NAFE re-accreditation application.pdf	3/11/2017 6:23 PM	Adobe Acrobat Doc...	
Admissions Committee Report.pdf	6/5/2016 4:30 PM	Adobe Acrobat Doc...	
NAFE 2015 Financial Stmts.pdf	4/11/2016 1:17 PM	Adobe Acrobat Doc...	
NAFE AoI & Bylaws 3_14_16.pdf	5/5/2016 9:24 AM	Adobe Acrobat Doc...	
NAFE Body of Knowledge.pdf	6/5/2016 9:20 PM	Adobe Acrobat Doc...	
NAFE Bylaws Appendices 3_14_16.pdf	6/5/2016 6:45 PM	Adobe Acrobat Doc...	
NAFE Incorpor. Cert.pdf	6/3/2016 4:46 PM	Adobe Acrobat Doc...	
NAFE ORG CHART.pdf	3/11/2017 6:23 PM	Adobe Acrobat Doc...	
NSPE Code of Ethics.pdf	6/4/2016 4:21 PM	Adobe Acrobat Doc...	
reference form 2016.pdf	4/11/2016 6:03 PM	Adobe Acrobat Doc...	
Sample NAFE Mbrshp Application.pdf	4/11/2016 1:11 PM	Adobe Acrobat Doc...	

File name: "Sample NAFE Mbrshp Application.pdf" "2016 NAFE re-accreditation application.pdf" "Admissions Committ...

All Supported Formats (*.pdf;*.t...)

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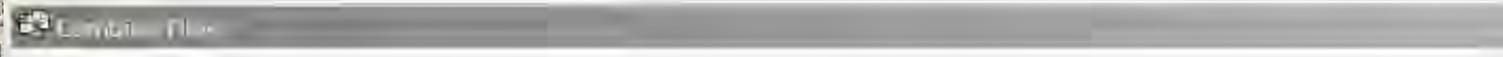
Add Files...

Name	Page Range	Size	Modified	Bookmark for File	Warnings/Errors
2016 NAFE re-accreditation a...	All Pages	1.05 MB	3/11/2017 ...	2016 NAFE re-accreditati...	
Admissions Committee Repo...	All Pages	48.07 KB	6/5/2016 3:...	Admissions Committee ...	
NAFE 2015 Financial Stmts.pdf	All Pages	324.92 KB	4/11/2016 ...	NAFE 2015 Financial St...	
NAFE AoI & Bylaws 3_14_16.pdf	All Pages	137.68 KB	5/5/2016 8:...	NAFE AoI & Bylaws 3_14...	
NAFE Body of Knowledge.pdf	All Pages	47.44 KB	6/5/2016 8:...	NAFE Body of Knowledge	
NAFE Bylaws Appendices 3_1...	All Pages	593.58 KB	6/5/2016 5:...	NAFE Bylaws Appendice...	
NAFE Incorpor. Cert.pdf	All Pages	39.17 KB	6/3/2016 3:...	NAFE Incorpor. Cert	
NAFE ORG CHART.pdf	All Pages	20.71 KB	3/11/2017 ...	NAFE ORG CHART	
NSPE Code of Ethics.pdf	All Pages	808.51 KB	6/4/2016 3:...	NSPE Code of Ethics	
reference form 2016.pdf	All Pages	248.96 KB	4/11/2016 ...	reference form 2016	
Sample NAFE Mbrshp Applic...	All Pages	245.91 KB	4/11/2016 ...	Sample NAFE Mbrshp A...	

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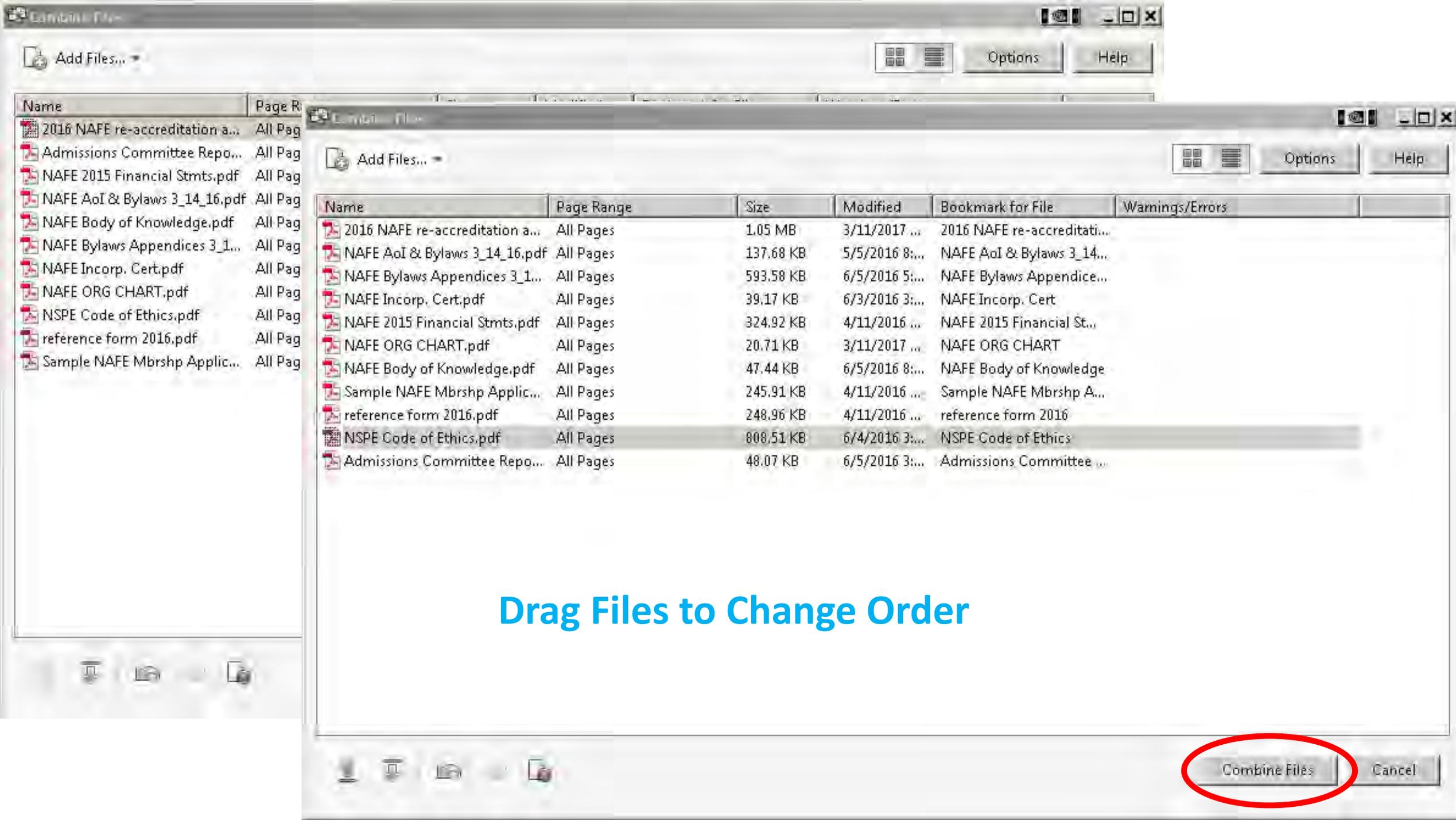
Name	Page Range
2016 NAFE re-accr... 2016 NAFE re-accr... Admissions Commit... NAFE 2015 Financial Stmt... NAFE AoI & Bylaws 3_14_16.pdf NAFE Body of Knowledge.pdf NAFE Bylaws Appendices 3_1... NAFE Corp. Cert.pdf NAFE ORG CHART.pdf NSPE Code of Ethics.pdf reference form 2016.pdf Sample NAFE Mbrshp Applic...	All Pag All Pag



Name	Page Range	Size	Modified	Bookmark for File	Warnings/Errors
2016 NAFE re-accr... NAFE AoI & Bylaws 3_14_16.pdf NAFE Bylaws Appendices 3_1... NAFE Corp. Cert.pdf NAFE 2015 Financial Stmt... NAFE ORG CHART.pdf NAFE Body of Knowledge.pdf Sample NAFE Mbrshp Applic... reference form 2016.pdf NSPE Code of Ethics.pdf Admissions Commit... Admissions Commit...	All Pages All Pages	1.05 MB 137.68 KB 593.58 KB 39.17 KB 324.92 KB 20.71 KB 47.44 KB 245.91 KB 248.96 KB 808.51 KB 48.07 KB	3/11/2017 ... 5/5/2016 8:00... 6/5/2016 5:00... 6/3/2016 3:00... 4/11/2016 ... 3/11/2017 ... 6/5/2016 8:00... 4/11/2016 ... 4/11/2016 ... 6/4/2016 3:00... 6/5/2016 3:00...	2016 NAFE re-accr... NAFE AoI & Bylaws 3_14... NAFE Bylaws Appendice... NAFE Corp. Cert NAFE 2015 Financial St... NAFE ORG CHART NAFE Body of Knowledge Sample NAFE Mbrshp A... reference form 2016 NSPE Code of Ethics Admissions Committee ...	

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File Edit View Window Help

Open... Ctrl+O
Open From Acrobat.com...

Create

Save... Ctrl+S
Ctrl

Save As Other...
Save To Acrobat.com...

Send File...

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Recent

Close Ctrl+W

Properties... Ctrl+D

Print... Ctrl+P

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- 1 C:\...\ARMSTRONG KAI MUT...GREEMENT 31417.pdf
- 2 C:\Users\jpa...\img-170314092727-0001.pdf
- 3 C:\...\ARMSTRONG KAI MUT...GREEMENT 31317.pdf
- 4 C:\...\Jeffrey Armstrong CV 2017-02-16.pdf
- 5 C:\...\Lead Vehicle R...h Perception x.pdf

Exit Ctrl+Q

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Markup Tools Fill & Sign Comment

Highlight Existing Fields



Application for Certification Program Accreditation

Application Completion Instructions & Checklist

1. Use one complete application form for **EACH** certification program for which accreditation is sought; a \$200 application fee is required for each application.
2. Submit your application in electronic form on a flash drive, plus one bound hard copy and the application fee to the address below.
3. Provide all **mandatory documentation with identified tabs, folder or file names, or electronic bookmarks** when submitting the completed application to verify and support your response(s) to the application questions or adherence to CESB mandatory guidelines. When prompted, you must document your adherence to CESB Guidelines by listing the document or policy **name** and **location in the shaded spaces**.

- a. **Referencing the documentation** to support your response(s) **is stating the name of the policy, procedure or legal document**. You may also include a link to your website, if you believe it will be helpful to the accreditation application evaluators.
- b. **Referencing the location** of these documents **is stating the physical location within the application package**.

Example

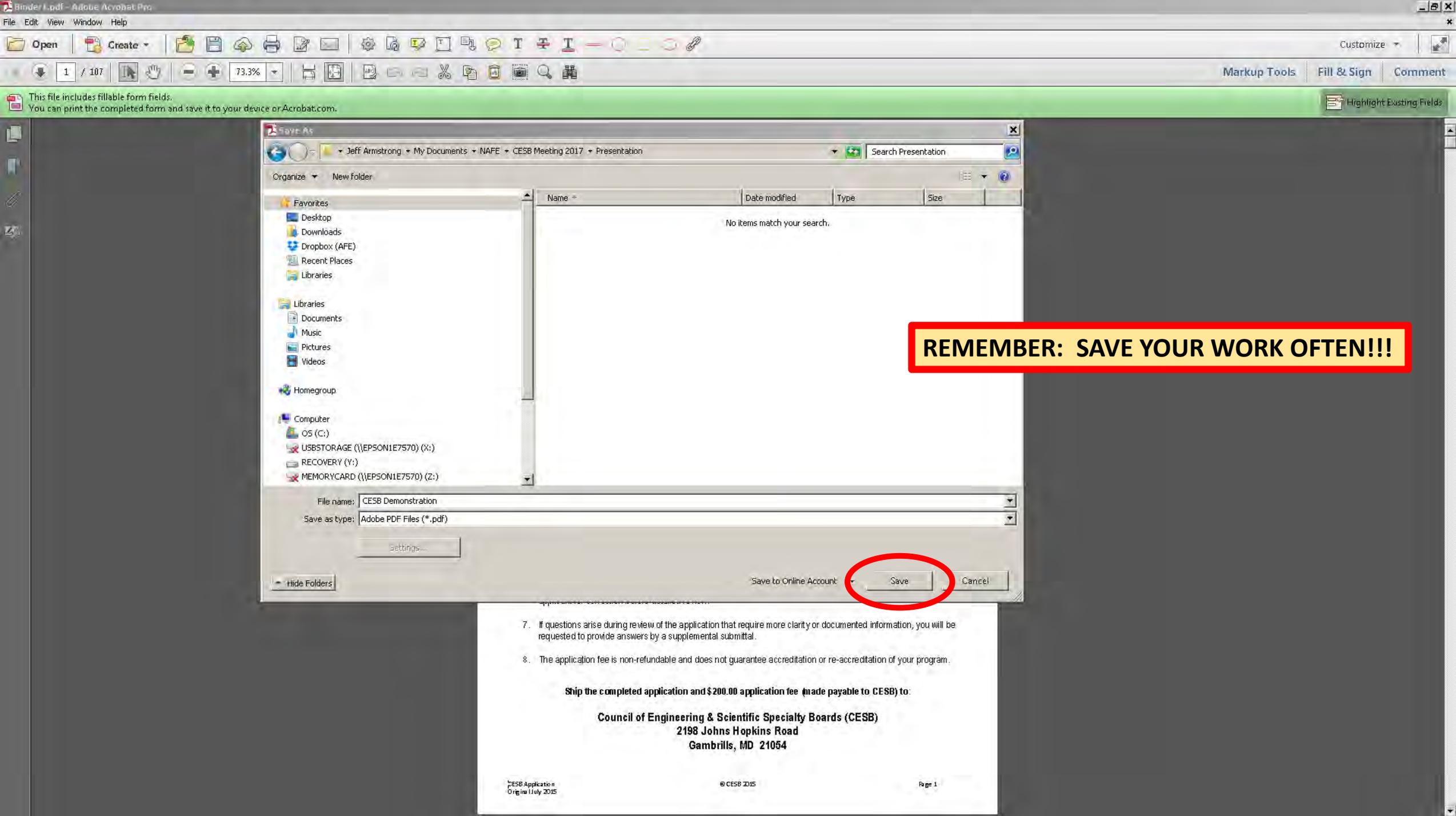
Supporting Document(s) Name: Constitution & Bylaws, Article I, Section 5 (www.mycd.org/legal/koec) Examination Results Policy 3.1.10	Physical Location in application package: Tab A, Page 4, paragraph 3 Governance Folder, Application file, page 3
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4. **Submit your application for accreditation** with suitable responses in the spaces provided for each section and attach a separate sheet for any response exceeding the allotted space, with the section noted in the header. If you cannot use the editable PDF form onscreen, please contact the CESB office at wanderson@cesb.org or (443) 594-5455. **NOTE: When submitting an application for Re-Accreditation, it must be submitted 120 days prior to the accreditation expiration date or no later than October 31.**
5. If you were subject to a corrective action requirement in the CESB Accreditation Action Report for the subject program during your last accreditation or re-accreditation, **you must to submit a copy of that Report with the completed application.**
6. It is the applicant's responsibility to ensure the application is accurate and complete. If the application contains errors or has incomplete responses or does not include mandatory documentation, it will be returned to the applicant for correction before detailed review.
7. If questions arise during review of the application that require more clarity or documented information, you will be requested to provide answers by a supplemental submittal.
- ❖ The application fee is non-refundable and does not guarantee accreditation or re-accreditation of your program.

Ship the completed application and \$200.00 application fee (made payable to CESB) to:

Council of Engineering & Scientific Specialty Boards (CESB)
2198 Johns Hopkins Road
Gambrills, MD 21054

Save the Combined File



Save As

Jeff Armstrong > My Documents > NAFE > CESB Meeting 2017 > Presentation

Organize New folder

Search Presentation

Name	Date modified	Type	Size
No items match your search.			

File name: CESB Demonstration

Save as type: Adobe PDF Files (*.pdf)

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7. If questions arise during review of the application that require more clarity or documented information, you will be requested to provide answers by a supplemental submittal.

8. The application fee is non-refundable and does not guarantee accreditation or re-accreditation of your program.

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2198 Johns Hopkins Road
Gambrills, MD 21054

CESB Application Original July 2015 © CESB 2015 Page 1

Insert Hyperlinks in the Application to
Navigate to the Supporting Documentation

Document is Now
107 Pages



Application for Certification Program Accreditation

Application Completion Instructions & Checklist

1. Use one complete application form for **EACH** certification program for which accreditation is sought; a \$200 application fee is required for each application.
 2. Submit your application in electronic form on a flash drive, plus one bound hard copy and the application fee to the address below.
 3. Provide all **mandatory documentation with identified tabs, folder or file names, or electronic bookmarks** when submitting the completed application to verify and support your response(s) to the application questions or adherence to CESB mandatory guidelines. When prompted, you must document your adherence to CESB Guidelines by listing the document or policy **name** and **location in the shaded spaces**.
 - a. **Referencing the documentation** to support your response(s) **is stating the name of the policy, procedure or legal document**. You may also include a link to your website, if you believe it will be helpful to the accreditation application evaluators.
 - b. **Referencing the location** of these documents **is stating the physical location within the application package**.
- | | |
|---|--|
| Supporting Document(s) Name:
Constitution & Bylaws, Article I, Section 5 (www.mycorpt.org/legaldocs)
Examination Results Policy & 1.10 | Physical Location in application package:
Tab A, Page 4, paragraph 3
Governance Folder, Application file, page 3 |
|---|--|
4. **Submit your application for accreditation** with suitable responses in the spaces provided for each section and attach a separate sheet for any response exceeding the allotted space, with the section noted in the header. If you cannot use the editable PDF form onscreen, please contact the CESB office at wanderson@cesb.org or (443) 994-5455. **NOTE: When submitting an application for Re-Accreditation, it must be submitted 120 days prior to the accreditation expiration date or no later than October 31.**
 5. If you were subject to a corrective action requirement in the CESB Accreditation Action Report for the subject program during your last accreditation or re-accreditation, **you must submit a copy of that Report with the completed application.**
 6. It is the applicant's responsibility to ensure the application is accurate and complete. If the application contains errors or has incomplete responses or does not include mandatory documentation, it will be returned to the applicant for correction before detailed review.
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Ship the completed application and \$200.00 application fee (made payable to CESB) to:

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2198 Johns Hopkins Road
Gambrills, MD 21054

Click to Expand View
To Width of Page

This application is for:	<input type="checkbox"/> Initial Accreditation	<input checked="" type="checkbox"/> Re-accreditation
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GENERAL INFORMATION

1. Certifying body making application:

Please list the Organization Name, Address, Phone, Fax and Website address

National Academy of Forensic Engineers (NAFE) 1420 King Street Alexandria, VA 22314-2794 ph: 703-684-2845, fax: 703-836-4875 website: nafe.org
--

Person to contact (Name & Title): Arthur E. Schwartz, Esquire, CAE, Executive Director

2. Name of program for which accreditation sought: Forensic Engineering

3. Certification Title/Designation Granted: Diplomat Forensic Engineer

Category of certification (select one):

PROFESSIONAL ENGINEER CATEGORY
By selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.

- ✓ CEB requires candidates for certification to be licensed as Professional Engineer by the faculty constituted licensure board of any state or jurisdiction of the United States or the equivalent licensure from another country as determined by the Certifying Body.
- ✓ CEB requires candidates for certification to have at least six (6) years of experience in engineering following the baccalaureate degree or have at least two (2) years of experience in engineering following licensure, acceptable to the Certifying Body.

Supporting Document(s) Name: NAFE Bylaws Article III, Section 1.(a) and (b), page 6 of the NAFE Aol & Bylaws.	Physical Location in application package: (NEED ELECTRONIC LINK)
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GRADUATE ENGINEER CATEGORY
By selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.

- ✓ CEB requires candidates for certification to hold an EAC / ABET accredited degree (or equivalent).
- ✓ CEB requires candidates for certification to possess a minimum of four years of practical, responsible experience in the specialty certified that is acceptable to the Certifying Body.

Supporting Document(s) Name:	Physical Location in application package:
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ENGINEERING RELATED CATEGORY
By selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.

- ✓ CEB requires candidates for certification to hold a baccalaureate degree (accredited by an accrediting body recognized by the Council on Postsecondary Accreditation) in a field related to engineering (or equivalent).
- ✓ CEB requires candidates for certification to possess a minimum of four years of practical, responsible experience in the specialty area acceptable to the Certifying Body.

Supporting Document(s) Name:	Physical Location in application package:
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ENGINEERING TECHNICIAN CATEGORY
By selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.

- ✓ We require candidates for certification to have demonstrated a level of knowledge equivalent to that associated with an accredited engineering technology associate degree.
- ✓ We require candidates for certification to possess a minimum of two years of relevant work experience acceptable to the Certifying Body.

Supporting Document(s) Name:	Physical Location in application package:
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Person to contact (Name & Title): Arthur E. Schwartz, Esquire, CAE, Executive Director

2. Name of program for which accreditation sought: Forensic Engineering

3. Certification Title/Designation Granted: Diplomate Forensic Engineer

Category of certification (select one):

PROFESSIONAL ENGINEER CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

- ✓ CESB requires candidates for certification to be licensed as Professional Engineer by the lawfully constituted licensure board of any state or jurisdiction of the United States or the equivalent licensure from another country as determined by the Certifying Body.
- ✓ CESB requires candidates for certification to have at least six (6) years of experience in engineering following the baccalaureate degree or have at least two (2) years of experience in engineering following licensure, acceptable to the Certifying Body.

Supporting Document(s) Name: NAFE Bylaws Article III, Section 1.(a) and (b), page 6 of the NAFE Aol & Bylaws.	Physical Location in application package: (NEED ELECTRONIC LINK)
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GRADUATE ENGINEER CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

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- ✓ CESB requires candidates for certification to possess a minimum of four years of practical, responsible experience in the specialty certified that is acceptable to the Certifying Body.

Supporting Document(s) Name:	Physical Location in application package:
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ENGINEERING RELATED CATEGORY

Person to contact (Name & Title): Arthur E. Schwartz, Esquire, CAE, Executive Director

2. Name of program for which accreditation sought: Forensic Engineering

3. Certification Title/Designation Granted: Diplomate Forensic Engineer

Category of certification (select one):

PROFESSIONAL ENGINEER CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance)

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- ✓ CESB requires candidates for certification to have at least six (6) years of experience in engineering following the baccalaureate degree or have at least two (2) years of experience in engineering following licensure, acceptable to the Certifying Body.

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Supporting Document(s) Name:

NAFE Bylaws Article III, Section 1.(a) and (b), page 6 of the NAFE Aol & Bylaws.

Physical Location in application package:

(NEED ELECTRONIC LINK)

GRADUATE ENGINEER CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

- ✓ CESB requires candidates for certification to hold an EAC / ABET accredited degree (or equivalent).
- ✓ CESB requires candidates for certification to possess a minimum of four years of practical, responsible experience in the specialty certified that is acceptable to the Certifying Body.

Supporting Document(s) Name:

Physical Location in application package:

ENGINEERING RELATED CATEGORY

ARTICLE III
MEMBERSHIP

Section 1. Admission to Membership

Candidates for admission to the Academy shall be reviewed by the Admissions Committee, and if found to meet the minimum qualifications, shall be admitted as a Member or Senior Member of the Academy (both of these membership grades being Board Certified Diplomate Forensic Engineers), or as an Associate Member (not Board Certified).

Upon attainment of the minimum qualifications, Associate Members may be elevated to Member, Members may be elevated to Senior Member, and Senior Members may be elevated to Fellow (see Article X, Section 2). The minimum qualifications to be met by new candidates and renewing members shall be set by the Board of Directors (hereinafter referred to as the "Board") and shall include at least the following:

(a) Members and Senior Members (Board Certified Diplomates)

- (1) Current Professional Engineering registration. Candidates shall provide validation satisfactory to the Admissions Committee. After acceptance into membership, a validation shall be supplied each year to the Treasurer incidental to membership renewal which demonstrates continuance of registration.
- (2) Current membership in the National Society of Professional Engineers and also in a national or international engineering technical society satisfactory to and in a grade acceptable to the Admissions Committee.
- (3) Total experience in engineering practice for Members of five years, and for Senior Members of twelve years.
- (4) Total experience in the practice of forensic engineering for Members of two years, and for Senior Members of five years.
- (5) Total experience in case preparation as a forensic engineer for Members of two cases, and for Senior Members of ten cases.
- (6) Total experience in court actually testifying and being cross examined as an engineering expert for Members of at least two cases, and for Senior Members of at least five cases. The Admissions Committee may at its discretion consider testimony under oath in arbitration, deposition, or administrative proceedings for credit toward fulfillment of this qualification requirement.
- (7) Recommendations indicating experience and qualifications satisfactory to the Admissions Committee for Members from two forensic professionals, and for Senior Members from three forensic professionals. Such forensic professionals may include lawyers, certified general adjusters, judges, claims managers, and members of the Academy in the same or a higher grade than that being applied for by the candidate. References must have firsthand knowledge of the forensic engineering practice and qualifications of the candidates.

Referenced Document is on Page 21

ARTICLE III MEMBERSHIP

Section 1. Admission to Membership

Candidates for admission to the Academy shall be reviewed by the Admissions Committee, and if found to meet the minimum qualifications, shall be admitted as a Member or Senior Member of the Academy (both of these membership grades being Board Certified Diplomate Forensic Engineers), or as an Associate Member (not Board Certified).

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(a) Members and Senior Members (Board Certified Diplomates)

- (1) Current Professional Engineering registration. Candidates shall provide validation satisfactory to the Admissions Committee. After acceptance into membership, a validation shall be supplied each year to the Treasurer incidental to membership renewal which demonstrates continuance of registration.
- (2) Current membership in the National Society of Professional Engineers and also in a national or international engineering technical society satisfactory to and in a grade acceptable to the Admissions Committee.
- (3) Total experience in engineering practice for Members of five years, and for Senior Members of twelve years.
- (4) Total experience in the practice of forensic engineering for Members of two years, and for Senior Members of five years.
- (5) Total experience in case preparation as a forensic engineer for Members of two cases, and for Senior Members of ten cases.
- (6) Total experience in court actually testifying and being cross examined as an engineering expert for Members of at least two cases, and for Senior Members of at least five cases. The Admissions Committee may at its discretion consider testimony under oath in arbitration, deposition, or administrative proceedings for credit toward fulfillment of this qualification requirement.
- (7) Recommendations indicating experience and qualifications satisfactory to the Admissions Committee for Members from two forensic professionals, and for Senior Members from three forensic professionals. Such forensic professionals may include lawyers, certified general adjusters, judges, claims managers, and members of the Academy in the same or a higher grade than that being applied for by the candidate. References must have firsthand knowledge of the forensic engineering practice and qualifications of the candidates.

Person to contact (Name & Title): Arthur E. Schwartz, Esquire, CAE, Executive Director

2. Name of program for which accreditation sought: Forensic Engineering

3. Certification Title/Designation Granted: Diplomate Forensic Engineer

Category of certification (select one):

PROFESSIONAL ENGINEER CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

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Supporting Document(s) Name:
NAFE Bylaws Article III, Section 1.(a) and (b), page 6 of the NAFE Aol & Bylaws.

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GRADUATE ENGINEER CATEGORY

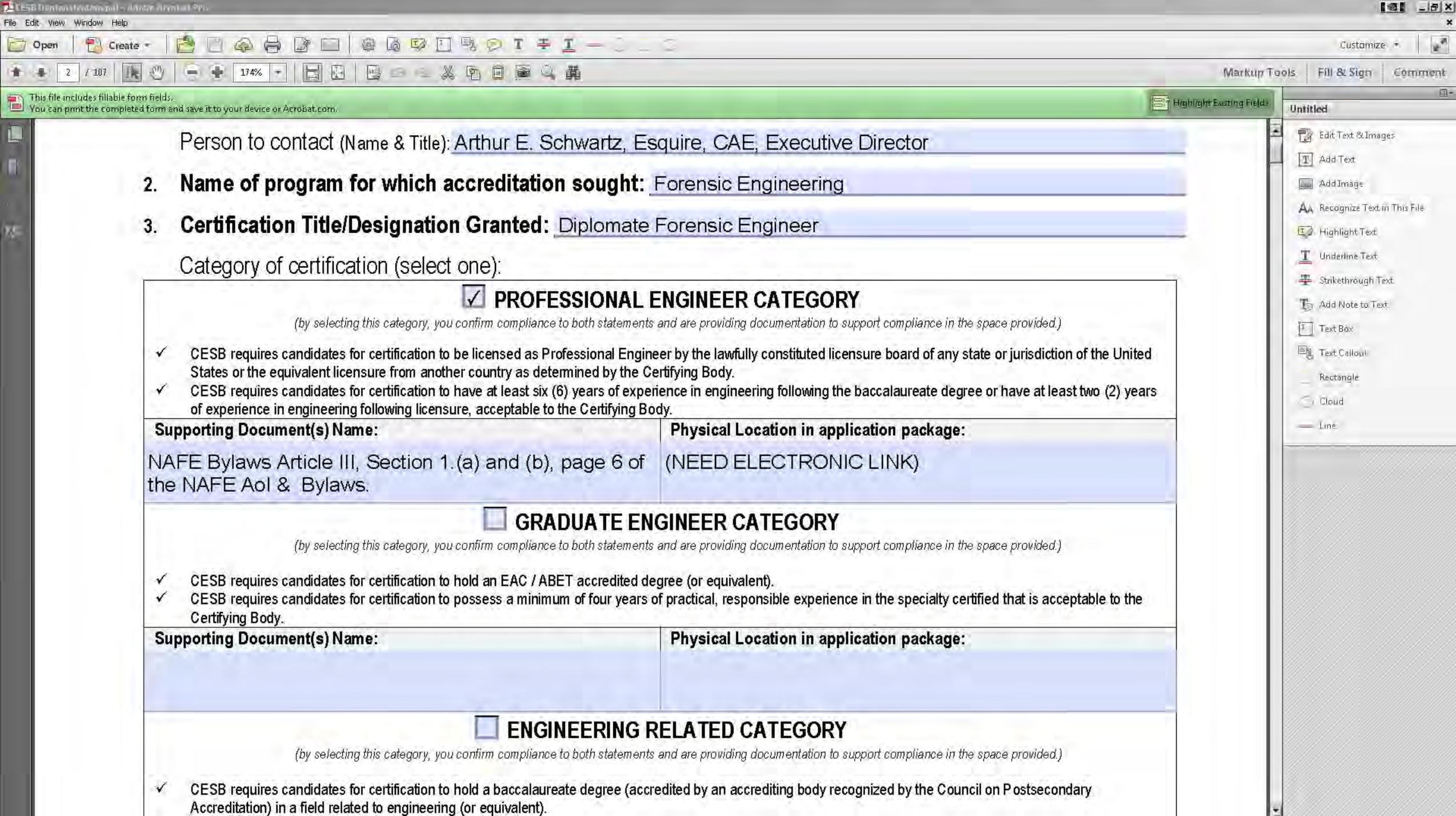
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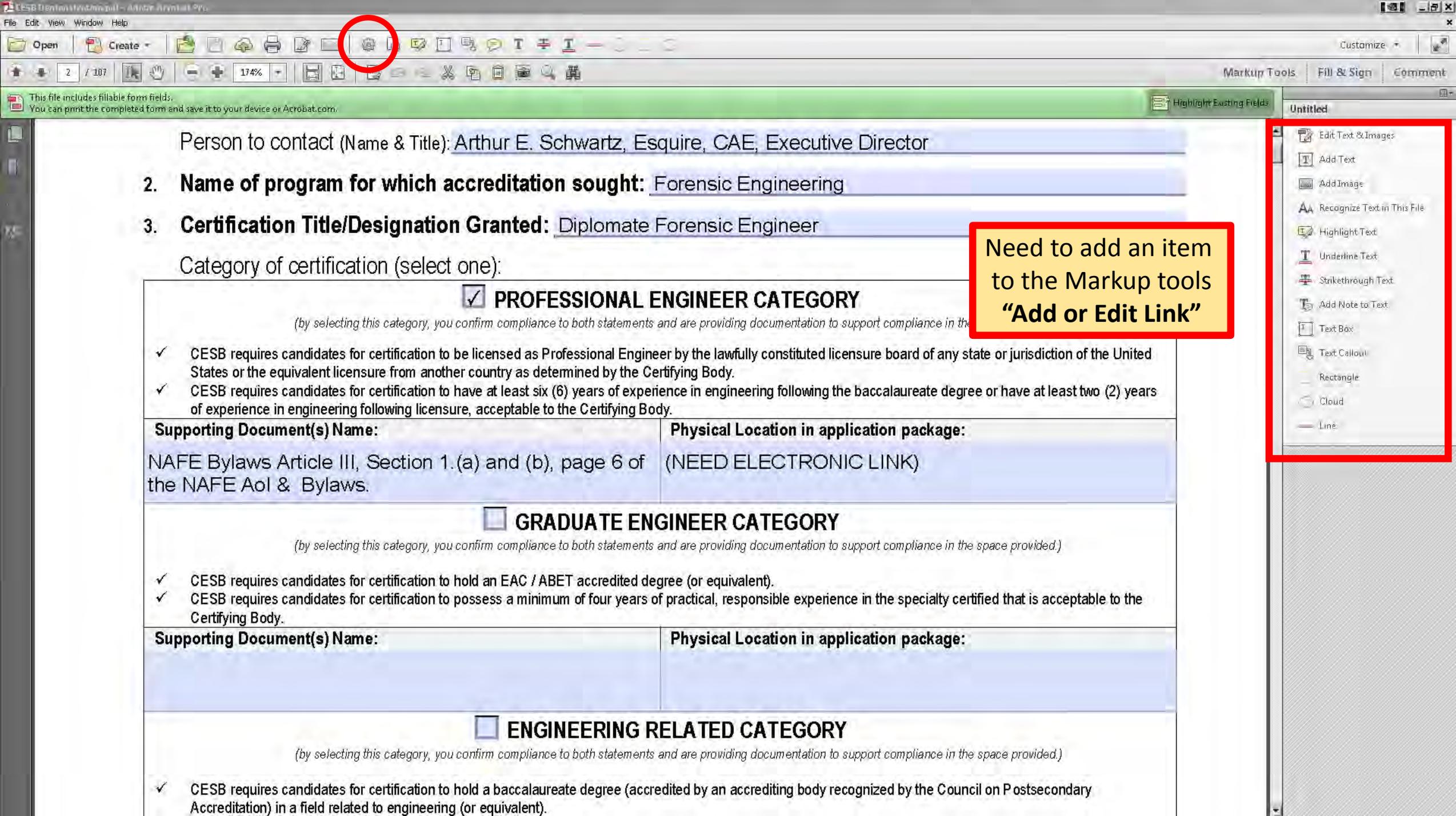
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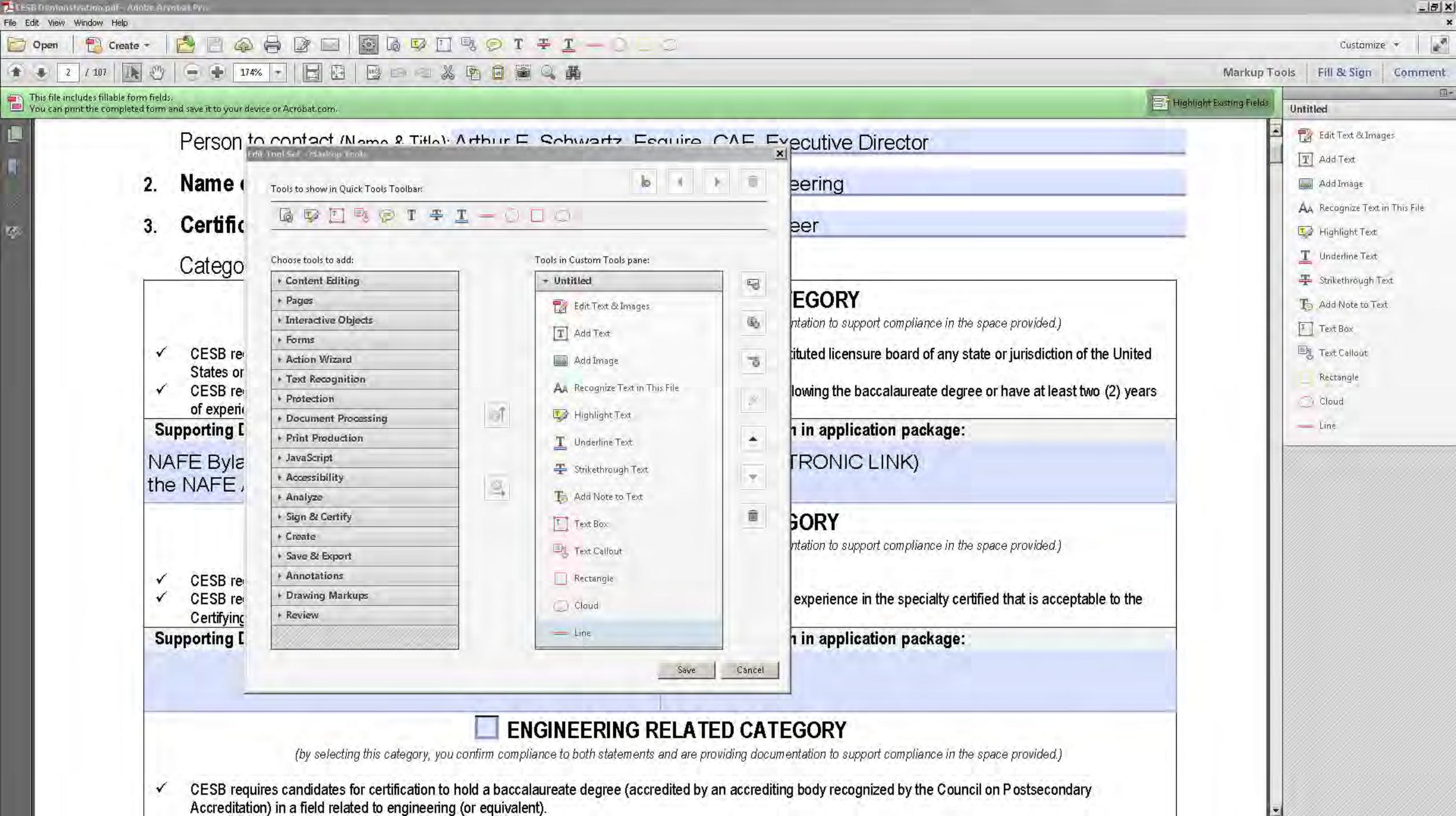
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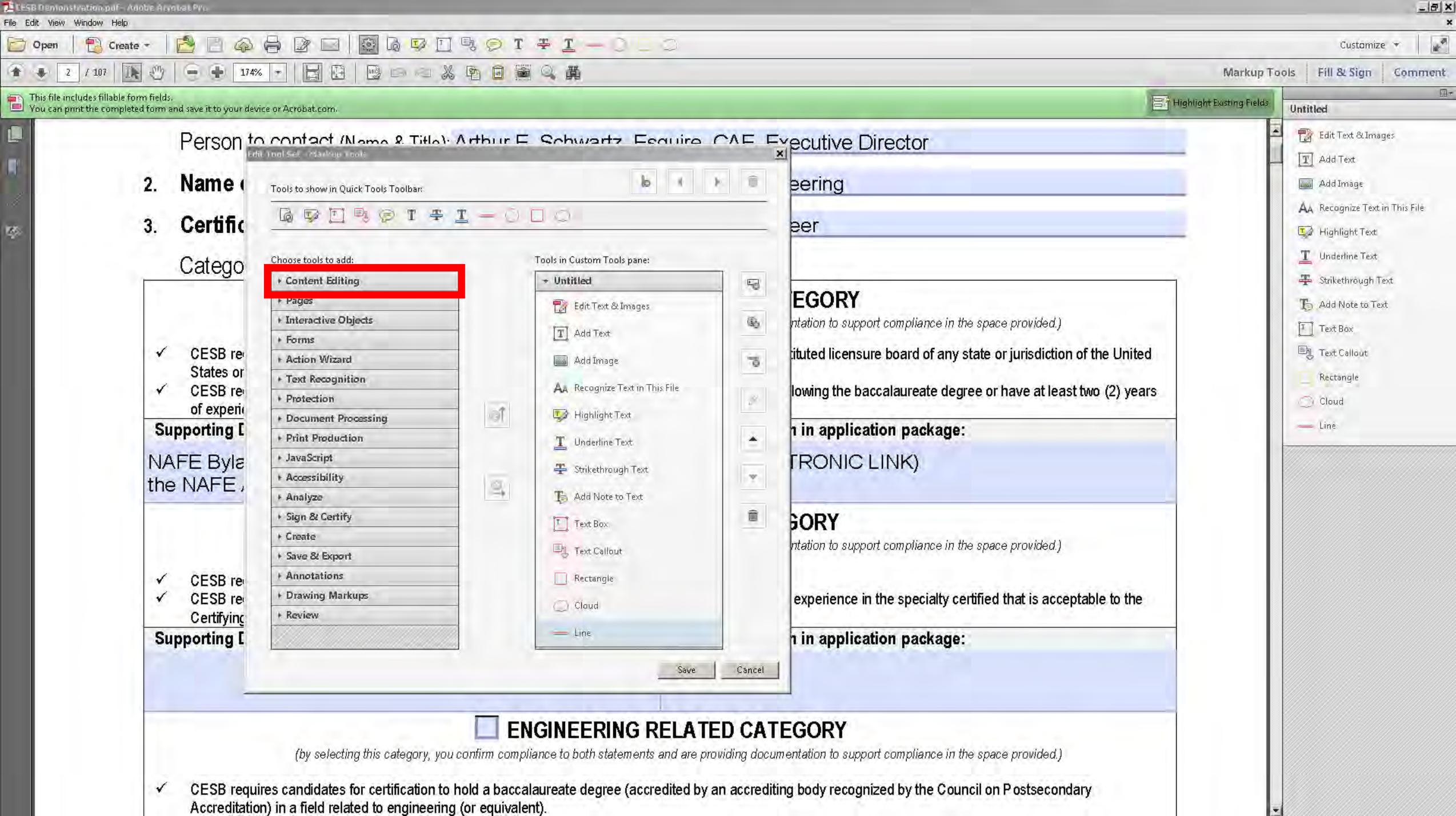
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- Edit Text & Images
- Add Text
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- Recognize Text in This File
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Person to contact (Name & Title): Arthur E. Schwartz, Esquire, CAE, Executive Director

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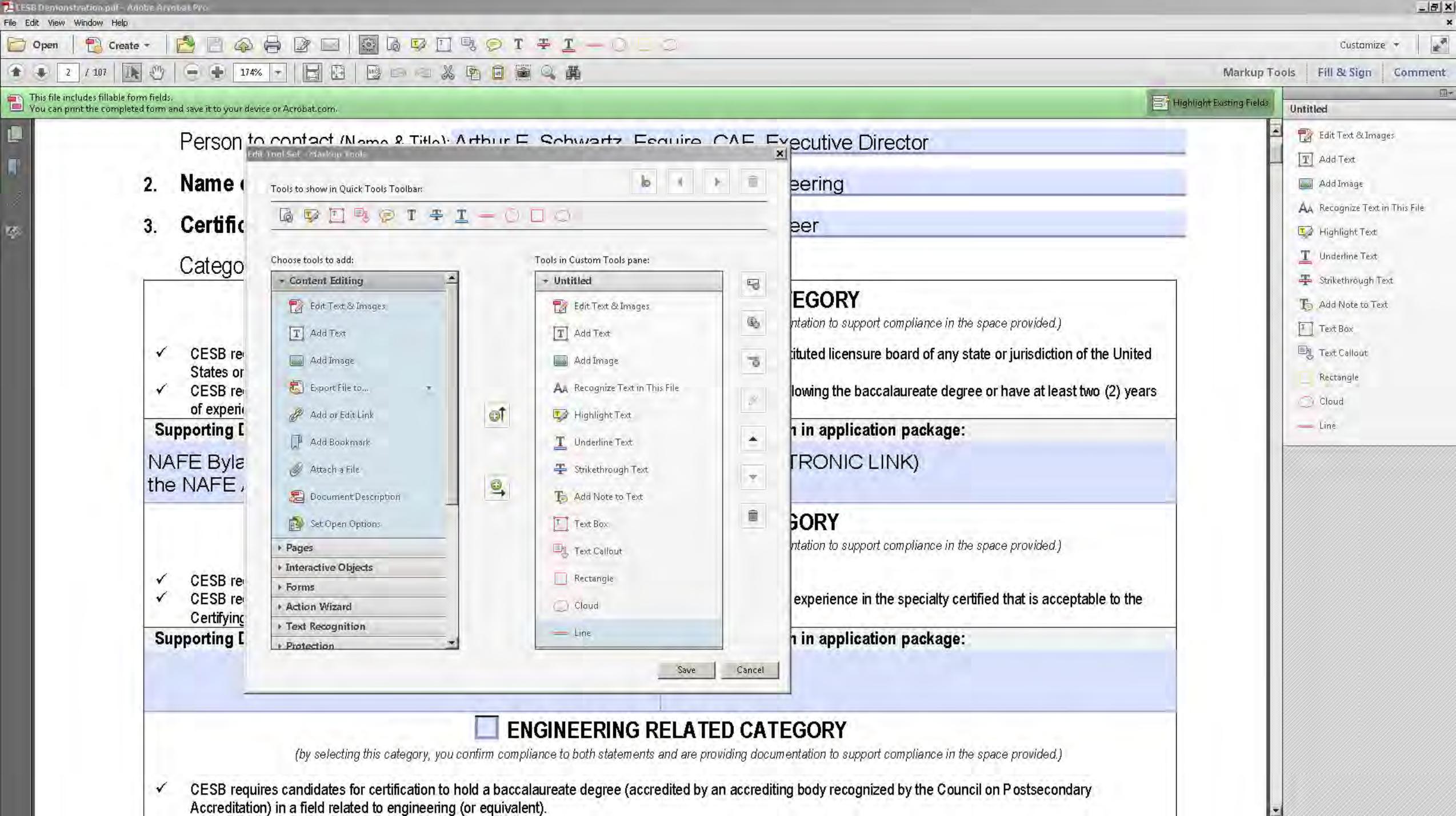
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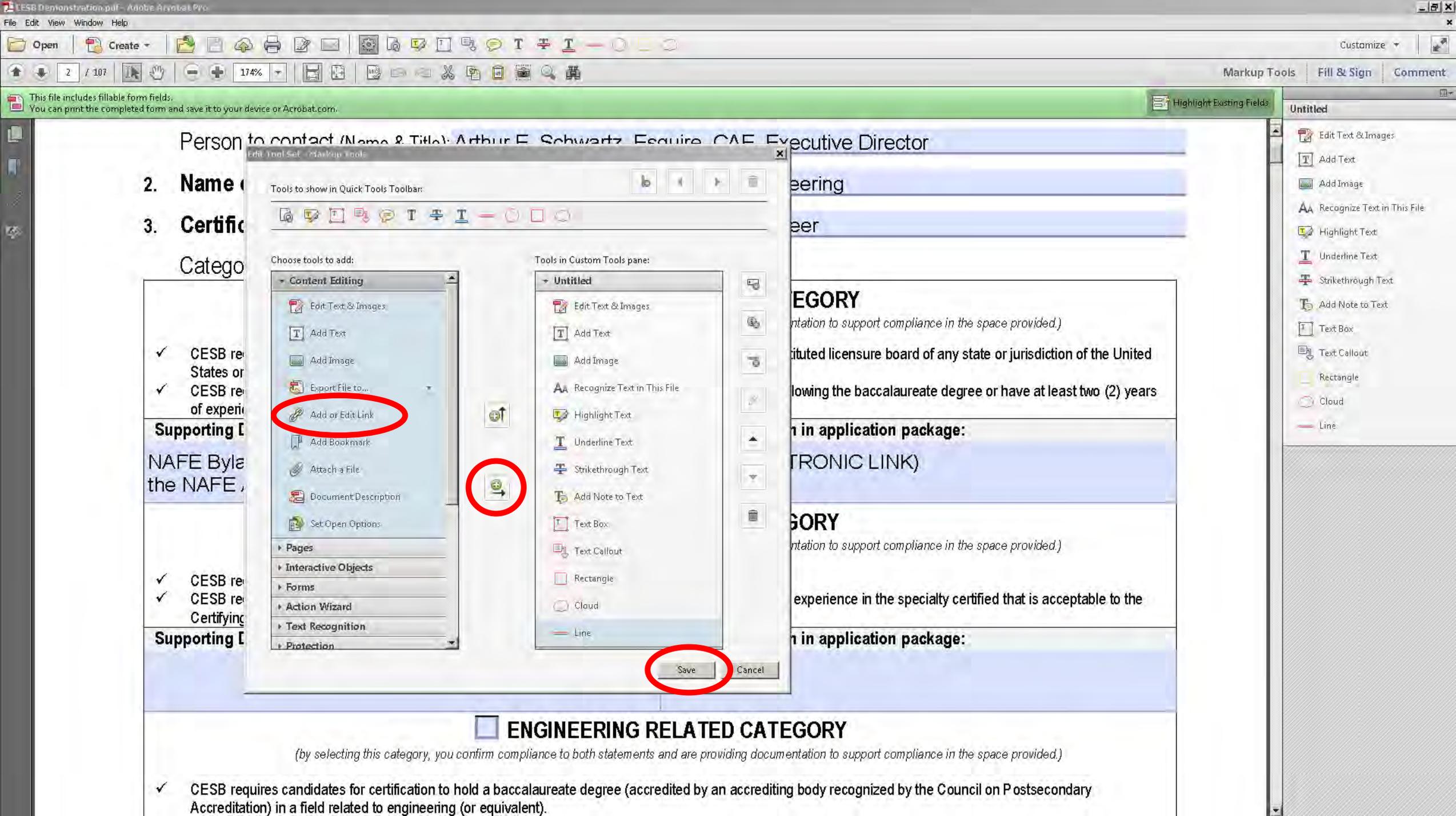
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Tools to show in Quick Tools Toolbar:

Choose tools to add:

- Content Editing
 - Edit Text & Images
 - Add Text
 - Add Image
 - Export File to...
 - Add or Edit Link**
 - Add Bookmark
 - Attach a File
 - Document Description
 - Set Open Options
- Pages
- Interactive Objects
- Forms
- Action Wizard
- Text Recognition
- Protection

Tools in Custom Tools pane:

- Untitled
 - Edit Text & Images
 - Add Text
 - Add Image
 - Recognize Text in This File
 - Highlight Text
 - Underline Text
 - Strikethrough Text
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Save Cancel

Person to contact (Name & Title): Arthur E. Schwartz, Esquire, CAE, Executive Director

2. Name of the certifying body

3. Certification Category

Supporting Information

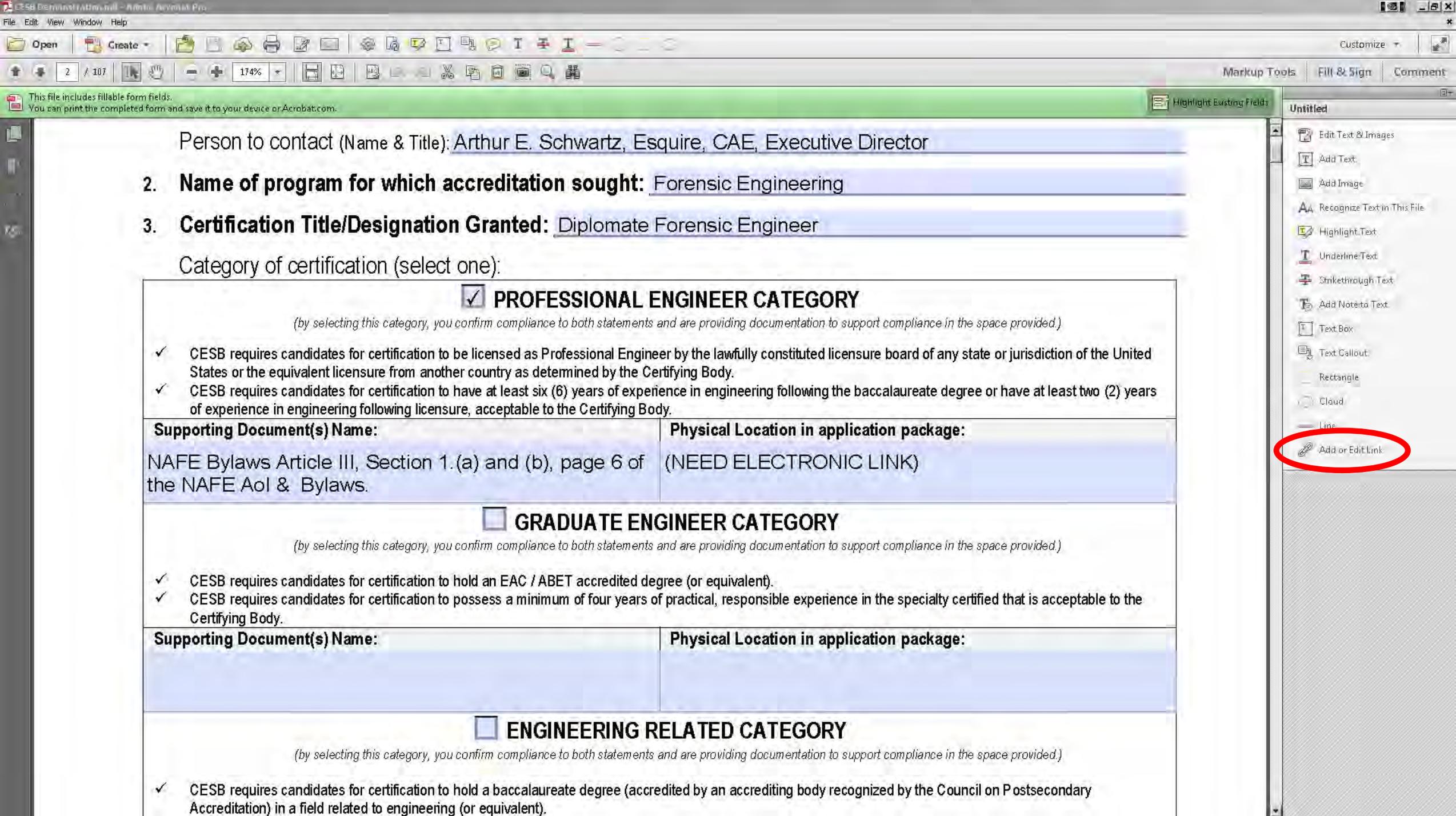
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Person to contact (Name & Title): Arthur E. Schwartz, Esquire, CAE, Executive Director

2. **Name of program for which accreditation sought:** Forensic Engineering

3. **Certification Title/Designation Granted:** Diplomate Forensic Engineer

Category of certification (select one):

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Supporting Document(s) Name:

Physical Location in application package:

NAFE Bylaws Article III, Section 1.(a) and (b), page 6 of the NAFE Aol & Bylaws.

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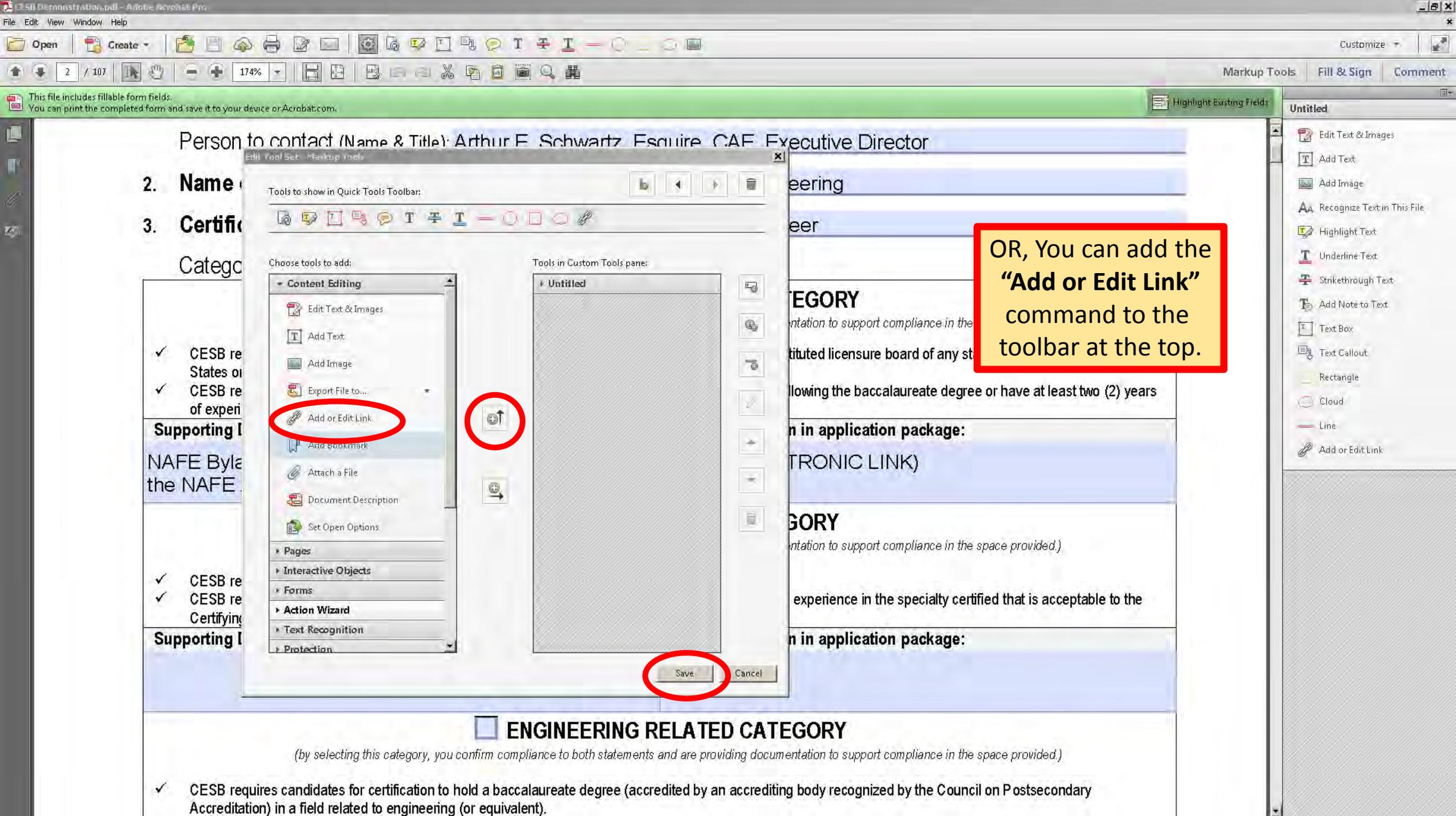
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Person to contact (Name & Title): Arthur F. Schwartz Esquire, CAF, Executive Director

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- Forms
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Tools in Custom Tools pane:

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OR, You can add the "Add or Edit Link" command to the toolbar at the top.

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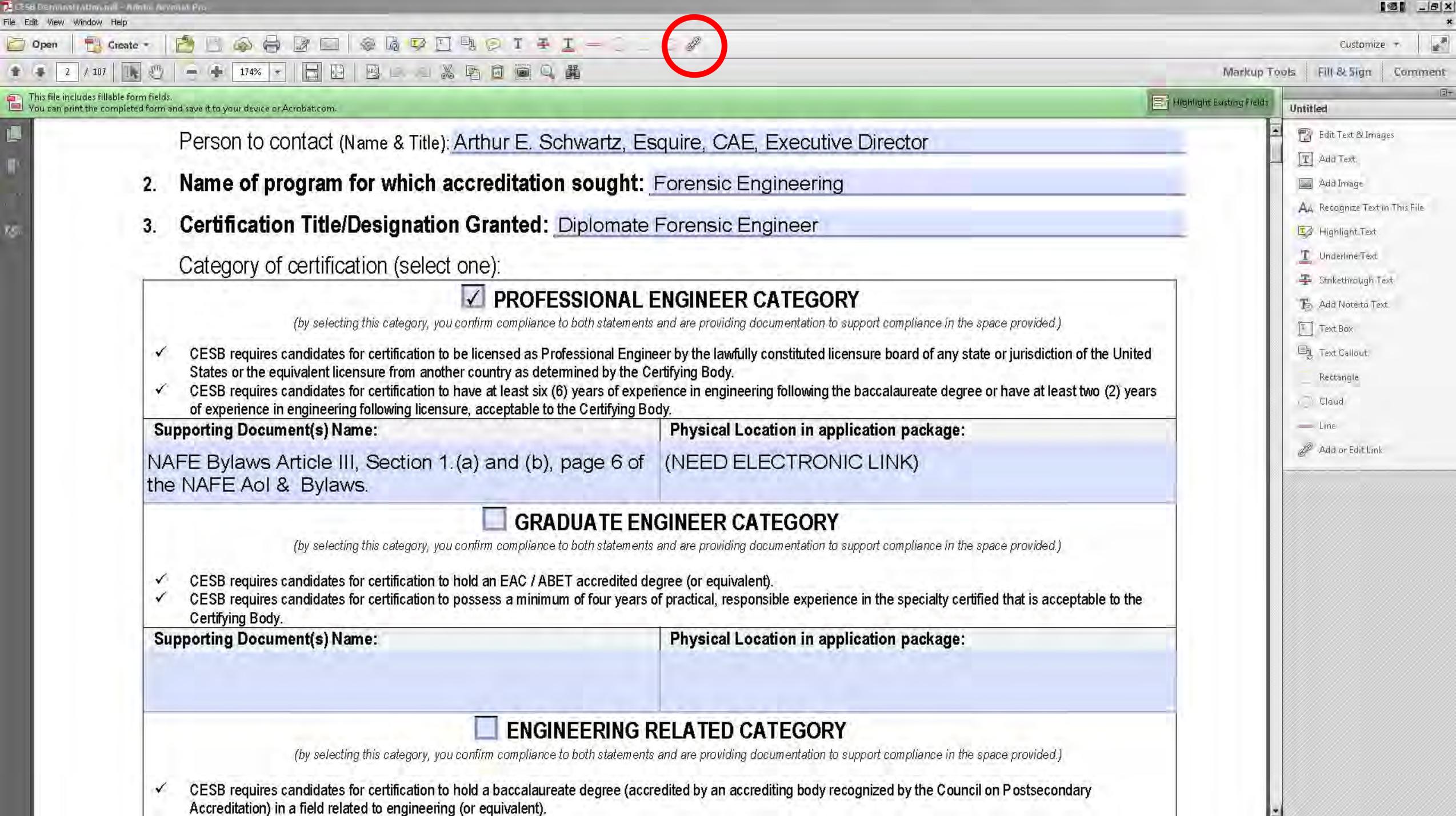
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Person to contact (Name & Title): Arthur E. Schwartz, Esquire, CAE, Executive Director

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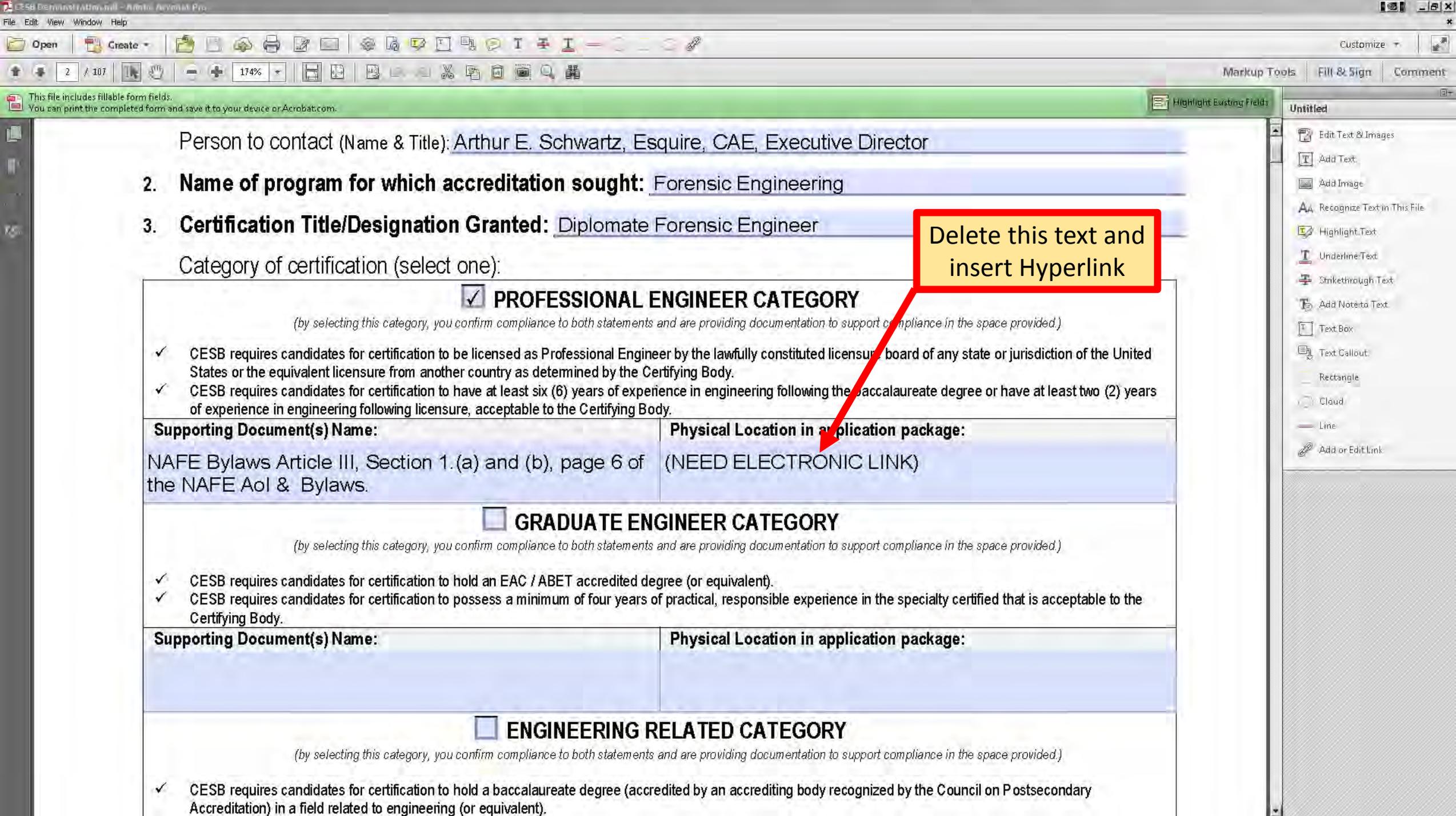
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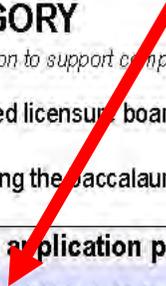
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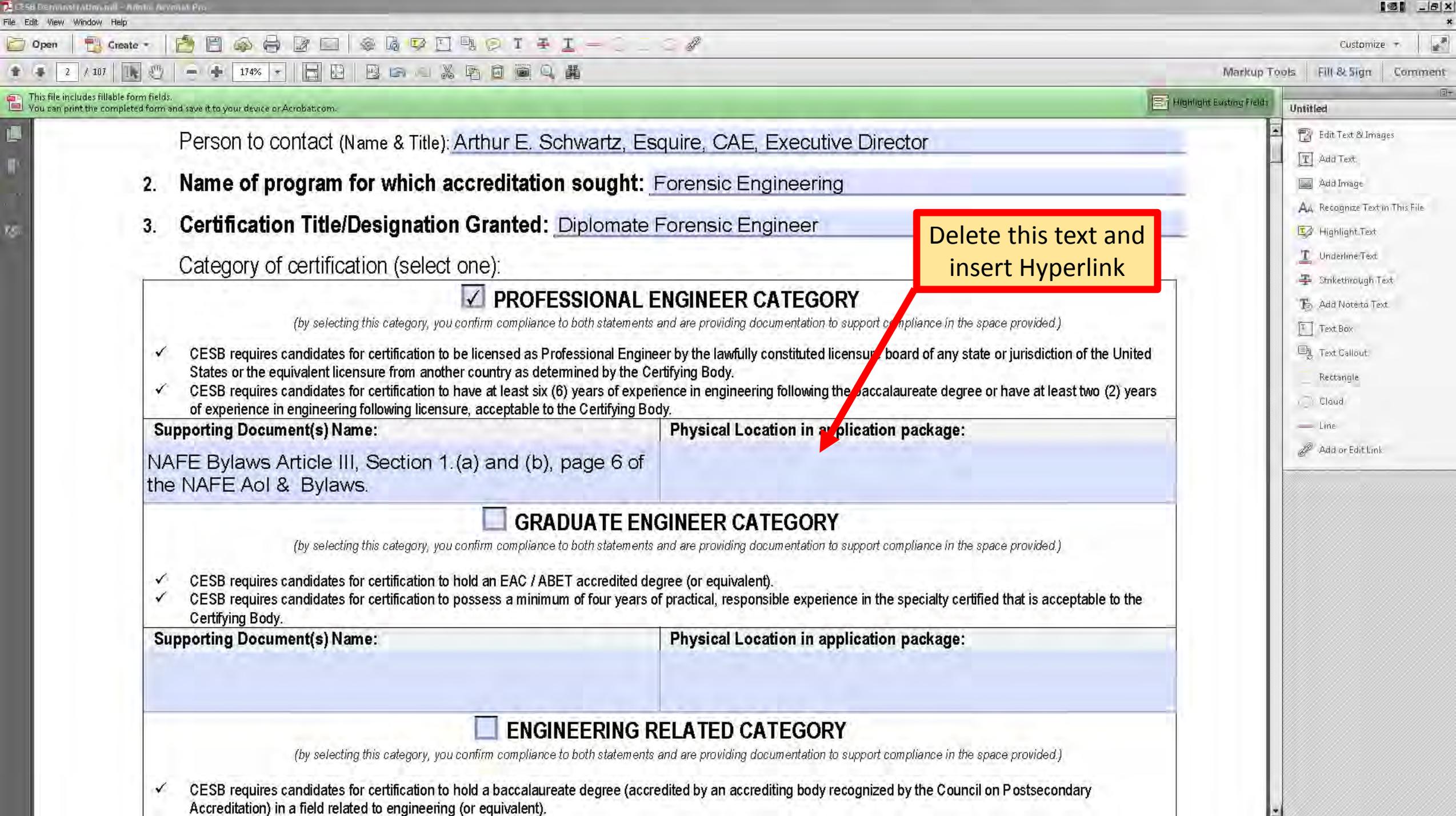
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Delete this text and insert Hyperlink





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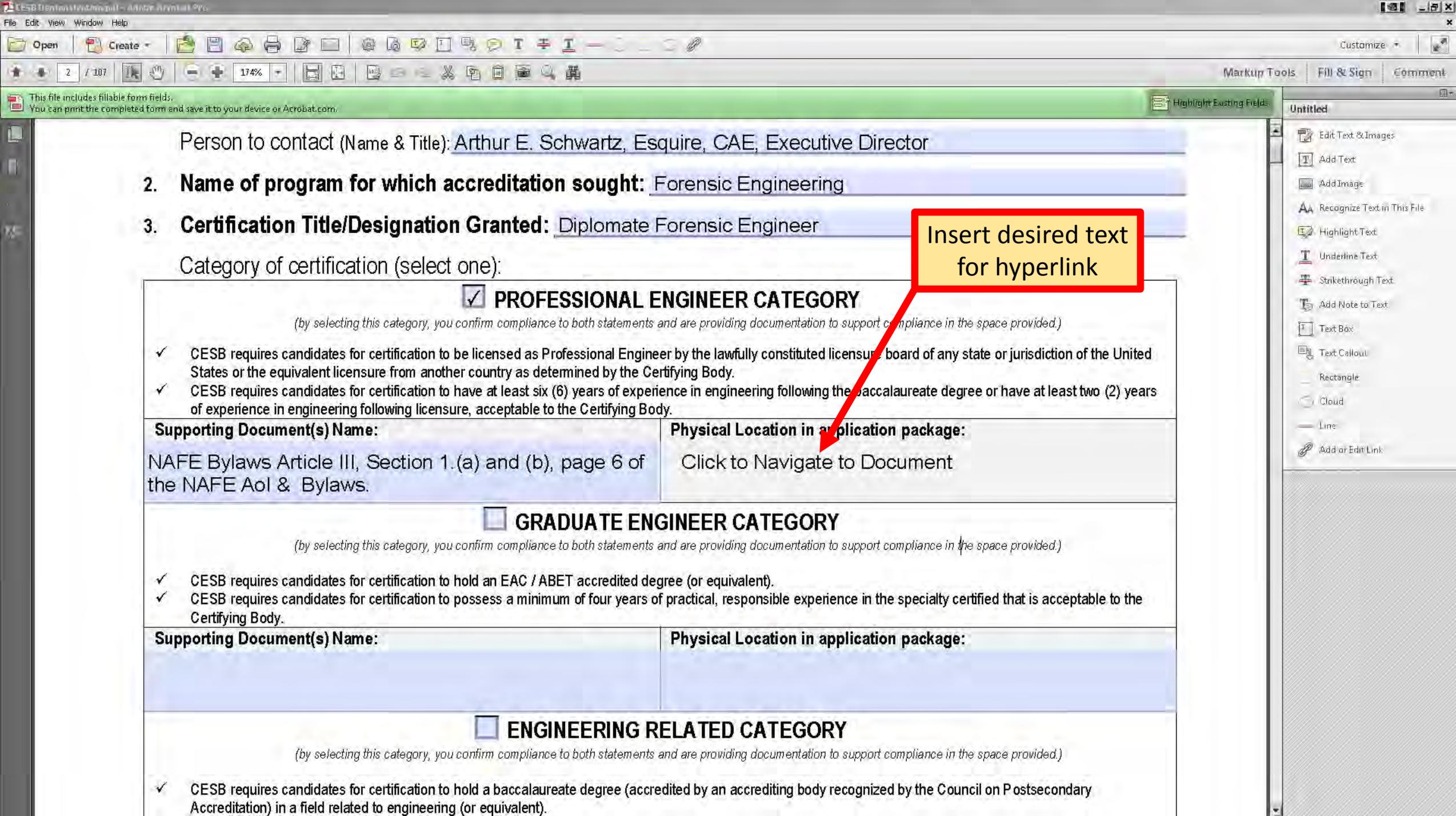
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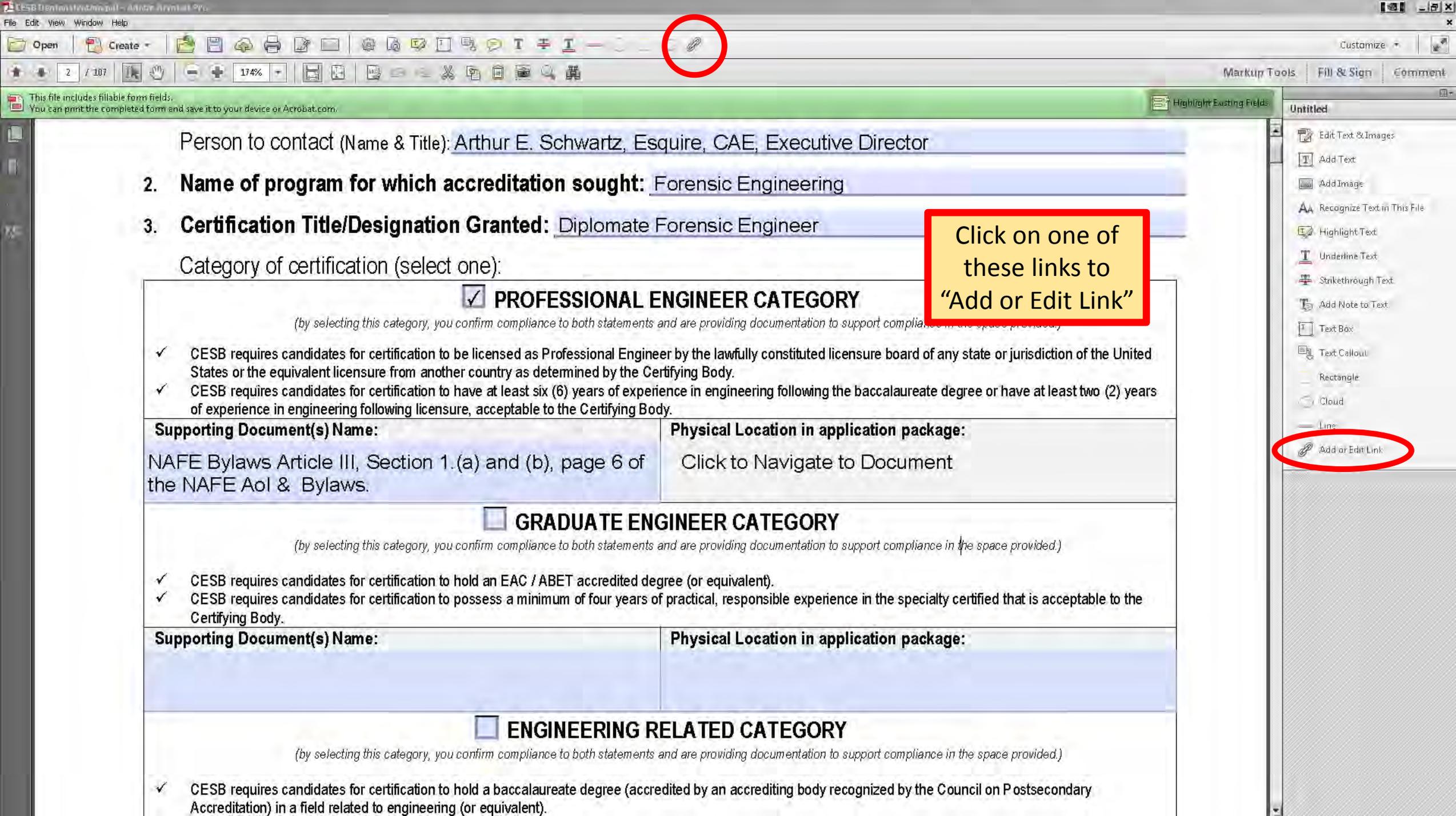
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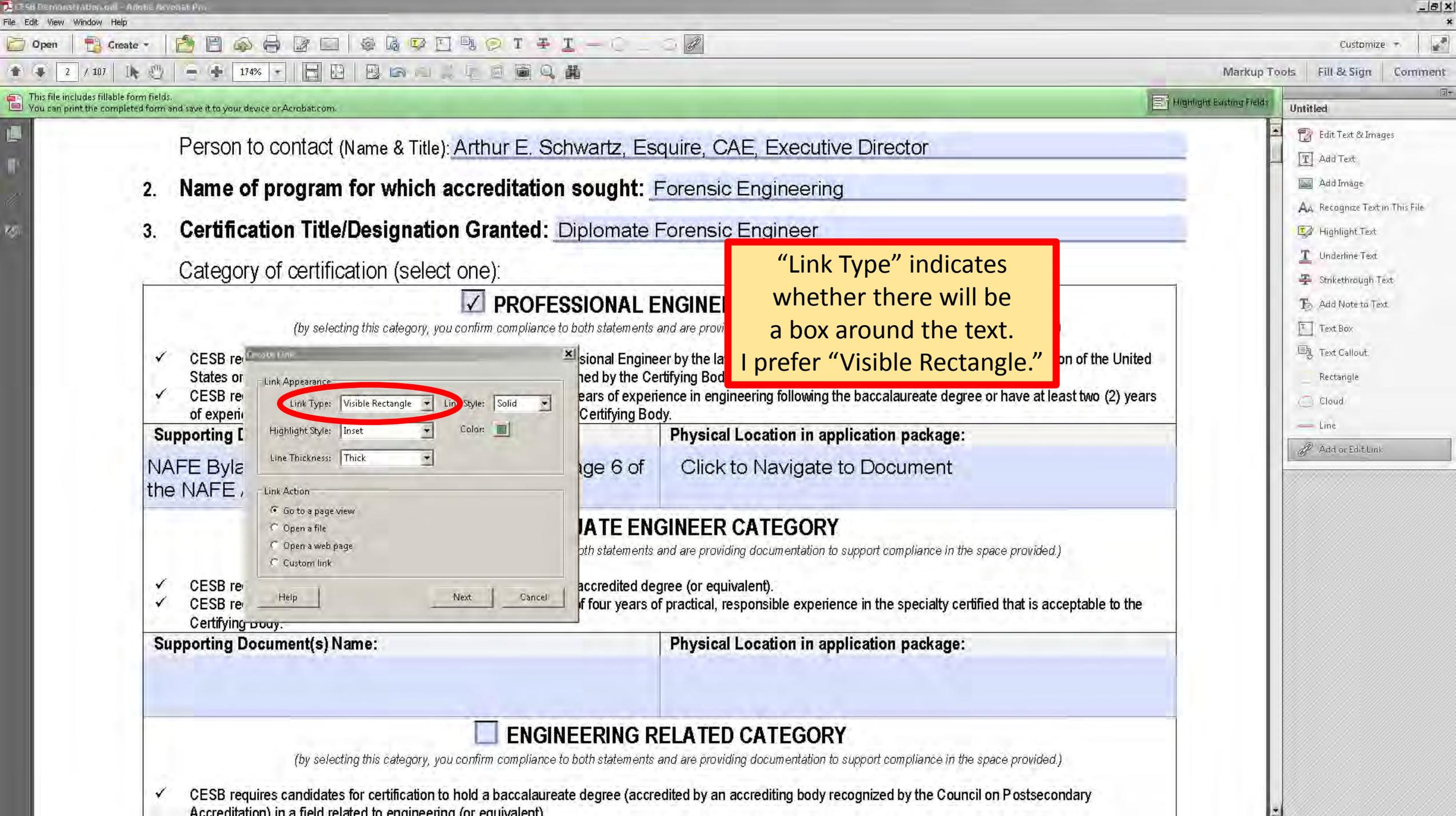
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Click on one of these links to "Add or Edit Link"

 Add or Edit Link



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Create Link

Link Appearance

Link Type: **Visible Rectangle** | Link Style: Solid

Highlight Style: Inset | Color: [Green Box]

Line Thickness: Thick

Link Action

Go to a page view

Open a file

Open a web page

Custom link

Help | Next | Cancel

“Link Type” indicates whether there will be a box around the text. I prefer “Visible Rectangle.”

Physical Location in application package:

Page 6 of | Click to Navigate to Document

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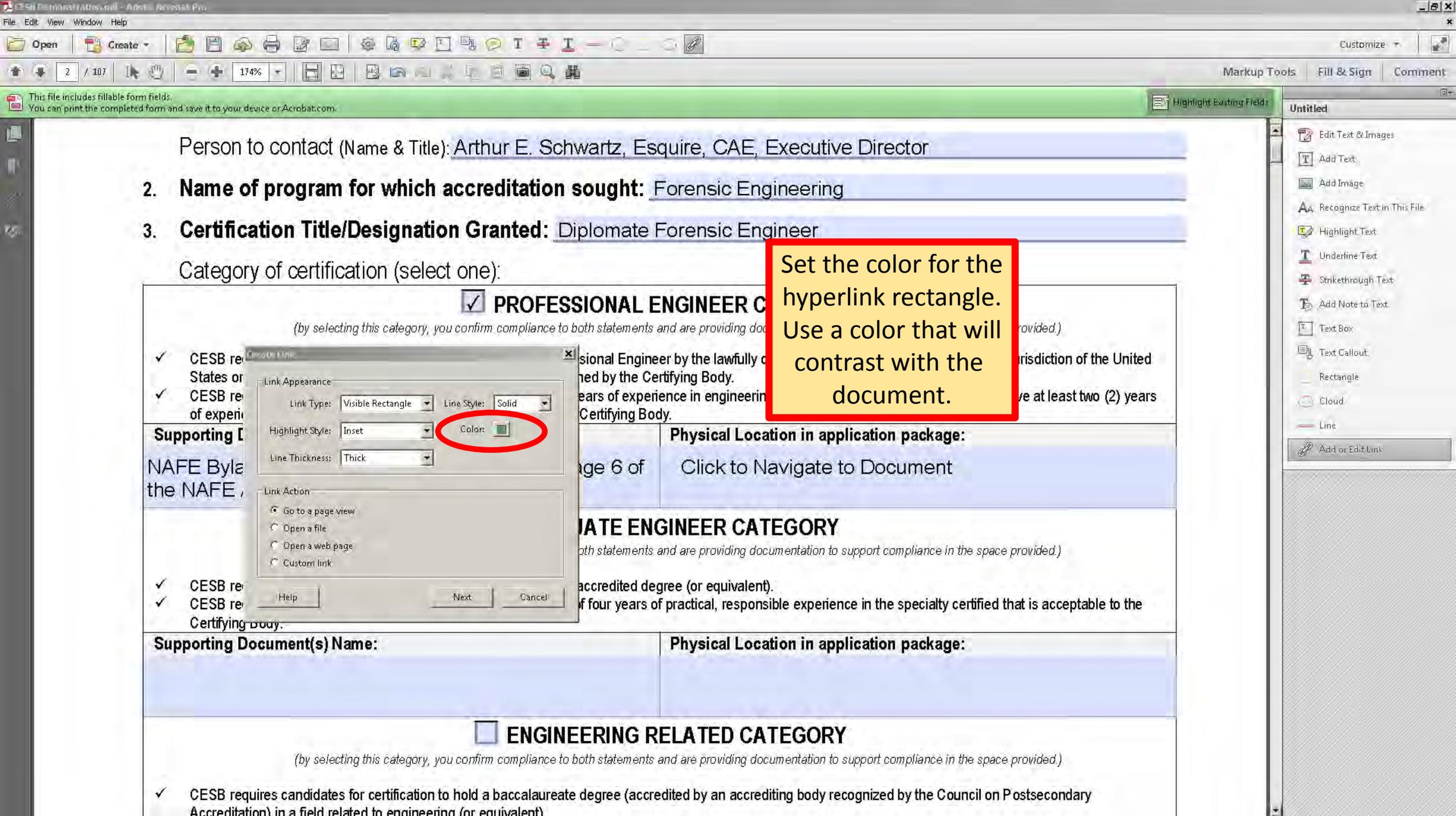
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Supporting Document(s) Name:

NAFE Bylaws
the NAFE Bylaws

CESB requires candidates for certification to hold a baccalaureate degree (accredited by an accrediting body recognized by the Council on Postsecondary Accreditation) in a field related to engineering (or equivalent)

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Supporting Document(s) Name:

Set the color for the hyperlink rectangle. Use a color that will contrast with the document.

Professional Engineer by the lawfully constituted and recognized by the Certifying Body.
 years of experience in engineering in the specialty certified that is acceptable to the Certifying Body.
 jurisdiction of the United States or any State, District of Columbia, or Territory.
 ve at least two (2) years of experience in engineering in the specialty certified that is acceptable to the Certifying Body.

Physical Location in application package:

Page 6 of 10 [Click to Navigate to Document](#)

ENGINEERING RELATED CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

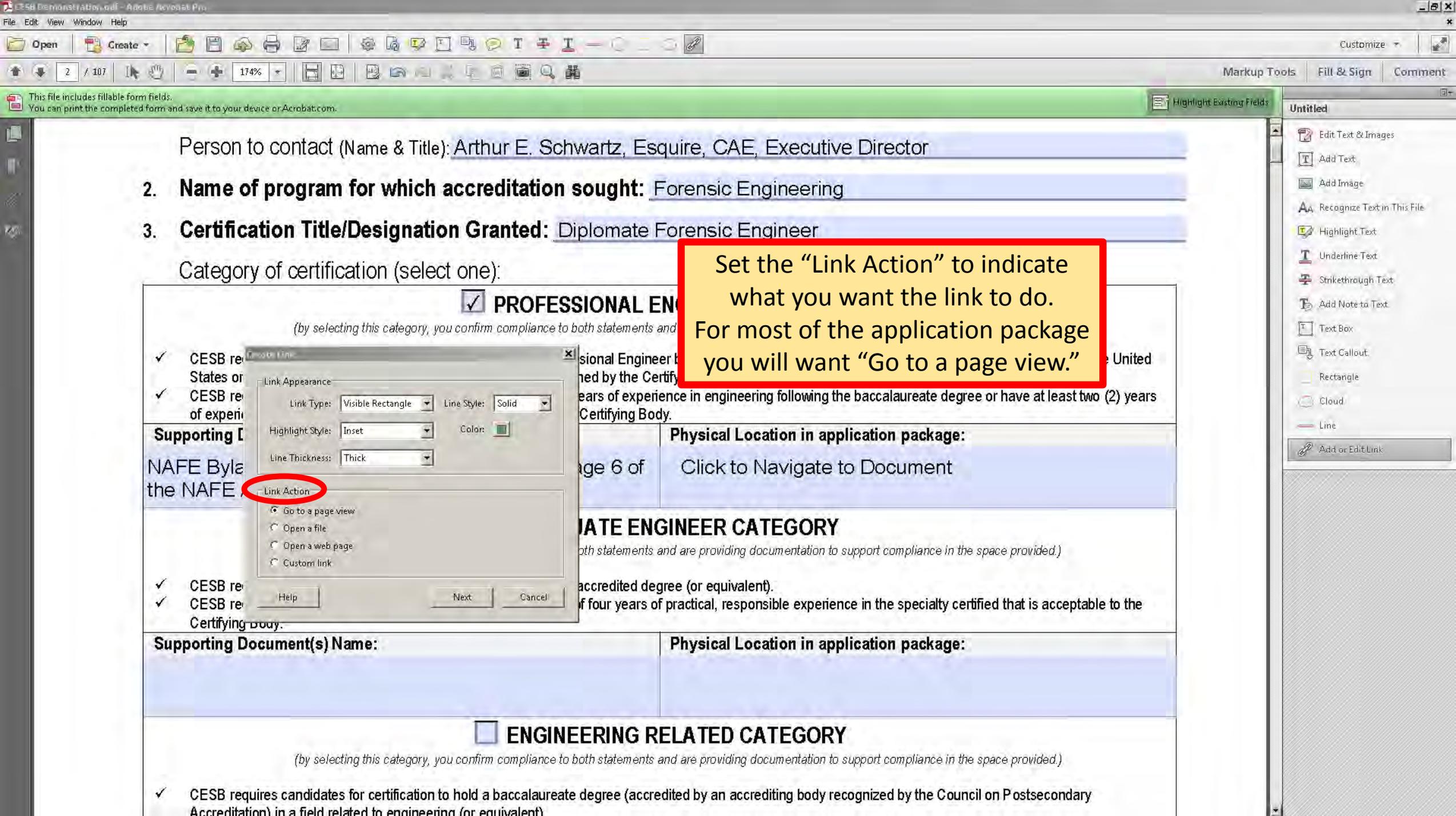
accredited degree (or equivalent).
 of four years of practical, responsible experience in the specialty certified that is acceptable to the Certifying Body.

Physical Location in application package:

ENGINEERING RELATED CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

CESB requires candidates for certification to hold a baccalaureate degree (accredited by an accrediting body recognized by the Council on Postsecondary Accreditation) in a field related to engineering (or equivalent)



Person to contact (Name & Title): Arthur E. Schwartz, Esquire, CAE, Executive Director

2. **Name of program for which accreditation sought:** Forensic Engineering

3. **Certification Title/Designation Granted:** Diplomate Forensic Engineer

Category of certification (select one):

Set the "Link Action" to indicate what you want the link to do. For most of the application package you will want "Go to a page view."

PROFESSIONAL ENGINEER CATEGORY
 (by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

CESB requires candidates for certification to hold a baccalaureate degree (accredited by an accrediting body recognized by the Council on Postsecondary Accreditation) in a field related to engineering (or equivalent) of four years of practical, responsible experience in the specialty certified that is acceptable to the Certifying Body.

Supporting Document(s) Name:

Physical Location in application package:

Page 6 of Click to Navigate to Document

DIPLOMATE ENGINEER CATEGORY
 (by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

CESB requires candidates for certification to hold a baccalaureate degree (accredited by an accrediting body recognized by the Council on Postsecondary Accreditation) in a field related to engineering (or equivalent) of four years of practical, responsible experience in the specialty certified that is acceptable to the Certifying Body.

Supporting Document(s) Name:

Physical Location in application package:

ENGINEERING RELATED CATEGORY
 (by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

CESB requires candidates for certification to hold a baccalaureate degree (accredited by an accrediting body recognized by the Council on Postsecondary Accreditation) in a field related to engineering (or equivalent) of four years of practical, responsible experience in the specialty certified that is acceptable to the Certifying Body.

Create Link

Link Appearance

Link Type: Visible Rectangle Line Style: Solid

Highlight Style: Inset Color: [Green]

Line Thickness: Thick

Link Action

Go to a page view

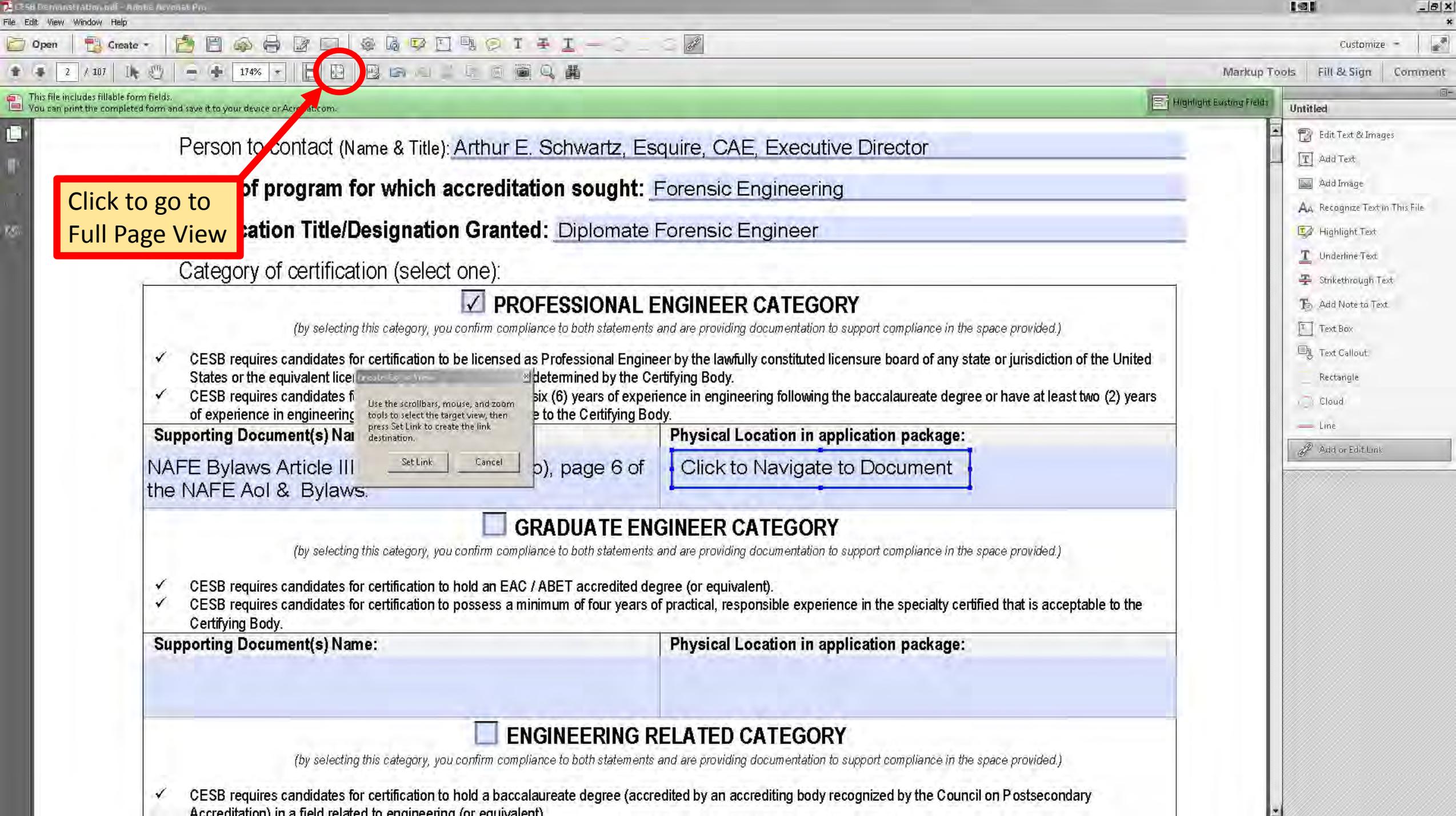
Open a file

Open a web page

Custom link

Help Next Cancel

- Edit Text & Images
- Add Text
- Add Image
- Recognize Text in This File
- Highlight Text
- Underline Text
- Strikethrough Text
- Add Note to Text
- Text Box
- Text Callout
- Rectangle
- Cloud
- Line
- Add or Edit Link



Click to go to Full Page View

Person to contact (Name & Title): Arthur E. Schwartz, Esquire, CAE, Executive Director

of program for which accreditation sought: Forensic Engineering

Accreditation Title/Designation Granted: Diplomate Forensic Engineer

Category of certification (select one):

PROFESSIONAL ENGINEER CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

- ✓ CESB requires candidates for certification to be licensed as Professional Engineer by the lawfully constituted licensure board of any state or jurisdiction of the United States or the equivalent licensure board as determined by the Certifying Body.
- ✓ CESB requires candidates for certification to possess six (6) years of experience in engineering following the baccalaureate degree or have at least two (2) years of experience in engineering as determined by the Certifying Body.

Supporting Document(s) Name:

NAFE Bylaws Article III and the NAFE Aol & Bylaws.

Physical Location in application package:

Click to Navigate to Document

GRADUATE ENGINEER CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

- ✓ CESB requires candidates for certification to hold an EAC / ABET accredited degree (or equivalent).
- ✓ CESB requires candidates for certification to possess a minimum of four years of practical, responsible experience in the specialty certified that is acceptable to the Certifying Body.

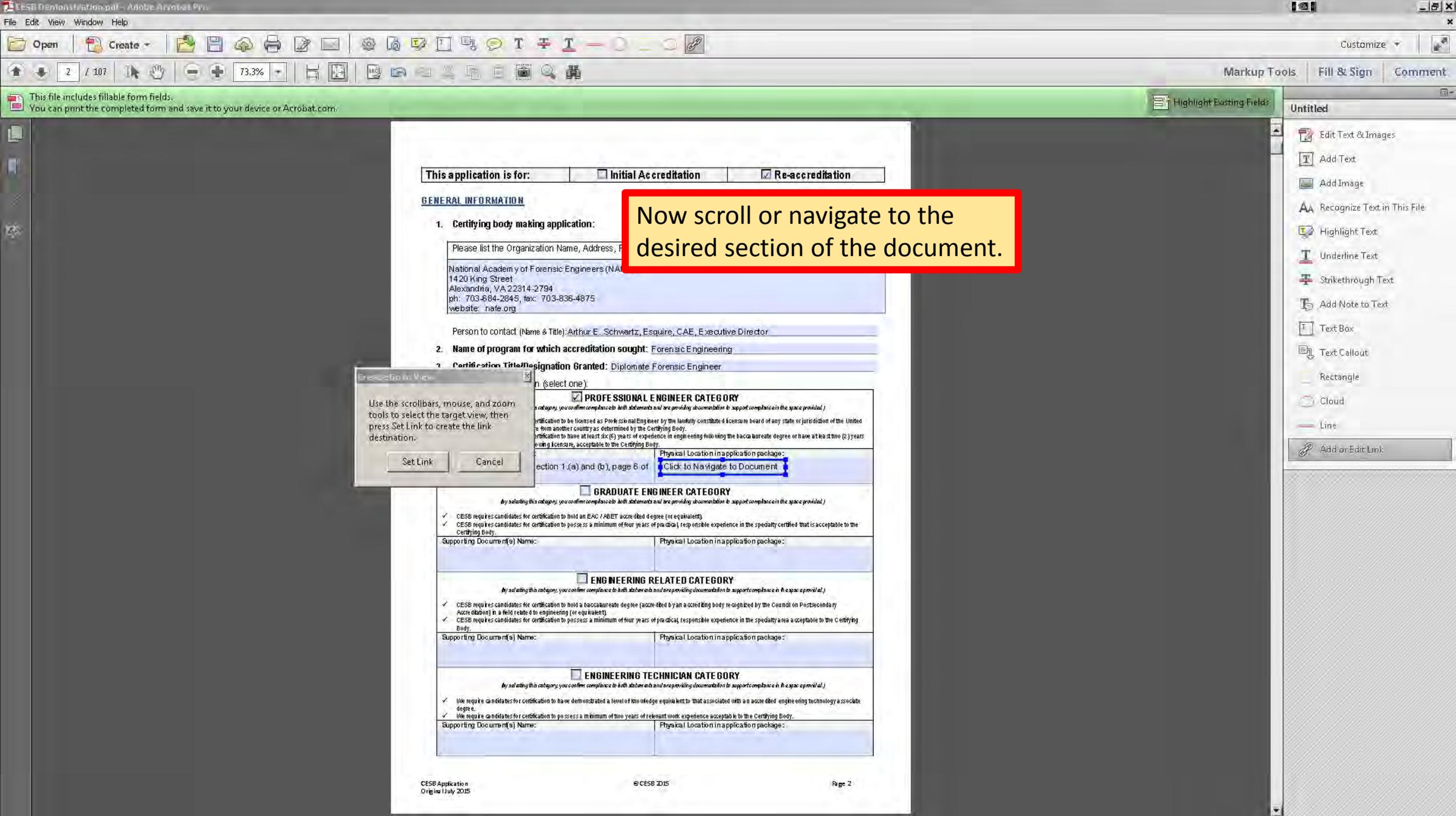
Supporting Document(s) Name:

Physical Location in application package:

ENGINEERING RELATED CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

- ✓ CESB requires candidates for certification to hold a baccalaureate degree (accredited by an accrediting body recognized by the Council on Postsecondary Accreditation) in a field related to engineering (or equivalent).



This application is for: Initial Accreditation Re-accreditation

GENERAL INFORMATION

1. Certifying body making application:

Please list the Organization Name, Address, Phone Number, Fax Number, and Website.

National Academy of Forensic Engineers (NAFE)
1420 King Street
Alexandria, VA 22314-2794
ph: 703-884-2845, fax: 703-836-4875
website: nafe.org

Person to contact (Name & Title): Arthur E. Schwartz, Esquire, CAE, Executive Director

2. Name of program for which accreditation sought: Forensic Engineering

3. Certification Title/Designation Granted: Diplomate Forensic Engineer

Now scroll or navigate to the desired section of the document.

Go to View

Use the scrollbars, mouse, and zoom tools to select the target view, then press Set Link to create the link destination.

Set Link Cancel

(select one)

PROFESSIONAL ENGINEER CATEGORY
(By selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)
Candidates for certification to be licensed as Professional Engineer by the duly constituted licensure board of any state or jurisdiction of the United States or another country as determined by the Certifying Body.
Candidates must have at least six (6) years of experience in engineering following the baccalaureate degree or have at least two (2) years of engineering licensure, acceptable to the Certifying Body.

Supporting Document(s) Name: Physical Location in application package:
Section 1.(a) and (b), page 6 of [Click to Navigate to Document](#)

GRADUATE ENGINEER CATEGORY
(By selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

✓ CESB requires candidates for certification to hold an EAC / ABET accredited degree (or equivalent).
✓ CESB requires candidates for certification to possess a minimum of four years of practical, responsible experience in the specialty certified that is acceptable to the Certifying Body.

Supporting Document(s) Name: Physical Location in application package:

ENGINEERING RELATED CATEGORY
(By selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

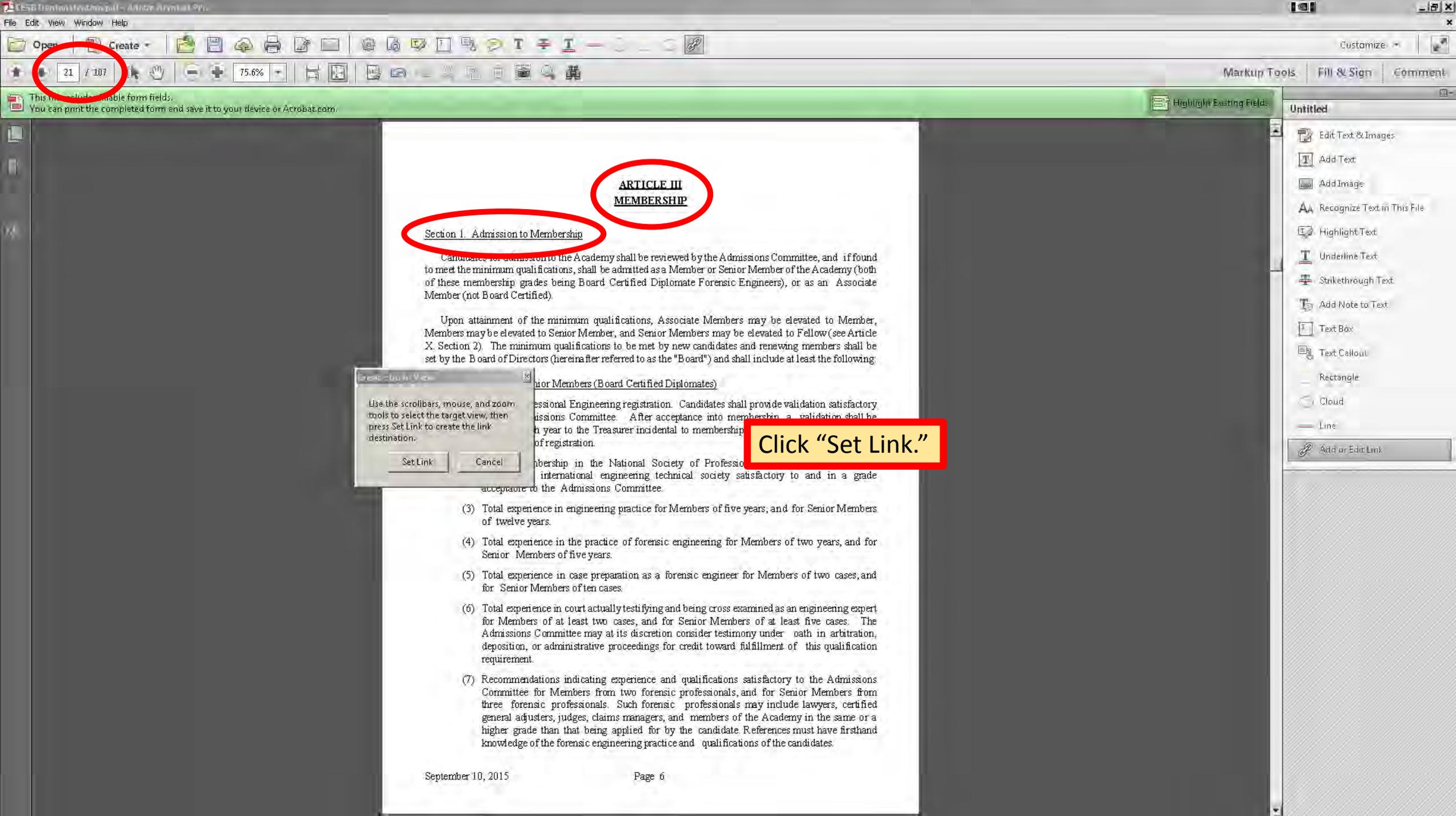
✓ CESB requires candidates for certification to hold a baccalaureate degree (accredited by an accrediting body recognized by the Council on Postsecondary Accreditation) in a field related to engineering (or equivalent).
✓ CESB requires candidates for certification to possess a minimum of four years of practical, responsible experience in the specialty area acceptable to the Certifying Body.

Supporting Document(s) Name: Physical Location in application package:

ENGINEERING TECHNICIAN CATEGORY
(By selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

✓ We require candidates for certification to have demonstrated a level of knowledge equivalent to that associated with a non-accredited engineering technology associate degree.
✓ We require candidates for certification to possess a minimum of two years of relevant work experience acceptable to the Certifying Body.

Supporting Document(s) Name: Physical Location in application package:



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75.6%

**ARTICLE III
MEMBERSHIP**

Section 1. Admission to Membership

Candidates for admission to the Academy shall be reviewed by the Admissions Committee, and if found to meet the minimum qualifications, shall be admitted as a Member or Senior Member of the Academy (both of these membership grades being Board Certified Diplomate Forensic Engineers), or as an Associate Member (not Board Certified).

Upon attainment of the minimum qualifications, Associate Members may be elevated to Member, Members may be elevated to Senior Member, and Senior Members may be elevated to Fellow (see Article X, Section 2). The minimum qualifications to be met by new candidates and renewing members shall be set by the Board of Directors (hereinafter referred to as the "Board") and shall include at least the following:

Senior Members (Board Certified Diplomates)

Professional Engineering registration. Candidates shall provide validation satisfactory to the Admissions Committee. After acceptance into membership, a validation shall be required each year to the Treasurer incidental to membership and to the maintenance of registration.

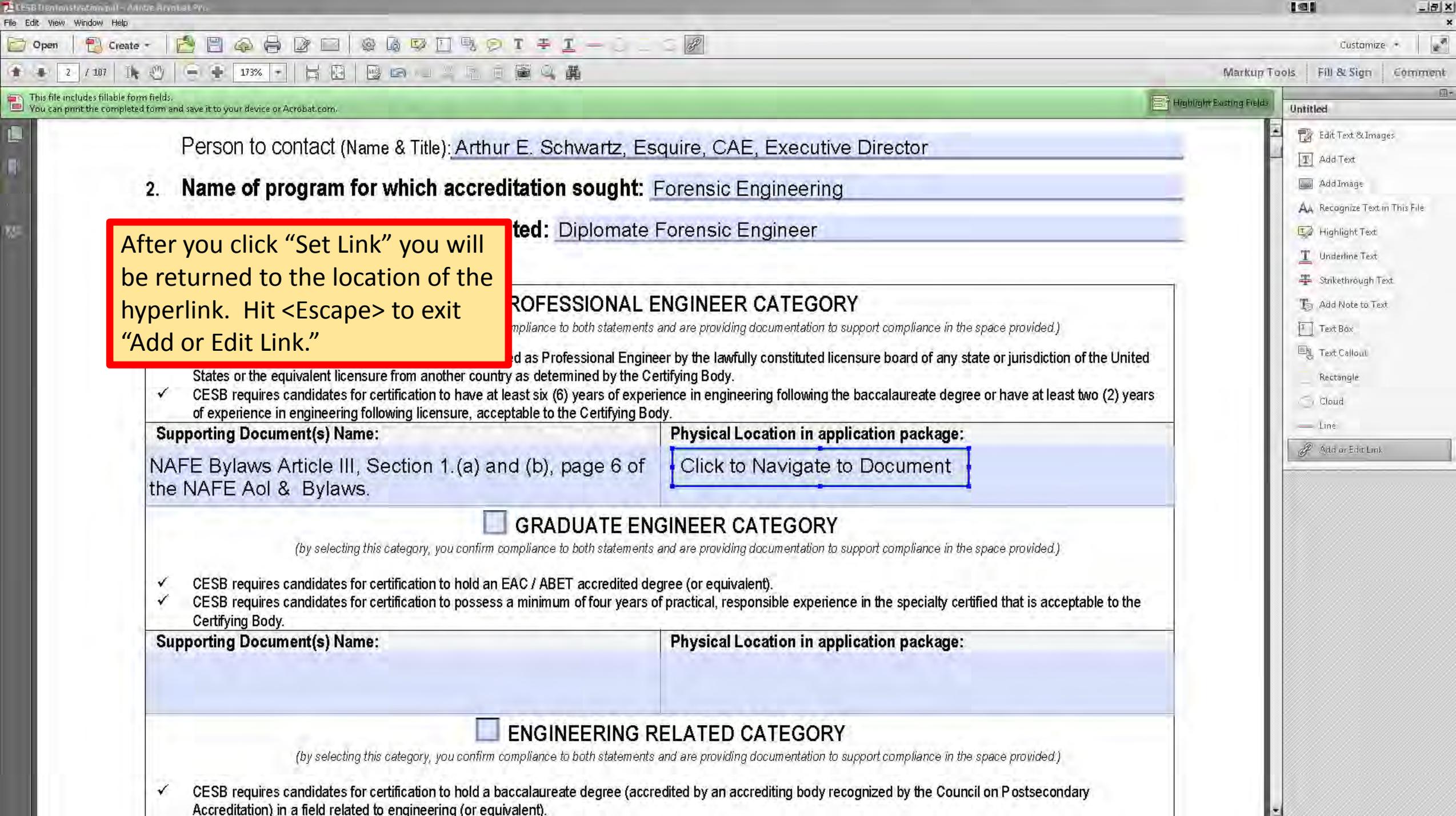
Membership in the National Society of Professional Engineers, or an equivalent international engineering technical society satisfactory to and in a grade acceptable to the Admissions Committee.

- (3) Total experience in engineering practice for Members of five years, and for Senior Members of twelve years.
- (4) Total experience in the practice of forensic engineering for Members of two years, and for Senior Members of five years.
- (5) Total experience in case preparation as a forensic engineer for Members of two cases, and for Senior Members of ten cases.
- (6) Total experience in court actually testifying and being cross examined as an engineering expert for Members of at least two cases, and for Senior Members of at least five cases. The Admissions Committee may at its discretion consider testimony under oath in arbitration, deposition, or administrative proceedings for credit toward fulfillment of this qualification requirement.
- (7) Recommendations indicating experience and qualifications satisfactory to the Admissions Committee for Members from two forensic professionals, and for Senior Members from three forensic professionals. Such forensic professionals may include lawyers, certified general adjusters, judges, claims managers, and members of the Academy in the same or a higher grade than that being applied for by the candidate. References must have firsthand knowledge of the forensic engineering practice and qualifications of the candidates.

Set Link View

Use the scrollbars, mouse, and zoom tools to select the target view, then press Set Link to create the link destination.

Click "Set Link."



After you click "Set Link" you will be returned to the location of the hyperlink. Hit <Escape> to exit "Add or Edit Link."

Person to contact (Name & Title): Arthur E. Schwartz, Esquire, CAE, Executive Director

2. **Name of program for which accreditation sought:** Forensic Engineering

Requested: Diplomate Forensic Engineer

PROFESSIONAL ENGINEER CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

and as Professional Engineer by the lawfully constituted licensure board of any state or jurisdiction of the United States or the equivalent licensure from another country as determined by the Certifying Body.

- ✓ CESB requires candidates for certification to have at least six (6) years of experience in engineering following the baccalaureate degree or have at least two (2) years of experience in engineering following licensure, acceptable to the Certifying Body.

Supporting Document(s) Name:

NAFE Bylaws Article III, Section 1.(a) and (b), page 6 of the NAFE Aol & Bylaws.

Physical Location in application package:

[Click to Navigate to Document](#)

GRADUATE ENGINEER CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

- ✓ CESB requires candidates for certification to hold an EAC / ABET accredited degree (or equivalent).
- ✓ CESB requires candidates for certification to possess a minimum of four years of practical, responsible experience in the specialty certified that is acceptable to the Certifying Body.

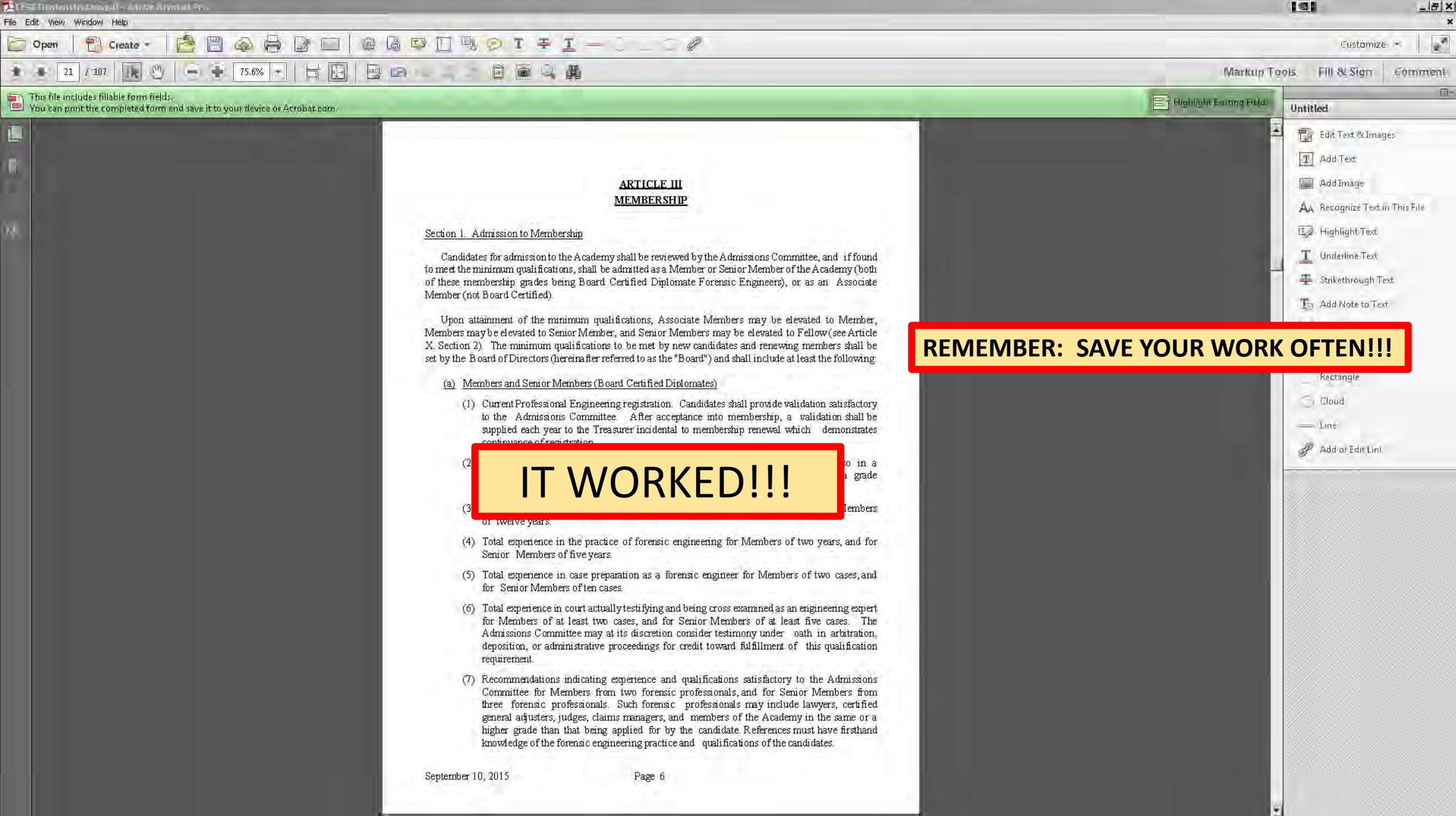
Supporting Document(s) Name:

Physical Location in application package:

ENGINEERING RELATED CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

- ✓ CESB requires candidates for certification to hold a baccalaureate degree (accredited by an accrediting body recognized by the Council on Postsecondary Accreditation) in a field related to engineering (or equivalent).



ARTICLE III
MEMBERSHIP

Section 1. Admission to Membership

Candidates for admission to the Academy shall be reviewed by the Admissions Committee, and if found to meet the minimum qualifications, shall be admitted as a Member or Senior Member of the Academy (both of these membership grades being Board Certified Diplomate Forensic Engineers), or as an Associate Member (not Board Certified).

Upon attainment of the minimum qualifications, Associate Members may be elevated to Member, Members may be elevated to Senior Member, and Senior Members may be elevated to Fellow (see Article X, Section 2). The minimum qualifications to be met by new candidates and renewing members shall be set by the Board of Directors (hereinafter referred to as the "Board") and shall include at least the following:

(a) Members and Senior Members (Board Certified Diplomates)

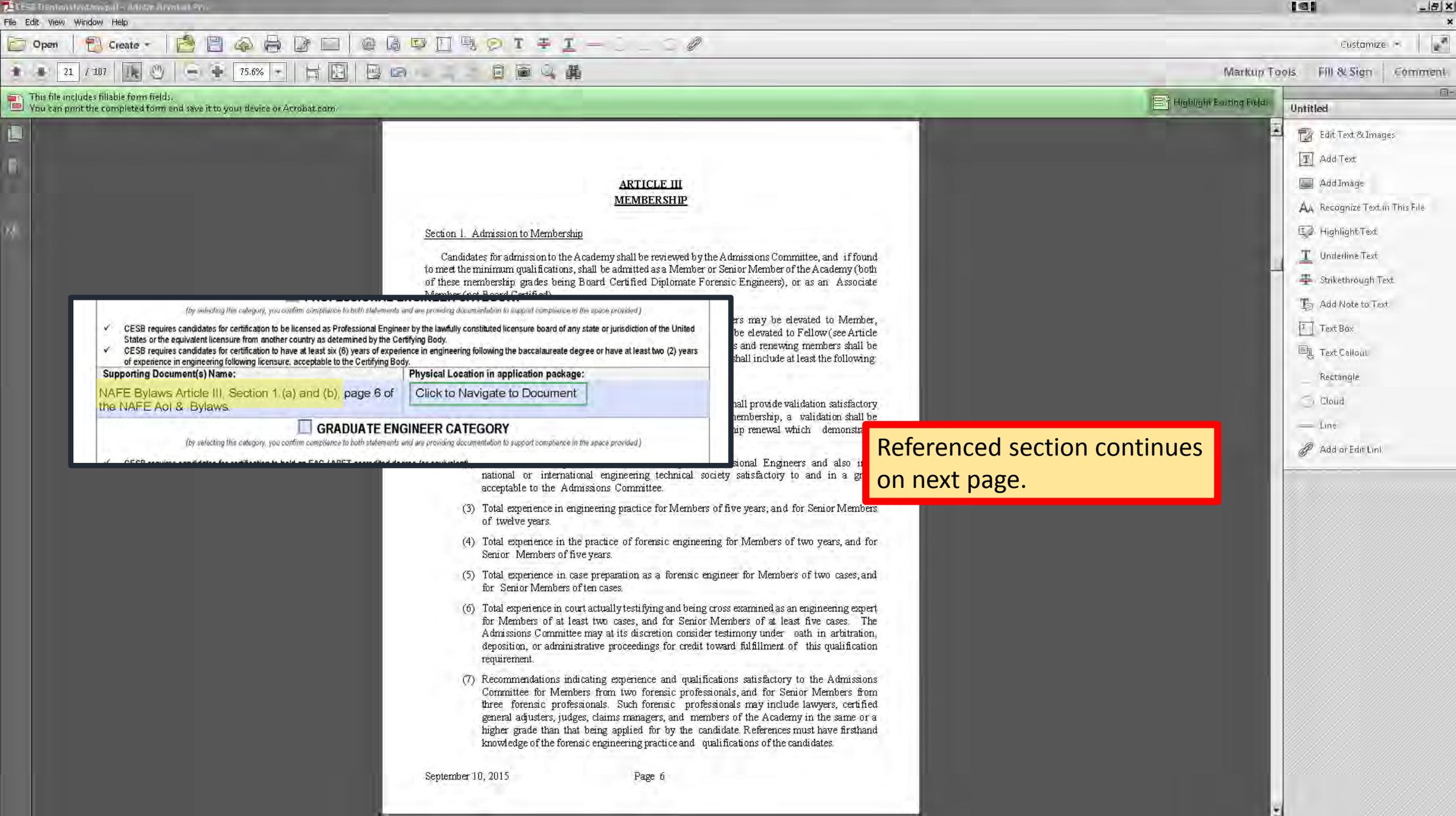
- (1) Current Professional Engineering registration. Candidates shall provide validation satisfactory to the Admissions Committee. After acceptance into membership, a validation shall be supplied each year to the Treasurer incidental to membership renewal which demonstrates continuance of registration.
- (2) **IT WORKED!!!** in a grade
- (3) Members or twelve years.
- (4) Total experience in the practice of forensic engineering for Members of two years, and for Senior Members of five years.
- (5) Total experience in case preparation as a forensic engineer for Members of two cases, and for Senior Members of ten cases.
- (6) Total experience in court actually testifying and being cross examined as an engineering expert for Members of at least two cases, and for Senior Members of at least five cases. The Admissions Committee may at its discretion consider testimony under oath in arbitration, deposition, or administrative proceedings for credit toward fulfillment of this qualification requirement.
- (7) Recommendations indicating experience and qualifications satisfactory to the Admissions Committee for Members from two forensic professionals, and for Senior Members from three forensic professionals. Such forensic professionals may include lawyers, certified general adjusters, judges, claims managers, and members of the Academy in the same or a higher grade than that being applied for by the candidate. References must have firsthand knowledge of the forensic engineering practice and qualifications of the candidates.

REMEMBER: SAVE YOUR WORK OFTEN!!!

IT WORKED!!!

Create Text Boxes and Hyperlinks to Return
To the Appropriate Section of the Application

After creating several links to locations in the document, I found myself constantly scrolling back to the application section. I found this to be inconvenient, so I decided to create links to return to the application.



**ARTICLE III
MEMBERSHIP**

Section 1. Admission to Membership

Candidates for admission to the Academy shall be reviewed by the Admissions Committee, and if found to meet the minimum qualifications, shall be admitted as a Member or Senior Member of the Academy (both of these membership grades being Board Certified Diplomate Forensic Engineers), or as an Associate Member (not Board Certified).

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided)

- ✓ CESB requires candidates for certification to be licensed as Professional Engineer by the lawfully constituted licensure board of any state or jurisdiction of the United States or the equivalent licensure from another country as determined by the Certifying Body.
- ✓ CESB requires candidates for certification to have at least six (6) years of experience in engineering following the baccalaureate degree or have at least two (2) years of experience in engineering following licensure, acceptable to the Certifying Body.

Supporting Document(s) Name:

NAFE Bylaws Article III, Section 1.(a) and (b), page 6 of the NAFE AoI & Bylaws.

Physical Location in application package:

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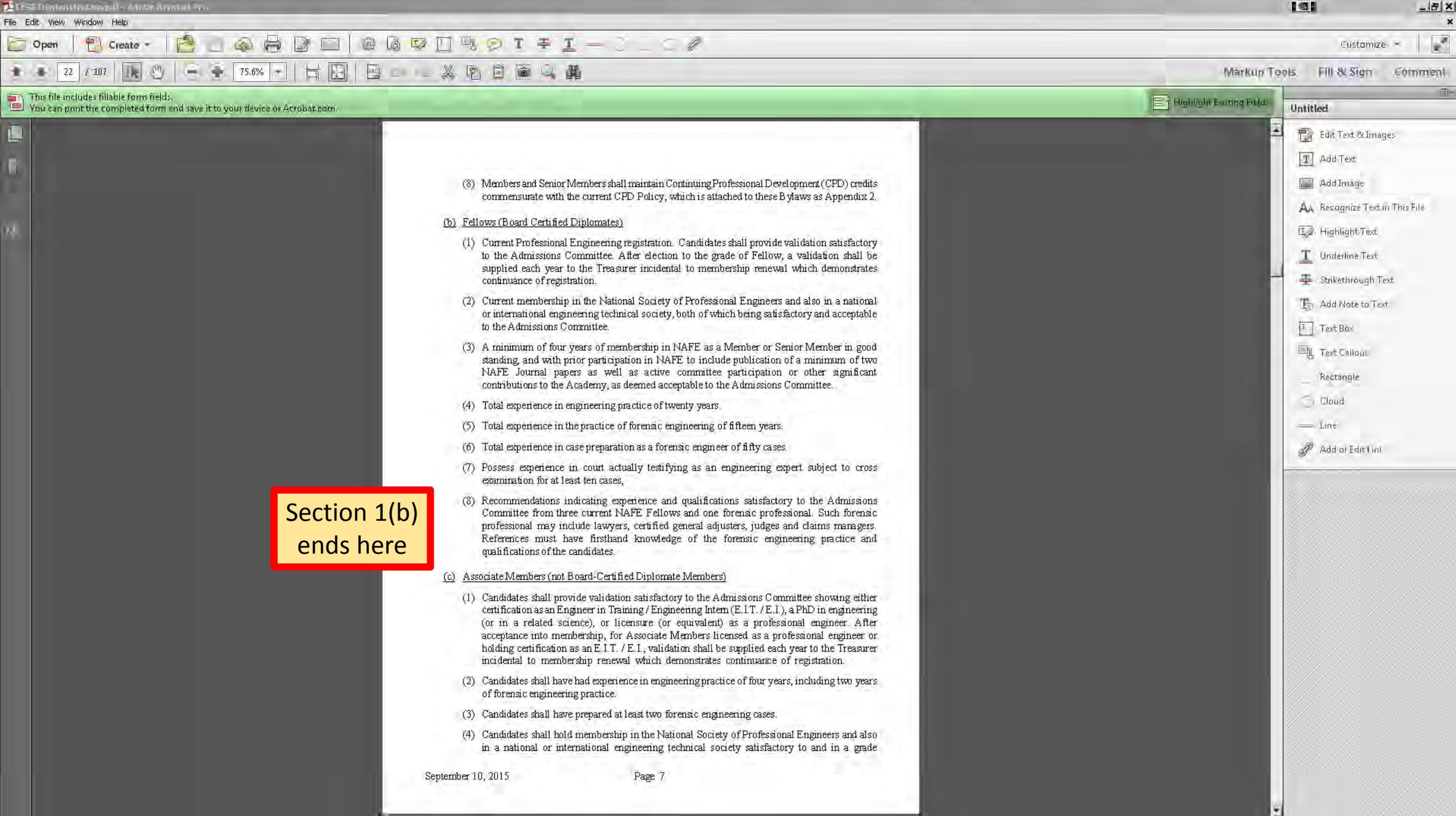
GRADUATE ENGINEER CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided)

- ✓ CESB requires candidates for certification to be licensed as Professional Engineer by the lawfully constituted licensure board of any state or jurisdiction of the United States or the equivalent licensure from another country as determined by the Certifying Body.

- national or international engineering technical society satisfactory to and in a grade acceptable to the Admissions Committee.
- (3) Total experience in engineering practice for Members of five years, and for Senior Members of twelve years.
 - (4) Total experience in the practice of forensic engineering for Members of two years, and for Senior Members of five years.
 - (5) Total experience in case preparation as a forensic engineer for Members of two cases, and for Senior Members of ten cases.
 - (6) Total experience in court actually testifying and being cross examined as an engineering expert for Members of at least two cases, and for Senior Members of at least five cases. The Admissions Committee may at its discretion consider testimony under oath in arbitration, deposition, or administrative proceedings for credit toward fulfillment of this qualification requirement.
 - (7) Recommendations indicating experience and qualifications satisfactory to the Admissions Committee for Members from two forensic professionals, and for Senior Members from three forensic professionals. Such forensic professionals may include lawyers, certified general adjusters, judges, claims managers, and members of the Academy in the same or a higher grade than that being applied for by the candidate. References must have firsthand knowledge of the forensic engineering practice and qualifications of the candidates.

Referenced section continues on next page.



Section 1(b)
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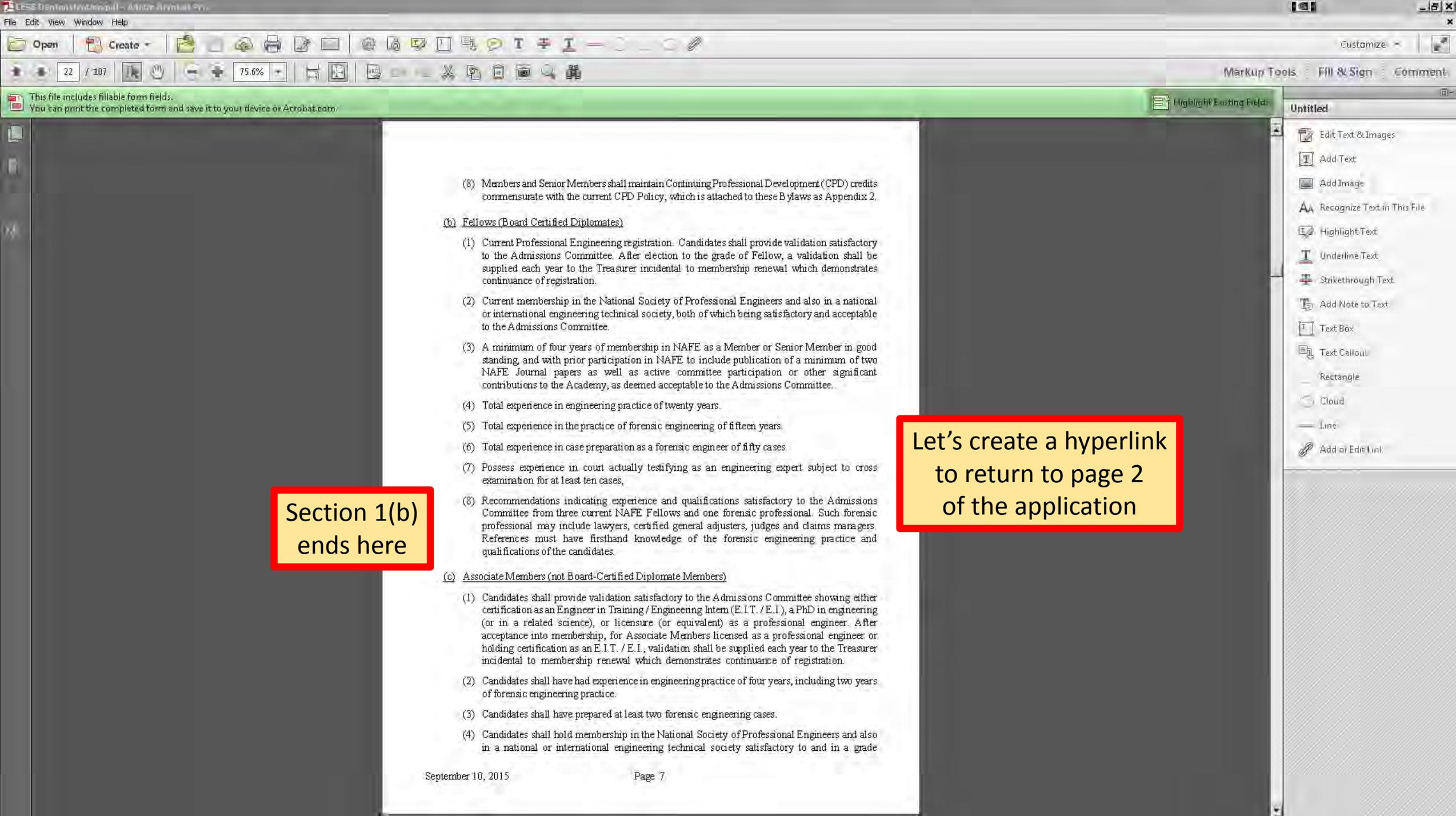
(8) Members and Senior Members shall maintain Continuing Professional Development (CPD) credits commensurate with the current CPD Policy, which is attached to these Bylaws as Appendix 2.

(b) Fellows (Board-Certified Diplomates)

- (1) Current Professional Engineering registration. Candidates shall provide validation satisfactory to the Admissions Committee. After election to the grade of Fellow, a validation shall be supplied each year to the Treasurer incidental to membership renewal which demonstrates continuance of registration.
- (2) Current membership in the National Society of Professional Engineers and also in a national or international engineering technical society, both of which being satisfactory and acceptable to the Admissions Committee.
- (3) A minimum of four years of membership in NAFE as a Member or Senior Member in good standing, and with prior participation in NAFE to include publication of a minimum of two NAFE Journal papers as well as active committee participation or other significant contributions to the Academy, as deemed acceptable to the Admissions Committee.
- (4) Total experience in engineering practice of twenty years.
- (5) Total experience in the practice of forensic engineering of fifteen years.
- (6) Total experience in case preparation as a forensic engineer of fifty cases.
- (7) Possess experience in court actually testifying as an engineering expert subject to cross examination for at least ten cases.
- (8) Recommendations indicating experience and qualifications satisfactory to the Admissions Committee from three current NAFE Fellows and one forensic professional. Such forensic professional may include lawyers, certified general adjusters, judges and claims managers. References must have firsthand knowledge of the forensic engineering practice and qualifications of the candidates.

(c) Associate Members (not Board-Certified Diplomate Members)

- (1) Candidates shall provide validation satisfactory to the Admissions Committee showing either certification as an Engineer in Training / Engineering Intern (E.I.T. / E.I.), a PhD in engineering (or in a related science), or licensure (or equivalent) as a professional engineer. After acceptance into membership, for Associate Members licensed as a professional engineer or holding certification as an E.I.T. / E.I., validation shall be supplied each year to the Treasurer incidental to membership renewal which demonstrates continuance of registration.
- (2) Candidates shall have had experience in engineering practice of four years, including two years of forensic engineering practice.
- (3) Candidates shall have prepared at least two forensic engineering cases.
- (4) Candidates shall hold membership in the National Society of Professional Engineers and also in a national or international engineering technical society satisfactory to and in a grade



Section 1(b)
ends here

Let's create a hyperlink
to return to page 2
of the application

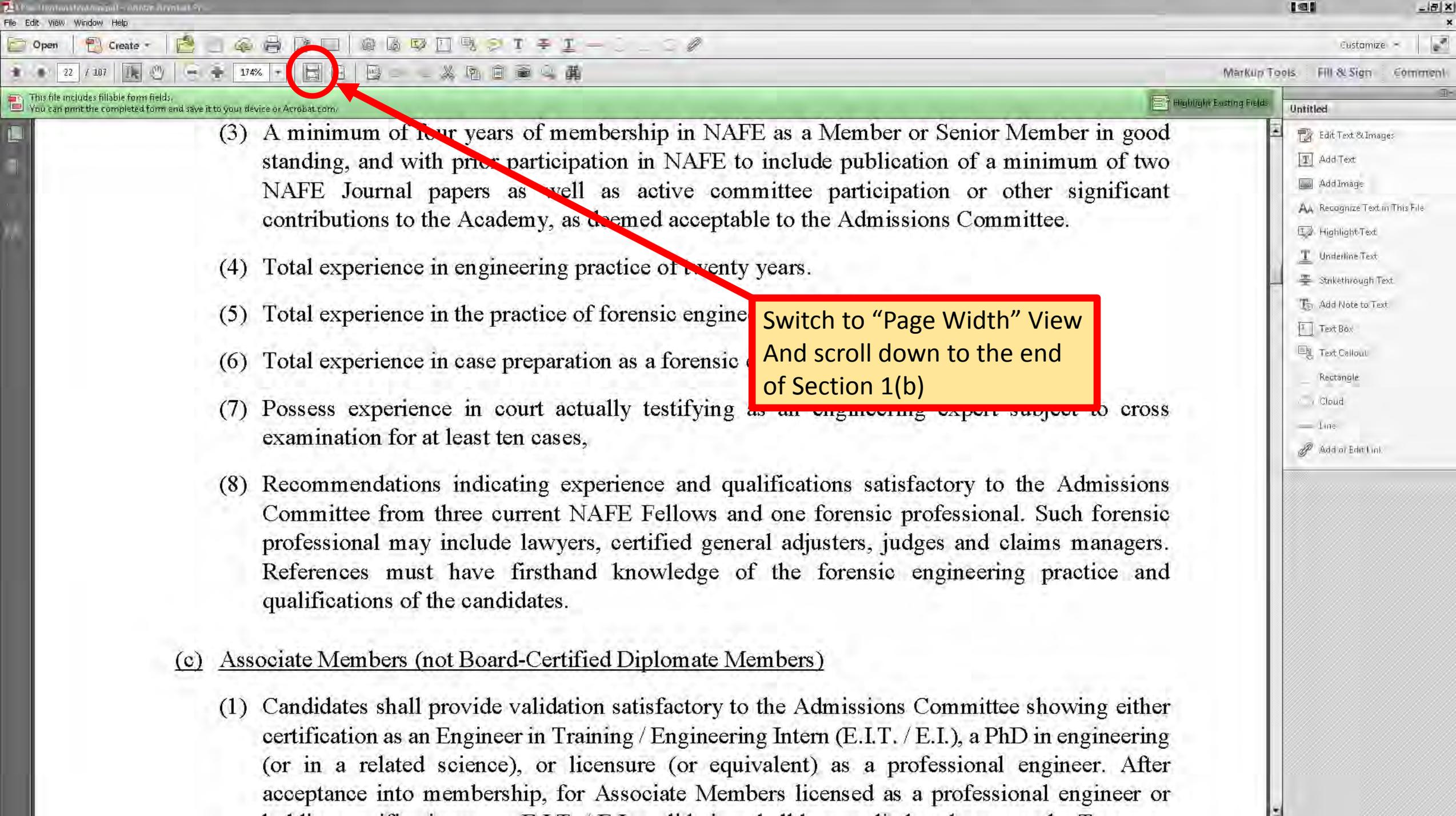
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- (1) Current Professional Engineering registration. Candidates shall provide validation satisfactory to the Admissions Committee. After election to the grade of Fellow, a validation shall be supplied each year to the Treasurer incidental to membership renewal which demonstrates continuance of registration.
- (2) Current membership in the National Society of Professional Engineers and also in a national or international engineering technical society, both of which being satisfactory and acceptable to the Admissions Committee.
- (3) A minimum of four years of membership in NAFE as a Member or Senior Member in good standing, and with prior participation in NAFE to include publication of a minimum of two NAFE Journal papers as well as active committee participation or other significant contributions to the Academy, as deemed acceptable to the Admissions Committee.
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- (7) Possess experience in court actually testifying as an engineering expert subject to cross examination for at least ten cases,
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(c) Associate Members (not Board-Certified Diplomate Members)

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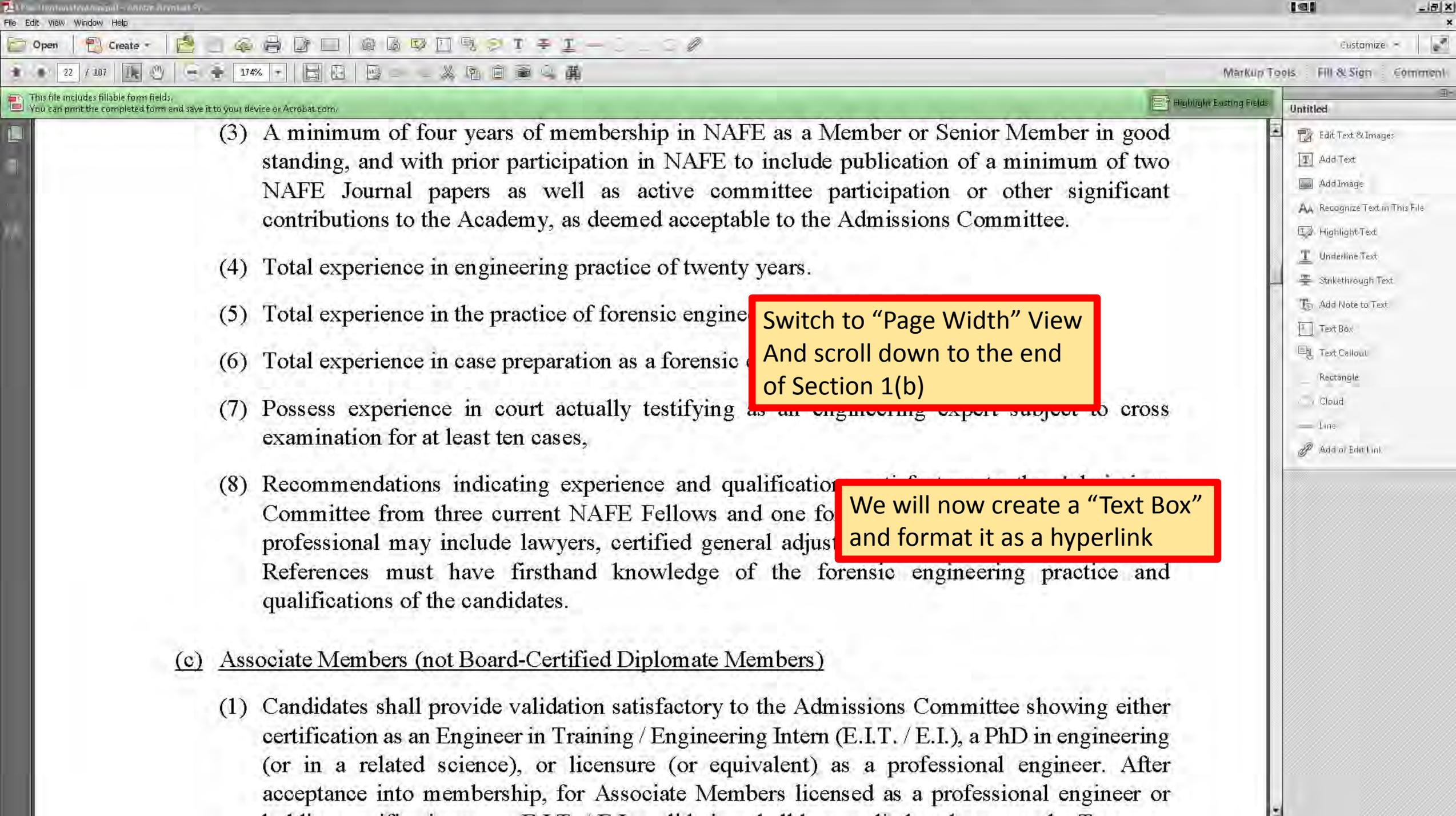


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- (7) Possess experience in court actually testifying as an engineering expert subject to cross examination for at least ten cases,
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Switch to "Page Width" View
And scroll down to the end
of Section 1(b)



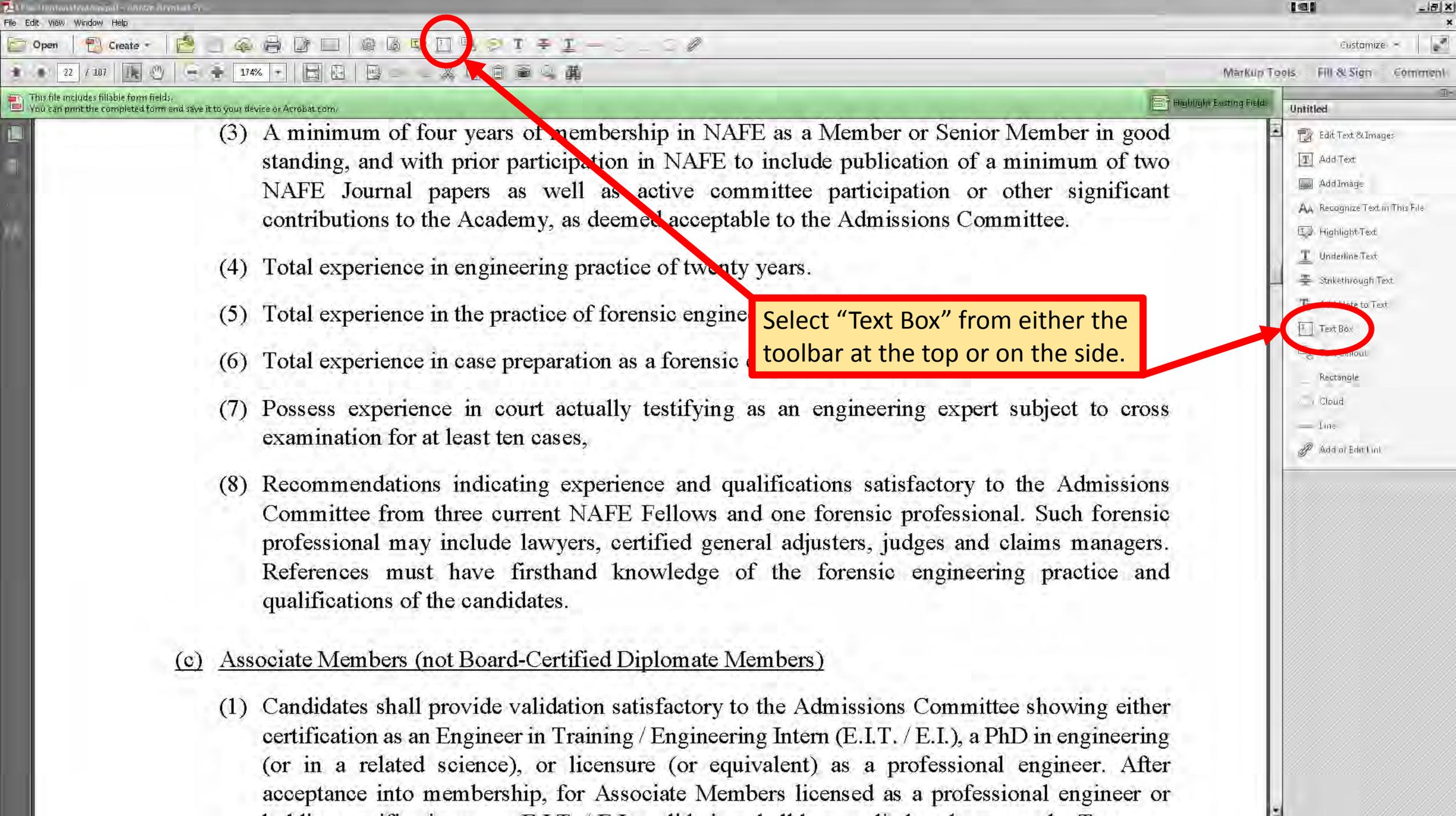
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Switch to "Page Width" View
And scroll down to the end
of Section 1(b)

We will now create a "Text Box"
and format it as a hyperlink

(c) Associate Members (not Board-Certified Diplomate Members)

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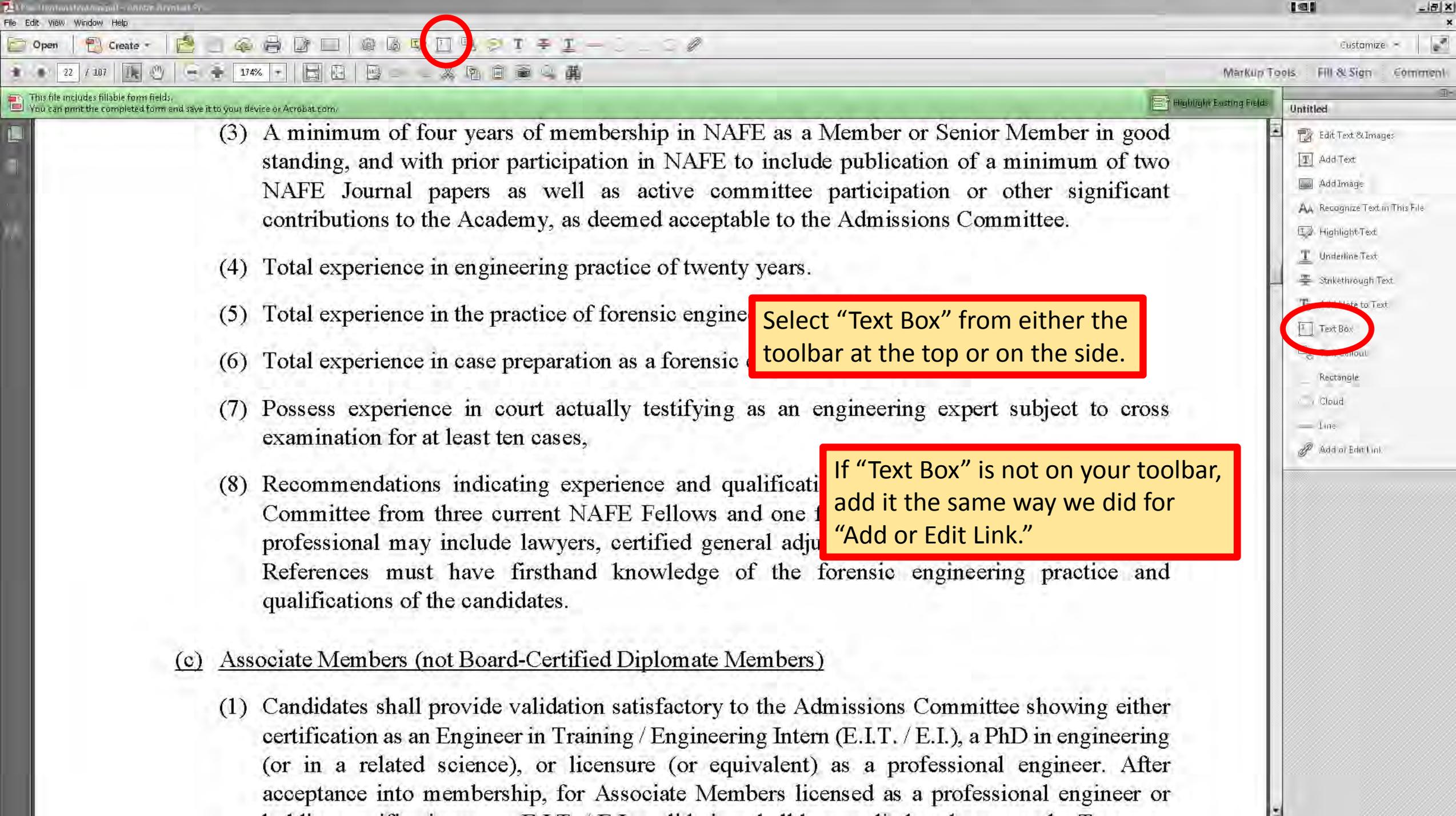


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Select "Text Box" from either the toolbar at the top or on the side.



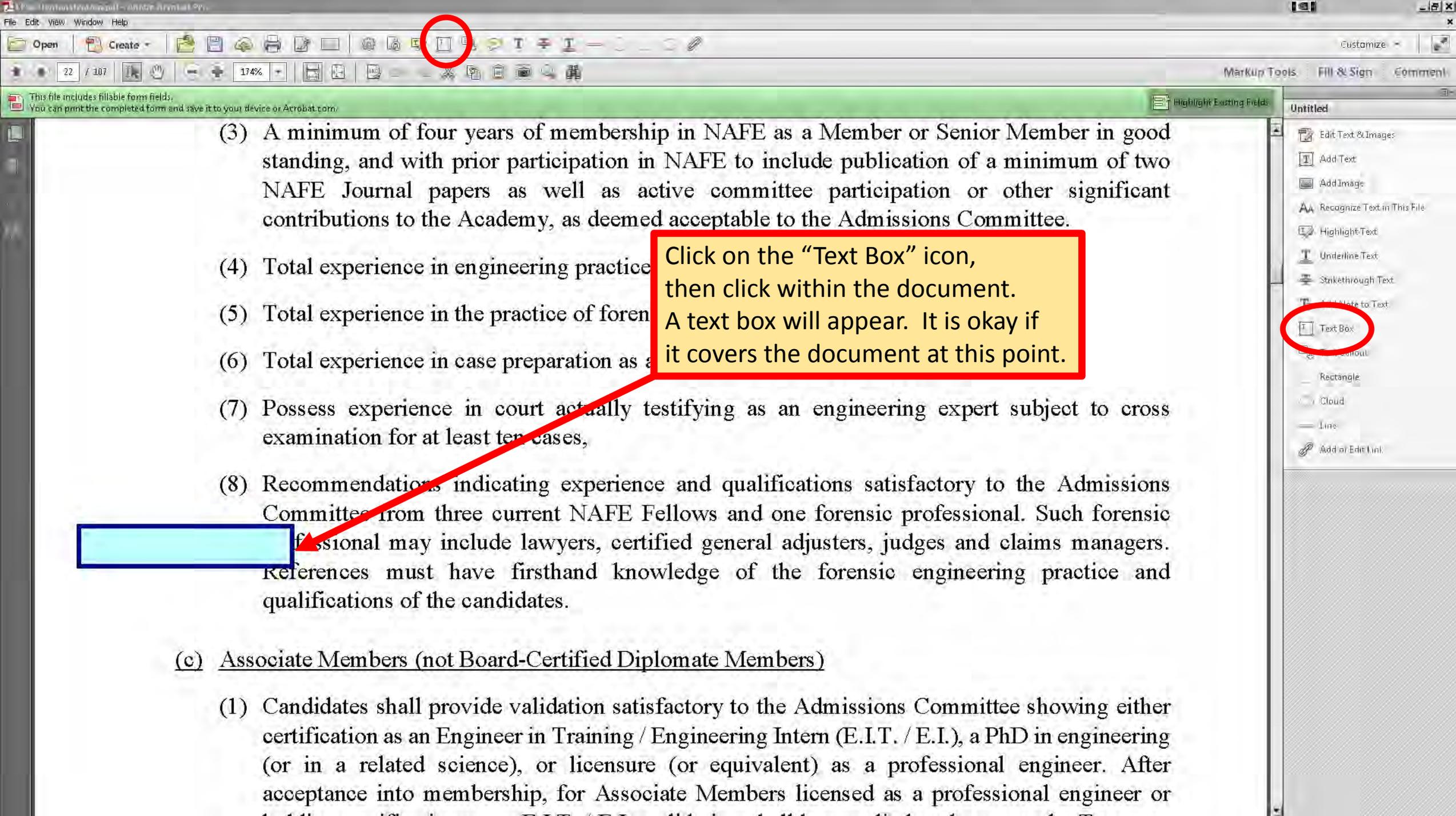
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- (6) Total experience in case preparation as a forensic engineer.
- (7) Possess experience in court actually testifying as an engineering expert subject to cross examination for at least ten cases,
- (8) Recommendations indicating experience and qualifications from three current NAFE Fellows and one professional may include lawyers, certified general adjusters, etc. References must have firsthand knowledge of the forensic engineering practice and qualifications of the candidates.

Select "Text Box" from either the toolbar at the top or on the side.

If "Text Box" is not on your toolbar, add it the same way we did for "Add or Edit Link."

(c) Associate Members (not Board-Certified Diplomate Members)

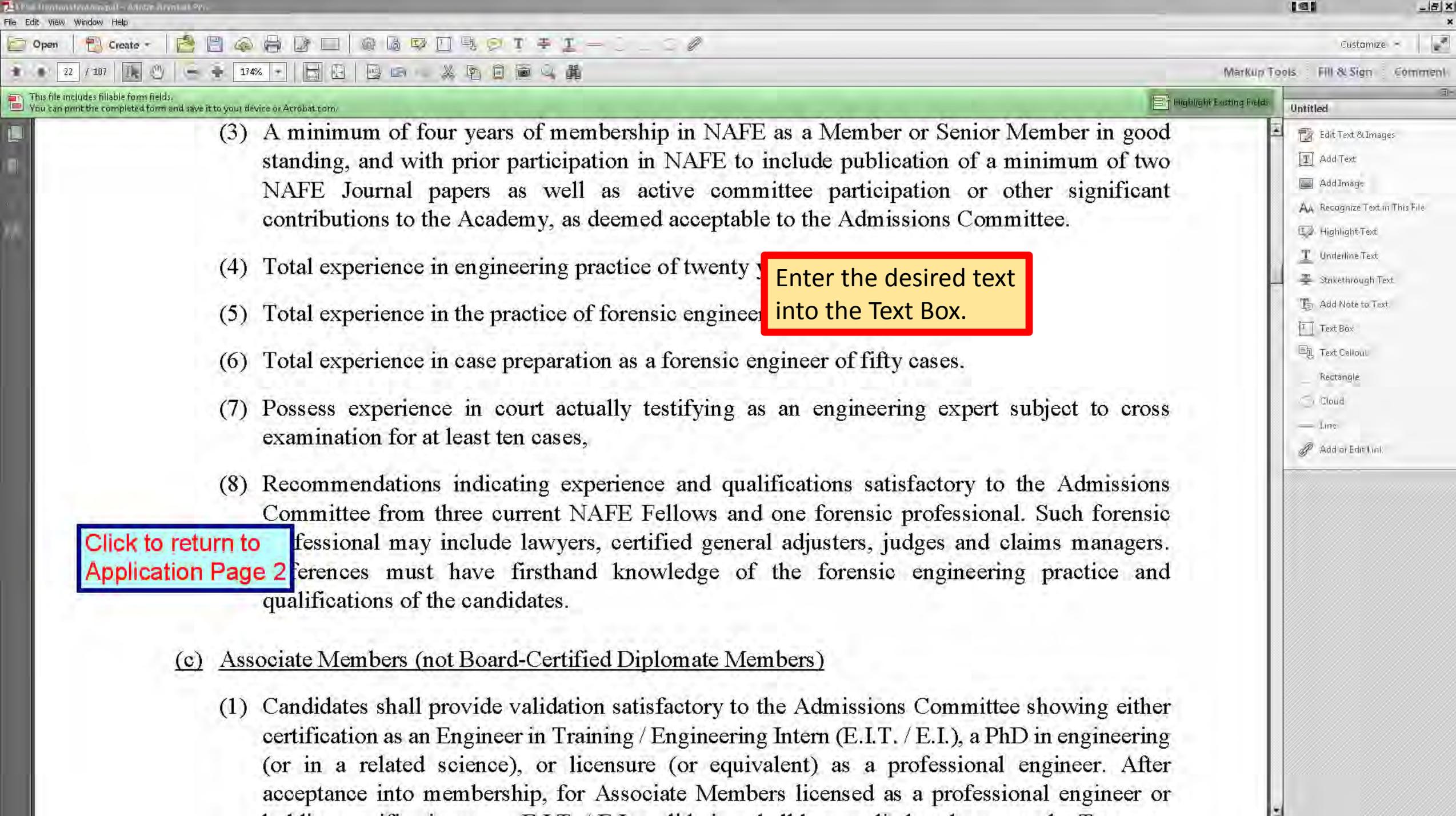
- (1) Candidates shall provide validation satisfactory to the Admissions Committee showing either certification as an Engineer in Training / Engineering Intern (E.I.T. / E.I.), a PhD in engineering (or in a related science), or licensure (or equivalent) as a professional engineer. After acceptance into membership, for Associate Members licensed as a professional engineer or



- (3) A minimum of four years of membership in NAFE as a Member or Senior Member in good standing, and with prior participation in NAFE to include publication of a minimum of two NAFE Journal papers as well as active committee participation or other significant contributions to the Academy, as deemed acceptable to the Admissions Committee.
- (4) Total experience in engineering practice
- (5) Total experience in the practice of forensic engineering
- (6) Total experience in case preparation as a forensic engineer
- (7) Possess experience in court actually testifying as an engineering expert subject to cross examination for at least ten cases,
- (8) Recommendations indicating experience and qualifications satisfactory to the Admissions Committee from three current NAFE Fellows and one forensic professional. Such forensic professional may include lawyers, certified general adjusters, judges and claims managers. References must have firsthand knowledge of the forensic engineering practice and qualifications of the candidates.

(c) Associate Members (not Board-Certified Diplomate Members)

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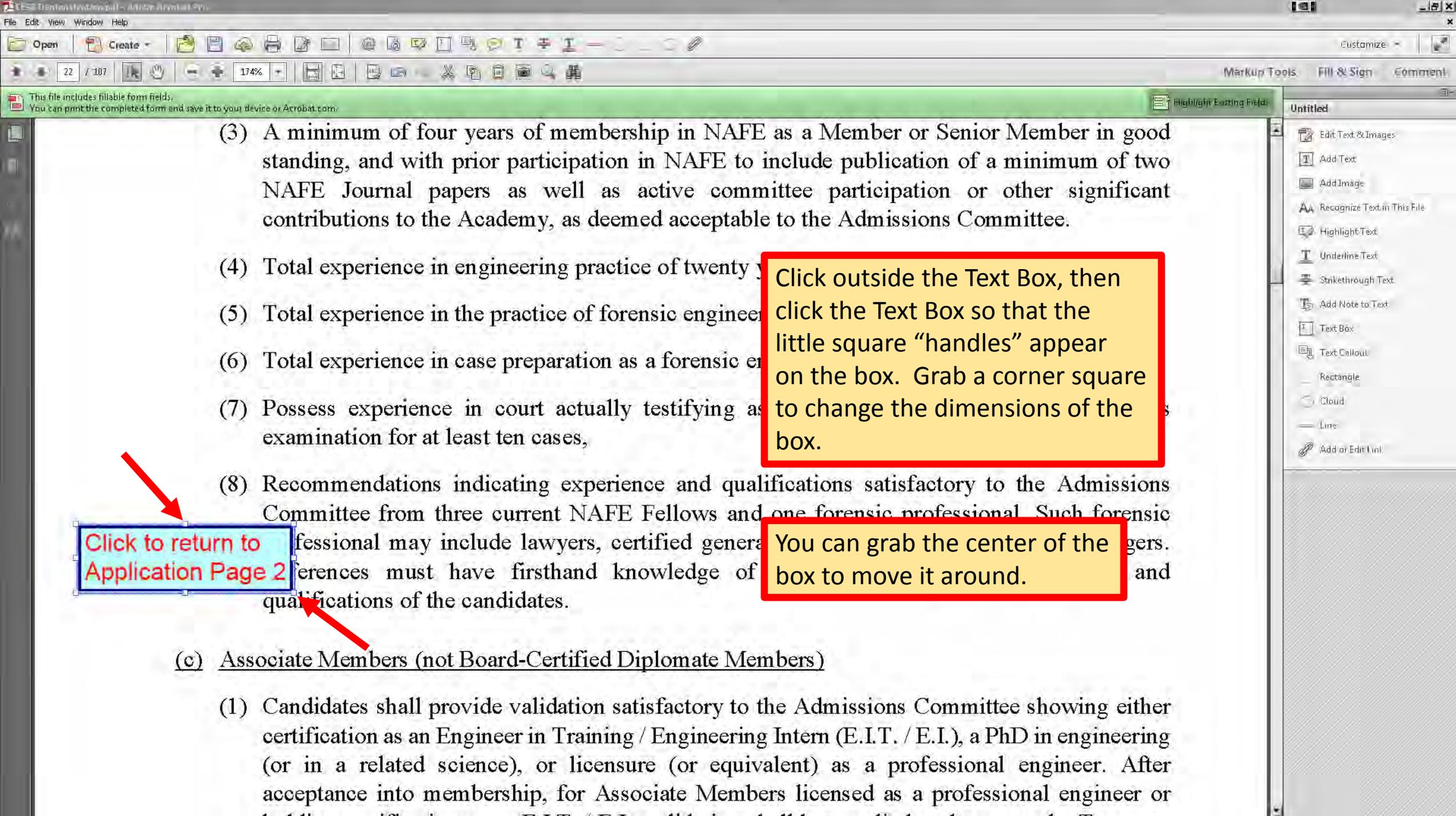
- (3) A minimum of four years of membership in NAFE as a Member or Senior Member in good standing, and with prior participation in NAFE to include publication of a minimum of two NAFE Journal papers as well as active committee participation or other significant contributions to the Academy, as deemed acceptable to the Admissions Committee.
- (4) Total experience in engineering practice of twenty years
- (5) Total experience in the practice of forensic engineering
- (6) Total experience in case preparation as a forensic engineer of fifty cases.
- (7) Possess experience in court actually testifying as an engineering expert subject to cross examination for at least ten cases,
- (8) Recommendations indicating experience and qualifications satisfactory to the Admissions Committee from three current NAFE Fellows and one forensic professional. Such forensic professional may include lawyers, certified general adjusters, judges and claims managers. References must have firsthand knowledge of the forensic engineering practice and qualifications of the candidates.

Enter the desired text into the Text Box.

Click to return to Application Page 2

(c) Associate Members (not Board-Certified Diplomate Members)

- (1) Candidates shall provide validation satisfactory to the Admissions Committee showing either certification as an Engineer in Training / Engineering Intern (E.I.T. / E.I.), a PhD in engineering (or in a related science), or licensure (or equivalent) as a professional engineer. After acceptance into membership, for Associate Members licensed as a professional engineer or



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(4) Total experience in engineering practice of twenty years

(5) Total experience in the practice of forensic engineering

(6) Total experience in case preparation as a forensic engineer

(7) Possess experience in court actually testifying as an expert witness in an examination for at least ten cases,

(8) Recommendations indicating experience and qualifications satisfactory to the Admissions Committee from three current NAFE Fellows and one forensic professional. Such forensic professional may include lawyers, certified general engineers, and other forensic engineers. References must have firsthand knowledge of the candidate's qualifications and experience.

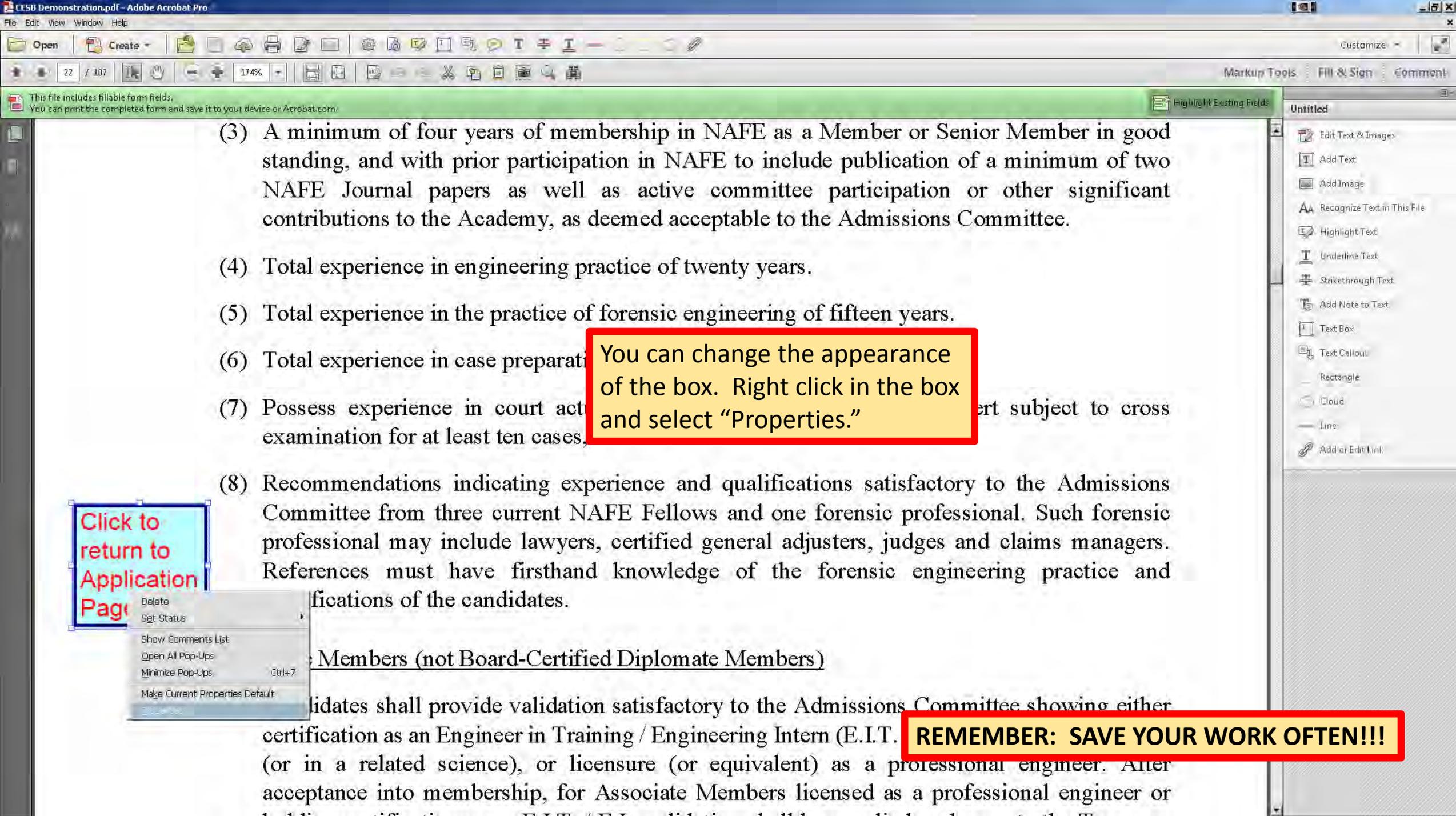
Click outside the Text Box, then click the Text Box so that the little square "handles" appear on the box. Grab a corner square to change the dimensions of the box.

You can grab the center of the box to move it around.

Click to return to Application Page 2

(c) Associate Members (not Board-Certified Diplomate Members)

(1) Candidates shall provide validation satisfactory to the Admissions Committee showing either certification as an Engineer in Training / Engineering Intern (E.I.T. / E.I.), a PhD in engineering (or in a related science), or licensure (or equivalent) as a professional engineer. After acceptance into membership, for Associate Members licensed as a professional engineer or



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- (4) Total experience in engineering practice of twenty years.
- (5) Total experience in the practice of forensic engineering of fifteen years.
- (6) Total experience in case preparation
- (7) Possess experience in court action
- (8) Recommendations indicating experience and qualifications satisfactory to the Admissions Committee from three current NAFE Fellows and one forensic professional. Such forensic professional may include lawyers, certified general adjusters, judges and claims managers. References must have firsthand knowledge of the forensic engineering practice and qualifications of the candidates.

You can change the appearance of the box. Right click in the box and select "Properties."

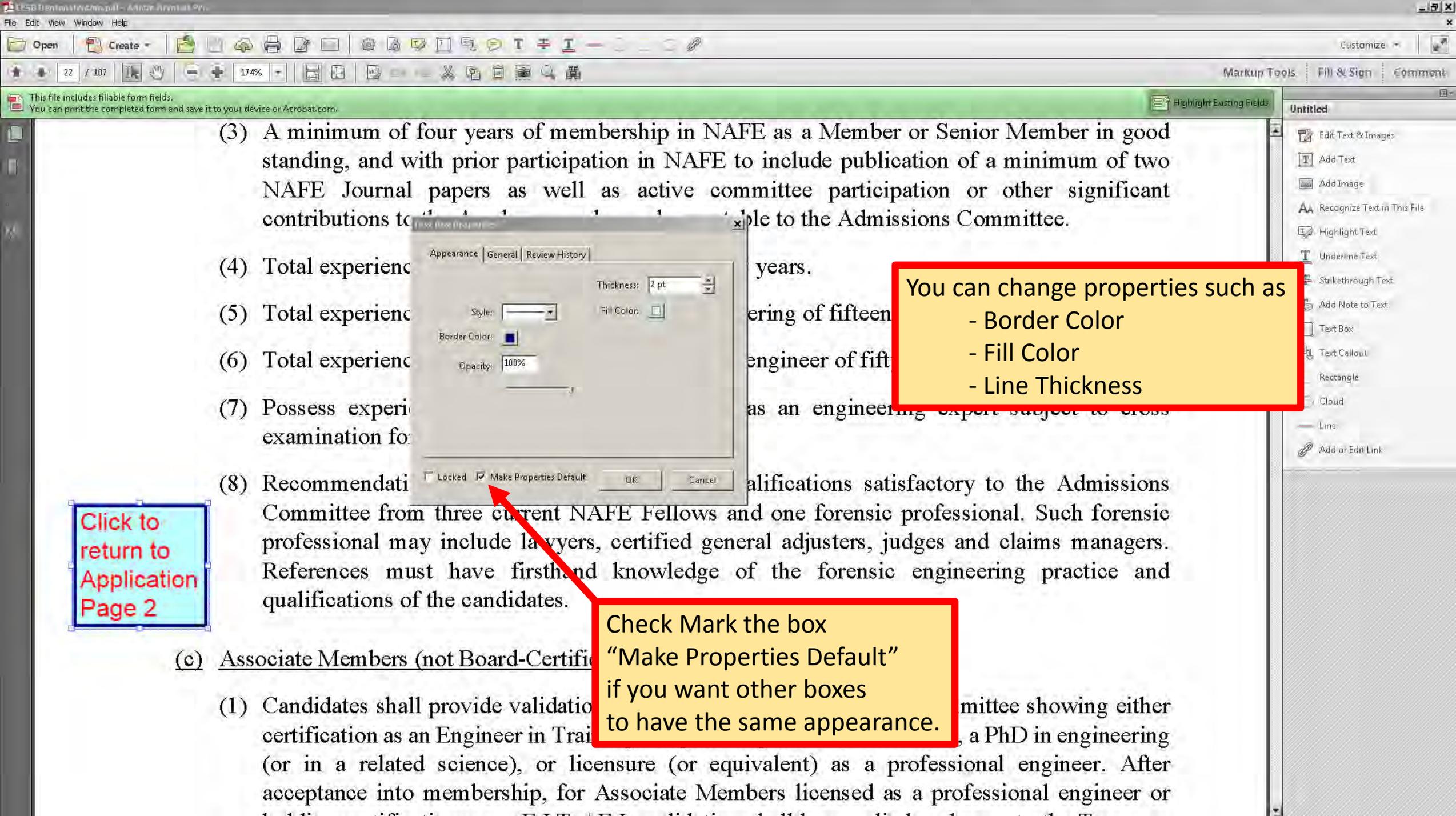
Click to return to Application Page

- Delete
- Get Status
- Show Comments List
- Open All Pop-Ups
- Minimize Pop-Ups (Ctrl+7)
- Make Current Properties Default

Members (not Board-Certified Diplomate Members)

Candidates shall provide validation satisfactory to the Admissions Committee showing either certification as an Engineer in Training / Engineering Intern (E.I.T. (or in a related science), or licensure (or equivalent) as a professional engineer. After acceptance into membership, for Associate Members licensed as a professional engineer or

REMEMBER: SAVE YOUR WORK OFTEN!!!



(3) A minimum of four years of membership in NAFE as a Member or Senior Member in good standing, and with prior participation in NAFE to include publication of a minimum of two NAFE Journal papers as well as active committee participation or other significant contributions to the field, acceptable to the Admissions Committee.

(4) Total experience _____ years.

(5) Total experience _____ yearing of fifteen

(6) Total experience _____ engineer of fift

(7) Possess experi _____ as an engineering expert subject to cross

(8) Recommendation _____ qualifications satisfactory to the Admissions Committee from three current NAFE Fellows and one forensic professional. Such forensic professional may include lawyers, certified general adjusters, judges and claims managers. References must have firsthand knowledge of the forensic engineering practice and qualifications of the candidates.

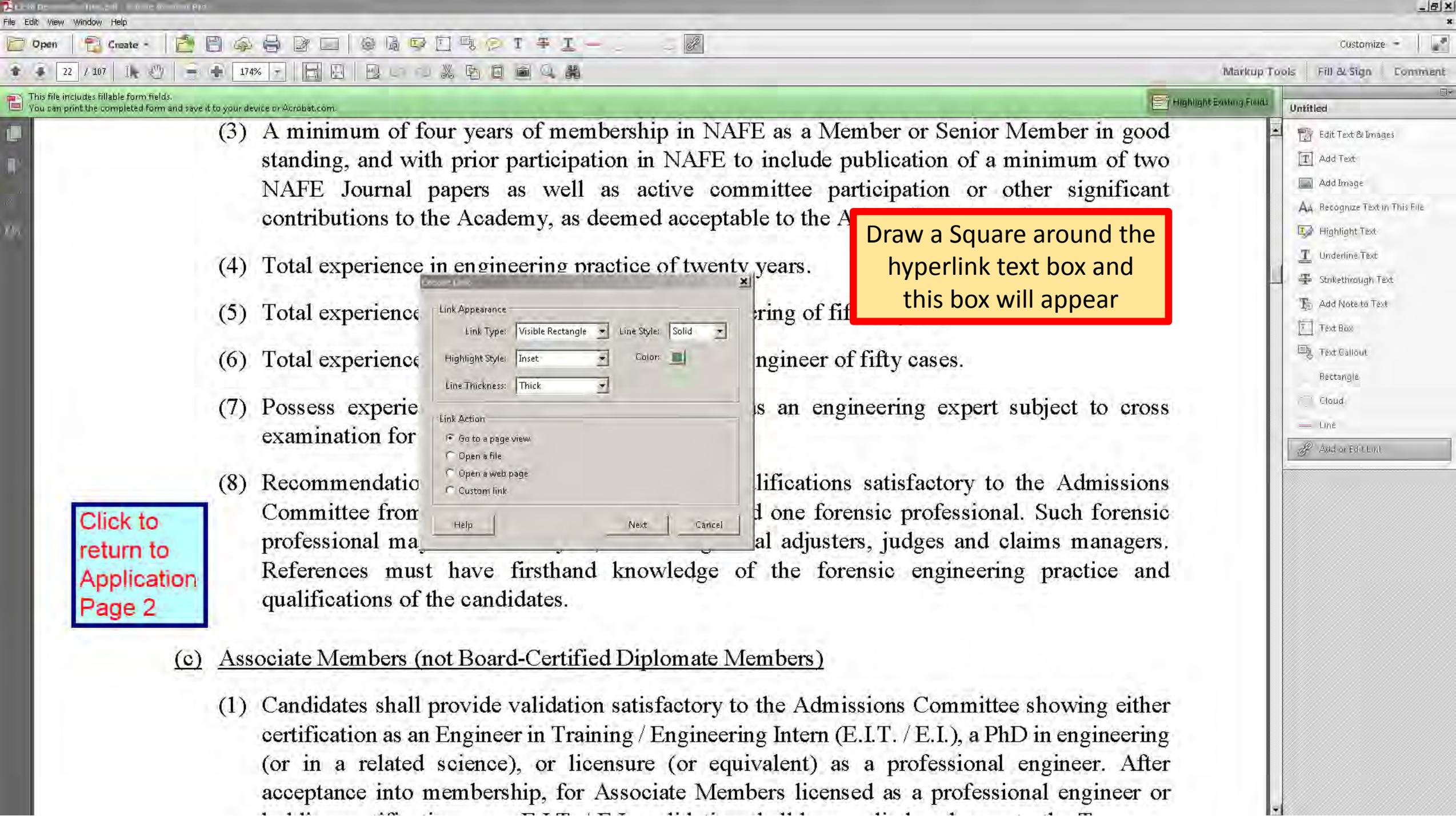
(c) Associate Members (not Board-Certified)

(1) Candidates shall provide validation _____ committee showing either certification as an Engineer in Training, a PhD in engineering (or in a related science), or licensure (or equivalent) as a professional engineer. After acceptance into membership, for Associate Members licensed as a professional engineer or

You can change properties such as
- Border Color
- Fill Color
- Line Thickness

Check Mark the box
"Make Properties Default"
if you want other boxes
to have the same appearance.

Click to
return to
Application
Page 2



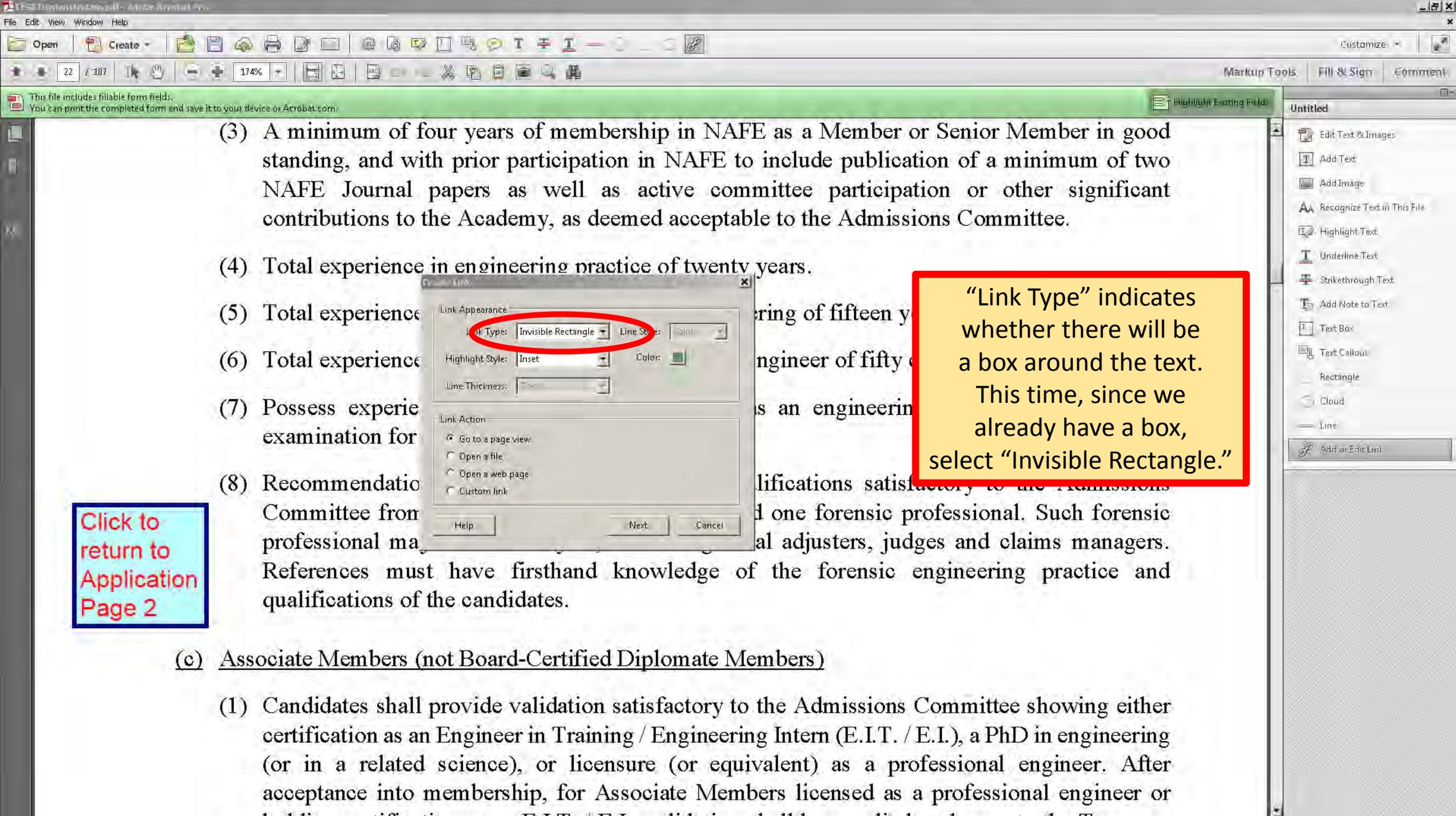
- (3) A minimum of four years of membership in NAFE as a Member or Senior Member in good standing, and with prior participation in NAFE to include publication of a minimum of two NAFE Journal papers as well as active committee participation or other significant contributions to the Academy, as deemed acceptable to the A
- (4) Total experience in engineering practice of twenty years.
- (5) Total experience in engineering practice of twenty years.
- (6) Total experience in engineering practice of twenty years.
- (7) Possess experience in engineering practice of twenty years.
- (8) Recommendation from the Admissions Committee from a professional engineer or a professional forensic engineer. References must have firsthand knowledge of the forensic engineering practice and qualifications of the candidates.

Draw a Square around the hyperlink text box and this box will appear

Click to return to Application Page 2

(c) Associate Members (not Board-Certified Diplomate Members)

- (1) Candidates shall provide validation satisfactory to the Admissions Committee showing either certification as an Engineer in Training / Engineering Intern (E.I.T. / E.I.), a PhD in engineering (or in a related science), or licensure (or equivalent) as a professional engineer. After acceptance into membership, for Associate Members licensed as a professional engineer or



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- (4) Total experience in engineering practice of twenty years.
- (5) Total experience in engineering practice of fifteen years.
- (6) Total experience in engineering practice of fifty years.
- (7) Possess experience and examination for professional registration as an engineering professional.
- (8) Recommendation from the Admissions Committee from a professional engineer, architect, or other professional or technical adjusters, judges and claims managers. References must have firsthand knowledge of the forensic engineering practice and qualifications of the candidates.

Create Link

Link Appearance

Link Type: Invisible Rectangle Line Style: Solid

Highlight Style: Inset Color: [Green]

Line Thickness: [Slider]

Link Action

Go to a page view

Open a file

Open a web page

Custom link

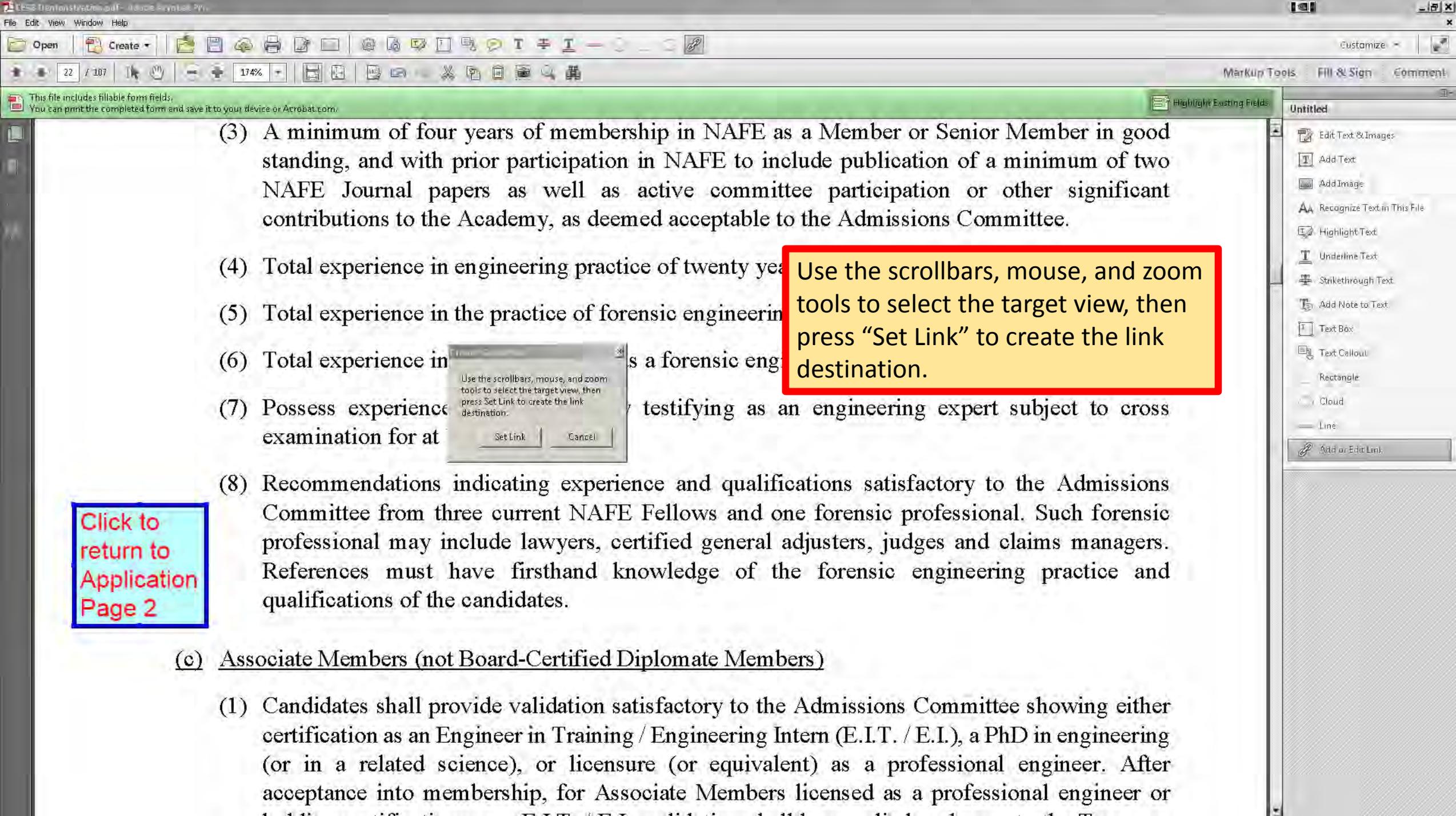
Help Next Cancel

“Link Type” indicates whether there will be a box around the text. This time, since we already have a box, select “Invisible Rectangle.”

Click to return to Application Page 2

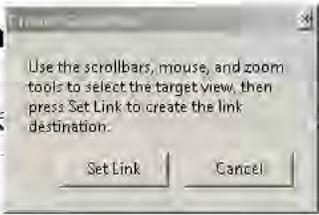
(c) Associate Members (not Board-Certified Diplomate Members)

- (1) Candidates shall provide validation satisfactory to the Admissions Committee showing either certification as an Engineer in Training / Engineering Intern (E.I.T. / E.I.), a PhD in engineering (or in a related science), or licensure (or equivalent) as a professional engineer. After acceptance into membership, for Associate Members licensed as a professional engineer or building professional, E.I.T. / E.I. candidates shall provide validation satisfactory to the Admissions Committee.



- (3) A minimum of four years of membership in NAFE as a Member or Senior Member in good standing, and with prior participation in NAFE to include publication of a minimum of two NAFE Journal papers as well as active committee participation or other significant contributions to the Academy, as deemed acceptable to the Admissions Committee.
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- (6) Total experience in as a forensic eng
- (7) Possess experience examining and testifying as an engineering expert subject to cross examination for at
- (8) Recommendations indicating experience and qualifications satisfactory to the Admissions Committee from three current NAFE Fellows and one forensic professional. Such forensic professional may include lawyers, certified general adjusters, judges and claims managers. References must have firsthand knowledge of the forensic engineering practice and qualifications of the candidates.

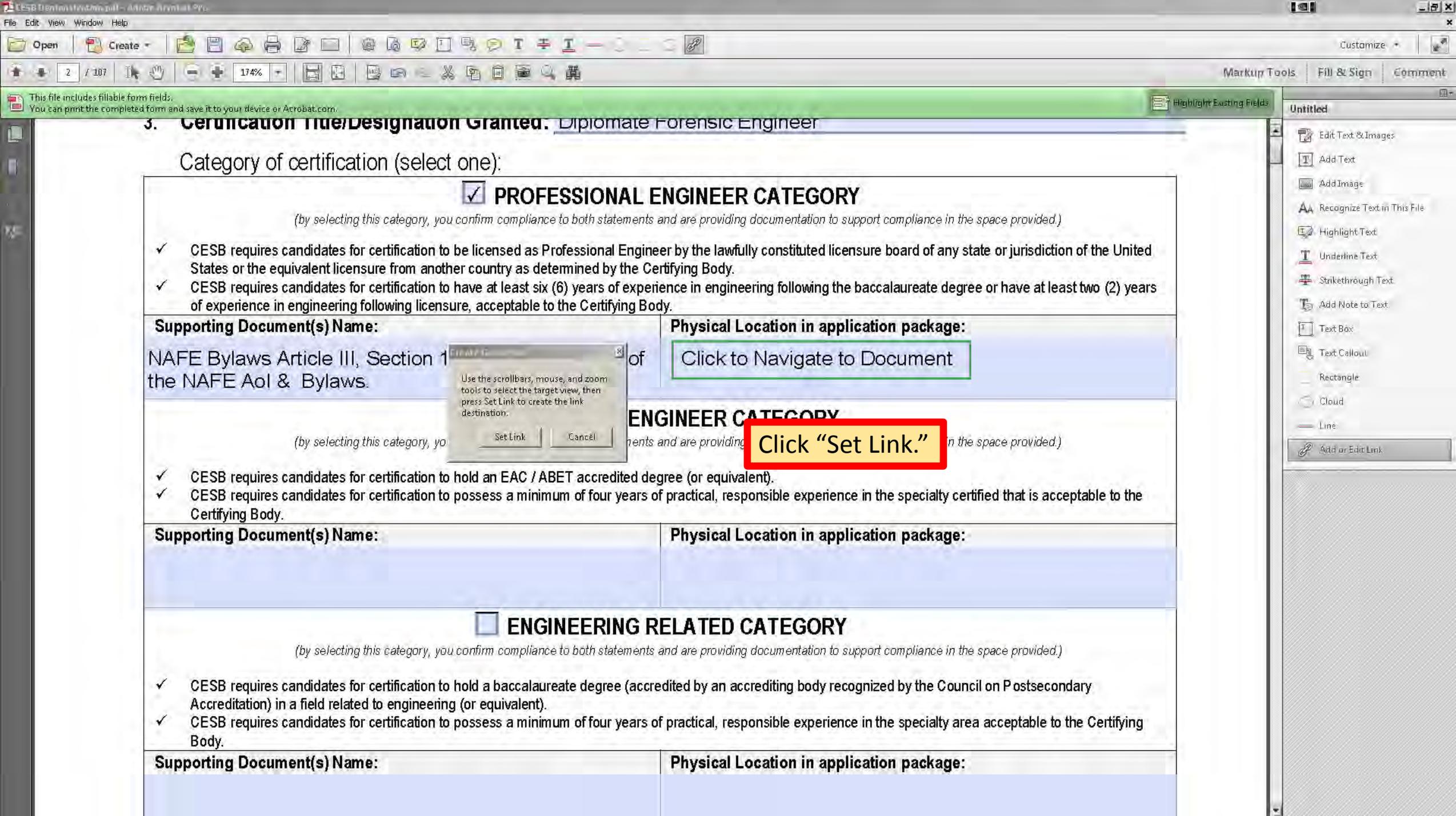
Use the scrollbars, mouse, and zoom tools to select the target view, then press "Set Link" to create the link destination.



Click to return to Application Page 2

(c) Associate Members (not Board-Certified Diplomate Members)

- (1) Candidates shall provide validation satisfactory to the Admissions Committee showing either certification as an Engineer in Training / Engineering Intern (E.I.T. / E.I.), a PhD in engineering (or in a related science), or licensure (or equivalent) as a professional engineer. After acceptance into membership, for Associate Members licensed as a professional engineer or holding certification as E.I.T. / E.I., candidates shall maintain their license or certification.



3. Certification Title/Designation Granted: Diplomate Forensic Engineer

Category of certification (select one):

PROFESSIONAL ENGINEER CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

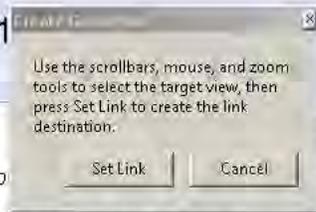
- ✓ CESB requires candidates for certification to be licensed as Professional Engineer by the lawfully constituted licensure board of any state or jurisdiction of the United States or the equivalent licensure from another country as determined by the Certifying Body.
- ✓ CESB requires candidates for certification to have at least six (6) years of experience in engineering following the baccalaureate degree or have at least two (2) years of experience in engineering following licensure, acceptable to the Certifying Body.

Supporting Document(s) Name:

NAFE Bylaws Article III, Section 1 of the NAFE Aol & Bylaws.

Physical Location in application package:

Click to Navigate to Document



ENGINEERING RELATED CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

Click "Set Link."

- ✓ CESB requires candidates for certification to hold an EAC / ABET accredited degree (or equivalent).
- ✓ CESB requires candidates for certification to possess a minimum of four years of practical, responsible experience in the specialty certified that is acceptable to the Certifying Body.

Supporting Document(s) Name:

Physical Location in application package:

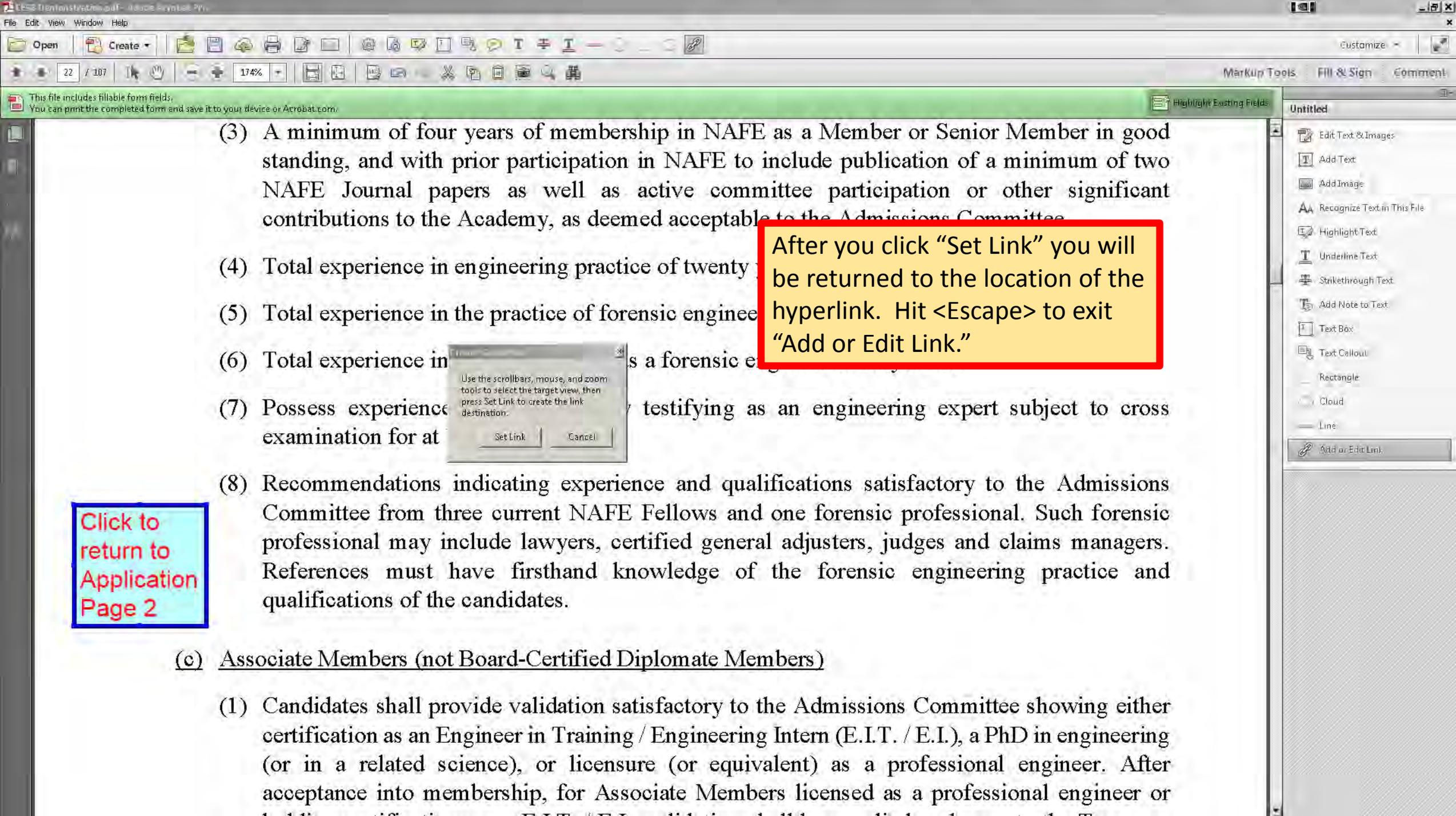
ENGINEERING RELATED CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

- ✓ CESB requires candidates for certification to hold a baccalaureate degree (accredited by an accrediting body recognized by the Council on Postsecondary Accreditation) in a field related to engineering (or equivalent).
- ✓ CESB requires candidates for certification to possess a minimum of four years of practical, responsible experience in the specialty area acceptable to the Certifying Body.

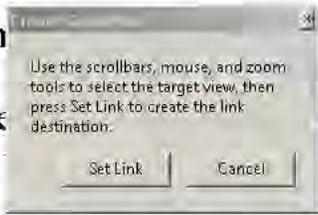
Supporting Document(s) Name:

Physical Location in application package:



- (3) A minimum of four years of membership in NAFE as a Member or Senior Member in good standing, and with prior participation in NAFE to include publication of a minimum of two NAFE Journal papers as well as active committee participation or other significant contributions to the Academy, as deemed acceptable to the Admissions Committee
- (4) Total experience in engineering practice of twenty
- (5) Total experience in the practice of forensic engineering
- (6) Total experience in forensic engineering as a forensic engineer
- (7) Possess experience in forensic engineering by testifying as an engineering expert subject to cross examination for at
- (8) Recommendations indicating experience and qualifications satisfactory to the Admissions Committee from three current NAFE Fellows and one forensic professional. Such forensic professional may include lawyers, certified general adjusters, judges and claims managers. References must have firsthand knowledge of the forensic engineering practice and qualifications of the candidates.

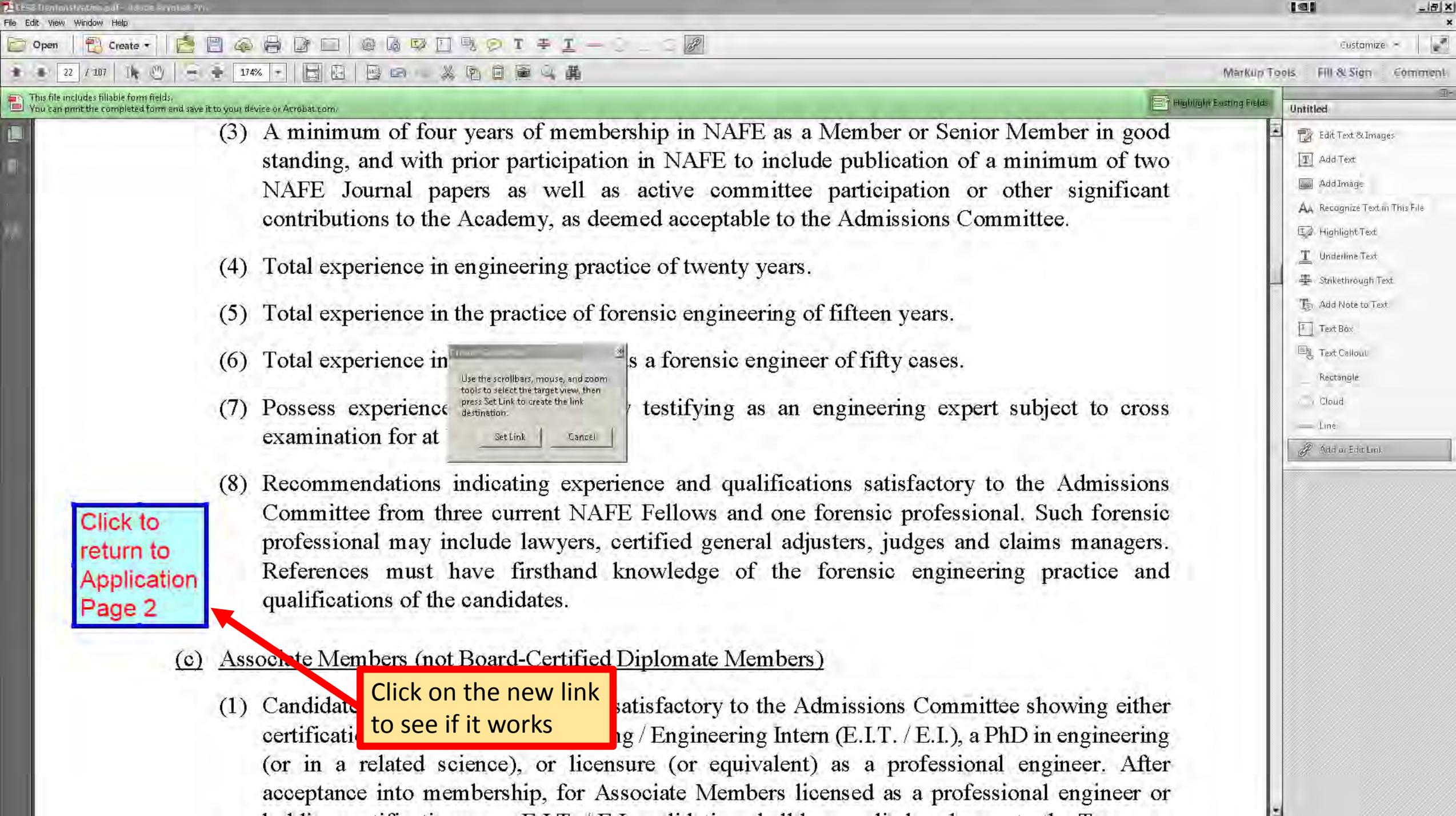
After you click "Set Link" you will be returned to the location of the hyperlink. Hit <Escape> to exit "Add or Edit Link."



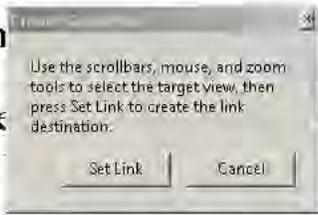
Click to return to Application Page 2

(c) Associate Members (not Board-Certified Diplomate Members)

- (1) Candidates shall provide validation satisfactory to the Admissions Committee showing either certification as an Engineer in Training / Engineering Intern (E.I.T. / E.I.), a PhD in engineering (or in a related science), or licensure (or equivalent) as a professional engineer. After acceptance into membership, for Associate Members licensed as a professional engineer or holding certification as E.I.T. / E.I., candidates shall maintain their license or certification.



- (3) A minimum of four years of membership in NAFE as a Member or Senior Member in good standing, and with prior participation in NAFE to include publication of a minimum of two NAFE Journal papers as well as active committee participation or other significant contributions to the Academy, as deemed acceptable to the Admissions Committee.
- (4) Total experience in engineering practice of twenty years.
- (5) Total experience in the practice of forensic engineering of fifteen years.
- (6) Total experience in [forensic engineering](#) as a forensic engineer of fifty cases.
- (7) Possess experience [in forensic engineering](#) by testifying as an engineering expert subject to cross examination for at least five years.
- (8) Recommendations indicating experience and qualifications satisfactory to the Admissions Committee from three current NAFE Fellows and one forensic professional. Such forensic professional may include lawyers, certified general adjusters, judges and claims managers. References must have firsthand knowledge of the forensic engineering practice and qualifications of the candidates.

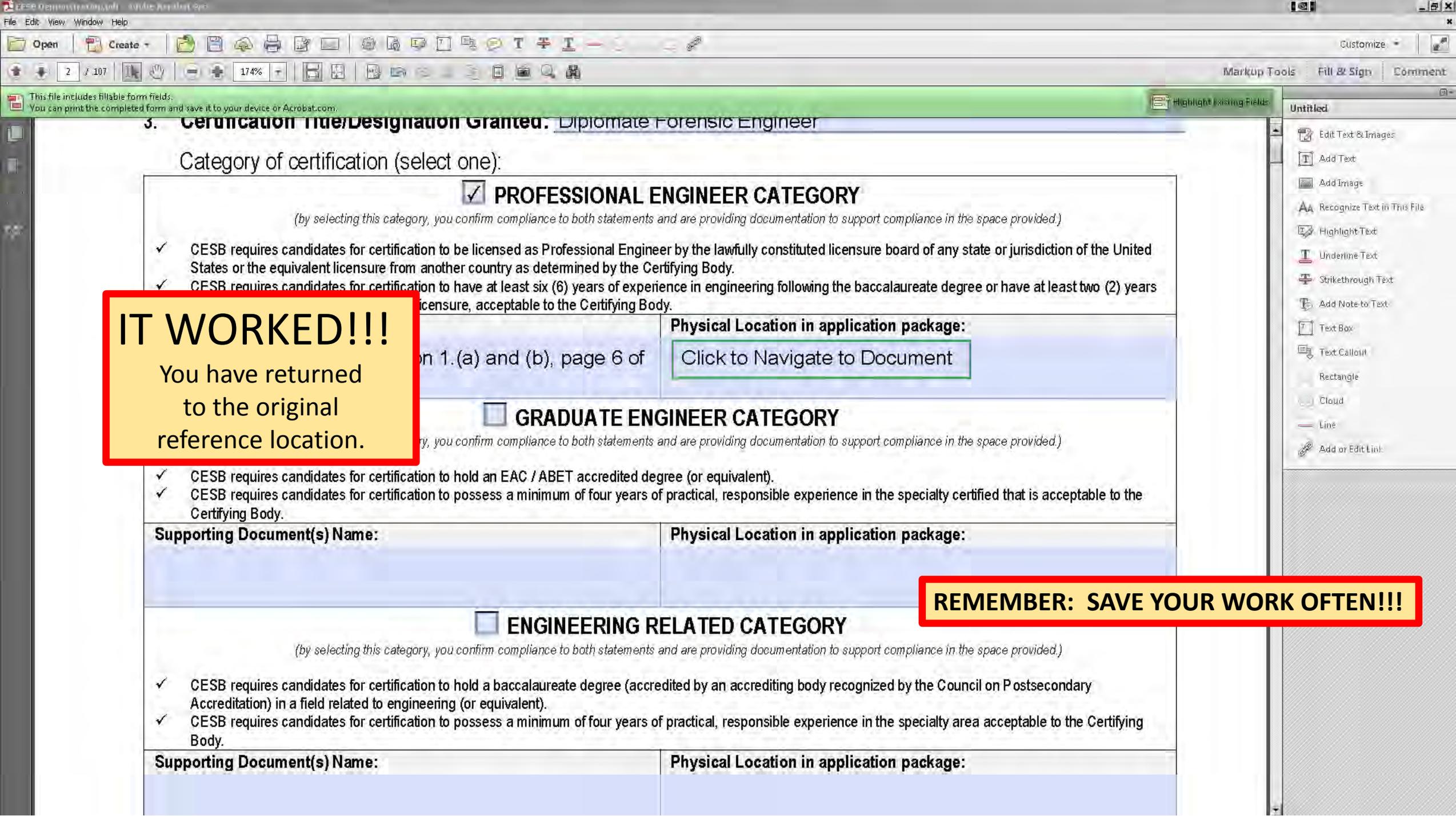


Click to return to Application Page 2

(c) Associate Members (not Board-Certified Diplomate Members)

- (1) Candidate [must have](#) satisfactory to the Admissions Committee showing either certification as a Professional Engineer / Engineering Intern (E.I.T. / E.I.), a PhD in engineering (or in a related science), or licensure (or equivalent) as a professional engineer. After acceptance into membership, for Associate Members licensed as a professional engineer or holding certification as a Professional Engineer / Engineering Intern (E.I.T. / E.I.), the candidate must have a minimum of five years of experience in the field of engineering practice.

Click on the new link to see if it works



IT WORKED!!!

You have returned
to the original
reference location.

REMEMBER: SAVE YOUR WORK OFTEN!!!

3. Certification Title/Designation Granted: Diplomate Forensic Engineer

Category of certification (select one):

PROFESSIONAL ENGINEER CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

- ✓ CESB requires candidates for certification to be licensed as Professional Engineer by the lawfully constituted licensure board of any state or jurisdiction of the United States or the equivalent licensure from another country as determined by the Certifying Body.
- ✓ CESB requires candidates for certification to have at least six (6) years of experience in engineering following the baccalaureate degree or have at least two (2) years licensure, acceptable to the Certifying Body.

on 1.(a) and (b), page 6 of

Physical Location in application package:

[Click to Navigate to Document](#)

GRADUATE ENGINEER CATEGORY

(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

- ✓ CESB requires candidates for certification to hold an EAC / ABET accredited degree (or equivalent).
- ✓ CESB requires candidates for certification to possess a minimum of four years of practical, responsible experience in the specialty certified that is acceptable to the Certifying Body.

Supporting Document(s) Name:

Physical Location in application package:

ENGINEERING RELATED CATEGORY

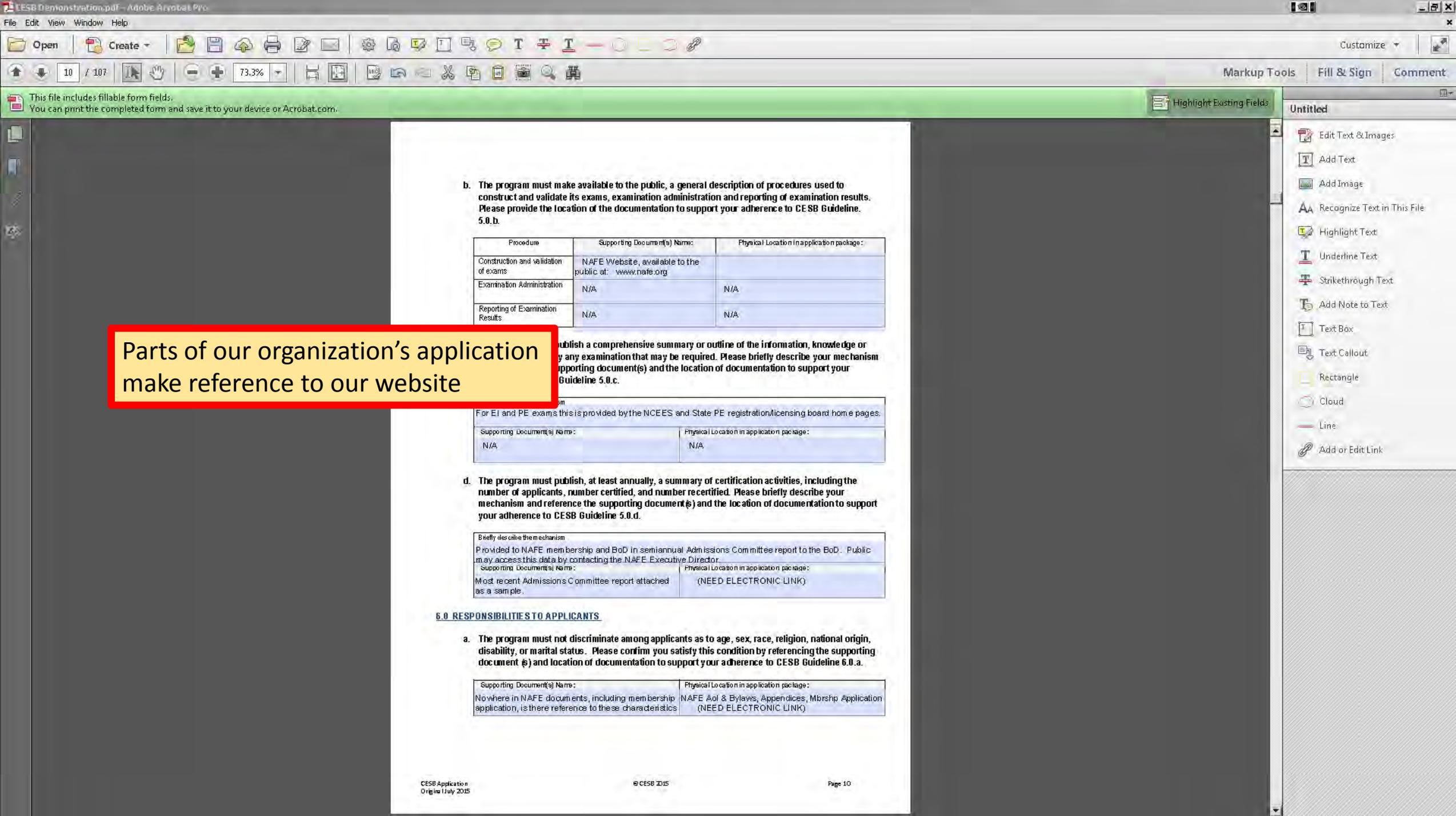
(by selecting this category, you confirm compliance to both statements and are providing documentation to support compliance in the space provided.)

- ✓ CESB requires candidates for certification to hold a baccalaureate degree (accredited by an accrediting body recognized by the Council on Postsecondary Accreditation) in a field related to engineering (or equivalent).
- ✓ CESB requires candidates for certification to possess a minimum of four years of practical, responsible experience in the specialty area acceptable to the Certifying Body.

Supporting Document(s) Name:

Physical Location in application package:

Create Hyperlinks to
Referenced Websites



Parts of our organization's application make reference to our website

b. The program must make available to the public, a general description of procedures used to construct and validate its exams, examination administration and reporting of examination results. Please provide the location of the documentation to support your adherence to CESB Guideline 5.0.b.

Procedure	Supporting Document(s) Name:	Physical Location in application package:
Construction and validation of exams	NAFE Website, available to the public at: www.nafe.org	
Examination Administration	N/A	N/A
Reporting of Examination Results	N/A	N/A

publish a comprehensive summary or outline of the information, knowledge or any examination that may be required. Please briefly describe your mechanism supporting document(s) and the location of documentation to support your Guideline 5.0.c.

For EI and PE exams this is provided by the NCEES and State PE registration/licensing board home pages.

Supporting Document(s) Name:	Physical Location in application package:
N/A	N/A

d. The program must publish, at least annually, a summary of certification activities, including the number of applicants, number certified, and number recertified. Please briefly describe your mechanism and reference the supporting document(s) and the location of documentation to support your adherence to CESB Guideline 5.0.d.

Briefly describe the mechanism

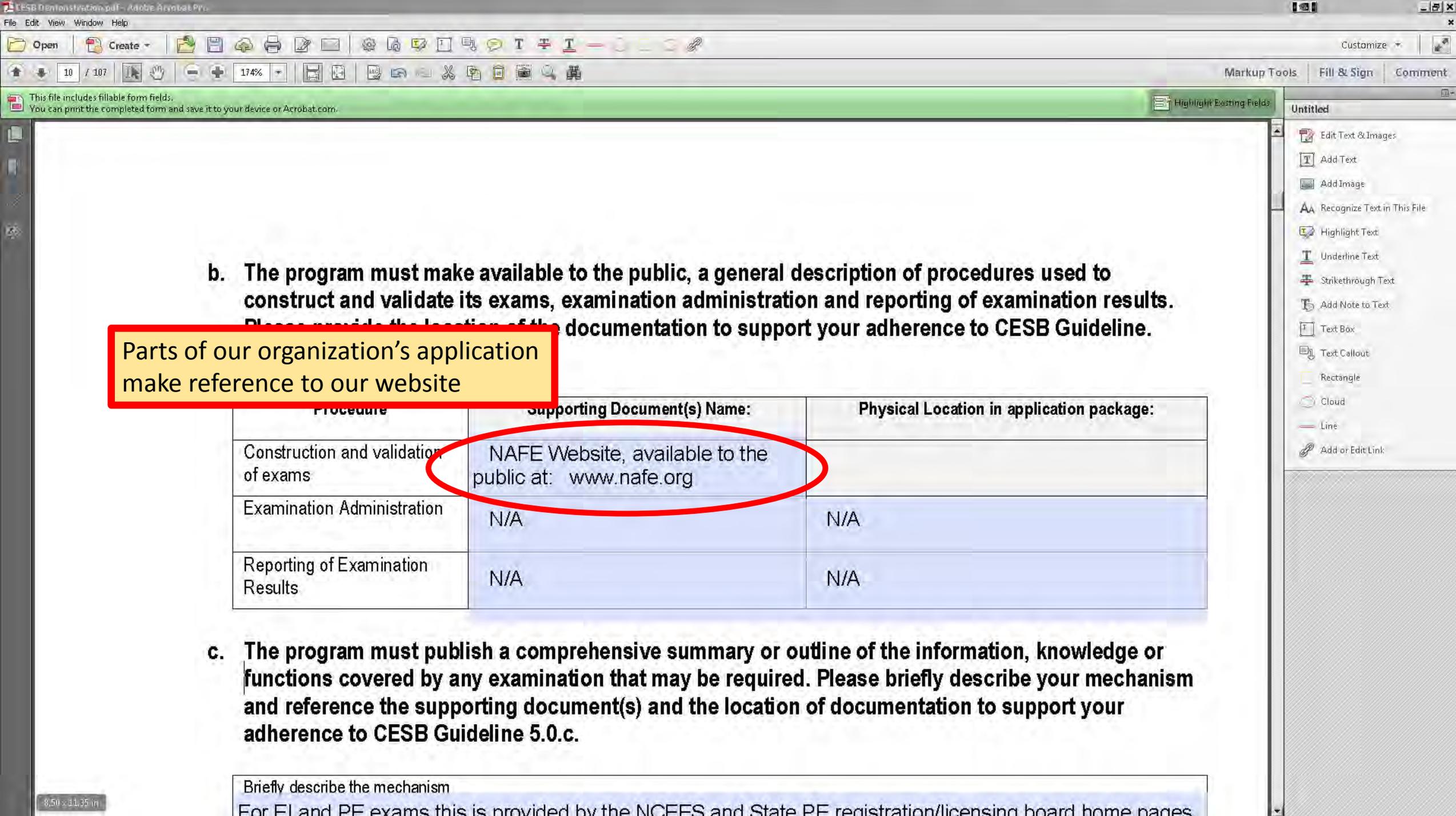
Provided to NAFE membership and BoD in semiannual Admissions Committee report to the BoD. Public may access this data by contacting the NAFE Executive Director.

Supporting Document(s) Name:	Physical Location in application package:
Most recent Admissions Committee report attached as a sample.	(NEED ELECTRONIC LINK)

6.0 RESPONSIBILITIES TO APPLICANTS

a. The program must not discriminate among applicants as to age, sex, race, religion, national origin, disability, or marital status. Please confirm you satisfy this condition by referencing the supporting document(s) and location of documentation to support your adherence to CESB Guideline 6.0.a.

Supporting Document(s) Name:	Physical Location in application package:
No where in NAFE documents, including membership application, is there reference to these characteristics	NAFE Aol & Bylaws, Appendices, Mbrshp Application (NEED ELECTRONIC LINK)



- b. **The program must make available to the public, a general description of procedures used to construct and validate its exams, examination administration and reporting of examination results. Please provide the location of the documentation to support your adherence to CESB Guideline.**

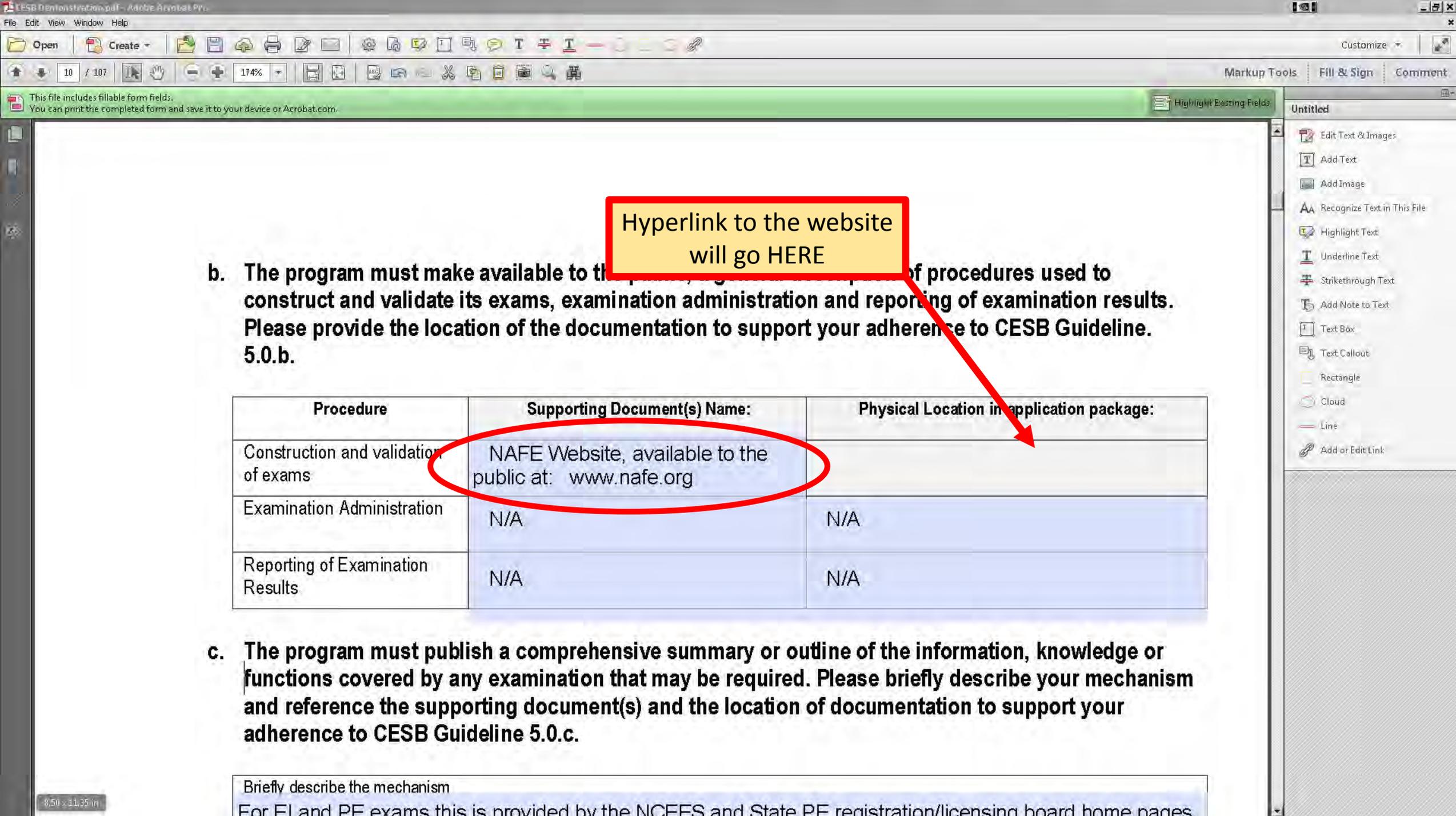
Parts of our organization's application make reference to our website

Procedure	Supporting Document(s) Name:	Physical Location in application package:
Construction and validation of exams	NAFE Website, available to the public at: www.nafe.org	
Examination Administration	N/A	N/A
Reporting of Examination Results	N/A	N/A

- c. **The program must publish a comprehensive summary or outline of the information, knowledge or functions covered by any examination that may be required. Please briefly describe your mechanism and reference the supporting document(s) and the location of documentation to support your adherence to CESB Guideline 5.0.c.**

Briefly describe the mechanism

For EI and PE exams this is provided by the NCFES and State PE registration/licensing board home pages.



Hyperlink to the website
will go HERE

b. The program must make available to the public, by any means, procedures used to construct and validate its exams, examination administration and reporting of examination results. Please provide the location of the documentation to support your adherence to CESB Guideline 5.0.b.

Procedure	Supporting Document(s) Name:	Physical Location in application package:
Construction and validation of exams	NAFE Website, available to the public at: www.nafe.org	
Examination Administration	N/A	N/A
Reporting of Examination Results	N/A	N/A

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Briefly describe the mechanism
For EI and PE exams this is provided by the NCFES and State PE registration/licensing board home pages

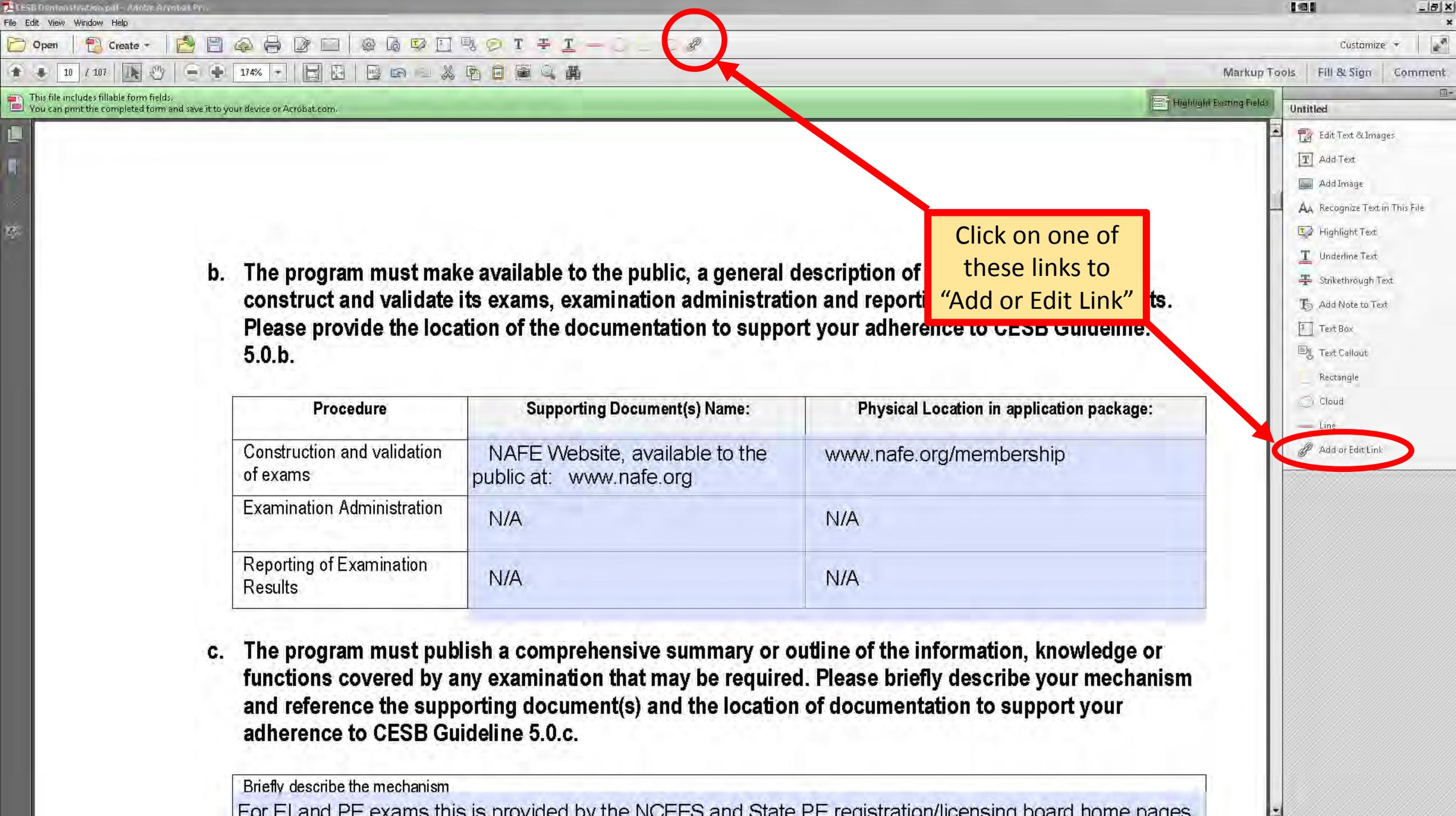
b. The program must make available to the public the procedures used to construct and validate its exams, examination administration and reporting of examination results. Please provide the location of the documentation to support your adherence to CESB Guideline 5.0.b.

Enter Hyperlink Text here
just as we did before

Procedure	Supporting Document(s) Name:	Physical Location in application package:
Construction and validation of exams	NAFE Website, available to the public at: www.nafe.org	www.nafe.org/membership
Examination Administration	N/A	N/A
Reporting of Examination Results	N/A	N/A

c. The program must publish a comprehensive summary or outline of the information, knowledge or functions covered by any examination that may be required. Please briefly describe your mechanism and reference the supporting document(s) and the location of documentation to support your adherence to CESB Guideline 5.0.c.

Briefly describe the mechanism
For EI and PE exams this is provided by the NCFES and State PE registration/licensing board home pages

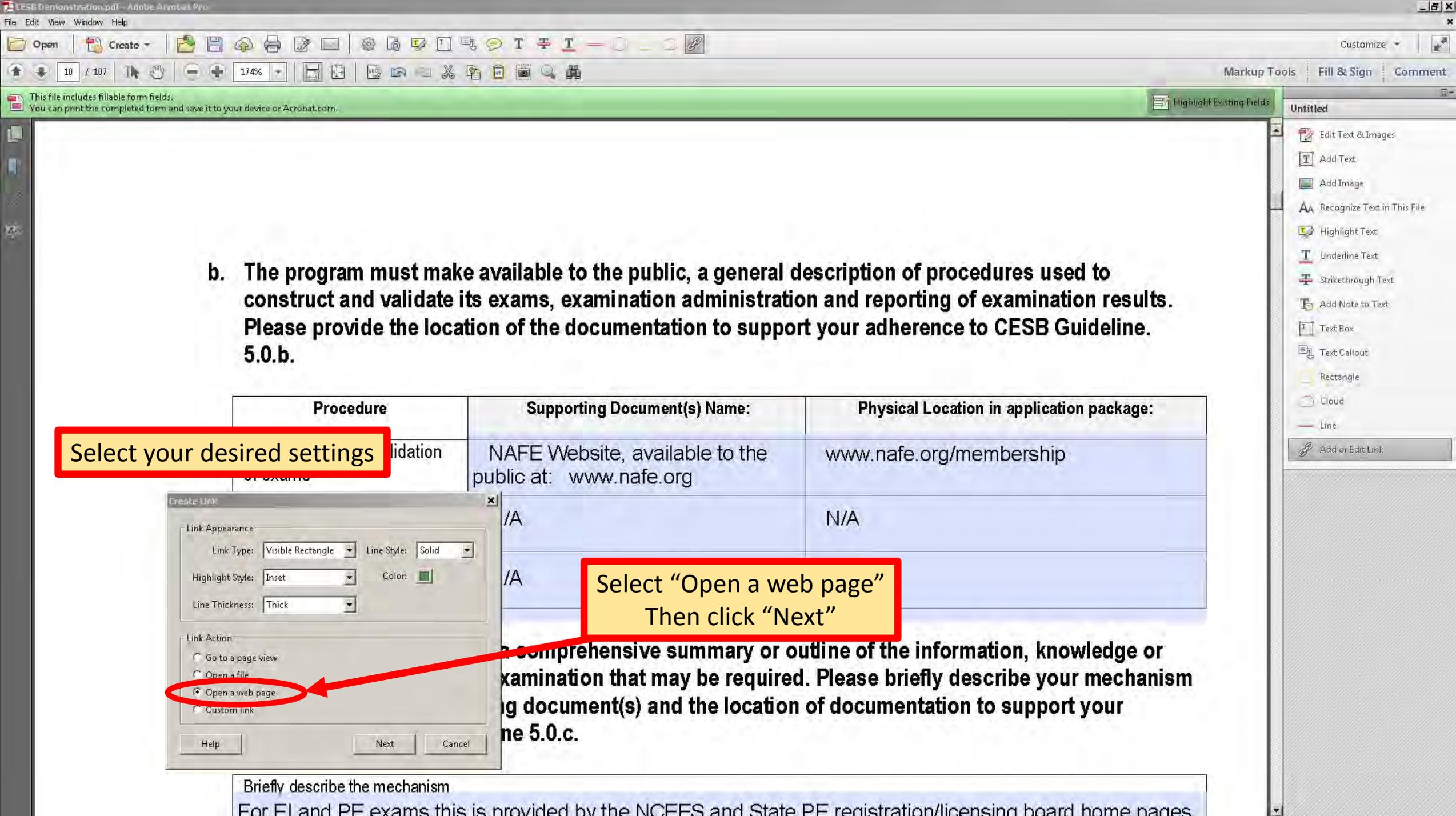


b. The program must make available to the public, a general description of construct and validate its exams, examination administration and reporting. Please provide the location of the documentation to support your adherence to CESB Guideline 5.0.b.

Procedure	Supporting Document(s) Name:	Physical Location in application package:
Construction and validation of exams	NAFE Website, available to the public at: www.nafe.org	www.nafe.org/membership
Examination Administration	N/A	N/A
Reporting of Examination Results	N/A	N/A

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Briefly describe the mechanism
For EI and PE exams this is provided by the NCFES and State PE registration/licensing board home pages



b. The program must make available to the public, a general description of procedures used to construct and validate its exams, examination administration and reporting of examination results. Please provide the location of the documentation to support your adherence to CESB Guideline 5.0.b.

Procedure	Supporting Document(s) Name:	Physical Location in application package:
Validation of Exams	NAFE Website, available to the public at: www.nafe.org	www.nafe.org/membership
	/A	N/A
	/A	

Select your desired settings

Select "Open a web page"
Then click "Next"

Create Link

Link Appearance

Link Type: Visible Rectangle Line Style: Solid

Highlight Style: Inset Color: [Green Box]

Line Thickness: Thick

Link Action

Go to a page view

Open a file

Open a web page

Custom link

Help Next Cancel

a comprehensive summary or outline of the information, knowledge or examination that may be required. Please briefly describe your mechanism and the location of documentation to support your adherence to 5.0.c.

Briefly describe the mechanism
For EI and PE exams this is provided by the NCFES and State PE registration/licensing board home pages

- b. The program must make available to the public, a general description of procedures used to construct and validate its exams, examination administration and reporting of examination results. Please provide the location of the documentation to support your adherence to CESB Guideline 5.0.b.

Procedure	Supporting Document(s) Name:	Physical Location in application package:
Construction and validation	NAFE Website, available to the public at: www.nafe.org	www.nafe.org/membership
Examination Administration	N/A	N/A
Reporting of Examination Results		N/A

Enter the URL for the desired website

- c. The program must provide a brief summary or outline of the information, knowledge or skills that may be required. Please briefly describe your mechanism and reference the supporting document(s) and the location of documentation to support your adherence to CESB Guideline 5.0.c.

Enter a URL for this link:

www.nafe.org/membership

OK Cancel

Briefly describe the mechanism

For EI and PE exams this is provided by the NCFES and State PE registration/licensing board home pages

- b. The program must make available to the public, a general description of procedures used to construct and validate its exams, examination administration and reporting of examination results. Please provide the location of the documentation to support your adherence to CESB Guideline 5.0.b.

The dialog box disappears.
Hit <Escape> to complete
the process.

Procedure	Supporting Document(s) Name:	Physical Location in application package:
Validation	NAFE Website, available to the public at: www.nafe.org	www.nafe.org/membership
Administration	N/A	N/A
Reporting of Examination Results	N/A	N/A

- c. The program must publish a comprehensive summary or outline of the information, knowledge or functions covered by any examination that may be required. Please briefly describe your mechanism and reference the supporting document(s) and the location of documentation to support your adherence to CESB Guideline 5.0.c.

Briefly describe the mechanism
For EI and PE exams this is provided by the NCFES and State PE registration/licensing board home pages

Click on the new hyperlink to see if it works...

- b. The program must make available to the public, a general description of procedures used to construct and validate its exams, examination administration and reporting of examination results. Please provide the location of the documentation to support your adherence to CESB Guideline 5.0.b.

Procedure	Supporting Document(s) Name:	Physical Location in application package:
Construction and validation of exams	NAFE Website, available to the public at: www.nafe.org	www.nafe.org/membership
Examination Administration	N/A	N/A
Reporting of Examination Results	N/A	N/A

- c. The program must publish a comprehensive summary or outline of the information, knowledge or functions covered by any examination that may be required. Please briefly describe your mechanism and reference the supporting document(s) and the location of documentation to support your adherence to CESB Guideline 5.0.c.

REMEMBER: SAVE YOUR WORK OFTEN!!!

Briefly describe the mechanism
For EI and PE exams this is provided by the NCFES and State PE registration/licensing board home pages



National Academy of Forensic Engineers

Chartered Affinity Group of the National Society of Professional Engineers
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How to join NAFE

Email: aschwartz@nafe.org - or submit the online application below.

To qualify for full membership, a candidate must be a member of the National Society of Professional Engineers (NSPE) and must be a registered Professional Engineer (P.E.). The candidate must have appropriate engineering education and experience in practice, including actual experience in forensic engineering. In addition, the candidate must provide acceptable detailed references from attorneys, senior claims managers or NAFE members who are personally familiar with his or her forensic practice and experience.

For those persons new to NAFE or who are not yet eligible for full membership, the following affiliations are available: **Correspondent Affiliate**, **International Affiliate** and **Student Affiliate**. Forensic engineers working towards the requirements of full membership may qualify to become an **Associate Member** of NAFE.

[Chart - Member classifications, entrance requirements and benefits](#)

[New Affiliate Application](#)

[New Member Application \(including Associate Member\)](#)

The Upgrade Application is linked on the Member Landing Page, after login

WHAT IS THE NATIONAL ACADEMY OF FORENSIC ENGINEERS?

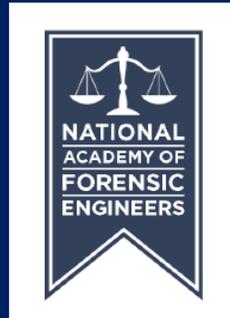
The National Academy of Forensic Engineers (NAFE®) is a professional organization formed in 1982 to advance the art and skill of engineers who serve as engineering consultants to members of the legal profession and as

IT WORKED!!!

Add Application Cover Page
And Section Divider Pages

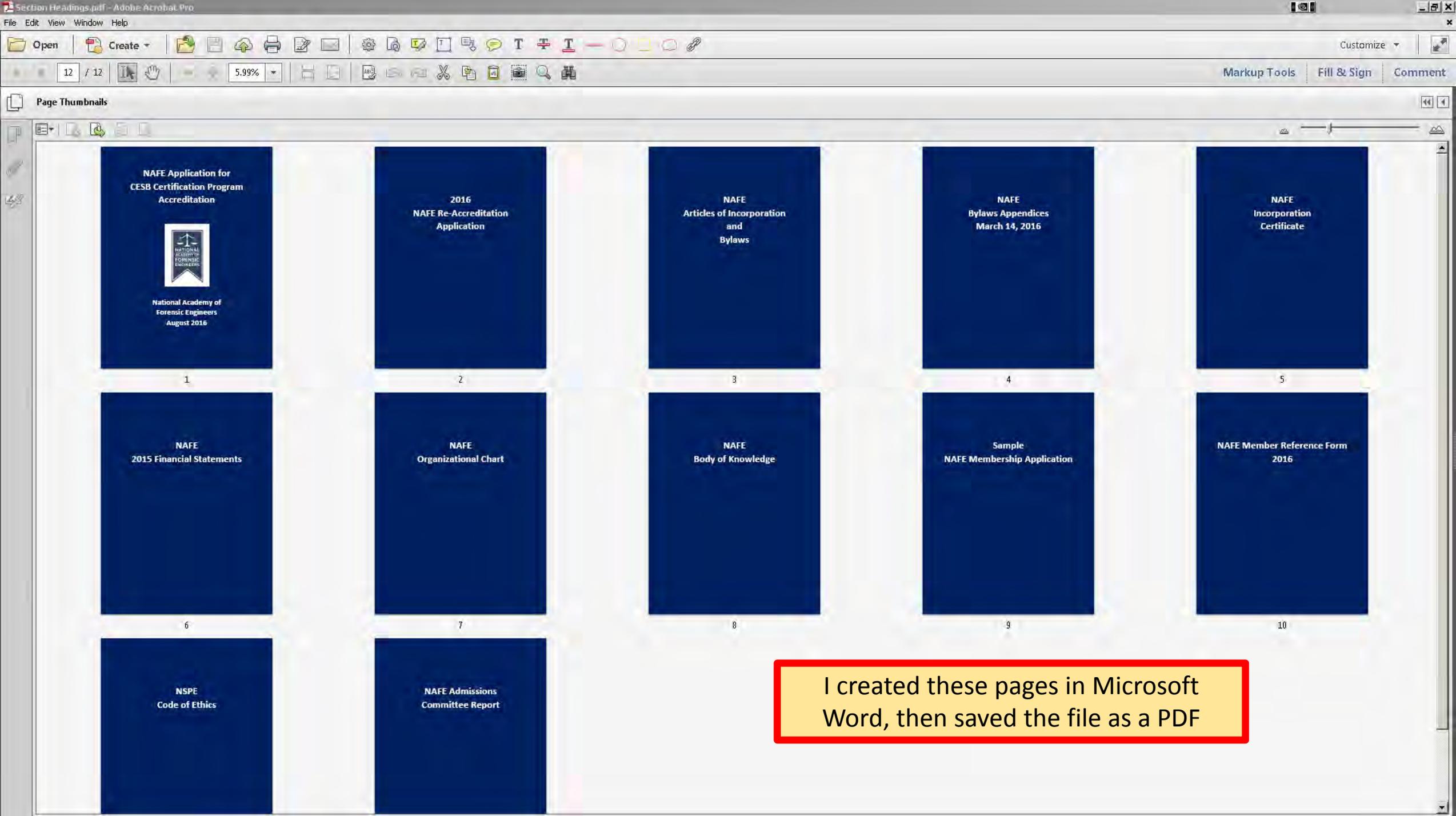
Now let's add a cover page and section divider pages to our application package

**NAFE Application for
CESB Certification Program
Accreditation**

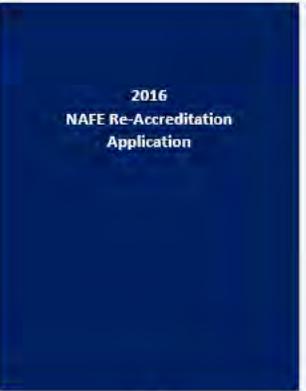


**National Academy of
Forensic Engineers
August 2016**

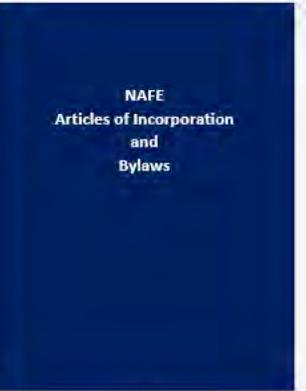
**NAFE Admissions
Committee Report**



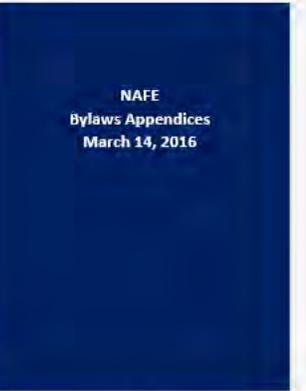
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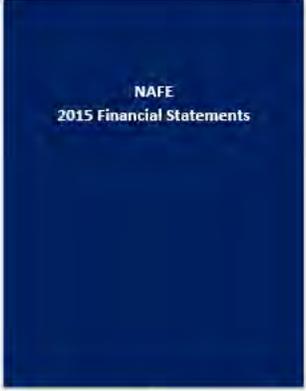
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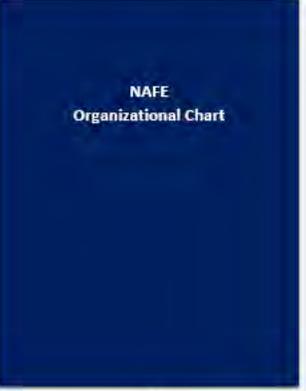
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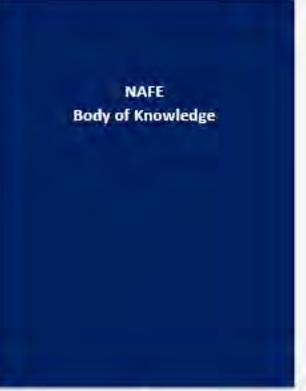
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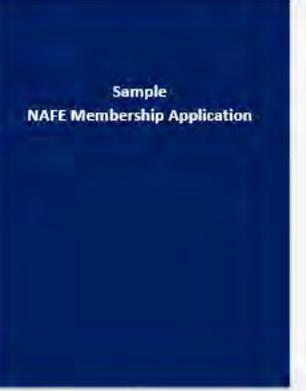
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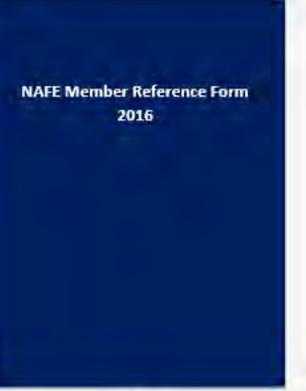
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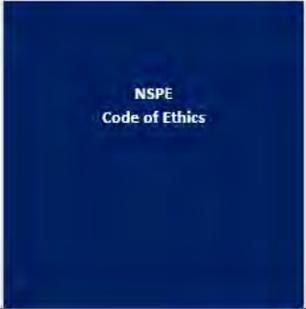
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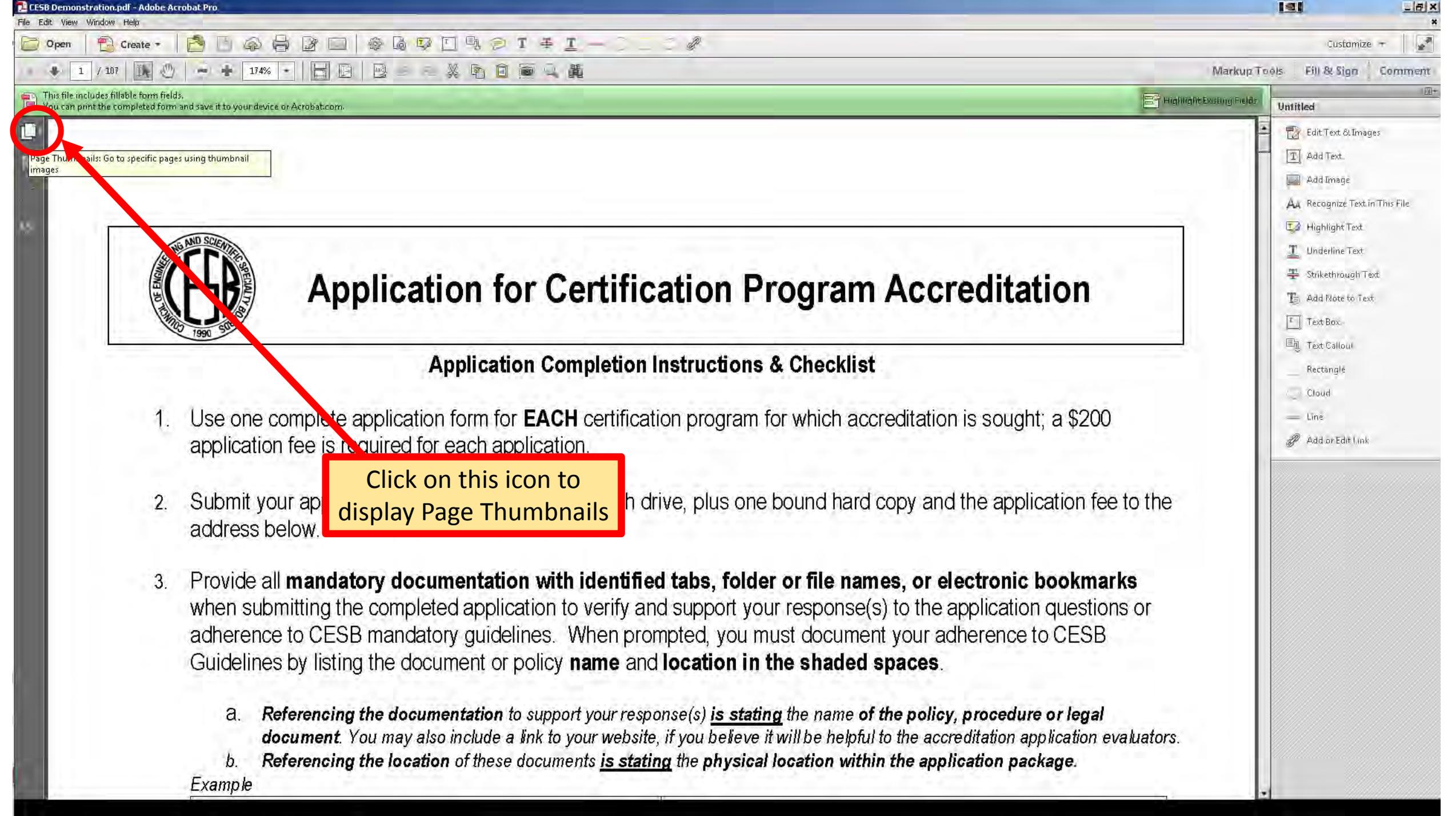


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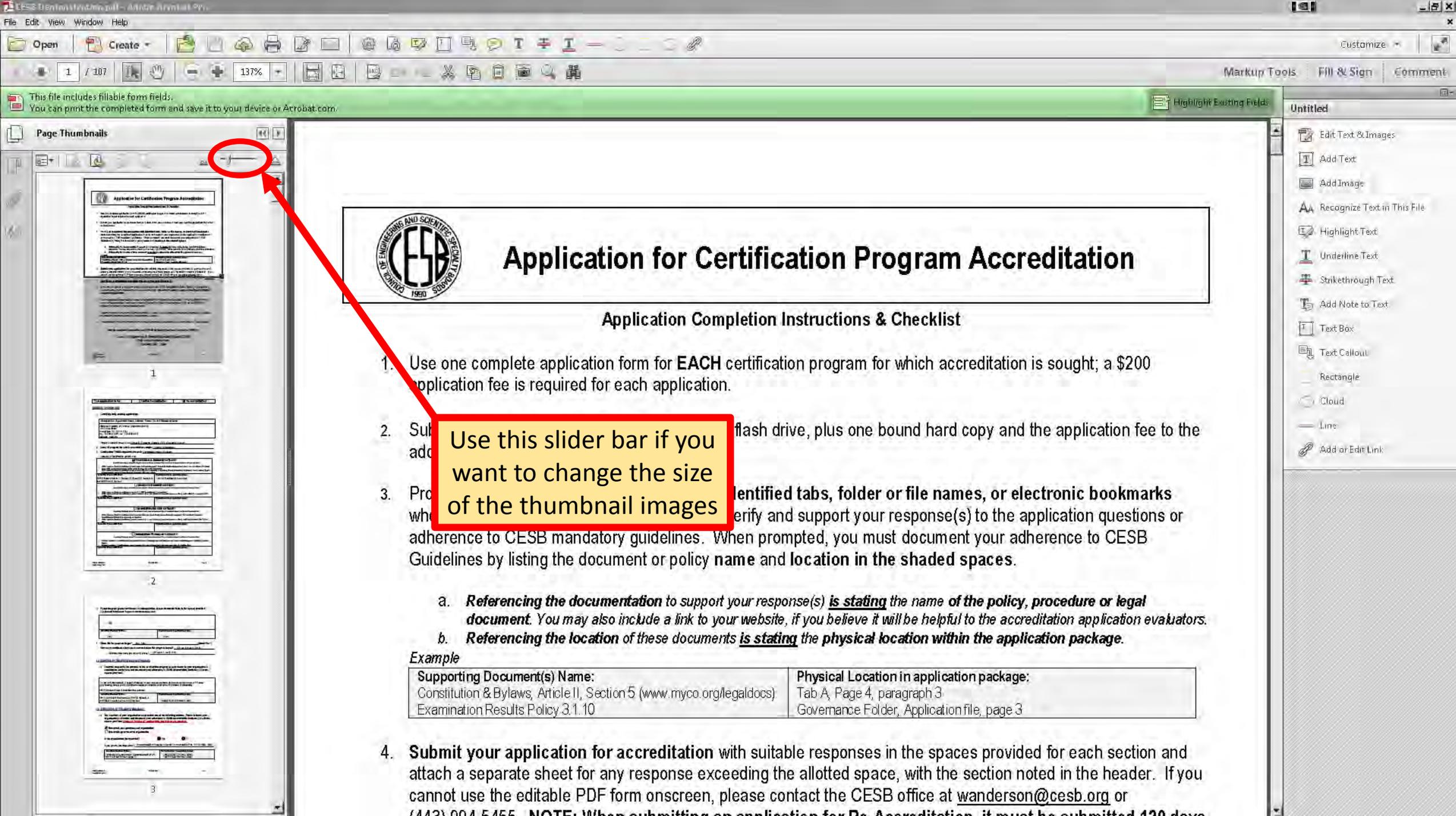


Application for Certification Program Accreditation

Application Completion Instructions & Checklist

1. Use one complete application form for **EACH** certification program for which accreditation is sought; a \$200 application fee is required for each application.
2. Submit your application with drive, plus one bound hard copy and the application fee to the address below.
3. Provide all **mandatory documentation with identified tabs, folder or file names, or electronic bookmarks** when submitting the completed application to verify and support your response(s) to the application questions or adherence to CESB mandatory guidelines. When prompted, you must document your adherence to CESB Guidelines by listing the document or policy **name** and **location in the shaded spaces**.
 - a. **Referencing the documentation** to support your response(s) **is stating** the name of the policy, procedure or legal document. You may also include a link to your website, if you believe it will be helpful to the accreditation application evaluators.
 - b. **Referencing the location** of these documents **is stating** the physical location within the application package.

Example



Application for Certification Program Accreditation

Application Completion Instructions & Checklist

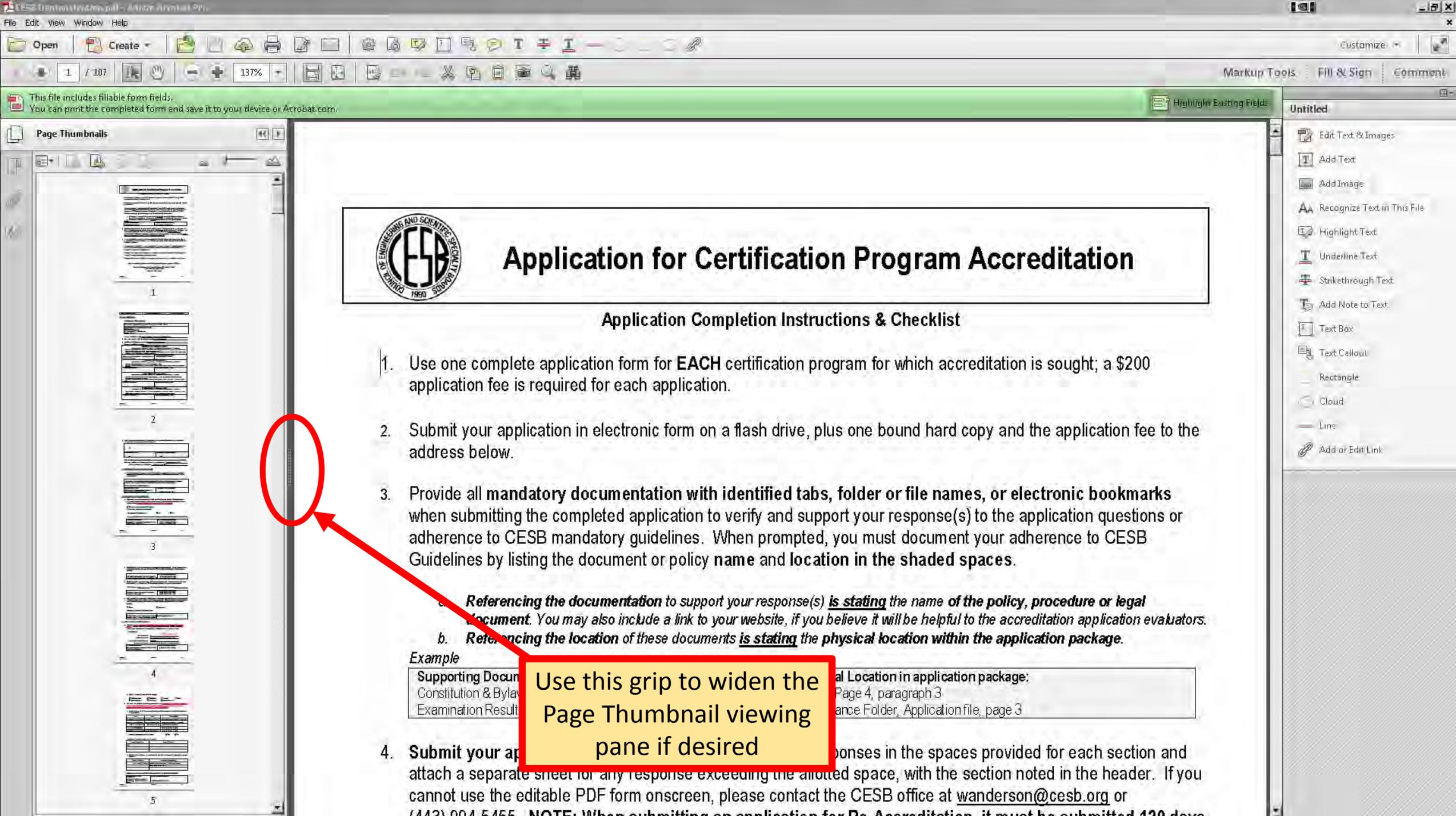
1. Use one complete application form for **EACH** certification program for which accreditation is sought; a \$200 application fee is required for each application.
2. Submit your application on a CD-ROM, USB flash drive, plus one bound hard copy and the application fee to the CESB office.
3. Provide a list of all identified tabs, folder or file names, or electronic bookmarks where you will verify and support your response(s) to the application questions or adherence to CESB mandatory guidelines. When prompted, you must document your adherence to CESB Guidelines by listing the document or policy name and location in the shaded spaces.
 - a. **Referencing the documentation to support your response(s) is stating the name of the policy, procedure or legal document.** You may also include a link to your website, if you believe it will be helpful to the accreditation application evaluators.
 - b. **Referencing the location of these documents is stating the physical location within the application package.**

Use this slider bar if you want to change the size of the thumbnail images

Example

Supporting Document(s) Name: Constitution & Bylaws, Article II, Section 5 (www.myco.org/legaldocs) Examination Results Policy 3.1.10	Physical Location in application package: Tab A, Page 4, paragraph 3 Governance Folder, Application file, page 3
---	---

4. **Submit your application for accreditation** with suitable responses in the spaces provided for each section and attach a separate sheet for any response exceeding the allotted space, with the section noted in the header. If you cannot use the editable PDF form onscreen, please contact the CESB office at wanderson@cesb.org or (442) 994-5455. **NOTE: When submitting an application for Dc Accreditation, it must be submitted 120 days**



Application for Certification Program Accreditation

Application Completion Instructions & Checklist

1. Use one complete application form for **EACH** certification program for which accreditation is sought; a \$200 application fee is required for each application.
2. Submit your application in electronic form on a flash drive, plus one bound hard copy and the application fee to the address below.
3. Provide all **mandatory documentation with identified tabs, folder or file names, or electronic bookmarks** when submitting the completed application to verify and support your response(s) to the application questions or adherence to CESB mandatory guidelines. When prompted, you must document your adherence to CESB Guidelines by listing the document or policy **name and location in the shaded spaces**.

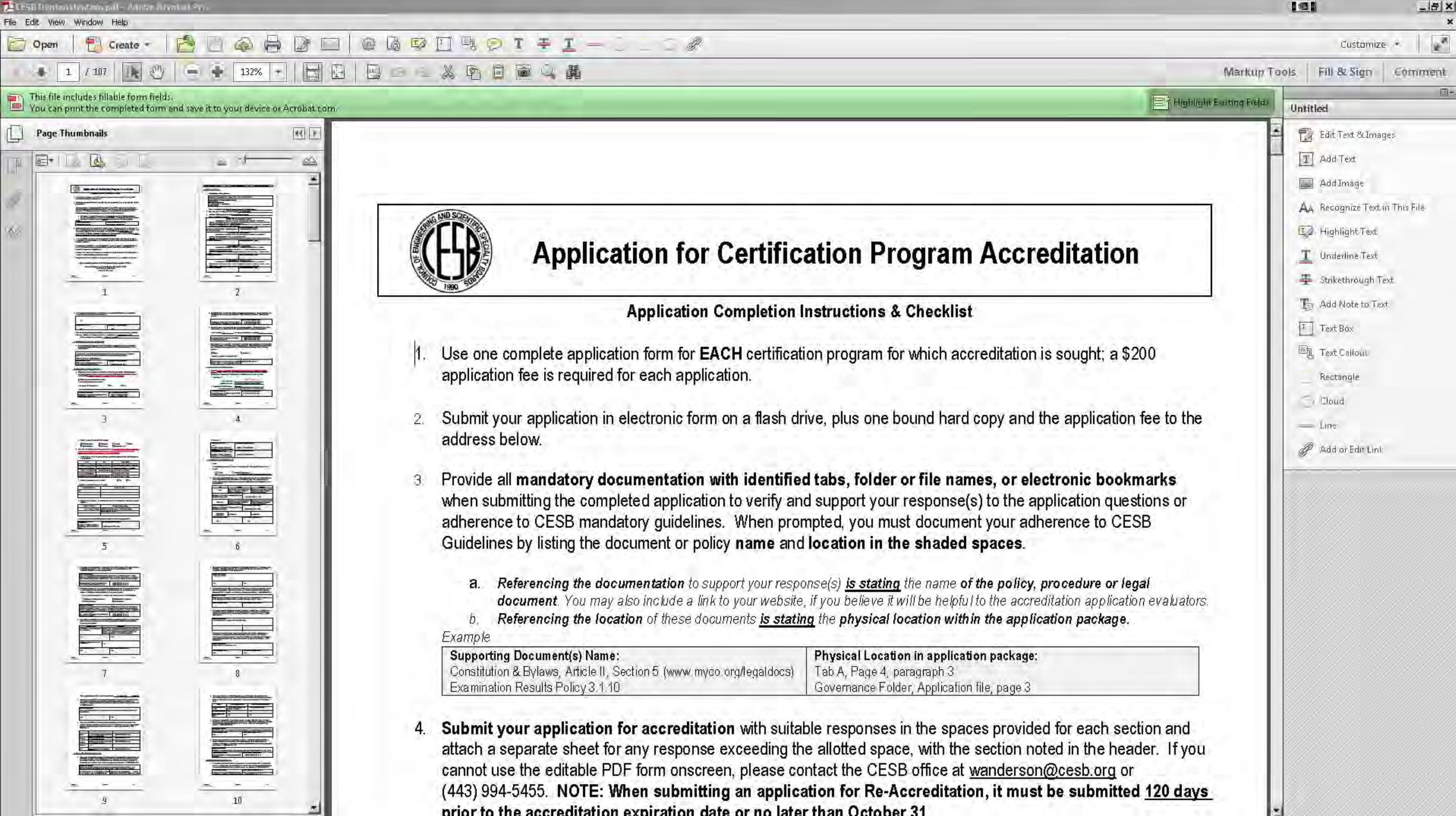
- a. **Referencing the documentation** to support your response(s) **is stating** the name of the policy, procedure or legal document. You may also include a link to your website, if you believe it will be helpful to the accreditation application evaluators.
- b. **Referencing the location** of these documents **is stating** the physical location within the application package.

Example

Supporting Document	Physical Location in application package:
Constitution & Bylaws	Page 4, paragraph 3
Examination Results	Finance Folder, Application file, page 3

Use this grip to widen the Page Thumbnail viewing pane if desired

4. **Submit your application responses** in the spaces provided for each section and attach a separate sheet for any response exceeding the allotted space, with the section noted in the header. If you cannot use the editable PDF form onscreen, please contact the CESB office at wanderson@cesb.org or (442) 904-5455. **NOTE: When submitting an application for Dr. Accreditation, it must be submitted 120 days**



Application for Certification Program Accreditation

Application Completion Instructions & Checklist

1. Use one complete application form for **EACH** certification program for which accreditation is sought; a \$200 application fee is required for each application.
2. Submit your application in electronic form on a flash drive, plus one bound hard copy and the application fee to the address below.
3. Provide all **mandatory documentation with identified tabs, folder or file names, or electronic bookmarks** when submitting the completed application to verify and support your response(s) to the application questions or adherence to CESB mandatory guidelines. When prompted, you must document your adherence to CESB Guidelines by listing the document or policy **name** and **location in the shaded spaces**.

- a. *Referencing the documentation to support your response(s) **is stating** the name of the policy, procedure or legal document. You may also include a link to your website, if you believe it will be helpful to the accreditation application evaluators.*
- b. *Referencing the location of these documents **is stating** the physical location within the application package.*

Example

Supporting Document(s) Name:	Physical Location in application package:
Constitution & Bylaws, Article II, Section 5 (www.myco.org/legaldocs)	Tab A, Page 4, paragraph 3
Examination Results Policy 3.1.10	Governance Folder, Application file, page 3

4. **Submit your application for accreditation** with suitable responses in the spaces provided for each section and attach a separate sheet for any response exceeding the allotted space, with the section noted in the header. If you cannot use the editable PDF form onscreen, please contact the CESB office at wanderson@cesb.org or (443) 994-5455. **NOTE: When submitting an application for Re-Accreditation, it must be submitted 120 days prior to the accreditation expiration date or no later than October 31**

Open, Create, Save, Print, Copy, Paste, Undo, Redo, Find, etc.

1 / 107 132%

Insert Pages

- From File... (highlighted with a red circle)
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- A Blank Page... Shift+Ctrl+T

Extract Pages...
 Replace Pages...
 Delete Pages... Shift+Ctrl+D
 Crop Pages...
 Rotate Pages... Shift+Ctrl+R
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 Reduce Page Thumbnails
 Enlarge Page Thumbnails
 Page Properties...

5, 6, 7, 8, 9, 10



Application for Certification Program Accreditation

Application Completion Instructions & Checklist

Right Click in the Page Thumbnail viewing pane, point to "Insert Pages," then click on "From File..."

1. Use one copy of the application for each business for which accreditation is sought; a \$200 application fee is required. Submit your application to the address below.
2. Submit your application with two copies of the bound hard copy and the application fee to the address below.
3. Provide all **mandatory documentation with identified tabs, folder or file names, or electronic bookmarks** when submitting the completed application to verify and support your response(s) to the application questions or adherence to CESB mandatory guidelines. When prompted, you must document your adherence to CESB Guidelines by listing the document or policy **name and location in the shaded spaces**.

- a. *Referencing the documentation to support your response(s) **is stating** the name of the policy, procedure or legal document. You may also include a link to your website, if you believe it will be helpful to the accreditation application evaluators.*
- b. *Referencing the location of these documents **is stating** the physical location within the application package.*

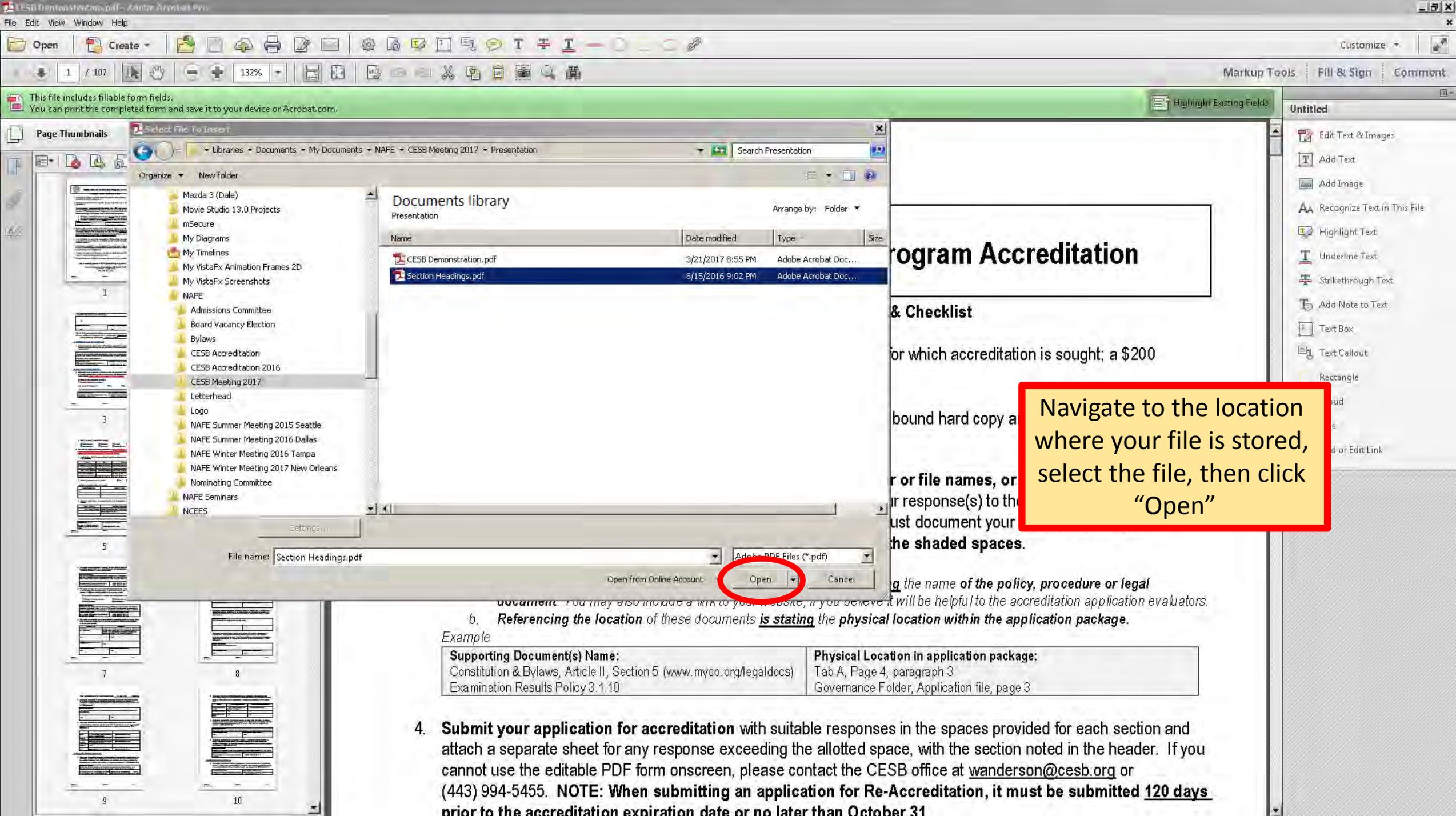
Example

Supporting Document(s) Name:	Physical Location in application package:
Constitution & Bylaws, Article II, Section 5 (www.myco.org/legaldocs)	Tab A, Page 4, paragraph 3
Examination Results Policy 3.1.10	Governance Folder, Application file, page 3

4. **Submit your application for accreditation** with suitable responses in the spaces provided for each section and attach a separate sheet for any response exceeding the allotted space, with the section noted in the header. If you cannot use the editable PDF form onscreen, please contact the CESB office at wanderson@cesb.org or (443) 994-5455. **NOTE: When submitting an application for Re-Accreditation, it must be submitted 120 days prior to the accreditation expiration date or no later than October 31**

Markup Tools | Fill & Sign | Comment

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Markup Tools | Fill & Sign | Comment

Untitled

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Select File To Insert

Libraries > Documents > My Documents > NAFE > CESB Meeting 2017 > Presentation

Search Presentation

Organize | New Folder

Documents library

Arrange by: Folder

Name	Date modified	Type	Size
CESB Demonstration.pdf	3/21/2017 8:55 PM	Adobe Acrobat Doc...	
Section Headings.pdf	8/15/2016 9:02 PM	Adobe Acrobat Doc...	

File name: Section Headings.pdf

Open from Online Account: **Open** Cancel

Navigate to the location where your file is stored, select the file, then click "Open"

Program Accreditation

& Checklist

for which accreditation is sought; a \$200

bound hard copy a

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g the name of the policy, procedure or legal

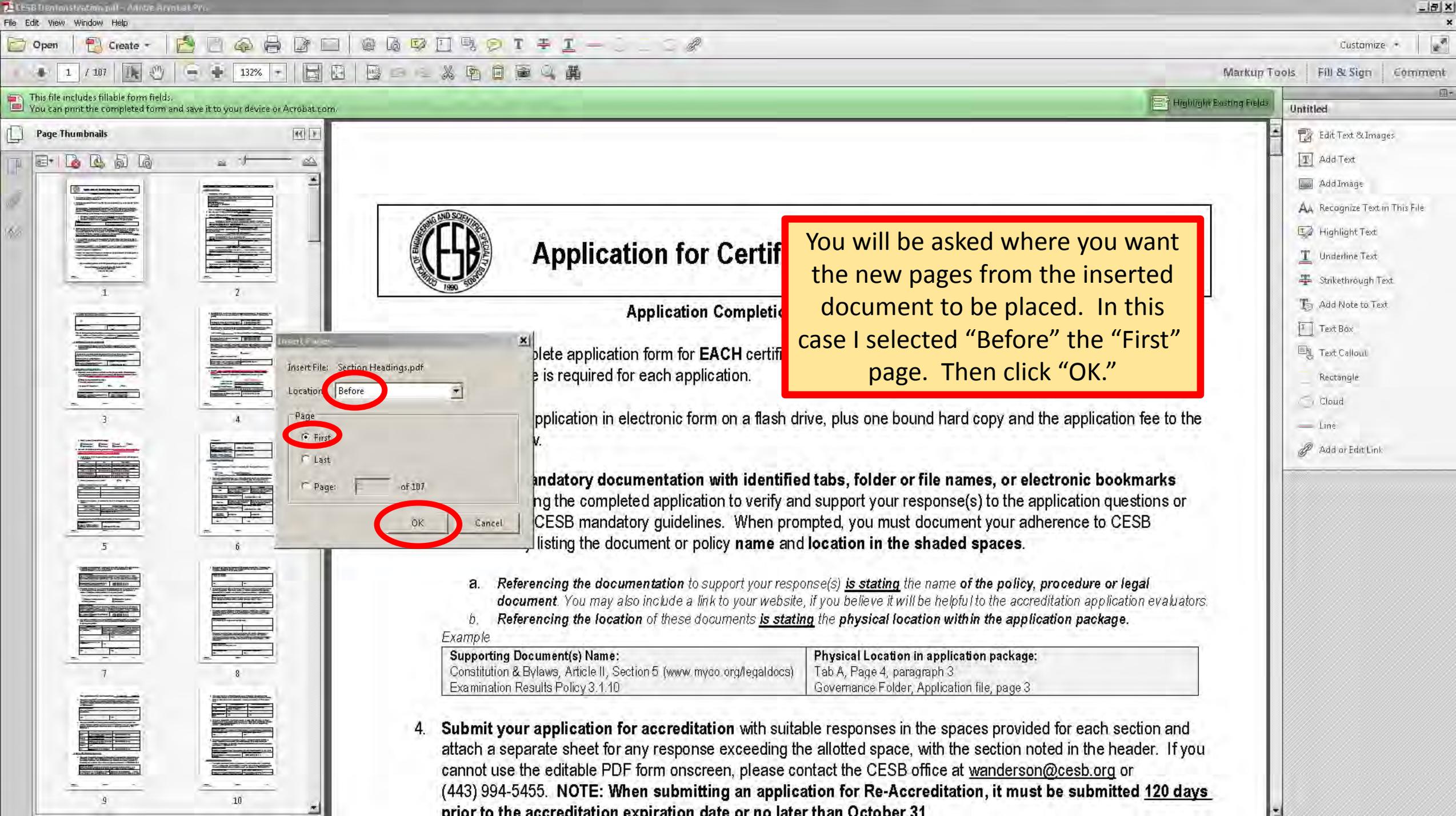
document. You may also include a link to your website, if you believe it will be helpful to the accreditation application evaluators.

b. Referencing the location of these documents is stating the physical location within the application package.

Example

Supporting Document(s) Name:	Physical Location in application package:
Constitution & Bylaws, Article II, Section 5 (www.mycoo.org/legaldocs)	Tab A, Page 4, paragraph 3
Examination Results Policy 3.1.10	Governance Folder, Application file, page 3

- Submit your application for accreditation with suitable responses in the spaces provided for each section and attach a separate sheet for any response exceeding the allotted space, with the section noted in the header. If you cannot use the editable PDF form onscreen, please contact the CESB office at wanderson@cesb.org or (443) 994-5455. **NOTE: When submitting an application for Re-Accreditation, it must be submitted 120 days prior to the accreditation expiration date or no later than October 31**



Application for Certification

Application Completed

You will be asked where you want the new pages from the inserted document to be placed. In this case I selected "Before" the "First" page. Then click "OK."

Insert File: Section Headings.pdf

Location: Before

Page:

First

Last

Page: of 107

OK Cancel

Complete application form for EACH certification. A fee is required for each application.

Application in electronic form on a flash drive, plus one bound hard copy and the application fee to the CESB.

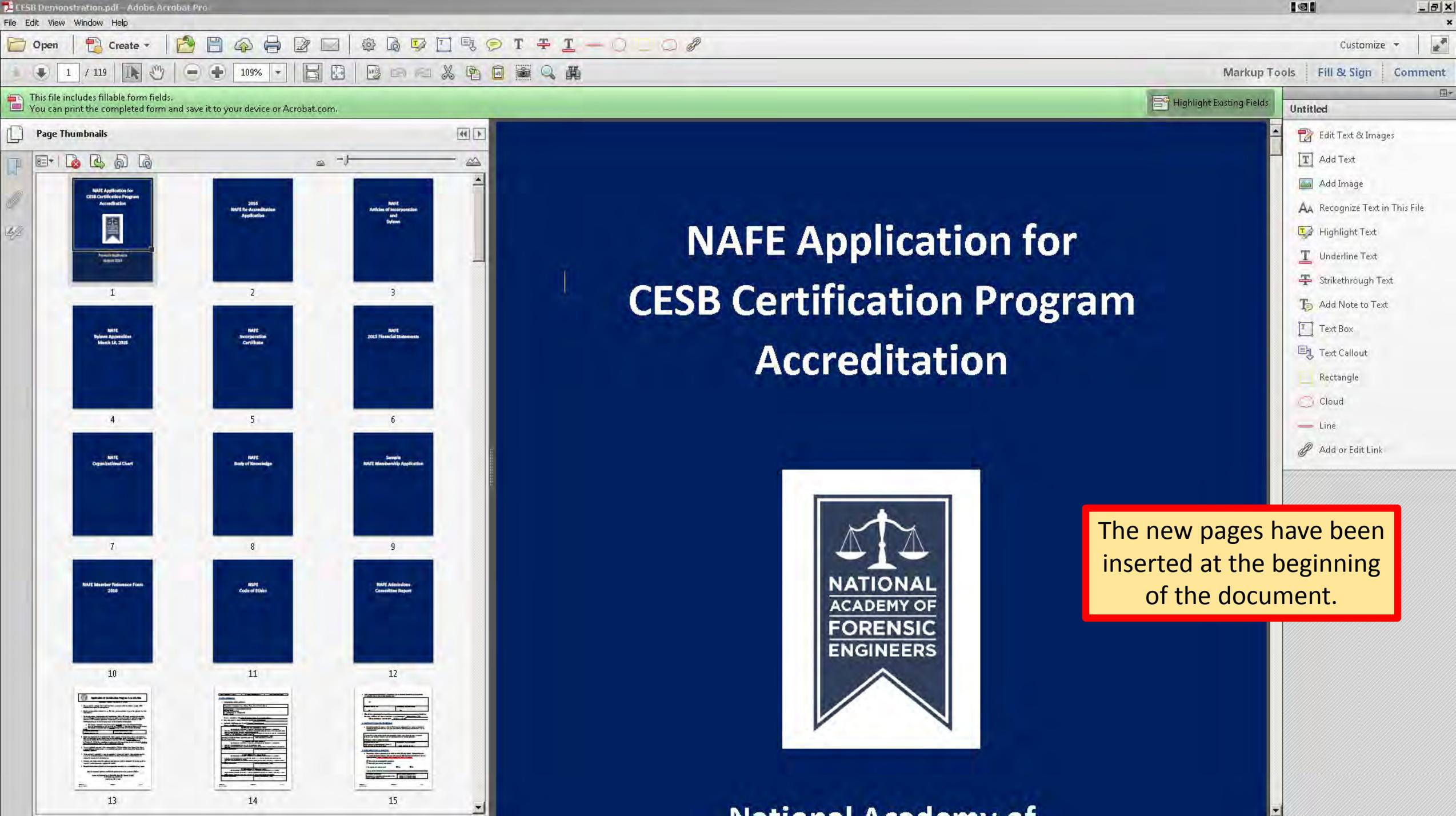
Mandatory documentation with identified tabs, folder or file names, or electronic bookmarks accompanying the completed application to verify and support your response(s) to the application questions or CESB mandatory guidelines. When prompted, you must document your adherence to CESB guidelines by listing the document or policy **name** and **location in the shaded spaces**.

- Referencing the documentation to support your response(s) **is stating** the name of the policy, procedure or legal document. You may also include a link to your website, if you believe it will be helpful to the accreditation application evaluators.
- Referencing the location of these documents **is stating** the physical location within the application package.

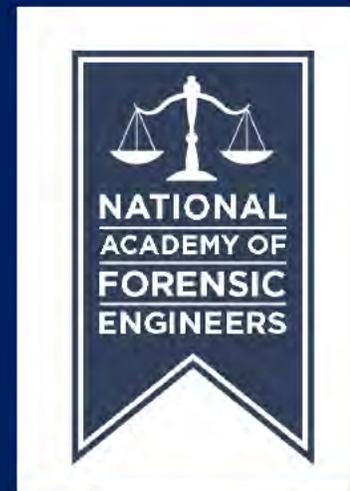
Example

Supporting Document(s) Name:	Physical Location in application package:
Constitution & Bylaws, Article II, Section 5 (www.mycoo.org/legaldocs)	Tab A, Page 4, paragraph 3
Examination Results Policy 3.1.10	Governance Folder, Application file, page 3

- Submit your application for accreditation** with suitable responses in the spaces provided for each section and attach a separate sheet for any response exceeding the allotted space, with the section noted in the header. If you cannot use the editable PDF form onscreen, please contact the CESB office at wanderson@cesb.org or (443) 994-5455. **NOTE: When submitting an application for Re-Accreditation, it must be submitted 120 days prior to the accreditation expiration date or no later than October 31**



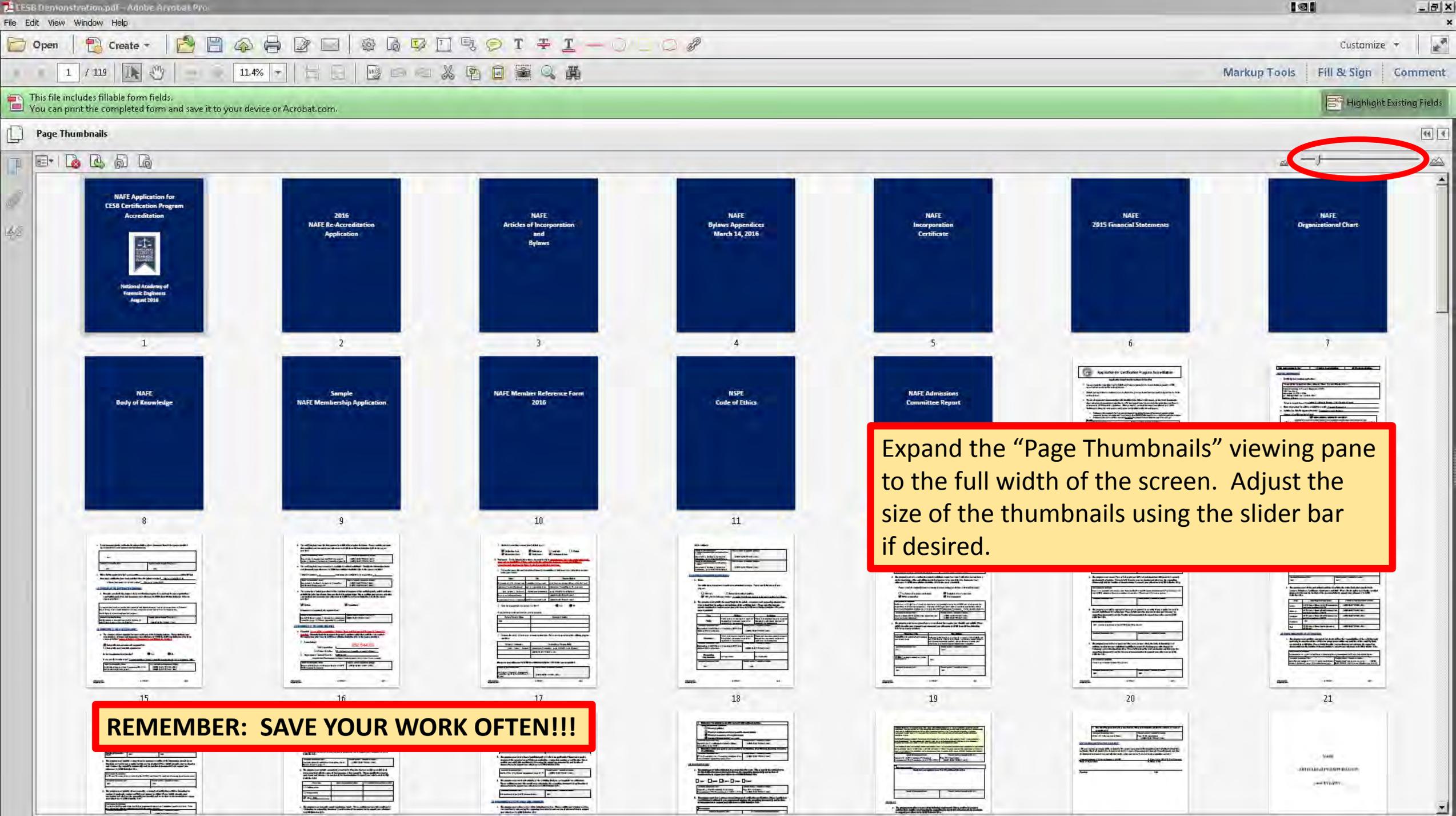
NAFE Application for CESB Certification Program Accreditation



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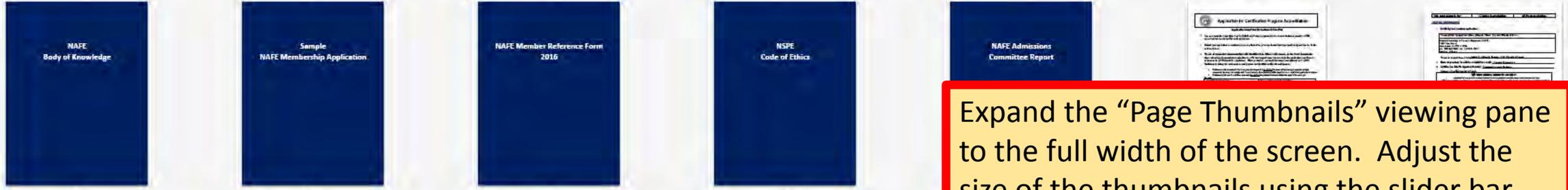
Page Thumbnails

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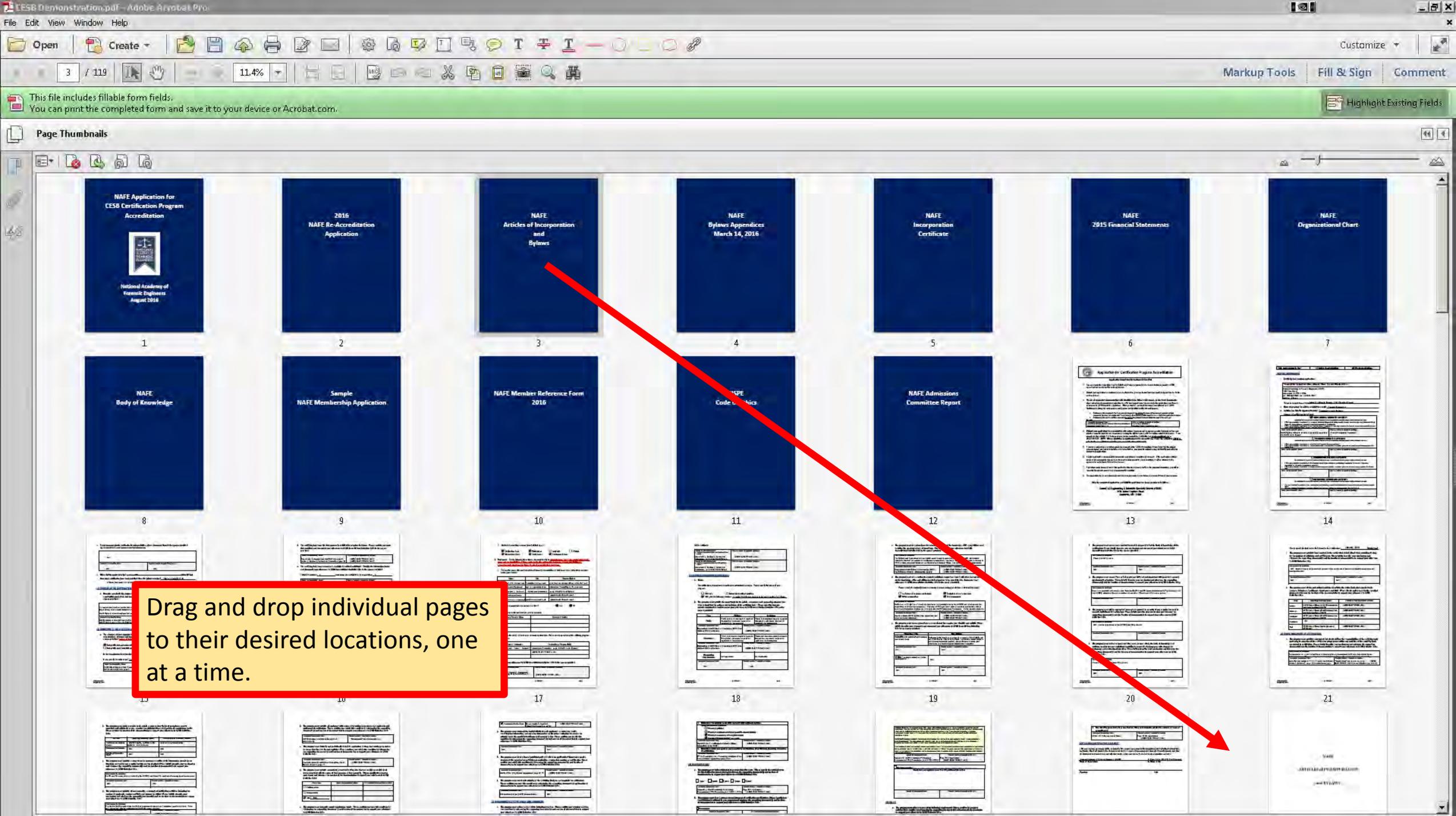
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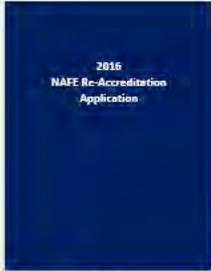


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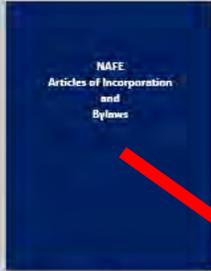
REMEMBER: SAVE YOUR WORK OFTEN!!!



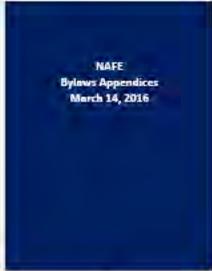
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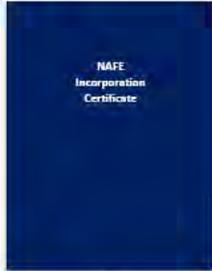
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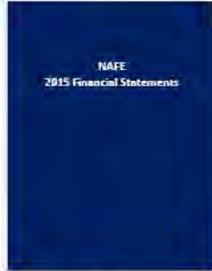
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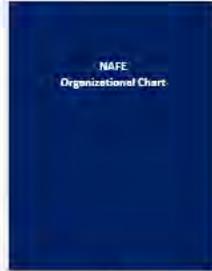
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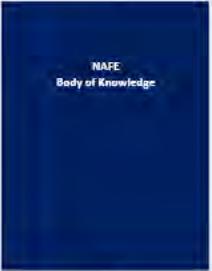
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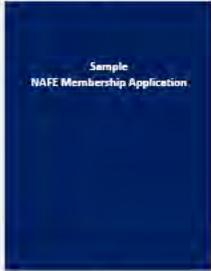
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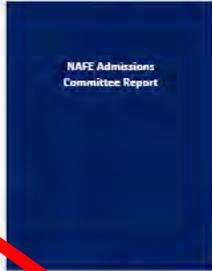
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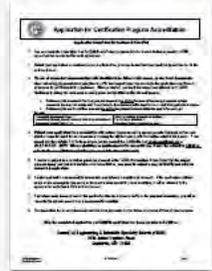
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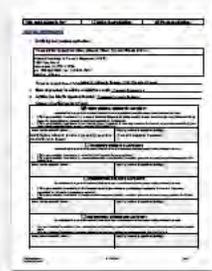
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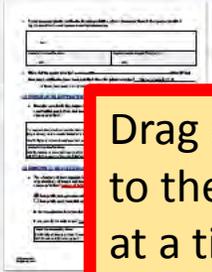
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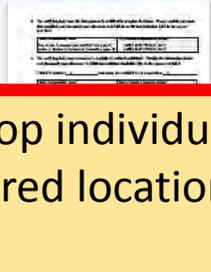
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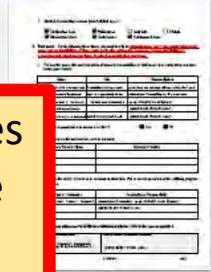
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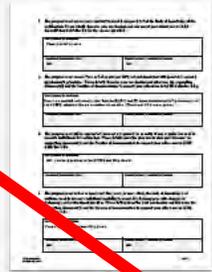
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21

Drag and drop individual pages to their desired locations, one at a time.

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Page Thumbnails

Thumbnail 1: NAFE Application for CESB Certification Program Accreditation

Thumbnail 2: 2016 NAFE Re-Accreditation Application

Thumbnail 3: NAFE Bylaws Appendices March 14, 2016

Thumbnail 4: NAFE Incorporation Certificate

Thumbnail 5: NAFE 2015 Financial Statements

Thumbnail 6: NAFE Organizational Chart

Thumbnail 7: NAFE Body of Knowledge

Thumbnail 8: Sample NAFE Membership Application

Thumbnail 9: NAFE Member Reference Form 2016

Thumbnail 10: NSPE Code of Ethics

Thumbnail 11: NAFE Admissions Committee Report

Thumbnail 12: Application for Certification Program Accreditation

Thumbnail 13: [Form with multiple sections and checkboxes]

Thumbnail 14: [Form with multiple sections and checkboxes]

Thumbnail 15: [Form with multiple sections and checkboxes]

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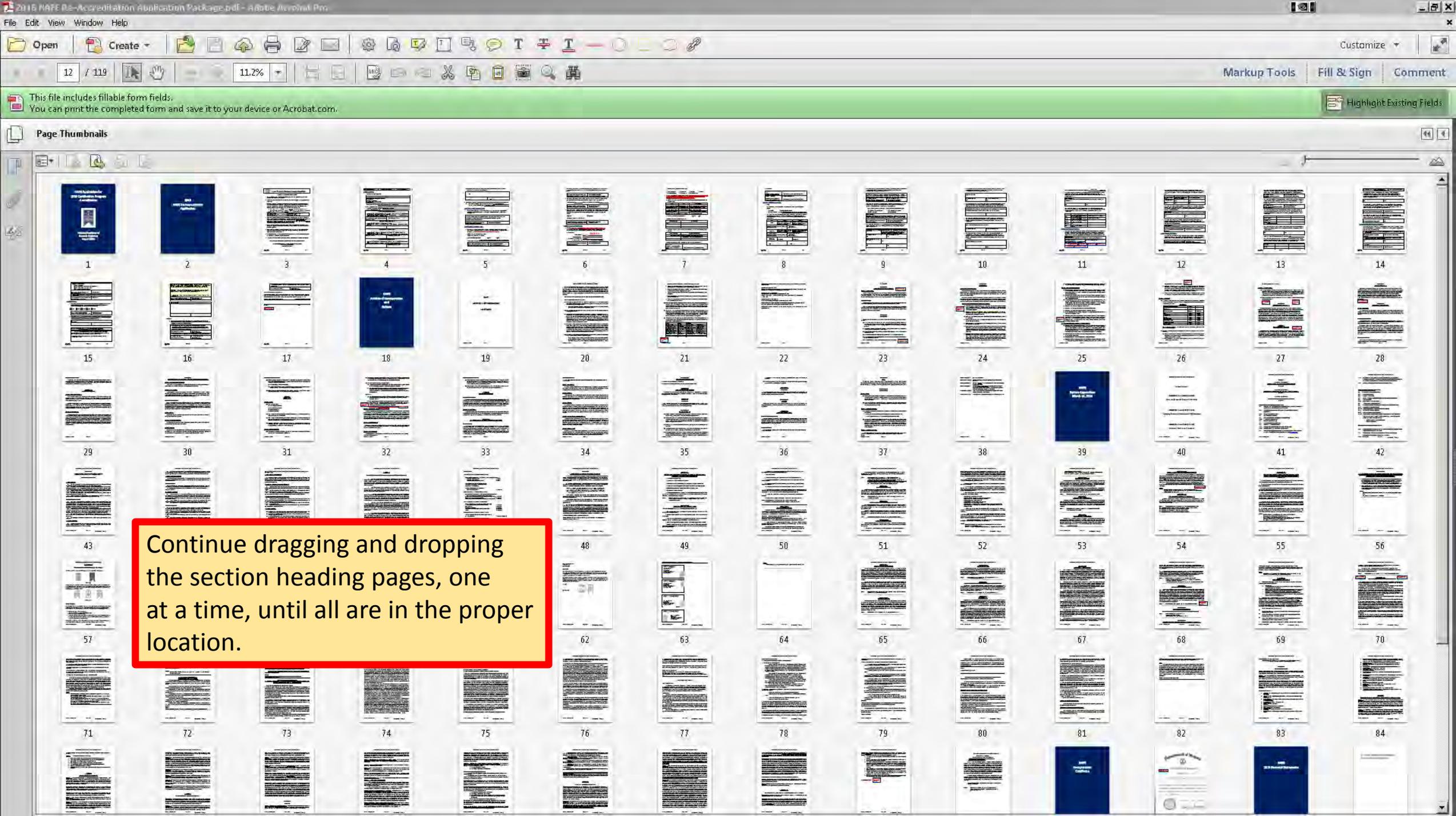
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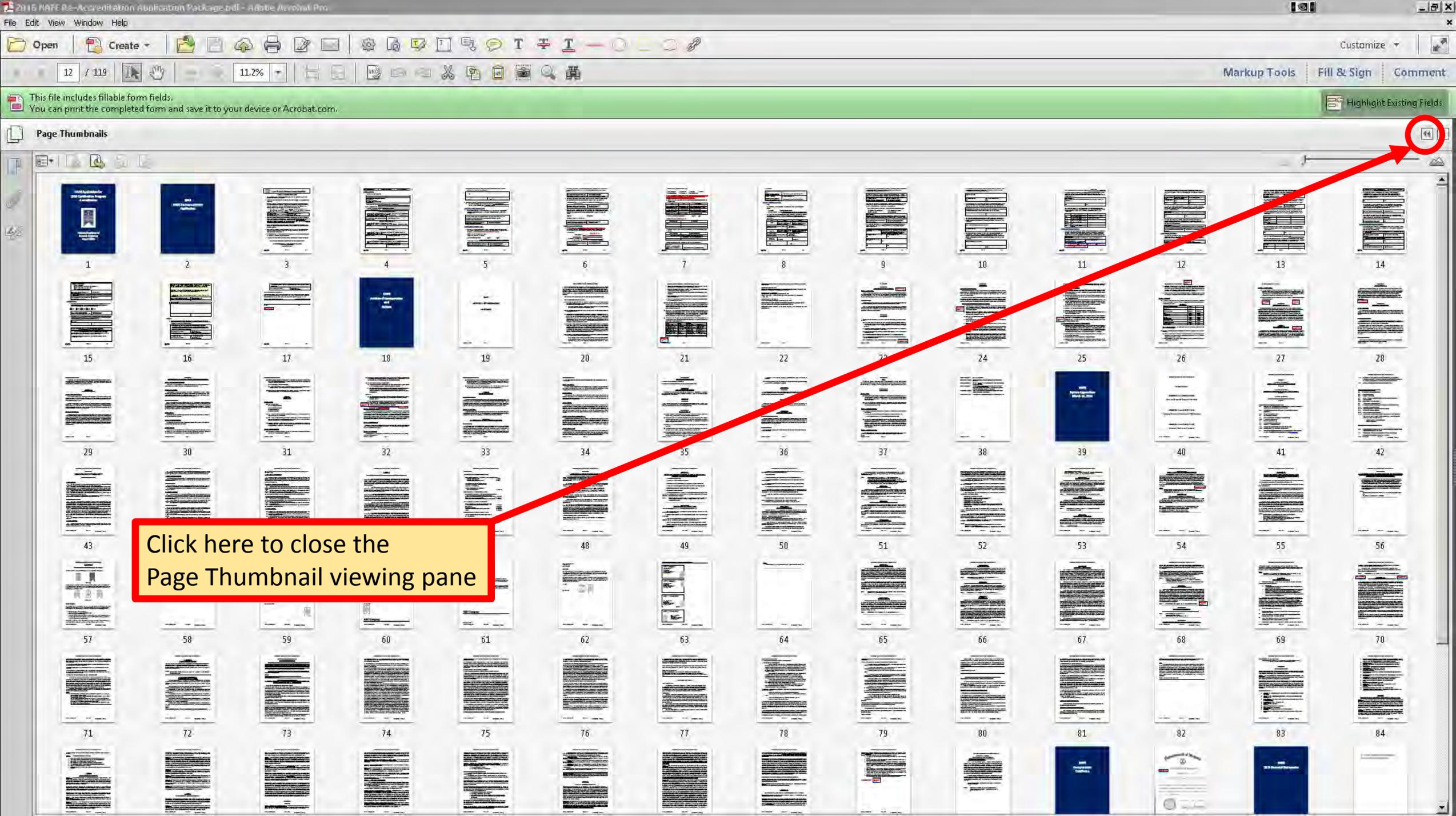
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Thumbnail 20: NAFE Articles of Incorporation and Bylaws

Thumbnail 21: [Form with multiple sections and checkboxes]



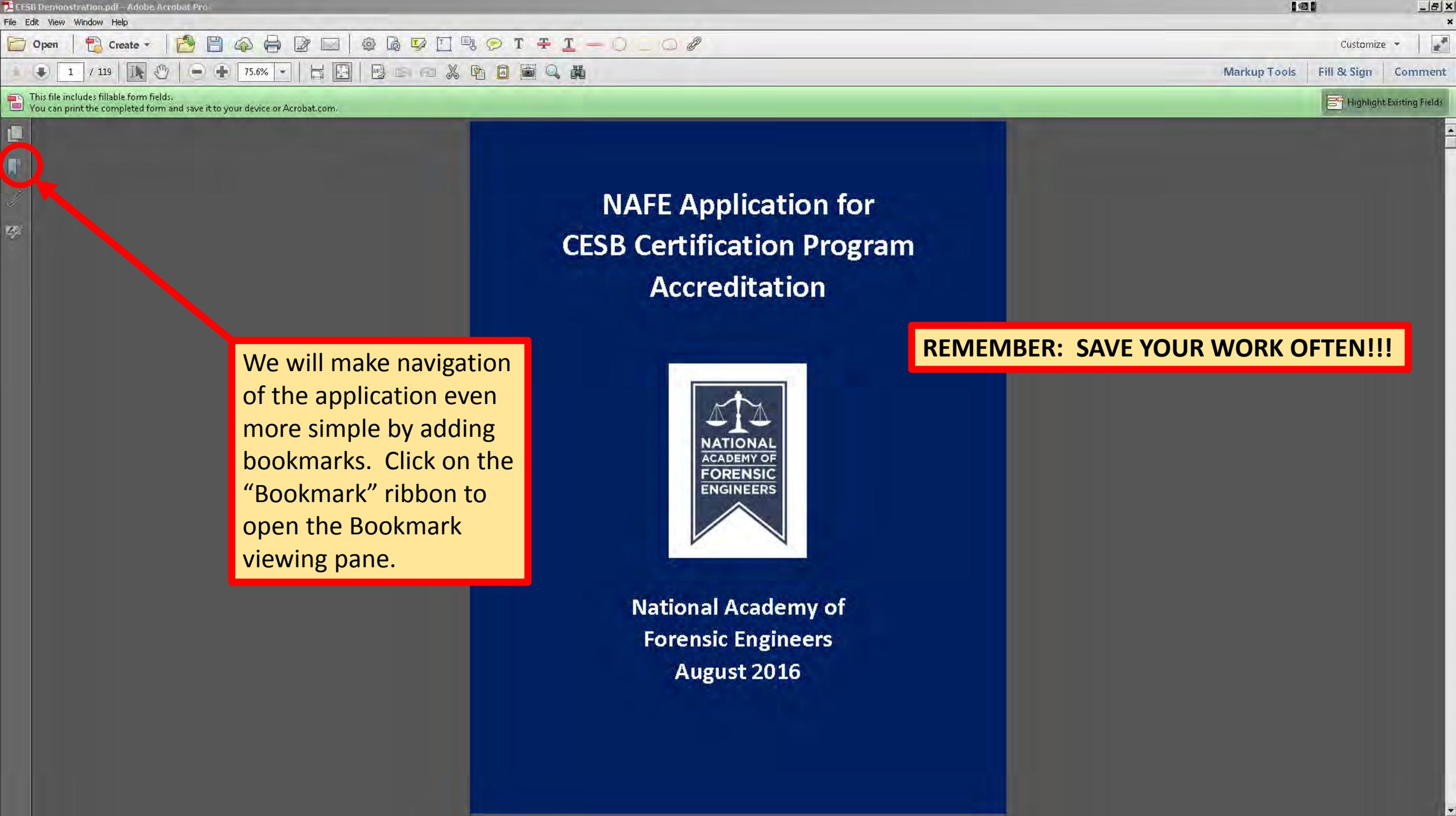
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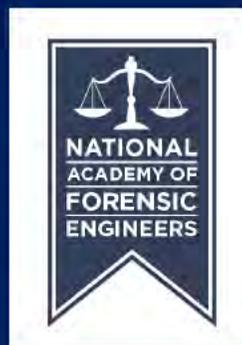
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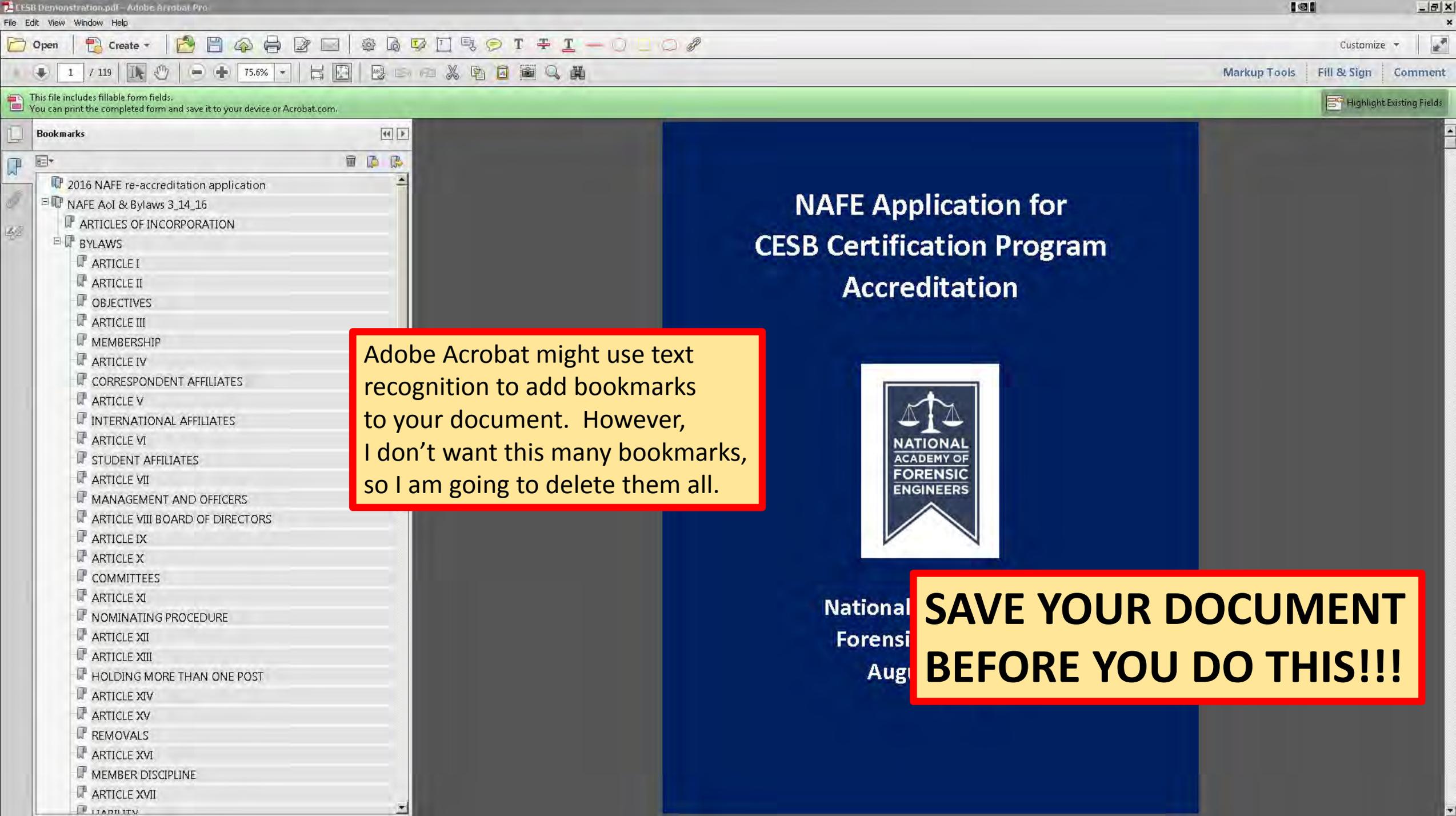
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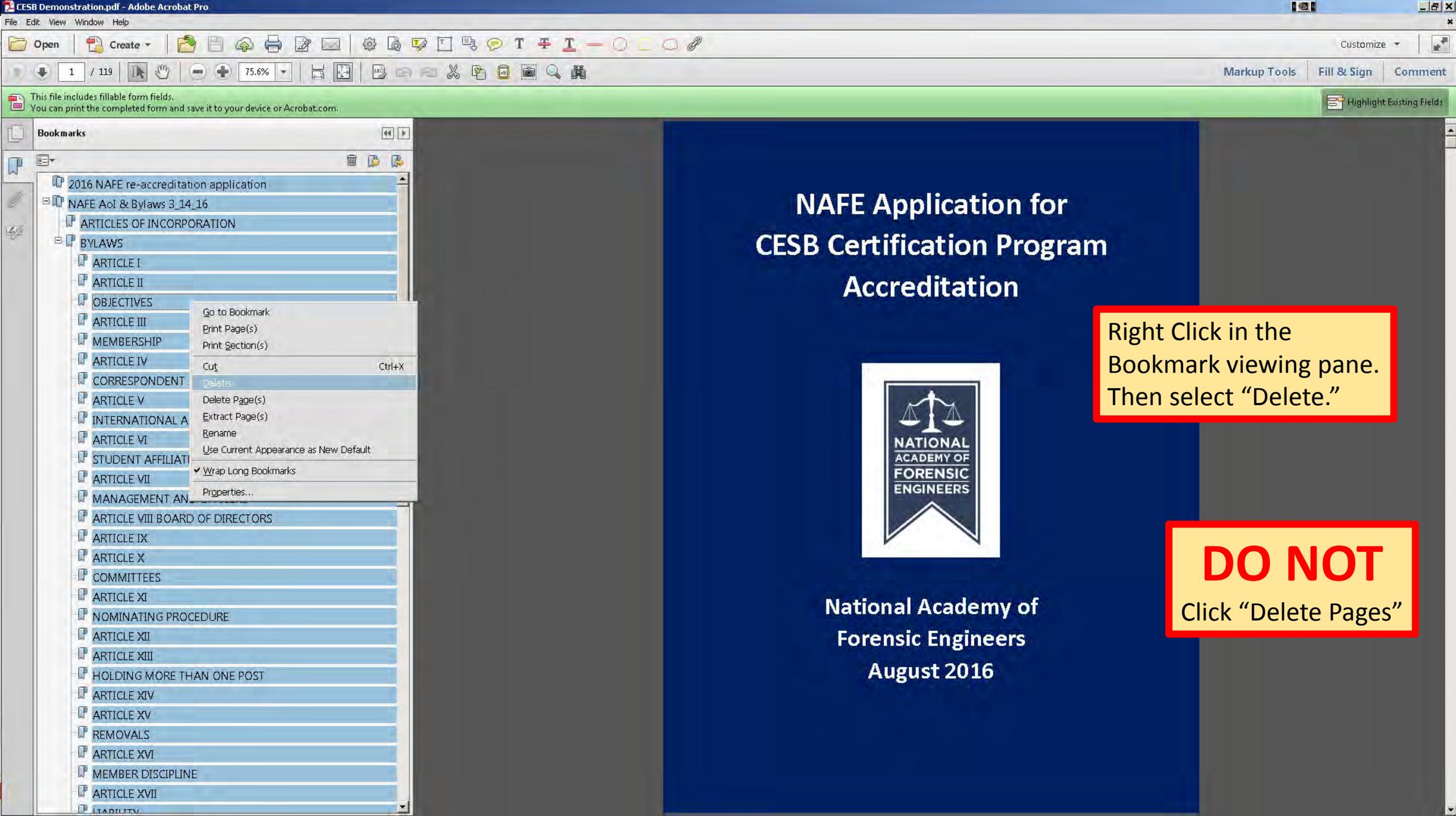


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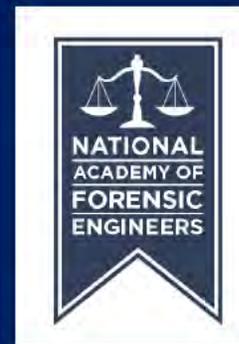
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- NAFE AoI & Bylaws 3_14_16
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 - BYLAWS
 - ARTICLE I
 - ARTICLE II
 - OBJECTIVES
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 - ARTICLE V
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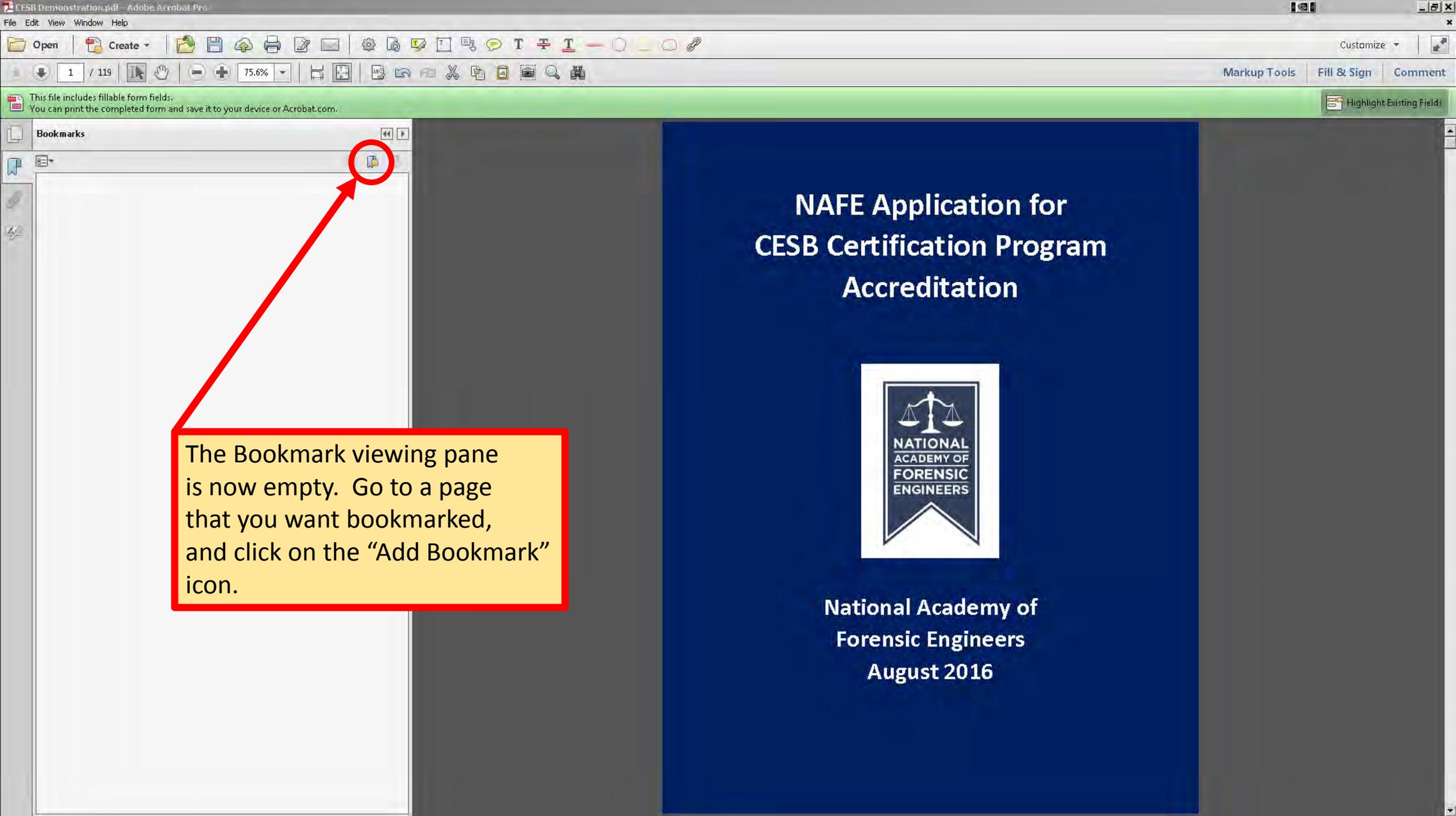
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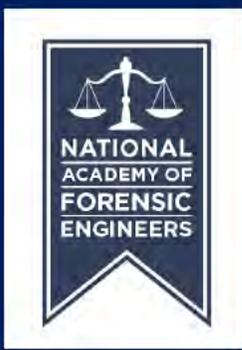
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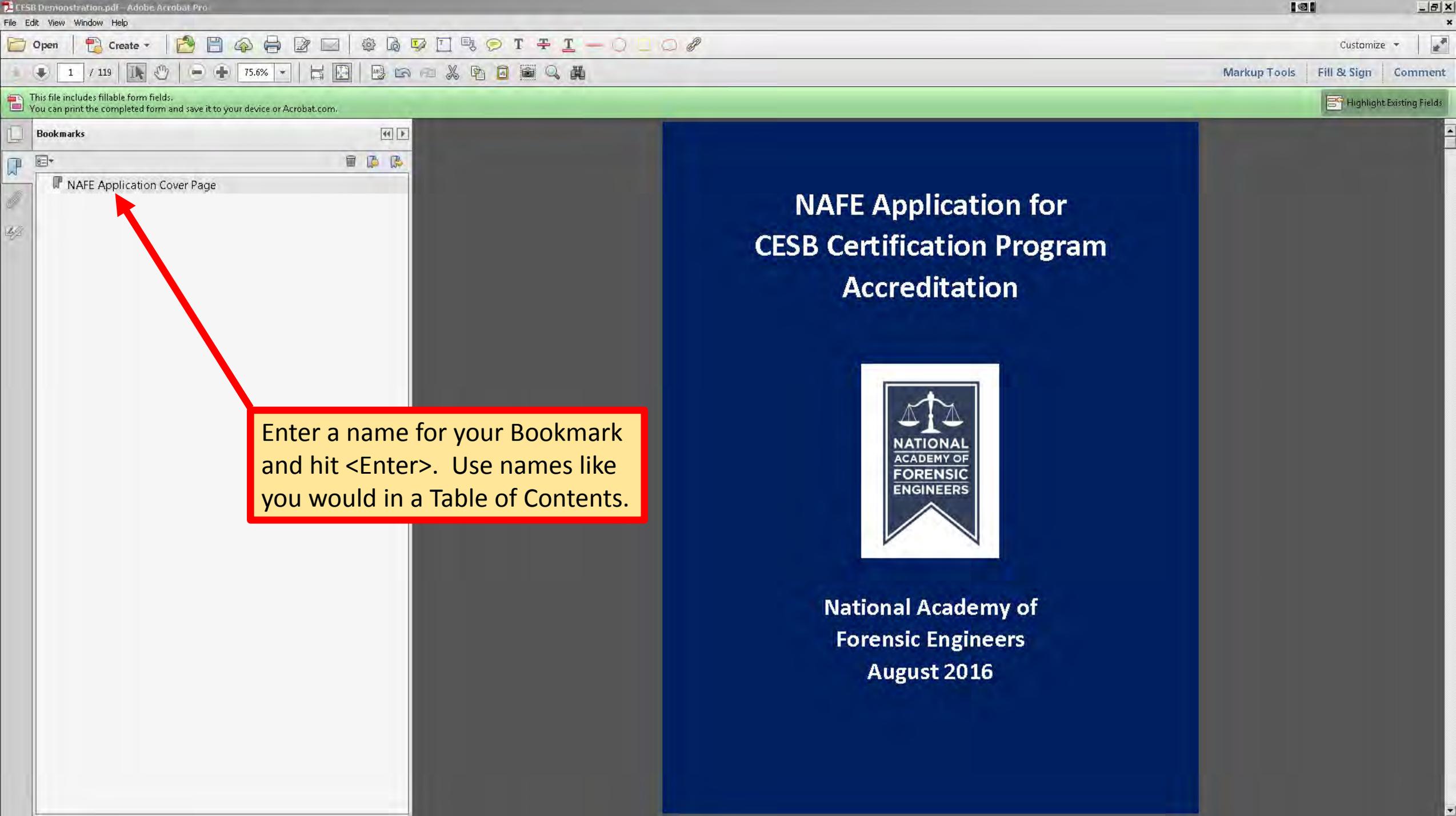
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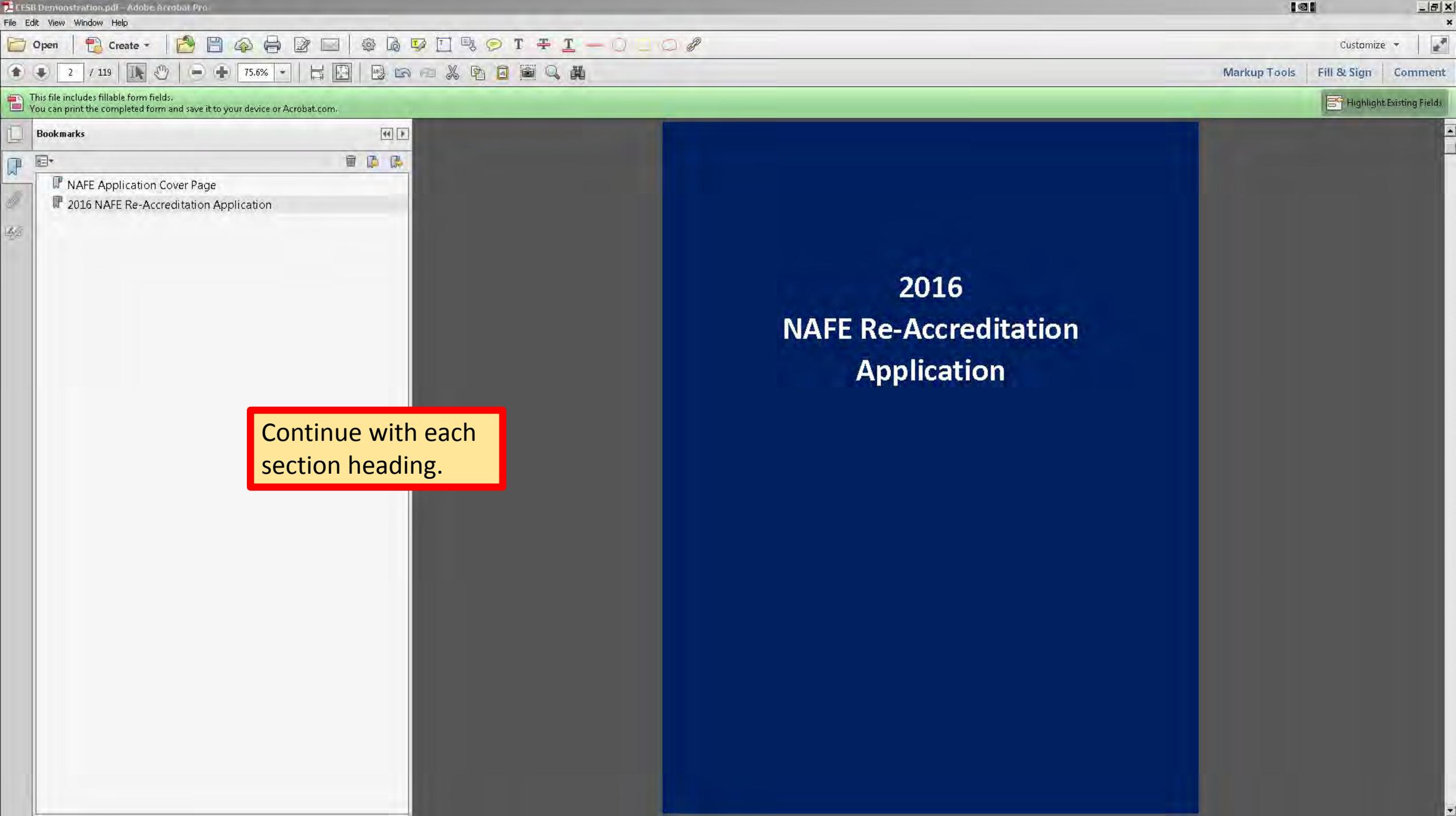
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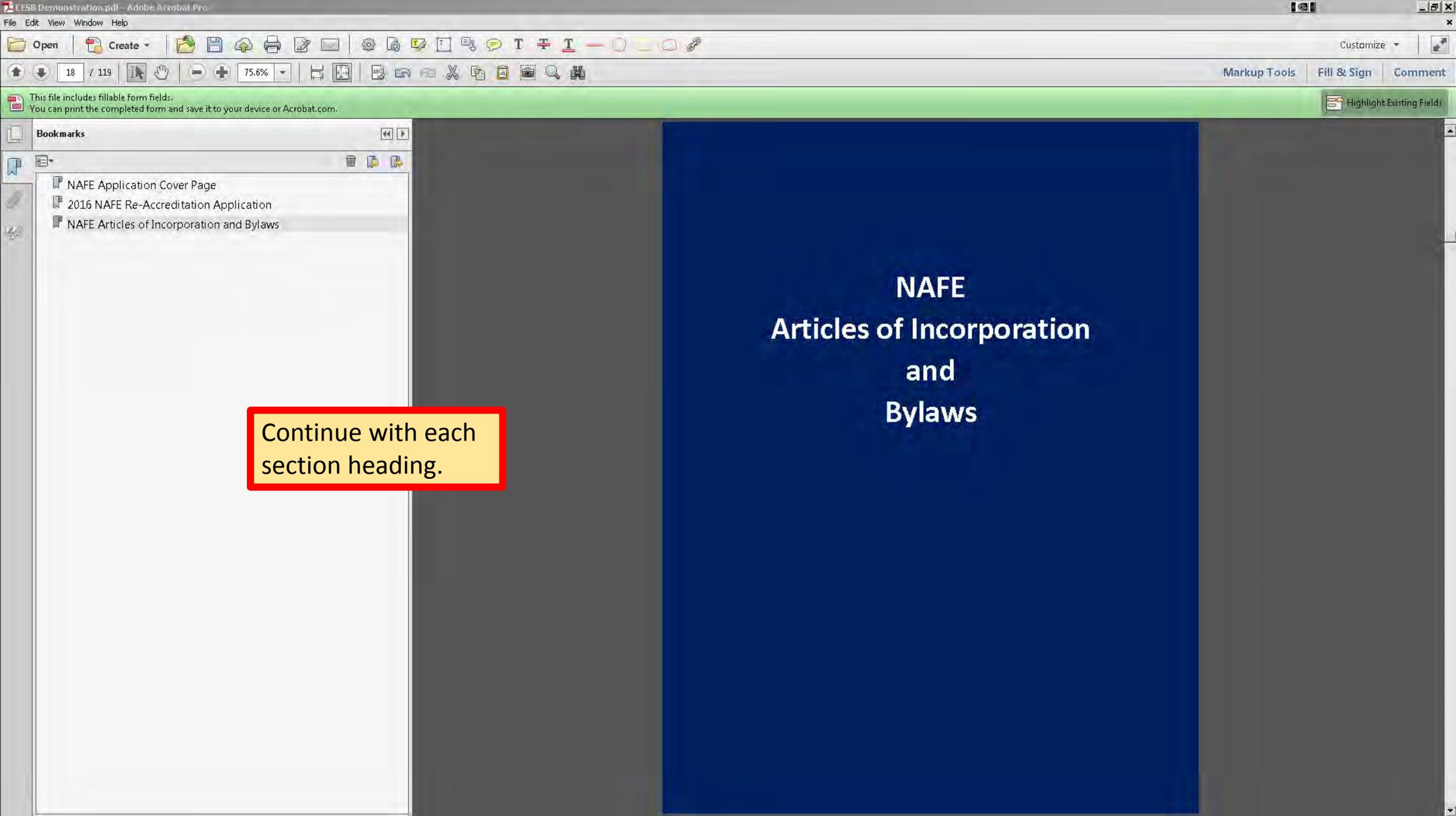
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NAFE Application Cover Page



Continue with each section heading.

2016 NAFE Re-Accreditation Application



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NAFE Articles of Incorporation and Bylaws



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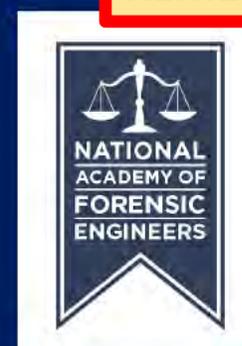


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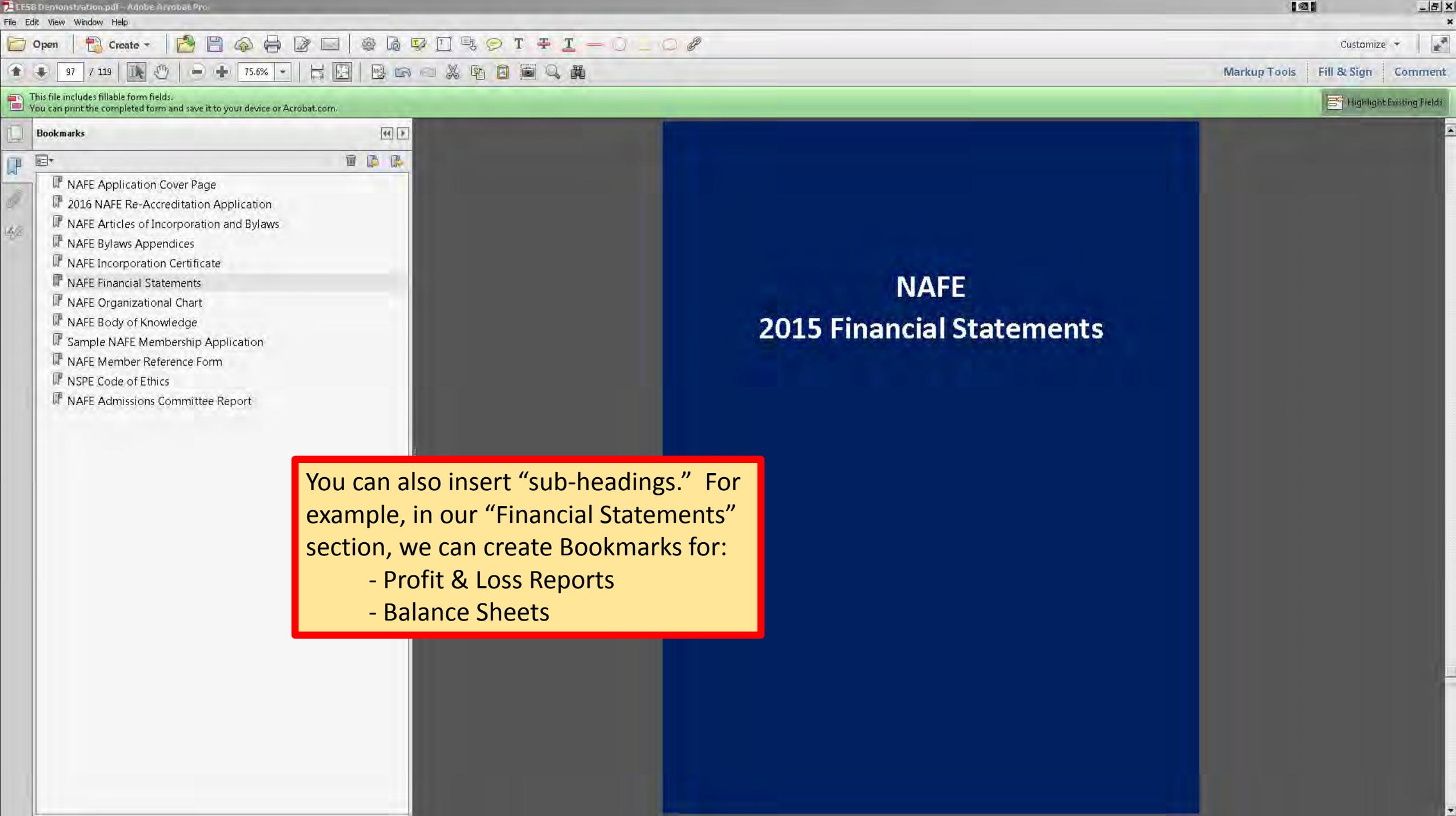
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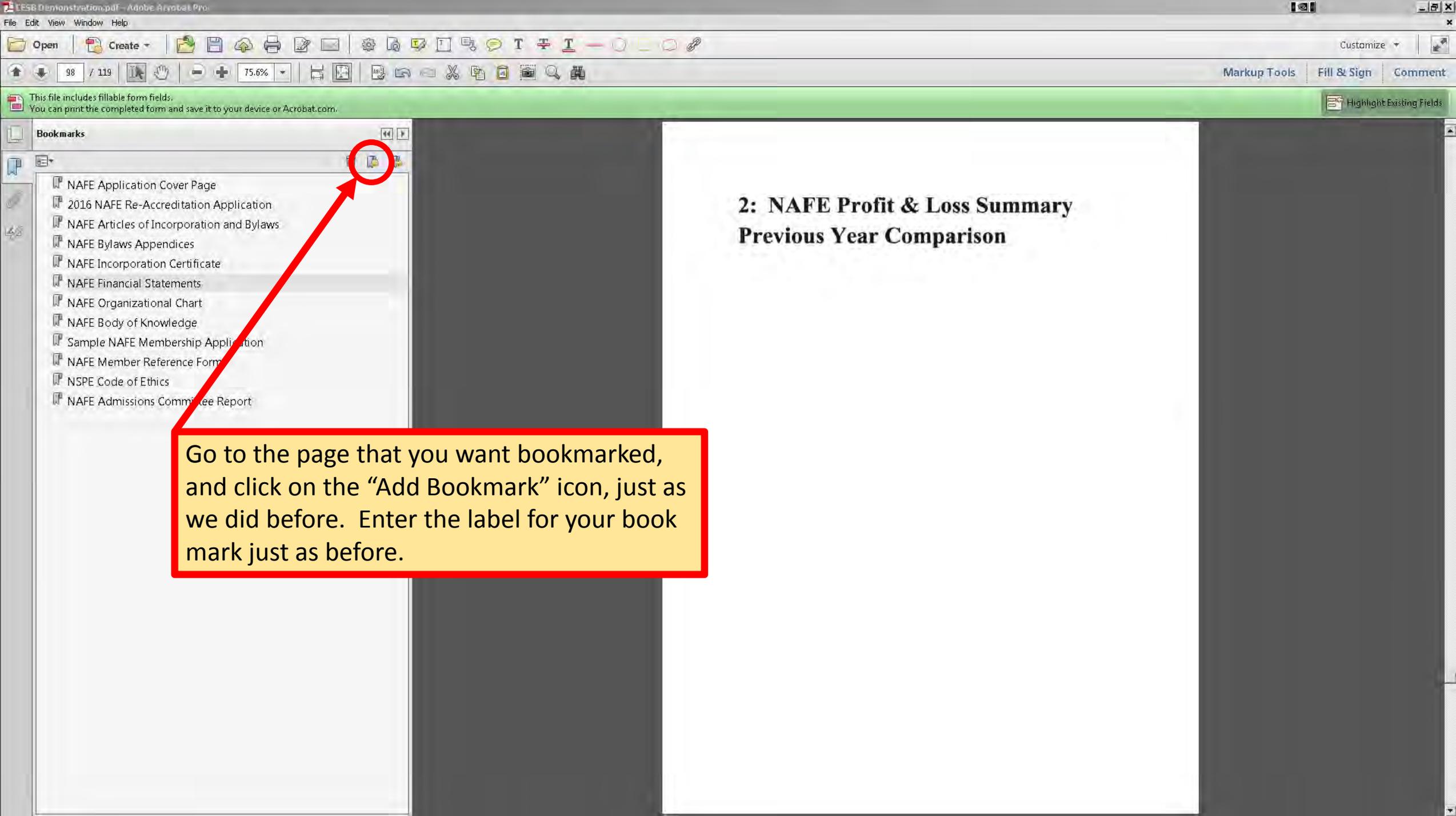


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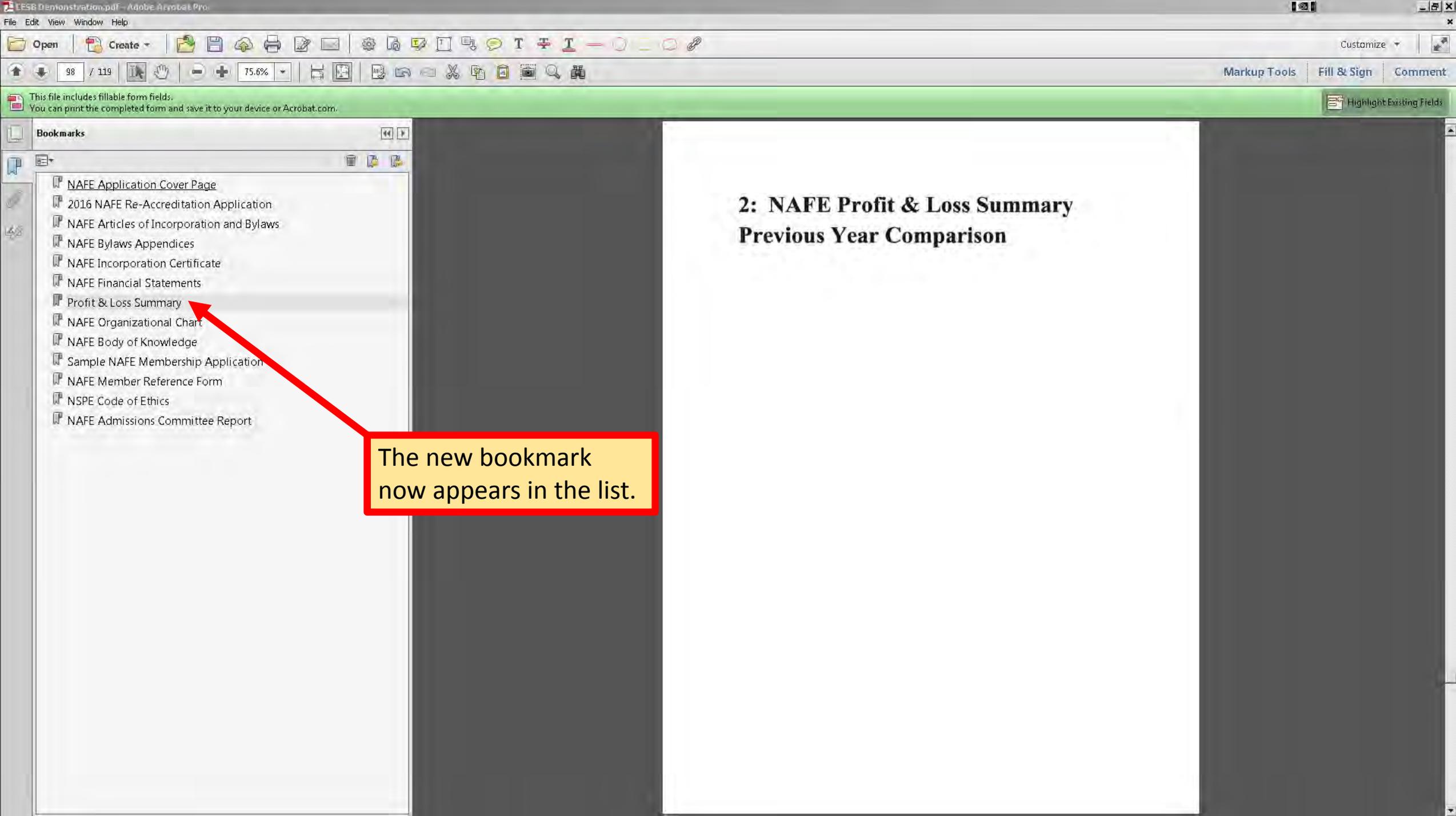


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- Profit & Loss Reports
- Balance Sheets



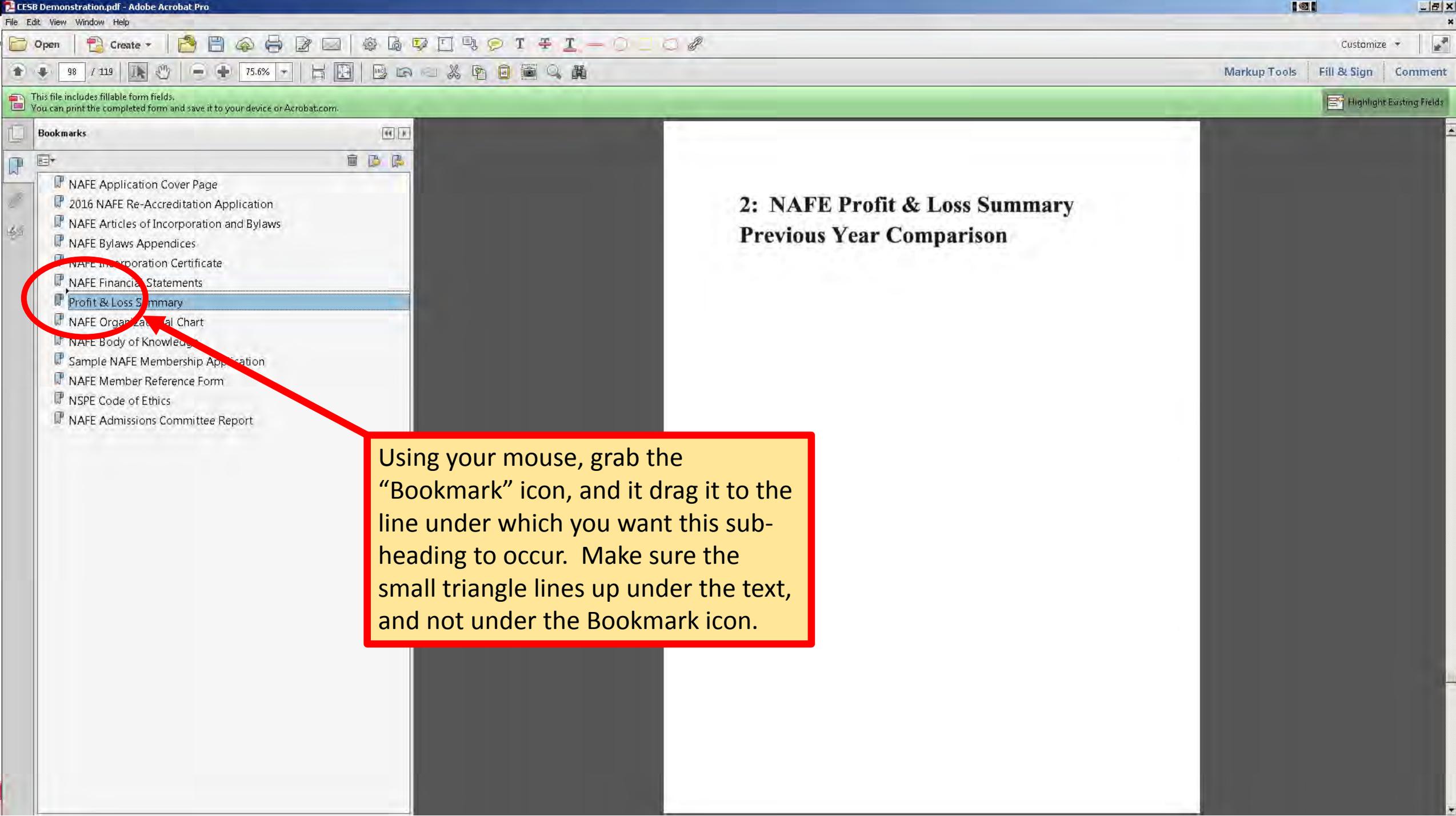
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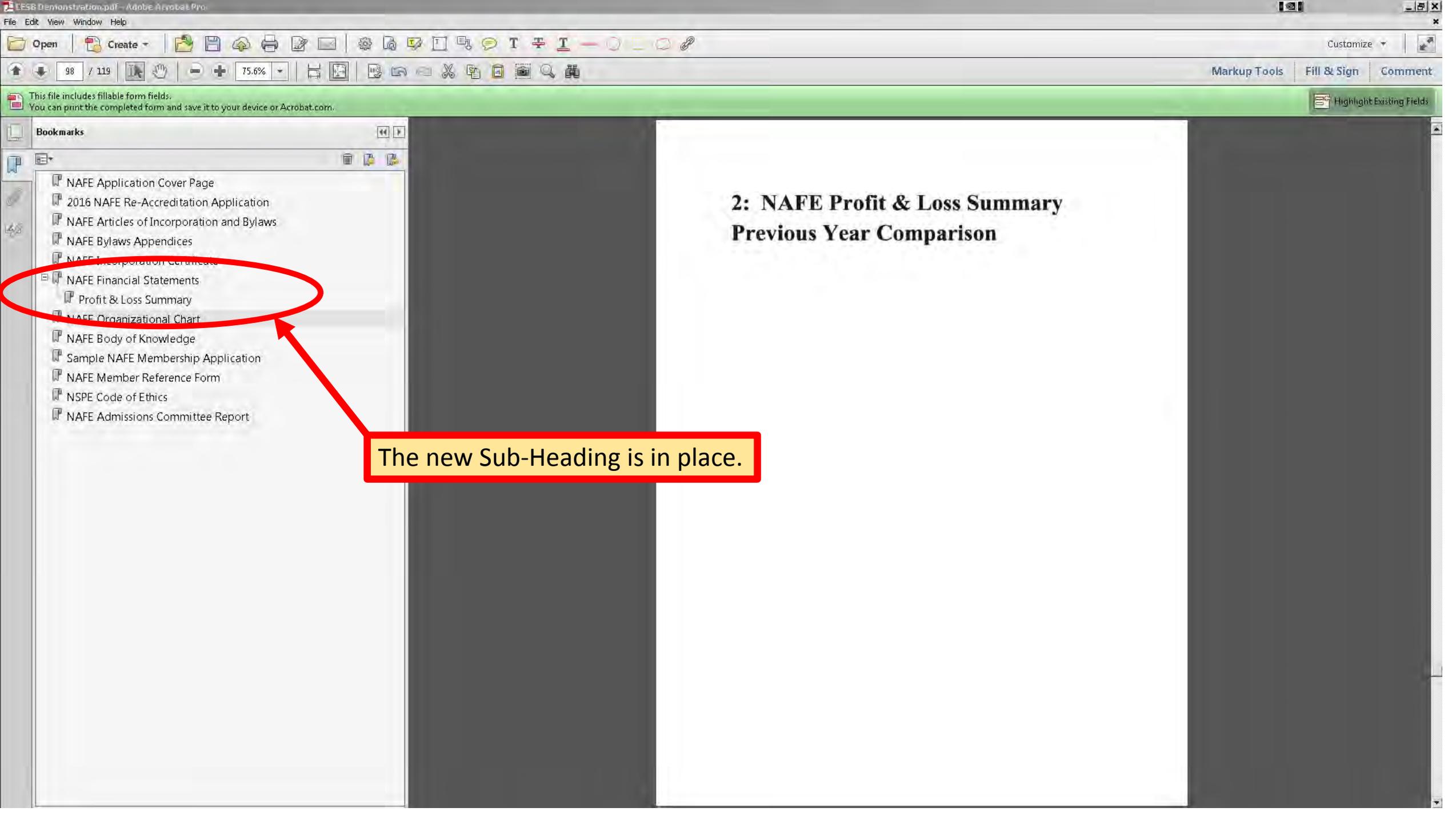
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2: NAFE Profit & Loss Summary Previous Year Comparison



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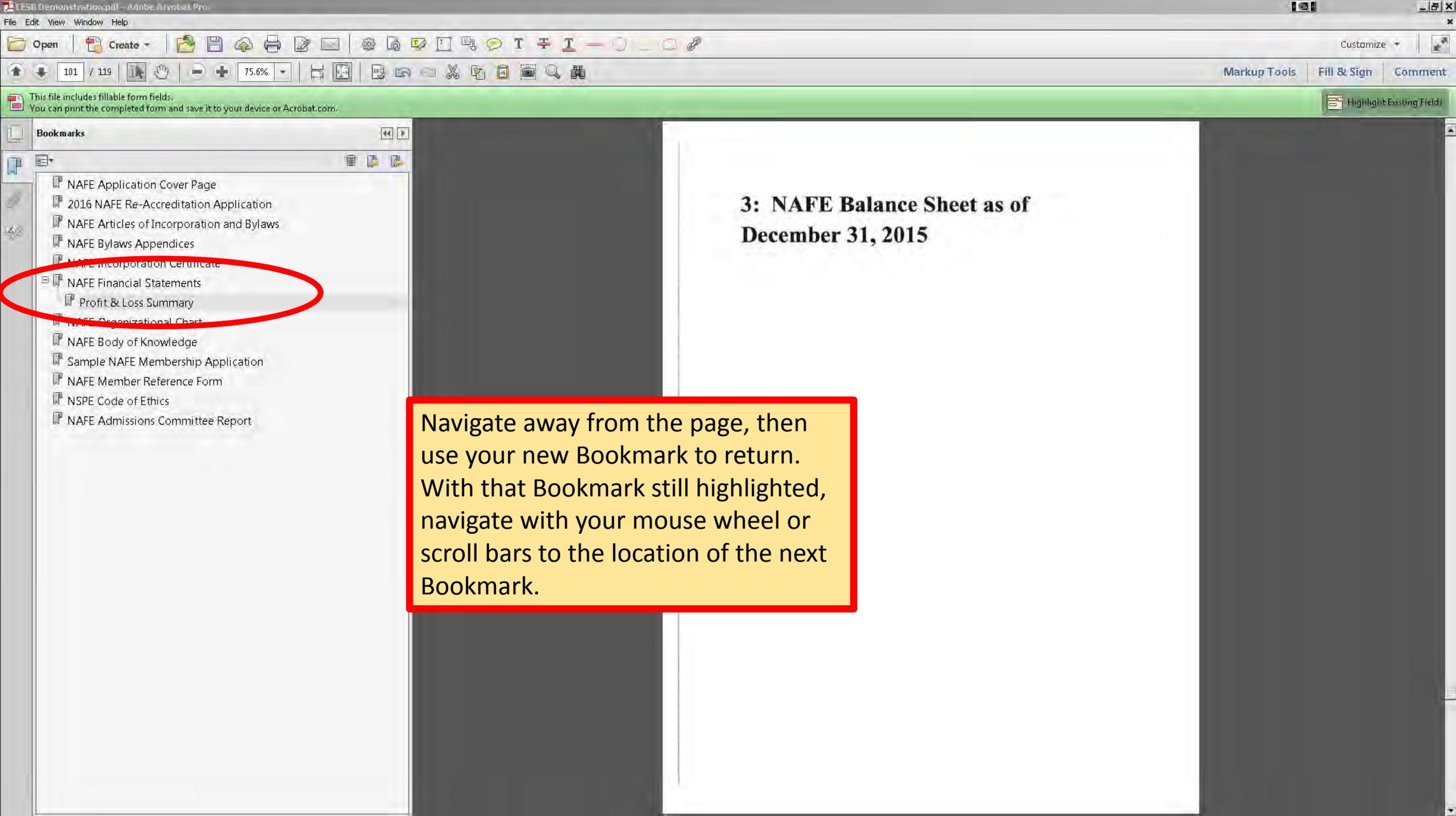


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2: NAFE Profit & Loss Summary

Previous Year Comparison

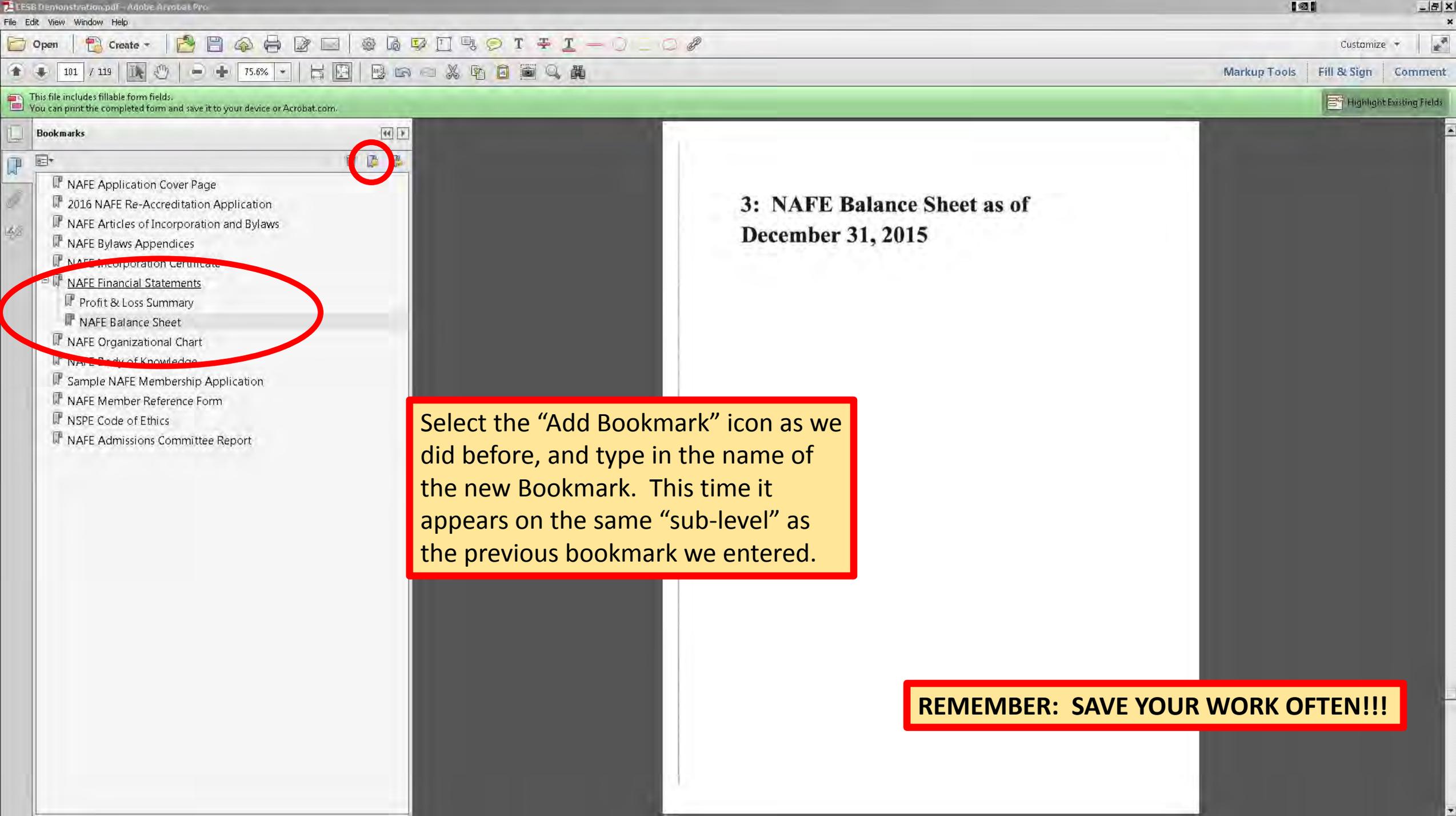
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3: NAFE Balance Sheet as of December 31, 2015

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3: NAFE Balance Sheet as of December 31, 2015

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3. Changed the Order of the Combined PDF Files
4. Created Hyperlinks to Take the Reader From the Application to the Appropriate Location in the Reference Document
5. Created Text Boxes and Hyperlinks to Return the Reader to the Appropriate Location in the Application
6. Created Hyperlinks to Referenced Website Locations
7. Added a Cover Page For the Application Package
8. Added Section Divider Pages for Supporting Document Sections
9. Added Bookmarks to Aid in Navigation of our Application Package

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