



National Board of Forensic Evaluators, Inc.
595 West Granada Blvd., Suite H
Ormond Beach, FL 32174
(386) 677-3995 - www.nbfe.net

NATIONAL BOARD OF FORENSIC EVALUATORS POLICIES & PROCEDURES

Your sample report shall be scheduled to the oral examination within six months of submitting an application for certification, his or her candidacy status will be terminated.

TITLE: Application and Written Examination Process

NUMBER: 001

EFFECTIVE DATE: May 28, 2019

REVIEW DATE: May 28, 2023

RESPONSIBLE PARTY(S): NBFE Board/Executive Director

PURPOSE: To promote, develop, and maintain an appropriate application and written examination process that will help applicants adhere to the high standards established by NBFE.

POLICY: The NBFE Board has developed a protocol to promote the development and maintenance of the highest quality standards when applications and written examinations are conducted of applicants for the credential of Certified Forensic Mental Health Evaluator (CFMHE).

The policy carefully explains each step of the application and written examination process and concerns that may arise as the examination process unfolds. Therefore, any actions or decision made by NBFE regarding the written examination phase of credentialing should only be made in adherence to these written policies and procedures.

PROCEDURES:

1. The applicant will submit an application through NBFE's website, which will be reviewed by NBFE administrative staff under the direction of the Executive Director. In order to be considered a complete application, all required application fields will be completed, and the following supporting documentation will be uploaded:
 - a. A copy of the applicant's current license in good standing in a mental health profession with a scope of practice that includes diagnosis and treatment of mental disorders.

- b. Verification of at least one year of post-licensure work experience in the mental health profession.
 - i. Applicants practicing outside of the United States in countries that do not require licensure for their profession must submit the following in lieu of verification of licensure:
 - 1. A transcript from an appropriately credentialed college or university detailing their coursework and verifying that they have earned a graduate (i.e., Master's or doctorate) degree in a profession that diagnoses and treats mental disorders (i.e., counseling, social work, psychology, psychiatry, marriage and family therapy)
 - 2. Evidence that they can legally diagnose and treat mental disorders in their country (e.g., copy of statutes, rules, court rulings, letter from a government authority, etc.)
 - 3. Verification that they have been practicing as a mental health professional for at least three calendar years
- c. A minimum of forty hours of forensic mental health-related training and/or experience such as completion of classes, workshops, or seminars, supervision hours, published professional works, etc., focusing on forensic mental health assessment, sexual offenders, domestic violence, expert witness, ethical issues, family law, introduction to essentials of forensic assessment, child custody evaluations, assessment in personal injury, malingering, competency to stand trial, civil commitment, juvenile justice, immigration evaluations, or substance abuse. Experience in providing expert testimony, depositions, divorce and family mediation, competency evaluations, etc., will be considered if there is a verifiable case number and court reference accompanying the application.
- d. Three current professional reference letters that validate the applicant's ethical and moral standards and pertinent clinical skills and abilities. The letter must be printed on a professional letterhead and must be signed by the reference. Only letters from mental health professionals will be accepted.
- e. A copy of the applicant's current malpractice insurance policy. If the application is employed by a government or community agency, then a letter from the applicant's supervisor attesting that he or she is covered by the agency's malpractice policy or legal counsel will fulfill this requirement.
- f. A professional headshot photo.
- g. A copy of the applicant's resume or curriculum vitae.
- h. Verification of current membership in a professional association that is partnered with NBFEE (if utilizing the "members only" application discount).
- i. Answers to background questions related to ethical and legal issues.
- j. Agreement to abide by the code of ethics and practice guidelines of the applicant's mental health profession as follows:
 - i. Clinical mental health counselors: American Mental Health Counselors Association (AMHCA)

- ii. Clinical and counseling psychologists: American Psychological Association (APA) and American Board of Forensic Psychology (ABFP)
 - iii. Clinical social workers: National Association of Social Workers (NASW) and National Organization of Forensic Social Work (NOFSW)
 - iv. Marriage and family therapists: American Association of Marriage and Family Therapy (AAMFT)
 - v. Psychiatrists and psychiatric nurse practitioners: American Psychiatric Association (APA)
 - k. Payment of the applicable application fee.
2. The applicant may be denied certification if:
 - a. The applicant fails to provide any of the information detailed in Procedure 1 above.
 - b. The applicant's information is outdated or expired (e.g., expired malpractice insurance, expired license).
 - c. The background information and/or professional references reveal potential breeches of law, duty, ethics, and best practices in the field.
 3. An applicant will have up to 90 days from the time an application fee is submitted to complete all required application fields and schedule and pass the written examination.
 - a. If the application fee was paid through registration for a certification workshop, then the 90-day period does not start until the date of the workshop.
 4. The applicant will pass the approved CFMHE written examination with a score of 70% or higher in order to be moved to candidate status and be considered eligible to proceed with the oral examination (see policy 002).
 - a. In the event that the application fails the examination, administrative staff of NBFEE will provide the applicant with a brief report on the examination domains that he or she scored poorly on in order to aid the applicant with a more focused preparation. The applicant may also be directed to webinars, homestudies, or other study materials to aid in preparation.
 - b. In the event that that the application fails the written examination three times, the Executive Director will choose between the following recourses:
 - i. Fail the applicant, or
 - ii. Require a re-examination fee as determined by the board and refer the candidate to appropriate training resources.

TITLE: Oral Review Process

NUMBER: 002

EFFECTIVE DATE: February 22, 2016

REVISED: September 30, 2018

REVIEW DATE: February 22, 2020

RESPONSIBLE PARTY(S): NBFEE Board/Orals Review Committee

PURPOSE: To promote, develop, and maintain an appropriate oral review process which will help candidates and the Oral Review Committee members adhere to the high standards established by NBFEE.

POLICY: The NBFEE Oral Review Committee has developed a protocol to promote the development and maintenance of the highest quality standards when oral reviews are conducted of candidates for the credential of Certified Forensic Mental Health Evaluator (CFMHE).

This policy describes the roles as well as the expectations of both applicants/candidates and committee members. The policy carefully explains each step of the interview process and concerns that may arise as the interview process unfolds. Therefore, any actions or decision made by NBFEE regarding the oral interview phase of credentialing should only be made in adherence to these written policies and procedures.

PROCEDURES:

5. The candidate will submit a sample report adhering to the most current edition of the approved NBFEE report format to the Oral Examination Committee Chair for review.
 - a. If any corrections are required, the Chair will return the report to the applicant, and the candidate will have a maximum of two (2) weeks to return the corrected report to the Chair.
 - i. If the candidate fails to correct all of the required revisions satisfactorily, the report will be returned a second time, and the candidate will have one (1) week to return the corrected report to the Chair.
 - b. If no corrections are required, or if the candidate has addressed all recommended revisions satisfactorily, the Chair will forward the report to the Oral Examination Committee, and the oral examination will be scheduled.
6. The candidate will defend the sample report before the Oral Examination Committee.
 - a. In the event that the candidate passes the oral examination, the candidate will be awarded the Certified Forensic Mental Health Evaluator (CFMHE) credential.
 - b. In the event that the candidate fails the oral examination, the Oral Examination Committee may use exercise one of two (2) options up to two (2) times per candidate:
 - i. Return the sample report to the candidate and require additional revisions to be submitted within two (2) weeks of notification.
 - ii. Require the candidate to submit a second sample report within two (2) weeks of notification.
 - c. In the event that the candidate does not pass despite three (3) attempts, the Oral Examination Committee may elect either of the following recourses:
 - i. Fail the candidate.

1. The candidate will not be permitted to retake the oral examination for a minimum of six (6) months, at which time the above process would be repeated, and will be charged a re-examination fee to be determined by the committee.
 - ii. Require additional training in one or more subject matter(s) relevant to the weaknesses in the candidate's report and/or defense of the report.
 1. The candidate will have a maximum of three (3) months to complete the required training and resubmit a new sample report to be used for re-examination, at which point the above process would be repeated.
7. In the event a candidate does not schedule the oral examination within six months of submitting an application for certification, his or her candidacy status will be terminated.
 - a. The applicant may request to have his or her candidacy re-activated by sending an email to the Executive Director (ED) along with the applicable administrative fee (as set by the NBFEE Board of Directors) explaining for the delay and proposing a revised deadline for scheduling the oral examination.
 - i. The proposed deadline may be no more than 12 months from the date of the applicant's application for certification.
 - ii. If the ED approves the extension, the applicant's candidacy will be reinstated.
 1. Should the candidate miss the extension, his or her candidacy will be terminated, and he or she would need to reapply (including payment of the full credentialing fee) if interested in pursuing the CFMHE credential in the future.
8. An applicant or candidate who is denied certification by NBFEE may appeal the determination within 30 days of notification of denial.
 - a. The appeal must be submitted in writing to the Executive Director's attention and must contain the following components:
 - i. A description of NBFEE's action(s) the applicant or candidate wishes to appeal;
 - ii. The applicant or candidate's rationale for why NBFEE should amend its determination; and
 - iii. A proposed resolution (i.e., a description of the actions that NBFEE and the applicant/candidate can take to remedy the applicant/candidate's concerns, including proposed timeframes for requested actions).
 - b. The Executive Director will review the appeal within 14 days and will submit an analysis to the NBFEE Board recommending a course of action.
 - c. The NBFEE Board will review the Executive Director's analysis and respond to the applicant/candidate within 30 days, electing one of three courses of action:
 - i. Provision of a rationale for denial of the appeal;

- ii. A proposed resolution, which the applicant/candidate must respond to within 14 days; or
- iii. A request for a virtual meeting with the applicant/candidate to discuss the appeal in greater detail.

TITLE: Recertification Policy

NUMBER: 003

EFFECTIVE DATE: February 22, 2016

REVISED: July 10, 2022

REVIEW DATE: July 10, 2024

RESPONSIBLE PARTY(S): NBF Board/P&P Committee

PURPOSE: The purpose of this policy is to protect the public from those who fraudulently profess to hold a valid certification from the National Board of Forensic Evaluators (NBF). It will also assist NBF to verify that each Certified Forensic Mental Health Evaluator (CFMHE) is in full compliance with standards.

POLICY: As of January 1, 2009, all Certified Forensic Mental Health Evaluators (CFMHEs) will have an expiration date on their credential. No later than January 31, an annual review is conducted to verify the credentialed member's current license, professional malpractice insurance, and to determine that all essential matters are disclosed to the NBF board of directors.

PROCEDURES:

Ongoing certification and professional development are required by NBF to ensure all CFMHE's maintain appropriate professional integrity and knowledge.

1. The following requirements must be met annually:
 - a. Submission of verification of completion of three (3) contact hours pertaining to forensic mental health and/or evaluation, diagnosis, and assessment (e.g. administering and interpreting tests, conducting clinical interviews, DSM, risk assessment, etc.).
 - i. CFMHEs are responsible for maintaining copies of their CE's and submitting certificates of completion with their renewal application annually.
 - b. Payment of a certification renewal fee as determined by the NBF Board of Directors by the first of January each year.
 - i. If a candidate is awarded the CFMHE credential within 90 days of the end of a renewal period (i.e., November 1st through January 31st), the candidate's first annual renewal fee will be waived.
 - c. Complete CFMHE Disclosure statement indicating any arrests, ethical violations, or other issues which may impact the integrity of your certification and NBF.
2. CFMHEs who do not complete the above renewal requirements on or before January 31st shall be considered late and late fees determined by the board shall be assessed.

- a. Renewal requirements received by the second month (February) and before the sixth month (June 30) after the due date will be charged a late fee as determined by the NBFEE Board of Directors.
- b. Renewal requirements received after the third month (May 1) after the due date shall be required to reapply and their prior CFMHE designation shall be terminated.
 - i. NBFEE will expect a new application and full fee to make the determination for recertification. The applicant must provide an explanation of their reason for not reapplying in a timely manner, and the applicant will be required to retake the written examination and submit written samples for review and approval.
3. Should any CFMHE desire an extension for a specific length of time to suspend their recertification, the CFMHE must provide a written request with the reason of said request to the NBFEE administrative staff for their determination.
 - a. If an extension is granted, the CFMHE will not be terminated but their listing will be removed for that period of time granted by the board.
4. The CFMHE credential is a pre-requisite for NBFEE's advanced certificates, including the Certified Child Custody Evaluator (CCCE) and Certified Forensic Behavioral Analyst (CFBA) credentials. In the event that an individual's CFMHE credential is terminated, he or she will surrender any advanced NBFEE certifications by default.

TITLE: Oral Review Process Training Fees Policy

NUMBER: 004

EFFECTIVE DATE: February 22, 2016

REVISED: September 30, 2018

REVIEW DATE: February 22, 2020

RESPONSIBLE PARTY(S): P&P Committee

PURPOSE: This policy and procedure will help protect the public from those who fraudulently profess to hold a valid certification from the National Board of Forensic Evaluators (NBFEE). It will also assist NBFEE to verify that each Certified Forensic Mental Health Evaluator (CFMHE) is in full compliance with standards.

POLICY: The National Board of Forensic Evaluators has developed a process that requires all Candidates to complete mandatory training workshop prior to obtaining the CFMHE credential.

PROCEDURES: All perspective applicants for CFMHE must complete an approved training workshop provided by NBFEE prior to moving toward completion of their CFMHE. Each applicant must complete the training prior to submitting their written samples for oral review.

TITLE: Administration of Tests & Assessments

NUMBER: 005

EFFECTIVE DATE: March 2, 2011

REVIEW DATE: March 1, 2011

RESPONSIBLE PARTY(S): NBFEE Board/P&P Committee

NBFEE's position on testing by its members is that before any member of NBFEE embarks in the use/interpretation of psychometrics (personality testing, IQ testing, achievement testing, projective testing, etc.) said member should have the requisite training and required competencies to administer and interpret said instrument. In addition, NBFEE requires/recommends each member to follow all state guidelines, as well as the ethical standards of each member's professional organizations, prior to the administration of any psychometrics. NBFEE expects all members to be aware of their individual state's laws and standards and adhere to them, failure to do so could warrant immediate loss of NBFEE affiliation.

TITLE: Changes in Dues/Membership Rates

NUMBER: 006

EFFECTIVE DATE February 22, 2016

REVISED: September 30, 2018

REVIEW DATE: February 22, 2020

RESPONSIBLE PARTY(S): NBFEE Board

1. Membership rates/dues are subject to change on an annual basis in accordance with recommendations from NBFEE's board of directors and President.
 - a. NBFEE offers members the opportunity to pay dues in advance from time to time at a reduced rate (i.e., annual dues were recently \$120. However, several members paid for two years dues at one time for a reduced rate of \$200).
 - b. In the future, should dues be reduced, members will have the option to have their prepaid dues cover an additional year or they may request a refund for the difference.
 - c. If the dues increase, however, the members who prepaid would not be responsible for any difference between the old/new rates. They will maintain their membership level based upon the rates at which they prepaid.
 - d. If a refund is desired, the NBFEE member should submit said request in writing to the President of NBFEE within 60 days of dues change. After 60 days, the member's prepayment will be applied to an additional year membership.

TITLE: Proofreading Services Provided to CFMHE & CFMHE Candidates

NUMBER: 007

EFFECTIVE DATE April 21, 2017

REVISED: September 30, 2018

REVIEW DATE: February 22, 2020

RESPONSIBLE PARTY(S): NBFEE Board

PROOF READER

NBFE will provide a Proof Reader for those CFMHE and Candidates who wish to utilize this service for their forensic mental health reports or evaluations. However, the extent that the proofreader reviews and edits said reports and evaluations do not extend to NBFEs format and protocols.

Our professional editors correct grammatical errors, including punctuation, capitalization, verb tense, spelling, and sentence structure. The document will also be checked for clarity.

FEES

Clinical Report or Forensic Mental Health Evaluation: \$100.00

FEE STRUCTURE:

\$50.00 to Proof Reader and \$50.00 to NBFE

PROCESS

The Executive Director (ED) has access to all Proof Readers. Upon the discretion of the ED, the ED shall make the decision to assign the Proof Reader to the Consumer of Service.

TITLE: Feedback and Requests from Applicants, Candidates, Partners, Training Participants, and the Public

NUMBER: 008

EFFECTIVE DATE August 1, 2017

REVISED: November 28, 2021

REVIEW DATE: November 28, 2028

RESPONSIBLE PARTY(S): NBFE Administrative Staff, NBFE Board

1. **Feedback from Applicants, Candidates, Partners, Training Attendees, and the Public**
 - a. NBFE is dedicated to conducting all its activities in a manner consistent with ethical guidelines established by national associations representing the mental health professions (i.e., American Association of Marriage and Family Therapy, American Counseling Association, American Mental Health Counselors Association, American Psychiatric Association, American Psychological Association, National Association of Social Workers). Individuals may issue concerns, complaints, and grievances about any aspect of NBFE's operations, including continuing education (CE events), to NBFE's administrative staff through any of the following means:
 - i. Filling out a contact form, which clearly identifies the name and contact information of the individual responsible for receiving grievances, on NBFE's public website at <https://www.nbfe.net/Contact>;
 - ii. Emailing any administrative employee of NBFE; or

- iii. Dialing NBFЕ's phone number (listed on the website and all correspondences); or
 - iv. Communicating a grievance and requesting a resolution in a CE event evaluation survey.
- b. NBFЕ administrative staff (i.e., the Administrative Assistant and/or Executive Director) review all grievances, research facts and details related to the complaint, and respond to the issuer of the complaint with a within 72 hours of receipt of the grievance.
- 1. If resolution involves actions consistent with the ED's job description, the ED will provide the issuer of the complaint with a proposed resolution.
 - a. Examples of proposed resolutions related to CE events include (but are not limited to):
 - i. Modification of program contents to address expressed concerns;
 - ii. Full or partial refunds;
 - iii. The issuing of a credit in the attendee's account, which can be applied to other NBFЕ events or products.
 - 2. If resolution involves actions beyond the job duties of the ED (e.g., revisions to NBFЕ policy and procedure, expenditures above \$500, etc.), the ED will notify the complainant that the ED will prepare a report on the complaint and send it along with a recommended resolution to the NBFЕ Board of Directors for review. The Board will then direct the ED on how to respond within one (1) month of receipt of the complaint.
- ii. If the feedback involves an ethical or legal complaint against an individual who is currently certified by NBFЕ as a forensic mental health evaluator or who is applying for the CFMHE credential, NBFЕ administrative staff will collect information from the complainant via an electronic form available on NBFЕ's website and will determine if any action has been taken by a regulatory body (e.g., a licensure board, professional association) or law enforcement agency.
- 1. If a regulatory body or law enforcement agency has taken action against a CFMHE or applicant/candidate for the CFMHE credential, administrative staff will conduct an investigation, and the ED will provide a report to the NBFЕ Board of Directors summarizing the findings of the investigation as well as a recommendation for resolution of the complaint. The Board of Directors will review the report and vote on a resolution.
 - 2. If a regulatory body or law enforcement agency has not taken action against a CFMHE or applicant/candidate for the CFMHE credential, administrative staff will inform the

complainant that NBFEE does not investigate or take action until or unless a regulatory body or law enforcement agency has conducted an investigation. Administrative staff will record the complainant's report.

- iii. All CFMHEs, CFMHE applicants, and CFMHE candidates are required to report to NBFEE within two (2) weeks any of the following:
 1. Formal complaints issued against the CFMHE or CFMHE applicant/candidate by a licensure board or certifying body within the mental health professions.
 2. Disciplinary actions taken against the CFMHE or CFMHE applicant/candidate by a licensure board or certifying body within the mental health professions.
 3. Felony convictions.
 4. Settlement of, or having been found liable for, a malpractice or civil complaint related to clinical or forensic practice.

2. Requests for Disability-Related Accommodations

- a. NBFEE CE event registration forms include a field prompting registrants to identify whether they are requesting any disability-related accommodations. Alternatively, registrants may contact NBFEE by phone, email, or the online form available on the NBFEE website to request an accommodation.
- b. When a request for accommodation is received, administrative staff (i.e., the Administrative Assistant and/or Executive Director) will respond to the individual initiating the request within 72 hours with details regarding how the accommodation will be provided. If an accommodation cannot reasonably be provided, administrative staff will propose an alternative action to the registrant.

3. Training Event Refund Requests

- a. All NBFEE training events are non-refundable. However, under extenuating circumstances registrants may contact NBFEE and request an exception to this policy. If an exception is granted, a full or partial refund will be offered to the registrant in the form of a credit to the registrant's account usable for future NBFEE events or fees.

4. Training Event Evaluation

- a. All participants of NBFEE training events are asked to complete an evaluation survey consisting of a combination of quantitative and qualitative items designed to measure program quality and efficacy.
 - i. Evaluations include the following quantitative items:
 1. Impression of speaker's presentation style and ability to maintain interest
 2. Impression of speaker's knowledge and expertise of the subject
 3. Degree to which program topic and objectives were clearly stated and met

4. Degree to which program content and structure met stated expectation
 5. Degree of usefulness of the content of the CE program to the participant's practice or other professional development
 6. Extent of opportunity for interactions and exercises
 7. Quality of supplied course materials
 8. How effectively the length of the presentation and use of time was managed
 9. How much the participant learned as a result of the CE program
 10. Quality of training promotion materials
- ii. Evaluations include the following qualitative items in an open-ended "comment box" format:
1. What did you like the most about the training?
 2. What did you like the least?
 3. What other training topics would you like to see NBFEE provide?
 4. How did you learn about NBFEE?
 5. How did you hear about today's webinar?
 6. Other feedback/comments
- iii. For NBFEE "on-demand webinars" and "homestudies," a post-training quiz will be utilized to assess a postdoctoral level of learning specific to the program's predetermined learning objectives.
1. "All of the above" and "none of the above" responses and/or questions that can be easily answered without attending to program content will be avoided.
 2. Questions will be designed to assess participants' abilities to achieve the learning objectives listed for the course.
 3. There will be a minimum of 6-to-8 questions per 1 CE credit (i.e., 1.0 hours) with a minimum of 10 questions.
 4. Participants must pass with a score of 75% or higher (70% or higher if there are only 10 questions) to earn CE credit for participating in the training program.
 5. Essay questions will be avoided, but if utilized a scoring rubric (i.e., a "grading grid" in APA terminology) will be used to score questions.
 6. Content quizzes will be administered as a separate document from the course evaluation survey.
- b. After each live training event, NBFEE administrative staff review the survey data and disseminate a report to the NBFEE Training Committee, copying the NBFEE Board of Directors. The Training Committee uses the data from evaluation surveys to improve future training programs.

TITLE: NBFEE Volunteer Requirements and Benefits

NUMBER: 009

EFFECTIVE DATE: February 15, 2019

REVISED: March 26, 2023

REVIEW DATE: March 26, 2028

RESPONSIBLE PARTY(S): NBF Board, NBF Executive Director

1. Applications for Committee Chairs and Committee Members

- a. Individuals interested in serving on NBF's committees must apply for a committee position by completing an electronic application provided by NBF's administrative staff.
 - i. Only CFMHEs in good standing may apply for Committee Chair and Regional Director positions. CFMHEs in good standing, CFMHE applicants, and CFMHE candidates may apply for committee member positions.
 - ii. NBF's administrative staff may serve as *ex officio* committee chairs or regional directors during position vacancies regardless of their CFMHE status at the discretion of the Executive Director and/or the Board of Directors.
- b. Applications for committee positions are forwarded to Committee Chairs for a determination. If the Committee Chair position is vacant, the application will be forwarded to the Executive Director.
- c. Applications for Committee Chairs and Regional Directors will be forwarded to the Executive Director for a determination.

2. Volunteer Benefits

a. NBF Board Members

- i. Board members shall be extended the following benefits:
 1. Waiver of annual certification renewal fee.
 2. Free attendance at all NBF training events (excluding select training events in which NBF pays an outside presenter a contracted rate per attendee).
 3. Recognition as a board member on NBF's website.

b. NBF Committee Chairs

- i. Committee Chairs shall be extended the following benefits:
 1. Recognition as a committee chair on NBF's website
- ii. The aforementioned benefits shall not be extended until after a 90-day review conducted by the Executive Director demonstrating satisfactory fulfillment of committee chair duties.

c. NBF Committee Members

- i. Committee members shall be extended the following benefit:
 1. Recognition as a committee member on NBF's website
- ii. Oral Examination Committee members will be extended up to \$100 in complimentary NBF homestudies and/or "on demand" webinars per year.
- iii. Continued participation as a committee member shall be contingent upon the mutual agreement of the Executive Director and

Committee Chair that the committee member's participation is satisfactory.

3. Requirements for Maintaining Committee and Volunteer Positions
 - a. Committee members, Chairs, and Regional Directors must attend at least 3/4 (75%) of committee meetings.
 - b. Marketing Committee members (including the Marketing Committee Chair and Regional Directors) must provide monthly reports of their marketing activities.
 - c. Committee members, Chairs, and Regional Directors may be removed from their positions after failure to adhere to the requirements enumerated above after a six (6) month review.
 - d. Once a volunteer (including committee members, Chairs or Regional Directors) is removed from a position, the volunteer must immediately cease committee activities as well as any references, whether verbal or written, to their status as a NBFEE volunteer, including any titles referring to that status. However, they are still entitled to list the affiliation on resumes, curriculum vitae, biographies, etc. provided that the listing is accompanied by the inclusive dates of the volunteer position and/or the volunteer position is clearly identified as "former" or "past."

TITLE: NBFEE Continuing Education Curricula

NUMBER: 010

EFFECTIVE DATE: June 28, 2021

REVIEW DATE: June 28, 2022

RESPONSIBLE PARTY(S): NBFEE Administrative Staff, NBFEE Training Committee, NBFEE Presenters

1. Purpose of Training Curricula

- a. All NBFEE training programs are intended to fulfill the purpose of equipping mental health professionals with the knowledge, skills, and resources to provide quality forensic mental health evaluation and/or consultation, training, and/or advocacy in the field of forensic mental health.

2. Training Proposals

- a. No continuing education (CE) event shall be approved or administered by NBFEE without the presenter having submitted a proposal that has been reviewed and approved by NBFEE administrative staff and/or NBFEE's Training Committee. Proposals will adhere to the required components of all CE authorities (e.g., NBCC, APA, etc.) and include (but are not limited to) the following:
 - i. Presenter's name(s), credentials, contact information, and professional affiliation(s)
 - ii. Proposed title of training event(s)
 - iii. Description of training event(s)
 - iv. Minimum of three (3) learning objectives
 - v. Brief professional biography of presenter(s)
 - vi. Professional headshot photo of presenter(s)

- vii. Attestation that the presenter(s) will include in their presentation statements that describe the accuracy and utility of the materials presented, the empirical basis of such statements, the limitations of the content being taught, and the severe and the most common risks
- viii. Minimum of three professional/academic sources to be referenced during the training (in APA format)
- ix. Proposed disclosure statement(s) (see [Policy 10.2](#))
- x. Copy of the professional curriculum vitae (CV) or resume of all presenter(s)
- xi. Signed payment (if applicable) and copyright/ownership clause
- b. Training Proposals will be reviewed by the NBF E.D. and/or Training Committee to ensure that all CE/accreditation standards have been met, that there are no foreseen ethical concerns for the program content, and that the content is relevant and appropriate for a clinical and/of forensic audience.

3. Potential Conflicts of Interest

- a. As a sponsor of continuing education, NBF E is committed to the identification and resolution of potential conflicts of interest in the planning, promotion, delivery, and evaluation of continuing education. Consistent with concepts outlined in the American Psychological Association (APA) *Ethical Principles of Psychologists and Code of Conduct*, potential conflicts of interest occur when an individual assumes a professional role in the planning, promotion, delivery, or evaluation of continuing education where personal, professional, legal, financial, or other interests could reasonably be expected to impair his or her objectivity, competence, or effectiveness.
- b. Potential Conflicts of Interests in the Planning of Continuing Education:**
 - i. NBF E's administrative staff and Training Committee are responsible to identify, declare, and resolve any potential conflict of interest NBF E may have in offering any specific program of continuing education.
 - 1. In the event of a potential conflict of interest, NBF E's E.D. and/or Training Committee will assume responsibility to resolve the potential conflict by identifying the nature of the conflict, examining options for addressing the conflict, choosing an appropriate course of action, and notifying the NBF E Board of Directors of the actions taken.
 - ii. NBF E requires that professionals participating in the planning of continuing education identify any potential conflict of interest they may have in the review, selection, development, delivery, or evaluation of that program and disclose the conflict or recuse themselves from any decision-making concerning that program.

1. In the event of a potential conflict of interest, NBF E's E.D. and/or Training Committee Chair will ensure that the individual recuses him or herself from the planning process.

c. Potential Conflicts of Interest in the Promotion of Continuing Education:

- i. When preparing promotional material for continuing education, NBF E includes information concerning any financial support, including in-kind support, provided by another party.
- ii. NBF E also informs potential participants of any potential conflicts of interest an instructor.
- iii. If there is no financial support or any potential conflict of interest or commercial support, NBF E will ensure that is clearly stated in the promotional material.
- iv. If information about financial support or any potential conflict of interest is not included in the promotional material prepared for continuing education, NBF E will clearly indicate how a potential participant can secure that information.

d. Potential Conflicts of Interest in the Delivery of Continuing Education:

- i. NBF E requires that there is a process to clearly describe any financial support for a continuing education program at the time the continuing education program begins. Any other relationship that could be reasonably construed as a conflict of interest will also be disclosed.
- ii. If there is no financial support or potential conflict of interest, NBF E will ensure there is a process (e.g., a designated individual or a slide at the start of the presentation, documentation in materials) to clearly state any potential conflicts at the time the continuing education program begins.

TITLE: NBF E Continuing Education Curricula

NUMBER: 011

EFFECTIVE DATE: March 20, 2023

REVIEW DATE: March 30, 2028

RESPONSIBLE PARTY(S): NBF E Administrative Staff, NBF E Board of Directors

1. Liability for Actions Taken by CFMEs, Applicants, and Candidates

- a. CFMEs, CFMHE applicants, and CFMHE candidates indemnify, defend, and hold harmless NBF E and it's officers, contractors, directors, employees, agents, and volunteers from and against any and all losses, claims, damages, liabilities, expenses (including attorneys' fees and disbursements), judgments, or amounts paid in settlement of actions arising out of or resulting from any and all of the following:
 - i. False, misleading, or inaccurate information provided by the CFMHE, applicant, or candidate during the application process,

renewal process, and any and all interactions with NBFEE's personnel, board members, volunteers, and agents.

- ii. All actions and inactions performed by the CFMHE, applicant, and/or candidate with respect to forensic mental health evaluation and services related to forensic mental health (e.g., training, teaching, instruction, consultation, supervision, etc.).

DEFINITIONS:

Committee: The current members of the Oral Review Committee.

Candidate: Persons considered as candidates have completed the application process and required workshop and passed the NBFEE written examination. Only after passing the NBFEE Written Examination is the applicant considered a Candidate.

Candidates must possess the following:

1. A license to practice independently in their state or jurisdiction as a mental health professional (LPC, LMHC, LMFT, LCSW, Licensed Psychologist, etc.)
2. Good standing in their professional organization (APA, ACA, AMHCA, state organizations, etc.)
3. Have no significant reprimands or limitations placed upon their license to practice independently.
4. Have no pending or previous arrests or convictions that impugn their moral character.

Certified Forensic Mental Health Evaluator (CFMHE): Persons are awarded the credential CFMHE after having completed the application process, passed the NBFEE written exam, and successfully completed the Oral Review process. The Oral Review Committee will recommend only candidates for CFMHE who have shown the ability to accurately and completely perform the duties and expectations of a CFMHE and maintain the highest standards of ethical integrity in line with the expectations of their professional organization/affiliation.