



National Board of Forensic Evaluators, Inc.
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NATIONAL BOARD OF FORENSIC EVALUATORS POLICIES & PROCEDURES

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 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.

- 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. 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.

3. 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:

4. 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.
5. 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.
6. 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 NBF 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.
7. 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: September 30, 2018

REVIEW DATE: February 22, 2020

RESPONSIBLE PARTY(S): NBFEE 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 (NBFEE). It will also assist NBFEE 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 NBFEE board of directors.

PROCEDURES:

Ongoing certification and professional development are required by NBFEE 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 NBFEE 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 NBFEE.
2. CFMHEs who do not complete the above renewal requirements on or before January 31st shall be considered late and a late fee of \$50.00 shall be assessed.
 - a. Renewal requirements received by the second month (February) and before the sixth month (June 31) 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. The NBFEE Board of Directors 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 Board of Directors 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

NBFEE 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 NBFEEs 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 NBFEE

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: Refund of Payment for NBFEE Workshops

NUMBER: 008

EFFECTIVE DATE August 1, 2017

REVISED: July 2, 2020

REVIEW DATE: July 2, 2023

RESPONSIBLE PARTY(S): NBF Board

1. CE Workshop Refund Requests

- a. Where the registrant is unable to attend, and is not in a position to transfer his/her place to another person or to another event, then the following refund arrangements apply:
 - i. More than 90 days prior to the start of the conference (Webinar), receive 50% refund.
 - ii. 31 to 90 days prior to the start of the conference (Webinar), receive 25% refund.
 - iii. Less than 30 days prior to the start of the conference (Webinar), no refunds will be issued.
- b. Certification workshop registrations can only be transferred or rescheduled twice.
- c. On-demand webinars and homestudies are non-refundable.
- d. **PROCESS**
 - i. Requests for refund must be submitted according to the dates listed above (30 days, 15 days, etc.) in writing via email.
 1. If the email is not received prior to 15 days before the beginning date of the workshop, refunds will **not** be made.

TITLE: NBF Volunteer Benefits

NUMBER: 009

EFFECTIVE DATE: February 15, 2019

REVIEW DATE: February 15, 2020

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

1. NBF Board Members

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

2. NBF Committee Chairs

- a. Committee Chairs shall be extended the following benefits:
 - i. Up to \$100 in complimentary NBF homestudies per year
 - ii. Recognition as a committee chair on NBF's website
- b. 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

3. NBF Committee Members

- a. Committee members shall be extended the following benefit:
 - i. Recognition as a committee member on NBF's website

- b. Oral Examination Committee members will be extended up to \$100 in complimentary NBFE homestudies per year.
- c. 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.

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 NBFE written examination. Only after passing the NBFE 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 NBFE 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.