

Applicant Certification Process

The applicant must complete the requisite areas of the full fifteen page application then sign and have the application notarized. The law requires that you sign the document in the presence of the notary. The applicant must then submit the application to the High Tech Crime Network with the appropriate supporting documentation. This documentation includes but is not limited to:

1. Copies of all training certificates that prove that the applicant has completed the requisite amount of training hours for the certification and level sought, identified on the HTCEN's website. The certificate(s) must show the amount of training hours.
2. A copy of the applicant's resume that proves the applicant has the requisite experience for the certification and level sought, identified on the HTCEN's website.
3. A check in the amount of \$50.00 per certification sought, made payable to the High Tech Crime Network, 1992 Morris Avenue, Suite 183, Union, New Jersey 07083.

The applicant may submit the entire package via e-mail to Kristen@htcn.org in order to expedite the certification review process. However, the original fifteen page application must be submitted via the US Mail, UPS or FedEx that has the original full application and notary on the final page of the application.

Once the High Tech Crime Network receives either the copy of the application via e-mail or the original application via the mail, it is then placed through an application review process. The review process ensures that:

1. The application has been completed in full.
2. The application has been signed
3. The application has been notarized
4. All supporting documentation has been provided as required and;
5. The \$50.00 check per certification has been included.

If there are any issues with the application, the applicant will be notified and given time to rectify any defect(s). The \$50.00 fee(s) is not returned if the application receives a final rejection. However, if the applicant is ultimately awarded a certification then the \$50.00 fee is deducted from the final invoice for certification.

Once the application passes the initial review, a copy of the entire application and all supporting documents provided by the applicant is made and then sent to the applicant's immediate supervisor along with a Supervisor's Certification form. The supervisor is requested to review the application for truth and accuracy and submit the attached Supervisor's Certification form which accompanied the application. This Supervisor's Certification form must also be notarized.

Once the High Tech Crime Network receives the signed and notarized Supervisor's Certification form, a background check is conducted. This background check may include contacting former and current employers as well as references provided by the applicant on the application. The

High Tech Crime Network reserves the right to verify any and all information provided on the application. The references provided in the application **MUST** know the applicant for at least three years and **MUST** have direct knowledge of the applicant's training and or experience.

Once the background check has been successfully completed the application enters into the final review process. The applicant is notified via the US Mail and is provided with a final invoice. Once the payment in full has been received, the application receives final approval and the applicant's certification and wallet certification card are printed and sent to the applicant via the US Mail.

It is important to note that as identified on the final page of the application, the certification always remains the property of the High Tech Crime Network and may be revoked at any time for cause. Once a member has been notified of such action, they must return the certification and wallet certification card within five working days via the US Mail, UPS, FedEx or any other carrier that can track the package.

Certified Members Yearly Requirements

Once a member is certified by the High Tech Crime Network in a specific discipline, they must adhere to the rules governing certification in order for their certification to remain valid. All certified members must do the following every year following the year they were certified;

1. Maintain an active membership in the High Tech Crime Network - Each certified member must maintain their membership in the High Tech Crime Network. Failure to do so invalidates the certification on the date the membership expires. Renewing the membership is easy via the htcn.org website. Payment links are located at the bottom of the membership page.

Any prosecutor, plaintiff's attorney, defense attorney, opposing expert or any other person may easily validate a membership number. This is accomplished at the top right side of the certification page via a link labeled **HTCN Certification: Verify Status**. No confidential data is provided when a search is conducted. When a search of a certification number is run, it only returns the person's name, certification(s) and date of expiration, which is the date when your certification becomes invalid if you have not maintained your membership.

2. Obtain at least ten hours of training in the specific discipline for each certification - Every certified member must have at least ten Continuing Education Hours completed during the year following they were certified. For example, if you received a certification on February 1, 2012 or October 1, 2012, then you must complete ten hours of training prior to January 1, 2014 and then ten Continuing Education Hours of training prior to every January 1 in the following years.

Each year you renew your membership to maintain your certification(s) you do so knowing that you are required to have the ten hours of Continuing Education Hours. However, there is no way at this time for us to verify that the training has occurred.

While we accept the word of our certified members it is important to point out that if during a trial or a deposition you admit not having the required training, then the certification is invalid at the time the prior training has expired.

So it is important to track this and to make sure you have met all requirements and can prove it in a court of law or during a deposition. Just because you have a wallet certification card showing an expiration date sometime in the future, does not mean you are certified. You must adhere to all yearly requirements for that card to be valid.

Serving as a Regional President or Certification Board Member counts as five training hours each year. In addition, each article that you author and publish regarding the discipline for which you are certified will count as one hour of training. Lastly, any course you teach in the discipline you hold a certification, counts as half time. For example, if you teach a ten hour course, you will receive five hours of credits toward your training.

3. Follow the code of ethics identified by the High Tech Crime Network - The High Tech Crime Network has identified a Code of Ethics that all members must follow, whether certified or not. Please make sure you familiarize yourself with them and follow them. Failure to do so may lead to revocation of your membership and or certification.



High Tech Crime Network

1992 Morris Avenue, #183
Union, NJ 07083

Phone: (877) HTCEN-ORG (482-6674)
E-mail: info@htcn.org

Application for Certification

All information collected is strictly confidential and is never disseminated outside the organization.

Personal Information

Name (Last, First, Middle):

Social Security Number:

Home Address:

City:

State:

Zip:

Home Phone:

E-mail:

Check which certification level you are applying for:

BASIC

ADVANCED

Check which certification: Certified Computer Forensic Technician

Certified Computer Crime Investigator

Agency / Corporate Information

Agency / Corporation:

Street Address:

City:

State:

Zip:

Phone:

Education Record

High School (Name, City, State):

Graduation Date:

Technical School (Name, City, State):

Dates Attended:

Degree Earned:

Undergraduate College (Name, City, State):

Dates Attended:

Degree, Major:

Graduate School (Name, City, State):

Dates Attended:

Degree, Subject:



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Employment History

Work History (supply information about your last three (3) law enforcement or investigative positions.)

Current Employer	Dates Employed:	<input type="text"/>
Address: <input type="text"/>		
City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>
Phone: <input type="text"/>		
Title/Duties: <input type="text"/>		
Supervisors Name: <input type="text"/>	Supervisors Phone: <input type="text"/>	
1 st Past Employer	Dates Employed:	<input type="text"/>
Address: <input type="text"/>		
City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>
Phone: <input type="text"/>		
Title/Duties: <input type="text"/>		
Supervisors Name: <input type="text"/>	Supervisors Phone: <input type="text"/>	
2 nd Past Employer	Dates Employed:	<input type="text"/>
Address: <input type="text"/>		
City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>
Phone: <input type="text"/>		
Title/Duties: <input type="text"/>		
Supervisors Name: <input type="text"/>	Supervisors Phone: <input type="text"/>	



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References

Supply Four (4) Law Enforcement, Corporate or Legal References

1-Name:	<input type="text"/>		
Work Phone:	<input type="text"/>	Email:	<input type="text"/>
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
Zip:	<input type="text"/>		
How long have you known this individual:			
2-Name:	<input type="text"/>		
Work Phone:	<input type="text"/>	Email:	<input type="text"/>
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
Zip:	<input type="text"/>		
How long have you known this individual:			
3-Name:	<input type="text"/>		
Work Phone:	<input type="text"/>	Email:	<input type="text"/>
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
Zip:	<input type="text"/>		
How long have you known this individual:			
4-Name:	<input type="text"/>		
Work Phone:	<input type="text"/>	Email:	<input type="text"/>
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
Zip:	<input type="text"/>		
How long have you known this individual:			



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Training Received

Provide all information requested for the most recent courses that you have completed in the areas of high tech crimes. You may also provide training courses that you are currently scheduled to take if you will complete the course in the next sixty (60) days.

Training Received

Course:

Organization:

Date Completed:

Training Received

Course:

Organization:

Date Completed:

Training Received

Course:

Organization:

Date Completed:

Training Received

Course:

Organization:

Date Completed:

Training Received

Course:

Organization:

Date Completed:



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Certifications Earned

Provide all information requested for certifications already awarded by the High-Tech Crime Network or other organizations. If you are in the process of completing the requirements for another certification, you may place it here, however note that this has not been awarded yet and provide an approximate date of award.

Certification Earned

Certification:

Organization:

Date Issued:

Certification Earned

Certification:

Organization:

Date Issued:

Certification Earned

Certification:

Organization:

Date Issued:

Certification Earned

Certification:

Organization:

Date Issued:

Certification Earned

Certification:

Organization:

Date Issued:



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Courses Lectured

Provide all information requested for courses that you have personally lectured. You may also list courses that you are currently scheduled to lecture as long as you place the day of the lecture as a future date.

Courses You Have Lectured

Course: Date:

Organization:

Topic:

Course You Have Lectured

Course: Date:

Organization:

Topic:

Course You Have Lectured

Course: Date:

Organization:

Topic:

Course You Have Lectured

Course: Date:

Organization:

Topic:

Course You Have Lectured

Course: Date:

Organization:

Topic:



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Articles & Books Authored

Provide a listing of the last five (5) articles or books that you have authored or co-authored that involve computer crime topics. Include books, magazines, newsletters and web articles. If your article appears on the web, include the URL.

Article or Book You Authored

Publication:

Title:

Date Published:

Article or Book You Authored

Publication:

Title:

Date Published:

Article or Book You Authored

Publication:

Title:

Date Published:

Article or Book You Authored

Publication:

Title:

Date Published:

Article or Book You Authored

Publication:

Title:

Date Published:



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Expert Qualifications

Provide all information requested for each time you were qualified as an expert in a court of law. If you went through the qualification process but did not provide testimony, your qualification still counts. If you provided expert testimony before a government body but did not go through a qualification process, this still counts. Place the name of the government body in the box marked court and place the name of the person asking questions in the box marked judge.

Jurisdiction Where You Were Qualified As An Expert

Court: City:

Judge: State:

Date:

Jurisdiction Where You Were Qualified As An Expert

Court: City:

Judge: State:

Date:

Jurisdiction Where You Were Qualified As An Expert

Court: City:

Judge: State:

Date:

Jurisdiction Where You Were Qualified As An Expert

Court: City:

Judge: State:

Date:

Jurisdiction Where You Were Qualified As An Expert

Court: City:

Judge: State:

Date:



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Non-technical Investigative Experience

Employee Name:

Date:

Agency / Corporation:

Initial:

**Describe your experience as it relates to the investigation of non-technical crimes (or incidents).
Include the approximate number of years, the approximate number of investigations as well as the types of
crimes you have investigated.**



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Technical Self Evaluation

Very Knowledgeable

Less Knowledgeable

Computer Operating Systems:

4 3 2 1 0

Knowledgeable of the NT server or workstation operating system.

4 3 2 1 0

Knowledgeable of the Windows 95 or Windows 98 operating system.

4 3 2 1 0

Knowledgeable of the MAC operating system.

Very Knowledgeable

Less Knowledgeable

Network Operating System:

4 3 2 1 0

Knowledgeable of the DOS operating system.

4 3 2 1 0

Knowledgeable of the UNIX operating system.

4 3 2 1 0

Knowledgeable of the operating system.

Very Knowledgeable

Less Knowledgeable

Network Infrastructure:

4 3 2 1 0

Knowledgeable of network servers, hubs and switches.

4 3 2 1 0

Knowledgeable of routers and firewalls.

4 3 2 1 0

Knowledgeable of encryption and virtual private networks.

Very Knowledgeable

Less Knowledgeable

Network Infrastructure Protocols:

4 3 2 1 0

Knowledgeable of TCP/IP.

4 3 2 1 0

Knowledgeable of SMTP & POP 3.

4 3 2 1 0

Knowledgeable of FTP, HTTP, HTTPS, & TELNET.

Very Knowledgeable

Less Knowledgeable

Computer Systems:

4 3 2 1 0

Knowledgeable of storage media and devices.

4 3 2 1 0

Knowledgeable of hardware components.

4 3 2 1 0

Understanding of how computers process and store data.



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Technical Self Evaluation

Very Knowledgeable

Less Knowledgeable

Computer Seizures:

4 3 2 1 0

Knowledgeable of planning raids to seize computer equipment.

4 3 2 1 0

Knowledgeable of tools and methodologies employed during a seizure.

4 3 2 1 0

Knowledgeable of witness interviews (technical) at the location of a raid.

Very Knowledgeable

Less Knowledgeable

Forensic Analysis:

4 3 2 1 0

Knowledgeable of how deleted files are recovered.

4 3 2 1 0

Knowledgeable of slack space.

4 3 2 1 0

Knowledgeable of image versus file system data archiving.

Very Knowledgeable

Less Knowledgeable

Investigations

4 3 2 1 0

Knowledgeable of your state computer crime legislation.

4 3 2 1 0

Knowledgeable of the federal computer crime legislation.

4 3 2 1 0

Knowledgeable of constitutional law as it relates to computer crime.

Very Knowledgeable

Less Knowledgeable

Hacking Tools & Utilities You Have Experience With:

4 3 2 1 0

Tool 1

4 3 2 1 0

Tool 2

4 3 2 1 0

Tool 3

Very Knowledgeable

Less Knowledgeable

Forensic Tools & Utilities You Have Experience With:

4 3 2 1 0

Tool 1

4 3 2 1 0

Tool 2

4 3 2 1 0

Tool 3



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Applicant's Certification

Applicant's Name:

Applicant's Agency:

Certification:

I certify that I have completed and reviewed the fifteen-page (15) application attached to this certification page. I further certify that it is true and accurate to the best of my knowledge. I understand that if I am awarded a technical crimes certification, that such certification remains the property of the High-Tech Crime Network and it may be revoked for any violation of the organization's bylaws, rules, regulations or code of ethics. I agree to expedite the return of this certification if I am requested to do so by the certification committee.

Signed: _____

Date:

Sworn and subscribed before me this day

of , .

Signed: _____

Note: This form must be notarized and the notary's seal must be firmly embedded in this page.