

**American Board of Forensic Entomology Standard Operating Procedure
for Evaluating Applications for Approval to Sit for the Member Examination**

THE PURPOSE of this document is to guide reviewers in evaluating applications of individuals seeking approval to sit for the American Board of Forensic Entomology (ABFE) Member Examination.

Based on the criteria listed below, reviewers will conclude the following for each category: Satisfactory, Need More Details, or Unsatisfactory.

Satisfactory -- the applicant clearly meets the requirements for a category.

Needs More Details -- based on information provided, a conclusion cannot be determined, and a request for clarification from the applicant will be made. Additional material should allow the reviewer to determine if the category assessment is changed to **Satisfactory** or **Unsatisfactory**.

Unsatisfactory -- the applicant clearly does not meet the requirement for a category. Having Unsatisfactory for any category will result in the applicant being denied the opportunity to sit for the exam at this time.

Category	Evaluation
The applicant has not been censured for unethical behavior. NOTES:	
The applicant has earned a research-based Master’s degree in entomology, biology, zoology, ecology, or similar field. NOTES:	
The degree must demonstrate courses with content related to systematic entomology, insect taxonomy, immature insects, medical-veterinary entomology, insect morphology, insect physiology, and insect ecology. NOTES:	
Accredited institution NOTES:	
One year of experience in forensic entomology after Master’s. If individual transitions from Baccalaureate to PhD program, they must have completed three years in a PhD, which must demonstrate forensic entomology experience. NOTES:	
One peer-reviewed publication in forensic entomology NOTES:	
Has been the presenting author in three presentations in forensic entomology in a professional setting. NOTES:	
Submit three case reports of death, neglect, abuse, or other related matters regarding human or other animals during last five years (see ABFE Case Reports criteria in ABFE Case Report SOP as related to examples of death, neglect, abuse) with demonstration of ability to conduct time of colonization estimates. Two of the three must involve insect development associated with human colonization. NOTES:	

