

# CERTIFIED FORENSIC MANAGER RECERTIFICATION HANDBOOK

[thenfsa.org/cfm-recertification](https://thenfsa.org/cfm-recertification)



***Elevate your Leadership.  
Improve Forensic Science.***



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<https://thenfsa.org>



[admin@thenfsa.org](mailto:admin@thenfsa.org)



<https://learning.thenfsa.org/login>





# Why Maintain Your Certification?

Earning your CFM certification proves both your competence in leading and managing in the forensic field and your dedication to workplace excellence.

Maintaining the certification shows that you are committed to self-improvement, continued growth and development, and excellence. The recertification process is about more than just renewing your credential. It is a way to invest in your continued professional development and take your expertise to the next level.



These four core content areas are the foundation the CFM certification program. They define the behavioral and technical competencies needed for effective leadership and management performance.

# Recertification Requirements

## There are two ways to recertify:

**Option 1:** Earn 60 recertification credits (RCs) within the three-year recertification cycle.

**Option 2:** Retake the certification exam within the last year of the recertification cycle.

Whichever option you choose, it must be completed by your recertification end date, which is the three years after CFM certification or CFM recertification.

Example:

DESCRIPTION	DATE
INITIAL CERTIFICATION OR RECERTIFICATION DATE	1/1/2024
RECERTIFICATION CYCLE START/END DATE	1/1/2024 - 1/1/2027

You are required to recertify before your recertification date. Failure to complete the recertification requirements by the recertification date will result in the loss of your certification.

- To maximize the value of your certification, target submitting your RCs or taking the exam close to your recertification date. Make sure you provide yourself with enough time to rectify any RCs or retaking the exam.

How to recertify in 3 easy steps:

STEP 1	STEP 2	STEP 3
Log in to the NFSA Learning Management site at <a href="http://learning.thenfsa.org">learning.thenfsa.org</a> .	Select the appropriate Non-exam recertification course and pay the recertification fee.	Complete the Recertification Credit Form and upload along with supporting documents and submit for review.





# Recertification with Recertification Credits (RCs)

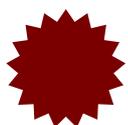
There are three categories from which you may earn RCs for recertification:



**Continuing Education**



**Supervisor Endorsed Work Product**



**Leadership and Volunteer Activities**

# Continuing Education

**No maximum RCs per three-year recertification cycle.**

Earn recertification credits (RCs) for participating in educational activities that develop or enhance your leadership and management knowledge, skills, and abilities. Qualifying activities must relate to the four core content areas: Leadership, Communications, HR, and Laboratory Operations.

## Qualifying Educational Activities

- Conference, Seminars, and Workshop Attendance
  - Each 15 minutes = .25 RC
- E-Learning
  - Each 15 minutes = .25 RC
- Webinars
  - Each 15 minutes = .25 RC
- College/University Programs
  - Courses must be from an accredited college or university with a grade of “C” or above or Satisfactory.

<b>SEMESTER SYSTEM</b>	<b>1 credit hour = 15 RCs</b>
<b>TRIMESTER SYSTEM</b>	<b>1 credit hour = 12 RCs</b>
<b>QUARTER SYSTEM</b>	<b>1 credit hour = 10 RCs</b>
<b>UNGRADED OR NON-CREDIT COURSE</b>	<b>1 credit hour = 5 RCs</b>



# Supervisor Endorsed Work Product

Maximum of 20 RCs per three-year recertification cycle.

Earn credits for completing and documenting project work that supports organizational goals and provides opportunities to advance your capabilities in one or more CFM core content areas.

## Qualifying Supervisor Work Products

10 RCs	20 RCs
40+ Hours of Work	80+ Hours of Work
<b>Example:</b> <i>Staff Scheduling Optimization Project</i> - You lead a project to redesign the lab's scheduling system to improve coverage, reduce overtime, and align with case priorities.	<b>Example:</b> <i>Implementation of a New Evidence Tracking System</i> - You lead a project to transition from a manual evidence tracking process to a digital Laboratory Information Management System (LIMS).



# Leadership and Volunteer Activities

Maximum of 30 RCs per three-year recertification cycle.

Earn credits for activities that contribute to the continued development of the forensic science profession and community.

## Qualifying Leadership and Volunteer Activities

- Presentation at professional conferences
  - Earn RCs for creating and presenting on material in one or more of the four core content areas.
  - RCs are awarded for the first time a presentation is given. If the same presentation is repeated, RCs are not awarded.
  - Each 30 minutes = 1 RC
- Research and publication
  - Earn RCs for conducting and publishing research based on one or more of the four core content areas.
  - Content must be at least 750 words in length, not be solely opinion-based, and must include at least one reference to an external source.
  - Each publication = 1 RC
- Volunteer Activities
  - Serving as a NFSA board member = 10 RCs per year
  - Serving on a NFSA committee = 5 RCs per year
  - Serving as a board member for other forensic related organization, = 4 RCs per year
  - Serving on a committee for other forensic science related organization = 4 RCs per year
    - Example: Advisory Committees, TWGs, OSAC, etc.
- Professional Membership
  - Membership in a professional organization provides valuable networking and professional development opportunities, helping you stay current with industry standards and best practices. It also enhances career growth through access to training, certifications, and leadership roles.
  - Membership of 1 year = 1 RC
  - Maximum of 3 RCs per recertification cycle

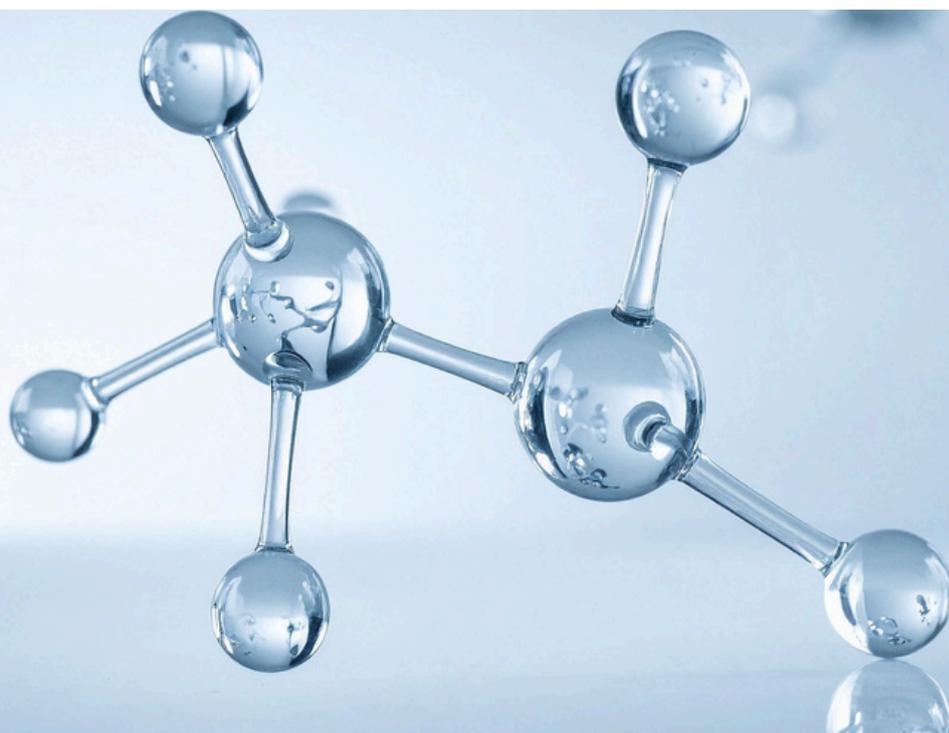


# Recertification by Examination

Maintain your CFM certification by retaking the CFM certification exam.

- You must take the exam no earlier than 12 months prior to the end of your recertification cycle.
  - The new three-year cycle will begin the day after you successfully complete the exam.
- Follow these steps to recertify by exam:
  - Contact the NFSA at [admin@thenfsa.org](mailto:admin@thenfsa.org) letting them know you are recertifying by examination.
  - Pay the full examination fee.
  - Complete the exam application process.
  - Retest at your current level.

If you do not pass the exam, you can retake the exam for a fee as long as you have not reached your recertification date deadline.





## Recertification Fees

CERTIFICATION LEVEL	60 RECERTIFICATION CREDITS (RCs)	RECERTIFICATION BY EXAMINATION
CFM-I	USD \$150	USD \$200
CFM-II	USD \$200	USD \$250
CFM-III	USD \$250	USD \$300

Fees are nonrefundable or transferable.



# Hardship Recertification Extension

The NFSA understands that circumstances might prevent a CFM certification holder from completing their recertification in the three-year recertification cycle.

Hardships may include, but are not limited to, maternity or paternity leave, personal illness, family member illness, long-term unemployment, or military deployment.

In such cases, you can apply for a hardship extension.

## Applying for Hardship Extension

- Complete the Recertification Requirements Extension Request – Hardship
  - Contact [admin@thenfsa.org](mailto:admin@thenfsa.org) for a copy of the request.
- Submit the request at least 30 days before your recertification end date, but no earlier than the final year of your recertification cycle.
- If your hardship request is approved, your certification may be extended for up to 12 months.

## Loss of Certification

CFM certification-holders who fail to complete their recertification prior to the expiration of certification or recertification will lose CFM certification status.

If CFM certification status is lost, they must attend a course by an authorized provider and complete the exam as a new candidate.





The National Forensic Science Academy (NFSA) is an independent 501(c)(3) nonprofit organization that focuses on elevating forensic science through leadership, management, and certification programs.

Through its flagship Certified Forensic Manager Program (CFMP), NFSA provides a structured, tiered certification pathway—CFM-I for supervisors, CFM-II for managers, and CFM-III for executives—designed to enhance leadership and management expertise and standards in forensic organization.

By equipping forensic professionals with rigorous training, recognized credentials, and a network of peers, NFSA fosters excellence, credibility, and positive impact within the forensic and criminal justice system.



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