

## Registry Certification Application Process

### Purpose

The purpose of the American Board of Medicolegal Death Investigators is:

- To encourage adherence to high standards of professional practice and ethical conduct when performing medicolegal death investigations.
- To recognize qualified individuals who have voluntarily applied for basic and advanced levels of professional certification.
- To grant and issue certificates to individuals who have demonstrated their mastery of investigational techniques and who have successfully completed rigorous examination of their knowledge and skills in the field of medicolegal death investigation.

The Registry certification is the initial certification that provides official recognition that an individual has acquired basic knowledge and demonstrated proficiency in the standards of practice necessary to properly conduct a competent, thorough medicolegal death investigation. There are two tracks: Associate (no or limited scene experience) and Diplomate (at least 100 hours of documented scene experience).

### Eligibility

In order to apply for Registry Certification you must meet the following requirements:

1. Must be at least eighteen years of age at time of application.
2. Must have a high school diploma or equivalent.
3. Currently employed by a medical examiner/coroner jurisdiction or equivalent federal authority and have experience and responsibility to independently conduct medicolegal death investigations or supervise such investigations.
  - Associate:
    1. For applicants to independently conduct a medicolegal death investigation refers to the death investigator completing an investigative report and facets of a medicolegal death investigation, other than scene investigation.
    2. For applicants to “supervise such investigations” means that the applicant must have prior experience independently conducting medicolegal death investigations, as referenced above.
  - Diplomate:
    1. For applicants to “independently conduct a medicolegal death scene investigation,” refers to the death investigator performing medicolegal death scene investigations in person on location at the death scene. This includes but is not limited to, completing a body examination (e.g., document injuries and personally assess postmortem changes), photographing the scene, completing an investigative report, etc.
    2. For applicants to “supervise such investigations” means that the applicant must have prior experience independently conducting medicolegal death scene investigations, as referenced in this document.
  - Applicants in reserve positions would not qualify as being currently employed as defined above unless they are currently activated.
4. Must meet 640 points of the following categories:
  - Employment
    1. Full/Part time or on call employment
  - Education/ Trainings
  - Advanced Degree
  - Viewing Forensic Autopsies

*DISCLAIMER: Currently, the ABMDI does not endorse any program that claims to fulfill the requirements of certification or prepare an individual for the certification exam.*

AMERICAN BOARD OF MEDICOLEGAL DEATH INVESTIGATORS, INC.

**Documentation Requirements of Point System**

<b>EMPLOYMENT</b>	<b>Minimum Points Required: 384</b>	<b>Maximum Points Accepted: 640</b>	<b>REQUIRED DOCUMENTATION</b>
<b>Full/Part Time Employment</b>			Employment Verification Form
<b>On Call Employment (must be within five years of application submission)</b>			Employment Verification Form
<b>Conversion for on call hours: Investigation of natural death, no scene response= 1 point Investigation of non-natural death, no scene response= 2.5 points</b>			Case Log (downloaded from ABMDI website)
<b>Investigation of death with scene response= 5 points</b>			<b>Diplomates must have at LEAST 100 hours of documented scene experience.</b>
<b>Secondary Investigator on scene= 2.5 points (maximum of 100 points allowed)</b>			
<b>On call hour- .25 points (maximum of 100 points allowed)</b>			

<b>EDUCATION/TRAINING</b>	<b>Maximum Points Accepted: 40</b>	<b>REQUIRED DOCUMENTATION</b>
<b>Conversion for education training: One educational hour= 1 point One educational quarter= 10 points One educational semester= 15 points</b>		Certificate/Transcript Education/ Training Submission Form

\*The ABMDI accepts education/training that is approved by the American Medical Association (AMA), American Nursing Association (ANA), American Society for Clinical Pathology (ASCP), College of American Pathologists (CAP), Emergency Medical Services (EMS), Federal Emergency Management Agency (FEMA), International Association for Continuing Education (IACET), Pennsylvania Coroner's Education Board, Peace Officer Standards and Training (POST or state equivalent), US Department of Homeland Security and post-secondary institutions recognized by national educational accrediting agencies.

**\*ALL COURSES MUST BE RELEVANT TO MEDICOLEGAL DEATH INVESTIGATION.**

\*Teaching/instructional hours do not count towards the point system.

\*If you are claiming points for an advanced degree, you may not use any of the courses used toward that degree for points.

<b>ADVANCED DEGREE</b>	<b>Maximum Points Accepted: 200</b>	<b>REQUIRED DOCUMENTATION</b>
<b>Associates Degree= 50 points Bachelor's Degree= 100 points Master's Degree= 150 points PhD= 200 points MD= 200 points</b>		Copy of degree/ letter from registrar's office Degree Submission Form

\*Points only granted for highest level of degree obtained.

\*If you are claiming a degree, you cannot claim the courses within the degree program under Education/Training.

<b>VIEWING FORENSIC AUTOPSIES</b>	<b>Maximum Points Accepted: 64</b>	<b>REQUIRED DOCUMENTATION</b>
<b>One hour of viewing a forensic autopsy= 1 point (must be within five years of application submission)</b>		Signed Autopsy Viewing Log

## APPLICATION PROCEDURES

1. Make sure that you have COMPLETED all eligibility requirements prior to applying.
  - 18 years old or older
  - High School Diploma or Equivalent
  - Current qualifying employment
  - 640 hours of experience/ points
  - Completion of the Fundamental Tasks of Medicolegal Death Investigation with a competent trainer
2. Apply online at ABMDI.org.
  - The following information will be needed at the time of application:
    1. Name and email of your Professional Reference
    2. Name and email of your trainer to complete the Fundamental Tasks List
    3. Name and email of the person verifying your employment.

\*It is possible that these are all the same person.
  - \$50 non-refundable application fee
3. You will receive a DocuSign email once we receive the required information and your application fee. The number of emails you receive will depend on the number of emails provided as each person will be sent their own documents. You will be required to open EACH email and enter your required information. Once you complete your information, you submit through DocuSign and it will electronically be sent to the next person to complete.

\*If you provide one email you will receive one email, if you supply two email addresses, you will receive two emails, etc.

  - Materials will ONLY be accepted through DocuSign. We will not accept photocopies, handwritten copies, it must be submitted through DocuSign.
  - You have 12 months to complete the application, testing and retesting, if applicable.
4. Once you submit all required materials through DocuSign and they are processed by the office and the examination fee has been paid, you will receive an email stating you are approved to sit for the examination. You will then be contacted by our virtual proctoring program, MonitorEdu, with a link to sit for the examination.
5. Tentative results are emailed immediately after the examination. If any sections are failed you will have two opportunities to retest. \*There must be 30 days between testing dates\*
6. Once you pass the examination you will receive a frameable certificate and your certification is good for a five-year period.

Questions? Contact 410-807-3007 or [info@abmdi.us](mailto:info@abmdi.us).