

## **ABMDI COURSE ACCREDITATION PROCEDURES AND GUIDELINES**

The ABMDI uses the following guidelines when evaluating proposed training for continuing education. The guidelines shall be updated as necessary and approved by the Board at their meeting(s).

All programs must be reviewed by the ABMDI using the attached Request for Course Accreditation Form in order to be considered for approval.

- a. Requests, along with all required documentation, must be submitted at least 60 days prior to the program date, to allow time for review and notification.
  - b. All courses must be approved **prior** to the start of instruction.
  - c. The ABMDI will review the materials submitted with the Request for Course Accreditation Form to evaluate content and determine whether the course meets ABMDI standards for accreditation. Review will not start until all required documentation is received.
- 2.** Hours must apply specifically toward a task specified on the [Fundamental Tasks of Medicolegal Death Investigation](#).
- a. A schedule with times of actual hours of instruction must be submitted.
    - Credit will not be granted for registration, breaks, lunches, certificate distribution, travel time, Q&A sessions, outside reading or activities, or lectures not relevant to the field of medicolegal death investigation.
  - b. Credits are granted in 15-minute increments, which is equivalent to 0.25 hours.
- 3.** A course accreditation number will be issued for approved courses.
- a. Accreditation numbers may be valid for up to one year.
- 4.** There will be a \$100 fee for course accreditations.

REQUEST FOR COURSE ACCREDITATION

Original Accreditation      Re-Accreditation: previous Accreditation Number: \_\_\_\_\_

Organization, if applicable: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Web Page: \_\_\_\_\_

Course Title: \_\_\_\_\_ Hours Requested: \_\_\_\_\_

**The following must be attached to this application:**

Copy of course schedule including actual hour(s) of instruction

If you are applying for **original accreditation**, you must also attach and label the following documents:

Curriculum vitae of all instructors

Copy of course materials/outline

As the program coordinator I will ensure that a public statement will be made, and a similar statement published in the course materials, that the views and opinions of the presenters are not those of the American Board of Medicolegal Death Investigators.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Payment can be made by check or credit card: \$100 per submission

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

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**FOR ABMDI USE**    Date Received by ABMDI: \_\_\_\_\_    Date Submitted to Reviewer: \_\_\_\_\_

**Approved**    Total Hours Approved: \_\_\_\_\_    Accreditation Expires: \_\_\_\_\_    Course #: \_\_\_\_\_

**Disapproved**    Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_