

## **Application package for certification by the IIFES.**

Dear applicant:

This package contains the following documents:

| Item   | Page numbers | Number of copies needed    |
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| This page  | 1            | 1                          |
| Instructions for filling out application             | 2            | 1                          |
| Application form                                     | 3-5          | 1                          |
| List of references                                   | 6            | 1                          |
| Reference cover letter and form                      | 7-9          | 3 (one for each reference) |
| IIFES Code of Ethics & Rules of Professional Conduct | 10-11        | 1                          |
| Examinations Study Guide                             | 12-13        | 1                          |

You need to print the number of copies indicated for each page, and follow the instructions given on page 2 of this application package. If you have any questions about or problems with the application, please e-mail Mark Marpet at [marpetm@stjohns.edu](mailto:marpetm@stjohns.edu).

**Your completed application must include the following:**

1. This form completed and your signature notarized.
2. A non-refundable check for the application fee of \$300.00 in U.S. funds, made out to the INTERNATIONAL INSTITUTE OF FORENSIC ENGINEERING SCIENCES.
3. A verifiable copy of your highest or most applicable university diploma or academic record. The Institute reserves the right to confirm the documents and information you submit.
4. Completed forms (supplied) from (3) references sent directly to the INSTITUTE. At least two (2) must be attorneys or clients who have used your services as a forensic engineering science expert and can compare your services with that of other experts.
5. Employment history, related forensic activities, special courses and workshops, appointments to Commissions, Advisory Boards, and the like. Your forensic work is most important, give details of your personal activities and involvement.
6. A precise statement of your technical specialties for which you deem yourself to be qualified to carry out forensic investigations and be offered the court as an expert. The words used to describe your specialties are at your discretion, however the list must be acceptable to the IIFES. The Board will regard this list as defining your specialties, and it will be the list of record for the purposes of this application. Should any question arise in the future as to your areas of practice and expertise, reference may be made to this list.
7. Typewritten reports of three (3) forensic projects of different types that you submitted in response to a technical problem which did or might well have resulted in litigation. They should have had an opportunity to be studied by other experts and should include:
  - a. the issue/s you were asked to investigate,
  - b. a summary of your methodology, findings and opinions given to your client,
  - c. the scientific or specific bases for your opinion,
  - d. if physical evidence was involved, your part in its collection, preservation, processing as required, and presentation, and
  - e. the names and addresses of the clients who engaged you.
8. Three full copies of a report on a forensic investigation you have completed. Again this report must be one involved in litigation or could have been. This will provide the scenario for the oral examination, the last step in the certification procedure. One copy of the report will be supplied each of three examiners prior to the exam for their study.

After the above is determined to be complete you will receive questions on ethics and submit written answers. This is another part of the IIFES evaluation process. Your response should be mailed direct to the IIFES.

After the above has been reviewed you will be asked for written answers to a set of questions concerning ethics to be sent to the above address. Then if all is deemed acceptable an oral examination will be scheduled. The examiners will consist of one attorney and at least one person considered knowledgeable in your field.



**PROFESSIONAL INFORMATION**

**Resume**

Attach a copy of your most recent Resume/Curriculum Vitae which includes your formal education, work experience, honors, awards, professional memberships, etc.

**List of your technical areas of expertise**

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**Memberships in professional and learned societies:**

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**INTERNATIONAL INSTITUTE OF FORENSIC ENGINEERING SCIENCES**

In making this application to the INTERNATIONAL INSTITUTE OF FORENSIC ENGINEERING SCIENCES for the issuance to me of a Certificate of Qualification, all in accordance with and subject to its Articles of Incorporation, Bylaws, and other governing provisions as, from time to time, are in force (hereinafter collectively referred to as its regulations), I agree to disqualification from the issuance to me of a Certificate: suspension of such Certificate; revocation of such Certificate; or to surrender of such Certificate to the INTERNATIONAL INSTITUTE OF FORENSIC ENGINEERING SCIENCES. I further agree to hold the INTERNATIONAL INTSTITUTE OF FORENSIC ENGINEERING SCIENCES, its officers, examiners and agents free from any claim, damage, or liability by reason of action, they, or any of them, or any agent acting on their behalf, may take in respect to this application including, but not limited to, the INTERNATIONAL INSTITUTE OF FORENSIC ENGINEERING SCIENCES choosing not to issue me such certificate, or the suspension, revocation, or making of any demand for the surrender of an issued certificate, or the removal of my name from any list of holders of such certificates. All costs in such an action shall be paid by the plaintiff.

**I hereby declare that I have read the attached Code of Ethics and Rules of Professional Conduct of the INTERNATIONAL INSTITUED OF FORENSIC ENGINEERING SCIENCES and I agree to be bound by those provisions in my professional engineering science practice.**

I further attest that I have never been disciplined for an ethics violation or any kind, or had a professional license or registration revoked or suspended.

And in further support of this application, I certify, under oath or affirmation, that all statements made herein, or associated herewith, are true, complete, and correct to the best of my knowledge and belief and are made in good faith and, in addition, I agree to comply with the requirements for certification.

Signed: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**Seal**

Notary Public in and for the State of \_\_\_\_\_

My Commission expires \_\_\_\_\_ 20\_\_\_\_\_

Mail to: Secretary  
INTERNATIONAL INSTITUTE OF FORENSIC ENGINEERING SCIENCES  
2870 Stirling Road  
Hollywood, FL 33020

**INTERNATIONAL INSTITUTE OF FORENSIC ENGINEERING SCIENCES**

REFERENCES: List three (3) individuals who agreed to complete reference forms on your behalf. Two of these must be attorneys for whom you have performed forensic engineering science services and can compare your services with those other experts.

1. Name: \_\_\_\_\_

Complete Mail address:

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

2. Name: \_\_\_\_\_

Complete Mail address:

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

3. Name: \_\_\_\_\_

Complete Mail address:

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

It is understood that this application and any associated documentation may be audited by the **Forensic Specialties Accreditation Board** at some future time. The FSAB assures absolute confidentiality on all matters regarding individuals.

# **INTERNATIONAL INSTITUTE OF FORENSIC ENGINEERING SCIENCES**

## APPLICATION FOR MEMBERSHIP AND CERTIFICATION REFERENCE FORM

Dear M \_\_\_\_\_

\_\_\_\_\_ has applied to the International Institute of Forensic Engineering Sciences (IIFES) for certification and has forwarded this form to you. You will see that the form is for a professional reference.

The International Institute of Forensic Engineering Sciences was established to provide a means by which well qualified and ethical forensic engineering scientists can be identified and endorsed (certified) by their peers as “Diplomates,” and thereby recommended to the public internationally and to the legal community in particular.

Professional references are a critical part of the evaluation of an application. For this reason we take the liberty of asking you to please take the time to give us a realistic, accurate summary of your reaction to this individual. We realize the form is lengthy but the information you can supply is so very important to our evaluation we must ask again please give us a few minutes.

We assure you that the information you provide will be held in the strictest confidence and only seen by our Boar members who do the evaluation and make final decisions.

Your help with a prompt reply is indeed most appreciated.

Sincerely,

Board of Directors, IIFES

Questions? Please write Dr. Mark I. Marpet, 14 Crowie Road, Chester, N.J. 07930;  
Phone: 908-879-9715 or email: mmarpet@rcn.com

**INTERNATIONAL INSTITUTE OF FORENSIC ENGINEERING SCIENCES**

**GENERAL EVALUATION OF:** (name of applicant) \_\_\_\_\_

1. I can offer evaluation of the applicant's forensic engineering science capabilities during period from \_\_\_\_\_ to \_\_\_\_\_.

2. The nature of my association with the applicant was: \_\_\_\_\_

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

3. My personal relationship to applicant is: \_\_\_\_\_ : none \_\_\_\_\_

4. I would judge the applicant as follows: (please check/note the appropriate blank

\_\_\_\_\_ Excellent \_\_\_\_\_ Above Average \_\_\_\_\_ Average \_\_\_\_\_ Below Average

Capacity to Accept  
Responsibility

Technical knowledge

Professional Attitude

Judgment

Ethics

Courtroom Appearance

Communication Skills

**PROFESSIONAL INFORMATION**

1. Do you consider this person a qualified forensic engineering scientist? \_\_\_\_\_

2. Describe what you asked this person to do during your observation period:

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

3. Was this person always accepted by the court as an expert witness? \_\_\_\_ If no, please explain:

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4. How do you rank this person in comparison with other forensic experts ?

(Please use scale 1 to 10, 10 highest): \_\_\_\_\_

5. Please use separate sheet if you wish additional remarks.

Your Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone, Address (optional) \_\_\_\_\_

Mail completed form to:

Secretary  
INTERNATIONAL INSTITUTE OF FORENSIC ENGINEERING SCIENCES  
2870 Stirling Road  
Hollywood, FL 33020

# **INTERNATIONAL INSTITUTE OF FORENSIC ENGINEERING SCIENCES**

## **Code of Ethics:**

Forensic engineering sciences involve both professional engineers and other scientists who work in engineering related disciplines on forensic matters. Professional engineers are already bound by the codes of ethics of the jurisdiction in which they practice. These codes are generally very similar to the code of ethics of the National Society of Professional Engineers, which shall be the reference document of record unless in a specific instance a comparable document governing the ethics of licenses engineers in a particular person's operating region is tabled for that case. Persons certified by this board who are not P.E.'s, or equivalent, are required to abide by the same code of ethics as those who are designated P.E., P.Eng., or equivalent.

Accordingly, persons certified by the IIFES shall be governed by these fundamental canons:

1. Hold paramount the safety, health, and welfare of the public in the performance of their professional duties.
2. Perform services only in areas of their competence.
3. Issue public statements only in an objective and truthful manner.
4. Act in professional matters for each employer or client as faithful agents or trustees.
5. Avoid deceptive acts in the solicitation of professional employment.

## **Rules of Professional Conduct:**

With regard to the forensic nature of the activities of persons certified by the IIFES, the following are principles of ethics to which all applicants must accept and agrees to abide by these Rules of Professional Conduct.

1. Be aware of ones own professional and technical qualifications in dealing with each case, and address only those factors that are within ones own expertise and competence. Seek the assistance of other qualified experts whenever necessary.
2. Treat ones own personal integrity with great respect, and never do or say anything that might compromise that personal integrity. This entails not only saying the truth at all times, but also giving due weight to all pertinent observations and facts.
3. Treat all information from a client, agency, or any other exclusive source with the confidentiality required.
4. Treat every object or specimen of potential evidential value with the care and control necessary to preserve its integrity.
5. Utilize the appropriate standards and controls in conducting examinations and analysis.
6. Render opinions and conclusions strictly in accordance with the evidence in the case and only to the extent justified by that evidence.
7. Maintain an attitude of independence and impartiality in order to ensure an unbiased analysis and presentation of the evidence.

8. Carry out the duties of this profession in such a manner as to inspire the confidence of the public.
9. Respect ones peers in this profession and regard them with the same standards that one holds for oneself.
10. Report to the IIFES board any violation of these rules by any other person who is accredited by the board.
11. Refuse to accept, on a contingency fee basis, any assignment involving opinions, conclusions, or expert testimony intended for use in arbitration and/or litigation.

# INTERNATIONAL INSTITUTE OF FORENSIC ENGINEERING SCIENCES

## **Examination Study Guide:**

The IIFES examinations are in two parts: Ethics and Oral.

### **I Ethics Examination:**

For the ethics examination it is recommended that the applicant study carefully the IIFES Code of Ethics and the IIFES Rules of Professional Conduct.

The ethics examination will consist of two parts, each a situation wherein the applicant might find ethical hazards, problems, questions. The applicant is asked to analyze the situation, and in written form define the ethical problems, offer possible solutions and ways in which they might be avoided in the future.

These situations are intended to be representative of actual cases which the applicant might encounter. Therefore, the applicant is at liberty to use whatever resources available at the time to assist in analysis.

The purpose is to determine that the applicant can recognize ethical hazards and has an idea of how to deal with them. It is believed that in order to have an ethical practice the person must understand ethics.

It is strongly recommended the applicant do a detailed analysis of own practice as applying each of the items in the IIFES Code of Ethics and the Rules of Professional Practice. For each item list the points wherein your practice may be at risk and what you would do to prevent a complaint and deal with a complaint. Also list what you can do to reduce and/or minimize the potential hazard.

It is recommended a web search of the subject of ethics, and specifically forensic ethics to update impressions and beliefs about ethical practice.

### **II Oral Examination:**

The oral examination is actually a “cross-examination” of the written report submitted by the applicant. The examiners are two experienced forensic engineering science persons and an attorney, usually a judge, experienced in such matters.

It is recommended the applicant study several subjects: the rules of evidence, the Daubert/Joiner/Kumho criteria, the scientific method, duces tecum subpoenas, and the continuity of possession.

The applicant is advised to prepare for the oral examination in the same manner as in preparation for a deposition or trial testimony. Specifically, review the report and any supporting information in detail immediately before the examination. This should include any special legal protocols, etc. essentially unique to your specific technical field of expertise.

The examiners will seek to determine the depth of the applicant's technical knowledge, skills in communication and technical application. Also, the applicant's understanding of basic points of evidence and testimony, Daubert questions, and other points in the litigation process.

Question: Were you subjected to a Daubert hearing on the matter the subject of this examination? If so, what was your defense?

Question: If you did not have a Daubert hearing, what would have been your defense if one had been required?