

## Renewal of professional certification in Forensic Anthropology

Dear .....

Renewal of certification is required every 5 years. Renewal of your Level II Forensic Anthropology certification is due this year and you must submit your evidence for assessment electronically as a password protected document to Felicity Davies ([fac@therai.org.uk](mailto:fac@therai.org.uk)) at the RAI office by the .....

You are required to provide an up to date CV and address two areas as follows:

**Part 1** of your renewal requires you to demonstrate and evidence how you have addressed the expected working practice of a Forensic Anthropologist Level II. The level specific requirements for working practice are detailed in the Forensic Anthropology Practitioner Levels documentation<sup>1</sup>.

**Part 2** of the renewal requires you to address and evidence the Continuous Professional Development aspects required for a Forensic Anthropologist Level II. The level specific requirements for CPD activities are detailed in the *Continuing Professional Development (CPD) for Forensic Anthropology* document<sup>2</sup>.

Your application for renewal must be completed on the attached form and two referees are required. At least one referee should be your mentor who will be asked to provide comment on mentorship across the review period and specifically on your reflective summaries if these form part of your submission. Your references will be taken up by the RAI once you have submitted your application.

Sincerely

Prof John Gowlett  
Chair – Examination committee for Forensic Anthropology  
Royal Anthropological Institute

## **FA II renewal of certification requirements**

### **Part 1 Expected working practice**

A Forensic Anthropologist II is expected to be actively involved in the following activities;

1. Deciding whether skeletal elements are animal or human<sup>1</sup>
2. Collecting and interpreting data in a laboratory/mortuary setting
3. Keeping appropriate professional notes and documentation
4. Assisting in forensic anthropology casework<sup>2</sup> at both the scene and the laboratory/mortuary
5. Co-authoring / authoring peer reviewed case reports and potentially providing evidence as an expert witness for the courts of law
6. Possibly engaging in mentoring activities for Forensic Anthropologist III

### **Part 2 Evidence of CPD activities**

A portfolio containing a record of CPD activities should be maintained and prefaced with a professional development plan detailing CPD across the five years of certification.

#### **Level 1 Activities : (3 out of 8 must be evidenced by Cert FA II)**

1. Author, co-author or editor of a book/book chapter, evidenced by an appropriate reference.
2. Author or co-author of a peer-reviewed journal article evidenced by proof of acceptance of the paper or the published paper.
3. Attendance at a professionally relevant conference evidenced by certificate of attendance.
4. Oral presentation at a professionally appropriate conference, evidenced by appropriate reference in conference program.
5. Presentation of a poster (either as first or other author) at a professionally appropriate conference, evidenced by a copy of the poster and appropriate reference in conference program.
6. Attendance at and completion of, a professionally relevant course/specialist training/workshop with no final assessment, evidenced by a certificate of attendance.
7. Collaboration with colleagues from other institutions (UK or international) on advancing the candidate's knowledge in forensic anthropology. Evidenced by a reflective summary with outcomes and learning achieved.
8. Reflective case study including evidence of a literature review to demonstrate

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<sup>1</sup> Or equivalent casework if craniofacial specialist

<sup>2</sup> Or craniofacial casework if craniofacial specialist

learning and knowledge of current published material on an area of forensic anthropology new to the candidate – Evidenced by a reflective critical summary with references.

*Level 2 activities : (1 out of 6 must be evidenced by Cert FA II)*

1. Publication of a research paper in a peer-reviewed journal in which the practitioner is either the lead author or corresponding author (proof of acceptance of the paper or the published paper is required). This requirement **must** demonstrate the acquisition of new knowledge rather than the condensate of existing knowledge as one would expect in book chapters or edited works. As such book chapters, review papers, edited works and professional magazines will not be accepted as fulfilment of these criteria.
2. Attendance and successful completion of a professionally relevant course/training/workshop which culminates in a final assessment, evidenced by a certificate of completion and proof of successful completion of a final examination.
3. Successful Completion of a relevant proficiency test<sup>3</sup>
4. Acting as an external examiner for a professionally relevant course (not necessarily forensic science based and can be in a relevant topic e.g. osteology) or acting as an external examiner for a postgraduate research degree (MSc/MA by research or PhD), evidenced by an appropriate letter of appointment.
5. Acting as a peer reviewer for a professional journal evidenced by an email acceptance of the review.
6. Initiating, developing and delivering an external professional training course evidenced by an outline of the training materials produced and course delivery date.

Reference material available at <https://www.therai.org.uk/forensic-anthropology/forensic-anthropologist-i-fai>

1. Forensic Anthropology Practitioner Levels, version 2, 2018
2. Continuing Professional Development (CPD) for Forensic Anthropology and Aligned Professionals, version 2, 2018



**REFEREES: Please ensure that your referees have agreed to provide a reference for you (please indicate which referee is your mentor).**

**Referee 1**

Last name:	
First name:	
Address for correspondence:	
Contact phone number:	
Mobile phone number:	
e-mail address:	
Current Job Title:	
Relationship to applicant	

**Referee 2**

Last name:	
First name:	
Address for correspondence:	
Contact phone number:	
Mobile phone number:	
E-mail address:	
Current Job Title:	
Relationship to applicant	

**Part 1 - Summary of working practice:**

Provide a reflective summary using the table below, of the casework you have been involved in, what your role was and how you have provided assistance to FAI and/or FAII practitioners.

**CASE LIST (expand as necessary)**

<b>Case identifier</b>	<b>Summary of role and work undertaken</b>

**Part 2 - Summary of Continual Professional Development (CPD):**

You should provide a table of CPD activities and detail what you learnt from each activity.

You should provide copies of all CPD certificates, front page of papers authored, evidence of reviewing papers, evidence of attendance or presentation at conferences etc.

You should provide a CPD development plan across the next five years including a progress plan towards achieving FAI certification.

## SUBMISSION CHECK LIST

<b>Supporting documentation supplied with application</b>	
Forensic Anthropology Level I	<input type="checkbox"/>
Forensic Anthropology Level II	<input type="checkbox"/>
Forensic Anthropology Level III	<input type="checkbox"/>

<b>Supporting documentation supplied with application</b>	
Application form	<input type="checkbox"/>
Curriculum vitae	<input type="checkbox"/>
Case list	<input type="checkbox"/>
Supporting documentary evidence	<input type="checkbox"/>
Do you consider yourself to have a disability?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes please supply supporting documentation	

## DECLARATION

I confirm that all of the statements included in this submission are my own work and where this is not the case, it is clearly indicated. <input type="checkbox"/>
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