

**Appendix 4- Application Evaluation Form**  
**Wildlife Forensic Scientist Certification Application**  
**Evaluation Form**

Applicant Name: \_\_\_\_\_

Recertification

Assigned Assessor: \_\_\_\_\_

Date Received by Assessor: \_\_\_\_\_  
 (DD/MM/YYYY)

**Application Evaluation**

	Elements	Yes	No	Comments/Notes <i>(Give details of evidence used to assess competence)</i>
<b>Ethics and Standards &amp; Guidelines Agreement</b>				
A	Is the Declaration page of the Application Form signed?			
<b>Education</b>				
B	Stated education verified by comparison with Transcripts/Diploma submitted?			
C	Education experience meets or exceeds minimum requirement of a bachelor degree (or equivalent degree) in any related field such as biology, chemistry, environmental science, forensic science or equivalent?			
<b>Experience</b>				
D	Experience meets or exceeds minimum requirement of one year casework experience subsequent to being declared competent? (See Casework Summary Form- Appendix 3)			
<b>Proficiency Testing</b>				
E	Areas covered by most recent proficiency tests accurately reflect the type of work present in the submitted casework and stated in the application form?			
F	The most recently completed proficiency test was successfully completed within the last year?			
<b>Letter of Reference</b>				
G	Letter of Reference is completed by a professional reference with sufficient experience with the applicant to address all areas required?			
H	Does the Letter of Reference address all areas required?			

Other relevant information				
I	Information provided by the applicant regarding relevant experience, publication, teaching, training, and professional membership is reflected in the application materials?			
Casework Review				
J	Sufficient casework has been submitted to make a determination of compliance with SWFS Standards and Guidelines as delineated in the Casework Summary Evaluation forms attached?			

**Additional Comments and Notes:**

**Assessor Signature of Completion**

*Sign below when the Application Evaluation Form is complete and all casework evaluations are complete (one Casework Evaluation Form per case file reviewed) and attached*

\_\_\_\_\_ **I recommend this applicant for certification**

\_\_\_\_\_ **I do not recommend this applicant for certification**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YYYY)

Printed Name: \_\_\_\_\_

Applicant's name: \_\_\_\_\_ Assessor Initials: \_\_\_\_\_

Appendix 5- Casework Summary Evaluation Form

**Wildlife Forensic Scientist Certification Casework Evaluation Form**

**Casework Evaluation**

**Applicant’s Name:** \_\_\_\_\_

**4 Case file reference numbers:** \_\_\_\_\_

Please refer to the SWFS Standards and Guideline document to comply with the elements in this evaluation form.

	<b>Elements</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments/Notes</b> <i>(Give details of evidence used to assess competence on all four cases submitted, be sure to reference specific cases in this section.)</i>
<b>Evidence Handling</b>					
1	Is there adequate documentation of secure evidence handling?				
2	Were the samples examined appropriate for the case?				
3	If evidence was consumed in analysis, were the pertinent parties consulted? (applicable for US applicants)				
<b>Equipment, Methods, Standard Operating Procedures, and Protocols</b>					
4	Do bench notes refer to protocols, SOPs, or published methodologies?				
5	Are deviations from SOPs properly documented?				
6	Were the analyses chosen appropriate for the evidence and question?				
7	Are instruments used in the analyses identified in the bench notes?				
8	Were controls used appropriately (if applicable)?				

<b>Reference Materials and Collections</b>					
9	Were the relevant reference materials used correctly?				
10	Are specimens and databases used in casework uniquely identified in the case file?				
11	Is information on geographical origin used in taxonomic identification documented in the case file.				
<b>Case Documentation</b>					
12	Does the case file include chain of custody, submittal request, bench notes, location of any electronic data, and final report?				
13	Is there documentation of technical and administrative review in the case file?				
14	Are all participating analysts listed?				
<b>Data Interpretation</b>					
15	Are the results interpreted in accordance with established scientific principles?				
16	If statistical tests were used, were they appropriate?				
17	Are conclusions supported by the data?				
<b>Reporting</b>					
18	Are general methods used stated in the report?				

19	Are all results accurately and clearly expressed in the report?				
20	Were any statistical tests used to support conclusions reported?				
21	Are there stated conclusions in the report?				
22	Does the report use scientific names when making taxonomic identifications?				

**Additional Comments and Notes**

**Assessor**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (DD/MM/YYYY)  
 Printed Name: \_\_\_\_\_