

Instructions for Completing an Application for Commission Accreditation as a Traffic Accident Reconstructionist

Please review these instructions prior to completion of the online application. If there is a section of the application you don't understand, read carefully through these instructions. The answers to almost any question will be contained in these pages.

It is **strongly recommended** that you gather together the following items BEFORE you start the application process. If you are unable to complete the application in one sitting, you will be able to return and complete the application later.

- ✓ Images of all diplomas from educational institutions (jpeg, png, gif, or pdf)
- ✓ Images of training certificates showing completion of items claimed in the application (jpeg, png, gif or pdf)
- ✓ Electronic versions of any "case studies" or other documentation you intend to submit with your application in proper format (pdf)
Large files will be rejected. If you need to share a large case study file, use the Contact Us form accessible via the website page footers, or call, and the Administrator will assist you with that.
- ✓ A copy of these instructions
- ✓ Your Method of payment (check, online credit card payment)

Many portions of the application have specific instructions that apply to that section. Please read the instructions for that section **to ensure completeness**. Missing or incomplete information will affect the way your application is scored and may result in disapproval.

NOTE: If you are seeking application approval to sit for a specific examination, the application must be submitted at least 60-days before the examination date under consideration.

- A non-refundable application fee of either \$150 for members of Participating Organizations or \$175 if the applicant is not a member of one of the participating organizations.
- Do not send cash. Online payments using VISA, MASTER CARD or AMERICAN EXPRESS are accepted for payment.

By submitting your application, you agree to allow ACTAR to confirm the information in your application and that you will hold ACTAR harmless for the result of any verification of the information you have provided as well as the action ACTAR takes based on that information.

Sections of the application are as follows:

Applicant Identification

Please enter the information requested in the self-explanatory fields provided for the applicant's name, address, e-mail address, etc.

Please indicate with a check mark if you hold **current** membership in any of the participating organizations.

Accident Specific Education/Training

In this area, you should enter those courses you have attended which are specific to traffic collision investigation and reconstruction. Type the name of the institution which offered the course, the number of hours of instruction and completion date of the course.

For this section, "Courses" are defined as classwork specific to traffic accident investigation and reconstruction. There is no Accreditation Board of Engineering and Technology (ABET) accredited engineering degree program or Administration of Justice degree offered in the field of traffic accident reconstruction in the United States or Canada so no "traditional education" programs should be listed in this area. Participation in those programs will be entered under the section for seminars or other training.

"Courses" are further defined as classwork where a pass or fail final evaluation was given to the student after the course. For example, during or at the end of the class, some manner of test was administered which the student had to successfully complete to "pass" the course. Attendance at presentations, meetings, in-service training, or similar workshops are considered "seminars" for the purposes of this application and are to be entered in the **Accident Investigation Related Seminar Attendance** section, not in this section.

If you're uncertain whether the program you attended was a course or a seminar, look at the certificate issued upon completion of the course. Most likely completion of the course will be shown on the certificate as "...successful completion of the course of instruction in..." or words to that effect. Seminar certificates typically substitute the word "...attended..." for the words "successfully completed."

It is understood that not everyone in this field has attended the courses shown where they were known by the name on the application. For example, a "reconstruction course" may be known as a "level 4" course in some areas. If you have completed a course which you believe to be the equivalent of one of the titles shown on the application, include the name of the course you attended on the application.

Include with your application copies of certificates of completion of the course work claimed. These certificates are to be uploaded. If there is an entry with no accompanying upload, an error will occur when trying to move forward through the application. No credit for course work claimed will be awarded without a certificate or other proof of successful completion.

Accident Investigation Related Seminar Attendance

Attendance at presentations, meetings, in-service training, and workshops are considered "seminars" for the purposes of this application and are to be listed in this section of the application. Credit will be given for attendance at seminars where the topic or focus of the seminar or presentation was the investigation or reconstruction of traffic collisions. Upload a copy of any certificates of attendance for the seminars attended.

Traditional Education

This portion of the application allows the applicant to show completion of traditional educational programs in specifically related fields as well as other fields of interest.

Baccalaureate degrees in mechanical engineering, physics, civil engineering, biomechanics, engineering mechanics, surveying, metallurgy, and traffic engineering from ABET accredited schools or schools which enjoy recognition by the National Council on Engineering Examiners will be weighed more heavily than other degree programs. On the application, indicate the degree major and the school which issued the actual degree. Listings of post-graduate degrees should include a description of the thesis or other such presentation if one was made. **Please include the course of study of degree awarded (title) to ensure appropriate credit.** A copy of your diploma, scan, or photograph if it is framed is required to be uploaded for credit to be given.

Employment

In the "employment" portion of the application, ACTAR is looking for a showing of involvement in accident investigation and reconstruction. It is necessary to list only those employers for which you worked in an accident investigation or reconstruction capacity and the dates of that employment. All fields must be completed to avoid an error.

Published Works

A showing of published works by the applicant is an indication of research and involvement in the field of Traffic Accident Reconstruction. List those papers or articles you have authored which apply specifically to Traffic Accident Reconstruction and provide an address where a copy of that publication may be obtained.

References

It may be necessary to contact someone who is familiar with your work in the field of Traffic Accident Reconstruction and ask them to provide a reference. Alternatively, you may include a letter from three such individuals. Such letter should include words that specifically show the person writing the letter knows that you are applying for accreditation and how they are familiar with your work (i.e., a judge who has seen you testify or attorney for whom you offered an opinion at trial).

Instructional Experience, Lectures, and other Presentations

List each presentation you've made or classes you've taught specifically on some topic of Traffic Accident Reconstruction. Provide the date of such presentation and to whom the presentation was made.

Professional Affiliations

List the professional associations to which you currently belong. Provide the membership grade of your affiliation, if the association has such grade of membership. List the date (at least the year) of your current affiliation with that association.

Licenses, permits and other certification or accreditation

Currently, only the State of Illinois Local Governmental Law Enforcement Officers Training Board offers a certification program for Accident Reconstruction. If you have completed that certification program, enter that information in the Other Information section.

If you are a registered professional engineer, provide the information regarding the state or province in which you're licensed, license number and when that license expires.

Answer the question regarding past courtroom qualified experience as a Traffic Accident Reconstructionist and include identifying information about a court in which you most recently qualified as an expert in this field. Sworn depositions where you are qualified as an expert can also be included.

Optional Submissions

Optionally, a copy of the applicant's work product may be submitted. While it is not required, submission of a sample of work showing an opinion offered by the applicant and the supporting documents for that opinion may be helpful in evaluating the applicant's qualifications. If some manner of work product is submitted, please indicate that portion which was actually prepared by the applicant personally. Any work product submitted will be kept confidential and need not include names of the involved parties (they may be redacted). Be mindful of the file size as explained in the checklist on page one.

At the end of the application you will enter your initials as an electronic signature. Please complete this verification process and confirm you have read the release and certification of the information contained in the application.