

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

Please review the application completely before filling it out. 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.

The application was designed to allow the review committee fast and impartial review of your application. Please do not simply staple your curriculum vitae to the application and write in "see attached" on the application. Applications received in this fashion will not be considered.

Please type or print on the application to ensure that the information is legible when reviewed. Illegible application information may not be credited during your application's evaluation and will delay its processing.

**NOTE: If applicant is seeking application approval in order to sit for a specific examination, the completed application must be received at the ACTAR office at least eight (8) weeks, or 60 days, before the examination date under consideration !**

Every ACTAR Accredited Reconstructionist will be included in the ACTAR directory. Photos must be included with the application. Two color or black and white "passport size" photos must be attached to every application. In the space provided at the top of each page and on the back of each photograph, be sure to print your name. The speed at which your application is processed is dependent on how complete your application is when submitted. Below is a checklist of the items to be included with each application:

- the signed, completed application
- two passport size photos attached to the front of the application such that the photos are not marred by staples or tape (staple along the edge)
- supporting documentation, certificates or other items showing completion of the educational programs claimed in the application
- supporting documentation for any other experience claimed in the application
- a non-refundable check or money order made out to ACTAR for the \$150 application fee (\$175 if the applicant is not a member of one of the participating organizations). Do not send cash. VISA or MASTER CARD can also be accepted for processing of payment.

Optionally, a copy of the applicant's work product may be submitted. While it is not required with the application, 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.

Work product submitted will be kept confidential and need not include involved party names (they may be redacted). Supporting documents and photos will be returned to the applicant if ACTAR is provided with an envelope and pre-paid postage, otherwise the material will be retained for 90 days after the application is acted on and then destroyed.

After completing the application, sign and date the application on page 6. Your signature confirms that you - the applicant - have read the application and that the information contained in the application is true and correct.

You also agree to allow ACTAR or their designate 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 or its representative take based on that information.

Each section of the application is addressed as follows:

### **Page 1 Applicant Identification**

Please type or carefully print the information requested in the self-explanatory spaces provided for the applicant's name, address, etc. Please include a facsimile telephone number and/or e-mail address if possible.

Below that, please indicate how you would like your name and address shown in the directory. For example, your company name might go below your name or some nickname by which you're better known can be added on the line with your name. If there are no special instructions, please so indicate.

#### **For ACTAR Use Only**

The section of the application on the bottom half of the first page is to be completed by the ACTAR Applicant Review Committee only. Please do not write on this portion of the application.

## **Page 2 Accident Specific Education/Training**

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

"Courses" are defined for this section 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; those would be listed on page 3.

"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 listed in the appropriate section at the bottom of page 2, not in this section.

If you're not sure whether or not the program you attended was a course or a seminar, look at the certificate issued upon completion of the course. Most probably, completion of the course will be shown on a certificate as "...successful completion of the course of instruction in..." or words to that effect. Seminar certificates typically substitute the word "...attended..." rather than the words "successfully completed" on the certificate.

It is understood that not everyone in this field has attended the courses shown on the application where they were known by the name on the application. For example, the "reconstruction course" as it is presented in the United States is known as a "level 4" course in Canada. 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. No credit for course work claimed will be awarded without a certificate or other proof of successful completion.

**Accident Related Seminar Attendance** - Attendance at presentations, meetings, in-service training, 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. Include a copy of any certificates of attendance for the seminars attended.

### **Page 3 Traditional Education**

This portion of the application is offered for the candidate 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.

### **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.

### **Page 4 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).

## **Page 5 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. Attach a photocopy of your membership certificate with the application.

## **Page 6 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 here. If you are certified, licensed or titled by any agency, body or organization to practice accident reconstruction, provide the title of that certification, name of the organization granting such certification and where that organization may be contacted. 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.

At the bottom of page 6, read the release and certification of the information contained in the application and then sign and date the application.

Because of administrative considerations and since ACTAR is a volunteer organization, individual phone calls with questions may experience a delay in receiving the information requested. Any questions regarding the accreditation program should be directed by mail to the ACTAR administrative office at the address listed below. Your questions will be answered as soon as possible by an ACTAR representative. Members of one of the participating organizations are encouraged to contact their organization's representative directly with questions or suggestions regarding the ACTAR program.

The completed application, photos and supporting documents must be mailed to the ACTAR Administrative Office at:

**ACTAR**  
**Post Office Box 1493**  
**North Platte, Nebraska 69103-1493**