



The Applicants' Handbook



**Qualifications
Regulations, Standards
& Definition of Terms**

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The Executive Summary

Executive Summary

Child maltreatment is both a public safety concern and in many cases a criminal matter. For this reason, everything that an alleged child victim tells a first responder is subject to judicial scrutiny in a court of law. Effectively questioning a child suspected of being maltreated is perhaps the most challenging and critical task facing the first responders. The effective first response begins from the moment that the initial allegation is received and documented. Conducting a comprehensive risk assessment, safety planning, source monitoring and the accurate documentation of physical and testimonial evidence are only a few of the many critical tasks associated with an effective coordinated first response. For this reason it is critical that all first responders and any other professional tasked to interview children who are suspected of maltreatment be properly trained in the best practices associated with child forensic interviewing. Properly trained and credentialed first responders provide the general public reasonable assurances of objectivity, credibility, safety and effectiveness.

About NACCFI

The National Association of Certified Child Forensic Interviewers (NACCFI) is the only professional credentialing program for child forensic interviewers in the United States. Professional credentialing programs are designed to provide the general public reasonable assurances of safe and ethical practice by its credentialed practitioners. NACCFI was founded on June 16, 2006 on the principle that conducting child forensic interviews should only be performed by properly trained and credentialed practitioners. The NACCFI credentialing program was developed in compliance with the universally accepted accreditation standards of the National Commission for Certifying Agencies (NCCA). The NCCA is responsible for promoting and enforcing regulatory standards of excellence for voluntary and statutory credentialing programs. The NCCA was established in 1977 in cooperation with the federal government. The NCCA standards require that credentialing programs develop their competency examinations in accordance with the universally accepted Standards for Educational and Psychological Testing, developed jointly by the: American Education Research Association (AERA), the American Psychological Association (APA) and the National Council on Measurements in Education (NCME). NACCFI is a not for profit, non-stock association incorporated in Virginia, pursuant to Chapter 10 of Title 13.1 of the Code of Virginia (1950).

The Credentialing Board

The NACCFI Credentialing Board

The primary mission of the NACCFI Credentialing Board is protecting the welfare and safety of the clients we serve and the public's trust and confidence in the professional practice of child forensic interviewing. Professional credentialing boards are responsible for the regulating the evidenced based entry level practice requisites that an applicant must meet in order to qualify for the programs professional credential. The initial NACCFI Board of Governance was appointed in 2006 and tasked to conduct the practice analysis literature review, role delineation and the 2008 practice job analysis study. The NACCFI Board is responsible for responding and investigating any reports of harmful or unethical practices by any of its credentialed members. The Board's regulatory authority and function to carry out its mission is purely voluntary, there is presently no legislative or statutory mandate for any child forensic interviewer to apply or receive professional credentialing.

Credentialing Core Requisites

There are three primary core requisites considered essential for all professional credentialing programs of excellence. They include; fidelity to practice, evidence of practice competency and evidence of the applicant having good moral character. Fidelity to practice requires the applicant to provide evidence of actual practice experience in the work of the profession and a commitment to participate in practice related continuing education training as a condition to maintain and renew their credential. Practice competency requires the applicant to show evidence of having the entry level core knowledge competencies and skill sets believed necessary to do the work of the profession safely and effectively. Practice competency is typically evidenced by the applicant demonstrating actual practice experience, professional training related to the professional practice and the application of a performance or competency examination requisite design to credibly measure the applicant's knowledge competency. Good moral character requisites are designed to provide the consumers of the profession and the general public some reasonable assurances that the applicant is of good moral and ethical character, particularly when their practice involves working with children. Moral character is typically measured by a requisite for character endorsements from the applicant's professional peers and supervisors, a criminal history background check to identify any past criminal behaviors and a commitment by the applicant to abide by a code of professional principles, values and code of ethical conduct. In order to enforce this requisite credentialing programs must appoint a professional credentialing Board tasked too fairly and objectively responds to any consumer or public reports of harmful or unethical practices by any of its credentialed members.

Consensus Driven Practice Standards

The Practice Standards

The multitier credentialing standards were developed in a consensus driven process that included; Victor Vieth JD, Executive Director of the National Child Protection Training Center (NCPTC), Dr. Michael Haney, past president of the American Professional Society on the Abuse of Children (APSAC) and over 720 practicing child forensic interviewers who participated in a National Consensus Standards Survey. A professional paper entitled, [*The Case for the Credentialing of Forensic Interviewers*](#) outlines this study. This paper may be downloaded from the NCPTC webpage and was also published in the *Journal of Child Sexual Abuse*, Volume: 19, Issue 6, 2010. In cases of allegations of child maltreatment or abuse, All credentialed child forensic interviewers are mandatory child abuse reporters and must abide by all federal, state and local mandatory child abuse reporting guidelines. Credentialed interviewers should make every effort to practice within the scope of their professional and legal mandate and conduct their interviews in a neutral, safe and child friendly environment whenever possible in collaboration with other multi-disciplinary child protective services team members. Professional credentialing does not qualify the practitioner to independently interview children outside of the hospice of a court appointed, law enforcement or child protective services team investigation, unless mandated or contracted to so by a court of law.

Registration & Certification

Registration is listing of practitioners maintained by a credentialing entity, with educational, experience, and competency based requirements. Its purpose is to maintain a continuous listing of past and current practitioners and identifying them by their designated occupational title and status within the discipline and providing title registration and protection. Certification is the voluntary process by which a non-governmental entity grants a time limited recognition and use of a credential to an individual after verifying that he or she has met predetermined and standardized criteria. It is the vehicle that a profession or occupation uses to differentiate among its members, using standards developed through a consensus-driven process.

Title Registration & Protection

Applicants who apply and successfully meet the credentialing standards for their perspective credential receive an official appointment letter from the NACCFI Credentialing Board granting them the privilege to use their professional credentialing acronym at the end of their signature. A certificate suitable for wall display is also provided, affixed with the Boards official gold seal. The member full name, certificate number, credentialing title and practice status is also listed in a [*National Registry of Credentialed Members*](#), by their State of residence.

The Competency Based Credentialing Tiers

The Multi-tiered Credentials

NACCFI offers four distinct professional credentials. Each credentialing tier demonstrates a progression in professional training and practice experience for the child forensic interviewer.

Registered Child Forensic Interviewer (RCFI)

The first credentialing tier is the RCFI. This is the entry level credential given to a practitioner who has completed the initial 32 hour entry level training identified as critical to safe and effective practice. The RCFI applicant must pass a competency examination to ensure that they have the necessary knowledge competencies identified as critical to safe and effective practice.

Certified Child Forensic Interviewer (CCFI)

The Certified Child Forensic Interviewer (CCFI) credential identifies a practitioner who completed the required training and also participated in a peer reviewed practicum. The peer reviewed practicum is a best practice for all the well-recognized child forensic interview training programs.

Advanced Child Forensic Interviewer (ACFI)

The ACFI credential identifies a practitioner who completed the required training which includes a peer reviewed practicum and has conducted a minimum of 100 child forensic interviews.

Diplomate Child Forensic Interviewer (DCFI)

The DCFI credential indicates advanced, expert level practice experience evidenced by the practitioner having completed a minimum of 500 child forensic interviews.

Active & Inactive Status

Credentialed members who are not currently conducting child forensic interviews may apply for and or designate their current credential in inactive status. Practitioners who are in inactive status for other than disciplinary reasons will remain listed in the National Members Registry. Inactive status only indicates that the practitioners meets the credentialing standards but is not currently conducting child forensic interviews. Those practitioners who fail to renew their credentials in a timely manner will also be designated as inactive in the registry of members. All credentialed members reserve the right to revoke their credentials and have their names removed from the National Members Registry with no cause by submitting a request to the Chairman of the NACCFI Board. Reinstatements of credentials may require a new application process.

The Application Forms

The Application Forms

Application forms may be downloaded from the NACCFI home page. The applicant must indicate which tier they are seeking and ensure that all of the required forms, documents and signatures are included in the application package. All applications must be submitted by mail with original forms and signatures. When NACCFI receives the application package, a certificate number is assigned and a file folder opened. Applications are processed on a first received, first served basis. Applicants are notified by phone or e-mail when their application is received and again when it is qualified. If the application is incomplete or contains information that cannot be verified, the applicant will be contacted by phone or e-mail for further clarification. Once the qualification standards are verified the applicant will receive an authorization code by e-mail allowing them to schedule a time and place to sit for the competency examination.

Incomplete Applications

Applicants seeking credentialing must meet all of the published criteria in order to sit for the competency examination. If the application package is incomplete or contains information that cannot be verified as being met, the applicant will be contacted by phone or e-mail for further clarification. Once the qualification standards are verified the applicant will receive an authorization code by e-mail allowing them to schedule a time and place to sit for the competency examination.

Application Review Procedures

If an application is denied for credentialing, the applicant will be provided in writing the reasons for the denial and what remediation or corrective actions may be taken if applicable. The applicant may request to have this action reviewed by submitting their written request to the Chairman of the NACCFI Board. Applicants are solely responsible for demonstrating that the review should be granted. All such reviews will be reviewed by a 3 member application review committee. The committee will notify the applicant of its decision in writing within 15 days of their review. The applicant may appeal the committee's decision if it is unfavorable to the full board. A majority decision by the presiding members of the full board shall be final.

Application Security

The applicant's application and all personal information will be stored on a secured database. The database shall be maintained using the latest security software technology. Applicant's contact information will never be sold or made available through the internet. Applicant's information can only be accessed by the applicant with written consent or a court order.

Applicants with Special Needs

It is the policy of NACCFI and its Certification Board to comply with the Americans with Disabilities Act of 1990 (ADA) regulations governing both facilities and administration. An applicant may request a change in the certification procedures, application, or competency testing process due to a documented disability, handicap, or other reasons. Such request must be made in writing and included with the application. The applicant is fully responsible for demonstrating that the request should be granted.

Application Procedures

- + All required forms must be submitted via Mail, faxed or scanned.
- + Applications are processed in the order they are received, processing may take 1 to 2 weeks.
- + Applicants will be notified by e-mail when their application is processed.
- + Applicant's personal information will not be entered or accessed via the internet.
- + Applicant's files are stored in a double locked secured facility with 24-hour alarm security.
- + Qualified applicants will receive detailed instructions on the examination process.
- + Applicants will be notified by phone or e-mail if the application is incomplete or unverifiable.

X: Required Forms

NA: Not Applicable

	Applicant Information	Practice Setting	Completed Interviews	Initial Training	Professional Endorsements	Information Accuracy	Renewal Form
RCFI	X	X	NA	X	X 3	X	NA
CCFI	X	X	X	X	X 3	X	X
ACFI	X	X	X	X	X 3	X	X
DCFI	X	X	X	X	X 3	X	X

Requisites for each tier

Tier	Classification	Exam	Degree Education	Required Interviews	Required Training	Practicum
RCFI	Registration	Yes	Waived	None	32-40 hrs	None
CCFI	Certification	Yes	Waived	25	32- 40 hrs	Yes
ACFI	Certification	Yes	Waived	100	32- 40 hrs	Yes
DCFI	Certification	Yes	Waived	500	32- 40 hrs	Yes

Renewal of Credentials

- ✦ All certified members must renew their credentials every two years from their initial qualification date as listed in the National Member Registry or their last renewal date. Time frames for meeting these standards may be extended on a case by case basis upon written email request. Applicants who fail to renew their credential in a timely manner will be listed as in-active in the registry of members until such time when they submit the renewal application.
- ✦ Members must also submit proof of completing a minimum of 40 additional contact credit hours of related continuing education training or academic course work related to child maltreatment investigations. One academic degree semester or quarter is equivalent to 40 contact hours; provided that it is related to child forensic interviewing, online course work is also acceptable. (*See applicant's handbook for related training*).
- ✦ If you are providing copies of training certificates you do not need to submit the continuing education training form.
- ✦ Members who have been founded or substantiated for child maltreatment by a child protective services agency since their initial application are NOT eligible to renew their credentials.
- ✦ Members who were convicted of a felony criminal offense or are pending trial for a felony offense are NOT eligible to renew their credentials unless or until the charges are dismissed, dropped or unfounded.
- ✦ Members who lost other credentials due to allegations of un-ethical or harmful practices are required to report the incident to NACCFI or voluntarily revoke their NACCFI credentials.
- ✦ Practitioners who are no longer eligible or tasked with conducting child forensic interviews may renew their credentials and request to remain listed on the National Member Registry as inactive under their practice status. Practitioners who expect to practice within a one year period may continue to be listed as active.
- ✦ Renewal applications may be scanned and submitted electronically. A renewal processing fee of \$45 is required upon making application for the renewal.
- ✦ Members seeking to renew to a higher tier must submit completed interview form, and proof of the required training for the tier they are seeking.
- ✦ When the renewal application is processed. The member will receive an email notification and their new renewal date will be updated in the registry of members.
- ✦ Members who do not renew their credentials may request to have their names removed from the member registry by submitting a written request to the NACCFI member services.

The RCFI Credential Qualification Standards

Scope of Practice

- ✚ The Registered Child Forensic Interviewer (RCFI) credential acknowledges that the applicant has met the minimal entry-level training believed necessary to begin practice as a child forensic interviewer intern requiring close supervision, mentoring and/or peer review by more skill practitioners. The RCFI credential is the entry level credential for any professional seeking title protection and registration as a qualified child forensic interviewer. RCFI members seeking to enter practice are also encouraged to coordinate their training with an agency or practice setting where child forensic interviews are conducted and participate in on-going advanced training, supervision and mentoring with more experienced interviewers when available.

Initial Training

- ✚ The RCFI credential requires a minimum completion of 32-40 contact hours of initial competency based child forensic interview protocol specific training by a nationally, regionally or state recognized training program.

Practice Setting

- ✚ Applicants must demonstrate that they are in an employment, student, volunteer, contractual, internship, mentoring, peer review, or supervisory relationship with an agency that provides services for or with a multidisciplinary child protection or law enforcement investigative services team. Any first responder associated with; Law Enforcement, Emergency Medicine, or Child Protective Services (CPS) or the Judiciary and all members of a multidisciplinary child protection investigated team are eligible to apply.

Practice Experience

- ✚ The RCFI is the entry-level registration credential. No proof of current practice experience is needed to receive this credential.

Character Endorsement

- ✚ All credentialing applicants must submit 3 professional character endorsement forms from professional colleagues, supervisors, mentors, teachers, professors or other related peers.

Competency Examination

- ✚ RCFI applicants are required to take the entry level minimal standards competency examination unless.
- ✚ Applicants who complete the NACCFI online course do not have to take the exam it is waived.

The CCFI Credential Qualification Standards

Scope of Practice

- ✦ The Certified Child Forensic Interviewer (CCFI) credential acknowledges that the applicant has acquired the necessary knowledge, skills and abilities believed necessary to practice as an entry level child forensic interviewer. CCFI members are encouraged to participate in continuing education, supervision, mentoring and advanced level training in the field of child forensic interviewing with other qualified practitioners.

Initial Training

- ✦ The CCFI credential requires a minimum completion of 32-40 contact hours of initial competency based child forensic interview protocol specific training by a nationally, regionally, or state recognized training program.

Peer Reviewed Practicum

- ✦ Applicants seeking the CCFI credential must also provide documented evidence of having completed a training program that includes a peer reviewed practicum.

Practice Setting

- ✦ Applicants must demonstrate that they are in an employment, student, volunteer, contractual, internship, mentoring, peer review, or supervisory relationship with an agency that provides services for the court or a multidisciplinary child protection or law enforcement investigative services team.

Character Endorsements

- ✦ All credentialing applicants must submit 3 professional character endorsements forms from professional colleagues, supervisors, mentors, teachers, professors or other related peers.

Competency Examination:

- ✦ CCFI applicants are required to sit and pass the entry level minimal standards competency examination.

The ACFI Credential Qualification Standards

Scope of Practice

- ✦ The Advanced Child Forensic Interviewer (ACFI) credential acknowledges that the applicant has received the advanced training and practice experience believed necessary to practice as an advanced child forensic interview practitioner. ACFI members are encouraged to participate in continuing education, supervision, mentoring and advanced level training in the field of child forensic interviewing.

Initial Training

- ✦ The ACFI credential requires a minimum completion of **32-40** contact hours of initial competency based protocol specific child forensic interview training by a nationally, regionally, or state recognized training program agency or trainer.

Peer Reviewed Practicum

- ✦ Applicants seeking the CCFI credential must also provide documented evidence of having completed a training program that includes a peer reviewed practicum.

Practice Experience

- ✦ Applicants seeking ACFI credentialing must provide documented evidence of having conducted a minimum of **100** child forensic interviews.

Practice Setting

- ✦ Applicants must demonstrate that they are in an employment, student, volunteer, contractual, internship, mentoring, peer review, or supervisory relationship with an agency that provides services for the court or a multidisciplinary child protection or law enforcement investigative services team.

Character Endorsement

- ✦ All credentialing applicants must submit 3 professional character endorsement forms from professional colleagues, supervisors, mentors, teachers, professors or other related peers.

Competency Examination

- ✦ ACFI applicants are required to sit and pass the advanced competency examination.

The DCFI Credential Qualification Standards

Scope of Practice

- ✚ The Diplomat Child Forensic Interviewer (DCFI) credential acknowledges that the practitioner has received the advanced knowledge, training and practice experience believed necessary to practice as a child forensic interview practitioner with expert level knowledge, skills and abilities.

Initial Training

- ✚ The DCFI credential requires a minimum completion of **32-40** contact hours of initial competency-based protocol specific child forensic interview training by a nationally, regionally, or state recognized training program, agency or trainer.

Peer Reviewed Practicum

- ✚ Applicants seeking the CCFI credential must also provide documented evidence of having completed a training program that includes a peer reviewed practicum.

Practice Experience

- ✚ Applicants must show proof of having completed a minimal of **500** child forensic interviews.

Practice Setting

- ✚ Applicants must demonstrate that they are in an employment, student, volunteer, contractual, internship, mentoring, peer review, or supervisory relationship with an agency that provides services for the court or a multidisciplinary child protection or law enforcement investigative services team.

Character Endorsement

- ✚ All credentialing applicants must submit **three** professional character endorsement forms from professional colleagues, supervisors, mentors, teachers, professors or other work-related peers.

Competency Examination

- ✚ DCFI applicants are required to sit and pass the advanced competency examination.

Application Processing Fees

Application Processing Fees

- ✦ Credentialing applications will not be reviewed until the processing fee has been processed. NACCFI has made every effort to maintain the processing fees to a minimum. Processing fees are established based on the amount of time, labor and resources needed to properly credential an applicant. This includes the cost of office infrastructure, office equipment, staff, legal services, insurance, test development, criminal background checks, and cost of maintaining a computer platforms, advertisements and administrative support services.

Payment of Fees

- ✦ Application fees may be paid online securely from the NACCFI website using a credit or debit card at:
- ✦ Application fees may also be included with the application in the form of a personal check or money order.
- ✦ Please ensure that all the necessary forms, certificates, transcripts and/or diplomas are included.
- ✦ Applicants, who fail to pass the exam, will not need to pay again to retake the exam.

Processing Fee Schedule

Services Description	US Dollars Amount
Initial Application Processing Fee for all Credential	\$ 100.00
Renewal Processing Fee	\$ 45.00
Request for a Duplicate Wall Certificate Fee	\$ 25.00
Insufficient Funds Check Processing Fee	\$ 25.00
Competency Examination Processing Fee	\$ 225.00
Child Centered Approach 40 Hour Online Training Course	\$ 225.00

Initial / Advanced or Relevant Training

Required Initial Training

Due to the increasing focus on competency and outcome-based measures of training for child protection professionals. (e.g., Leung et al., 1994; Mitchell, White, Wright, & Pecora, 1989; Stevenson et al., 1992), All credentialing applicants are required to participate in a minimal of 32 contact hours of initial competency based child forensic interview “protocol specific training” by a nationally recognized training program. The **32-40** contact hours of initial, child forensic interview training must include the practical application of child forensic interview principles, structures, standards and protocols, child developmental theories and the importance of considering other alternative non abuse hypothesis. The initial and advance training requirements in child forensic interviewing must be provided by a nationally, regionally or state recognized training program, agency or trainer.

Advanced or Relevant Training

Advanced or relevant training is defined as any training beyond the initial required training requisites. Any training that enhances the applicants understanding of the complexities associated with the assessment, investigation, treatment or the litigation of child maltreatment allegations is allowable. A training certificate of completion is required. If a certificate of attendance is not available a form is provided for documenting the name of the training received, the number of contact hours credited, the time and date of the event and the name and credentials of the trainer and/or the organization that sponsored or provided the training.

The Child Centered Approach to Forensic Interviewing

NACCFI currently offers a 40 hour online training course that meets the initial training requisites. There are also other nationally recognized trainings programs offering similar. The most widely utilized and recognized training programs include; *The National Child Protection Training Center, The American Professional Society for the Abuse of Children, The National Child Advocacy Center, CornerHouse, and Tom Lyons 10 Step Interview Protocol.* The “Child Centered Approach to Forensic Interviewing” is a 40 hour online training curriculum designed to teach the foundational core competencies, tasks and functions identified as critical for safe and effective practice. The child centered approach course is available as an interactive live webinar with up to 100 learners. The second option is a self-paced e-learning pre-recorded webinar experience that can be viewed from the comfort of your home or work computer. All course participants are required to complete an end of course examination that examines how well the learners are retaining the course material.

To learn more about our 40 hour online training curriculum: [\[Click Here\]](#)

The Competency Examination

The Competency Examination Forms

Every applicant seeking a NACCFI Credential must take and pass a competency examination. The competency examination contains anywhere from 100 to 150 multiple-choice items or questions, of these only 100 questions are used to score the examinees exam form. Once the application form is qualified and the examination fee is received, the applicant receives a time limited access link to the exam by email. Applicants may complete the exam from the comfort of their home or work computers. The examination is a pass or fail exam. The necessary pass score is set at 75%. This scoring process and each of the examination items are continuously analyzed for psychometric soundness, accuracy and reliability. The content of the examination items are randomly changed to ensure examination security from a bank of 800 validated items. A validated item must have a point visceral correlation coefficient greater than 25 to be considered valid. The items and individual distracters are randomized for each examinee in order to protect the integrity and security of the examination form.

Entry Level and Advanced Exam Forms

The examination form for the ACFI and DCFI applicants are considered advanced forms and contain 50 items designated as easy and 50 items designated as difficult. Some of the exam forms contain additional items that are being field tested and do not count towards the examinees final score. Applicants have two weeks from the time they receive the link to complete the competency examination. The estimated time needed to complete the exam is 90 minutes. Examinees are notified within one week of the results. If an examinee fails to pass the competency exam, a description of the items missed will be provided along with literature that allows the applicant to study the material. The Competency examination may be retaken at no charge within two weeks of failing the first exam. The examination form for the RCFI and the CCFI are entry level practice exams and contains 70 items designated as easy and 25 items designated as difficult items.

Examination Study Material

The purpose of this exam is to measure the examinees current practice knowledge competencies. For this purpose no study material is recommended or required. However, those examinees who wish to review the knowledge competencies that are included in the exam may purchase separately the 40 hour online training course “The Child Centered Approach to Forensic Interviewing” This 40 hour online course curriculum was designed to teach the same knowledge competencies using the same empirical evidence used in the construct of the credentialing competency examination. To learn more about this online training curriculum, visit the NACCFI website and click on the Training Course section on the left of the homepage.

Criminal Background Checks

Criminal Background Checks

All credentialed members must affirm in writing to participate in a comprehensive criminal background check. The names, year and month of birth and addresses associated with an applicant's social security number will help verify current and past addresses provided by the applicant and cross referenced with a multi-jurisdictional criminal history and sex offender back ground check using a database of over 600 million records.

Social Security Validation

Providing your social security number is voluntary; however, it is a screening tool that is used for the criminal background check to be processed in a timelier manner. Failure to provide this number may result in an inability to process the application due to multiple records with similar names and demographics. Without this additional identifier, the application may be returned to the applicant unprocessed.

Regulatory Authority to Conduct Criminal Background Checks

Pursuant to 19.2-389 of the Code of Virginia, permits specified entities to receive conviction data on Criminal History and/or Sex Offender and Crimes against Minors Name Search (SP-230) for the purpose of employment, credentialing, and or licensure for day care/home health care, foster care, adoptions, etc.

Best Practice Screening Guidance

It is equally important to note that while a professional credential signifies that the practitioner met the requisites believed necessary for competent practice, it is not a guarantee that the practitioners will practice ethically or competently. According to Schmitt, 1995, a credential is neither a guarantee of the public's protection nor of the practitioner's competency on the job. Clauser et al. attribute this distinction, in part to the difference between knowing what to do and actually doing it. (Clauser, Margolis, and Case (2007), The background checks listed above are intended to be an initial screening tool. NACCFI recommends that all practice settings and employers conduct local criminal history searches for the counties in which the applicant has lived prior to making any employment or recruitment decisions. More comprehensive background screenings may be conducted only in response to a report of unethical conduct or fraudulent application by a credentialed member or applicant.

Harmful or Unethical Practices

Certification of Information Accuracy

All applicants must affirm in writing that all of the information provided in their application is true, accurate and complete to the best of my knowledge and that they understand that any intentional or unintentional failure to provide true and complete responses on their application may result in sanctions by the NACCFI Certification Board. Applicants that refuse to participate in an adjudication proceeding or an information verification process if requested may have their credentials revoked or their application denied. All credentialing applicants must affirm in writing to abide by a nationally accepted code of professional practice principles, standards and ethical conduct, with the understanding that any reports from the public of unethical or harmful practices may lead to an investigation by an ethics review committee and the possible issuance of sanctions to include the revocation of their credentials. A listing of the NACCFI code of conduct and the basic practice principles and standards are listed in this handbook.

Duty to Investigate Reported Violations

The NACCFI Credentialing Board has a duty and responsibility to the general public and all of its stakeholders to fairly and objectively and accurately investigate all credible allegations of unethical conduct or harmful practices by any of its credentialed members or applicants. NACCFI will only investigate allegations made against its credentialed members or a credentialing applicant. NACCFI will only release documents, records and any other information gathered in connection with its review of the allegation(s) to a third party under a court order. NACCFI will only accept reports of unethical or harmful practices related to the actual practices of a child forensic interviewer. Many practitioners have dual roles in other disciplines. Practices conducted outside of the role as a child forensic interviewer will not be reviewed or accepted for review by the Review Board. Anonymous allegations by phone or e-mail will not be accepted for investigation. When a written allegation is received, the Chairman will first determine if a credible issue exists and determine if the allegation was submitted in its proper format, listing all the information as requested below.

How to Respond if Notified of a Report

A Subject who receives notification by the committee that a credible allegation is being investigated (against the Subject), must notify the ethics committee within **15** business days of receipt of the notification if they wish to dispute the allegation(s). If no notification is received within the **15** business day period, the committee will continue to make every reasonable effort to contact the subject by telephone or e-mail.

Harmful or Un-ethical Practices Reporting Procedures

Reporting Process

NACCFI has established a means in which the general public or any other stakeholder can report allegations of unethical or harmful practices by any credentialed member. To be effective this process must be fair, balanced, based on accepted rules of evidence, and investigative review procedures with the presumption that the subject of the investigation is innocent until proven otherwise. The disciplinary review procedures outlines the process for properly submitting an allegation of unethical or harmful practices by a credentialed member and the steps that the Credentialing Board will take to assure that the investigation process is thorough, fair and balanced.

Required Format for the Allegation Report

- ✦ All allegations must be made in writing and addressed via US Mail to the Chairman of the NACCFI Credentialing Board
- ✦ The allegation must be presented in legible written form.
- ✦ The subject of the report must be a credentialed member in active status or an applicant seeking credentialing.
- ✦ The subject of the report or the accused must be identified by their full name.
- ✦ A complete and full description of the alleged unethical conduct or harmful practice must be included.
- ✦ The dates, times and places where the alleged violation occurred must be included.
- ✦ The person making the allegation must include their full name and contact information.
- ✦ The names and contact information of any person who can corroborate the allegation or provide more information on the matter must be included with the initial allegation.
- ✦ Explanations for delays in reporting must be included.

Possible Grounds for Disciplinary Action: (this list is not exclusive)

- ✦ Any act that is illegal and or punishable by law.
- ✦ Any act that jeopardizes the safety, health or welfare of the client, the interviewer, the agency or its staff.
- ✦ Any act that jeopardizes diminishes or nullifies the integrity or probative value of the interview.
- ✦ Any act that causes discredit, ridicule, distain or distrust of the discipline.
- ✦ A pattern of disregard of stated agency policies, practices and procedures.
- ✦ A conviction of a felony offense within the past ten years.
- ✦ Substantiation for child maltreatment by a child protective services agency.
- ✦ The procurement of credentialing by fraud or misrepresentation.
- ✦ Any act of gross incompetence that had a direct impact on a client.
- ✦ Mental or emotional impairment affecting performance.
- ✦ Inability to practice effectively by reason of a mental or physical condition.
- ✦ Impaired judgment or abilities due to the use of any substance, drugs or alcohol while practicing.
- ✦ Inappropriate physical contact with clients or their family.

The Ethics Review Committee

The Ethics Review Committee

If the allegation is properly submitted, the Chairman of the Board will convene an Ethics Review Committee (hereinafter “Committee”) to investigate the allegation. The Committee will be comprised of the Chairman and two other professional board members assigned by the Chairman to investigate the allegation. The Chairman will notify the subject of the allegation (hereinafter “Subject”) of the allegation made, by certified mail with return receipt requested within **15** days of receiving the allegation. The ethics review committee is solely independent in its decision making and investigative processes.

Right to Voluntarily Self-Revoke your Credentialing Status

Any applicant who receives notification by the Committee that a credible allegation has been received has the option to agree to participate in the allegation review process and sign the necessary releases, or voluntarily revoke their credentials and waive the allegation review process. Any record of their credentials will be deleted from the Members Registry. The subject will then be ineligible to reapply for certification at a later time unless they agree to sign the proper releases and allow the ethics review committee to complete its original investigation. If the ability to properly assess the original allegation is compromised due to this delay the credentialing application will be denied.

Right to Dispute an Allegation

A Subject who wishes to dispute the allegation must agree in writing to release, discharge and exonerate NACCFI, the Certification Board, its officers, directors, employees, committee members, agents and the Ethics Review Committee from any and all liability, of any nature and kind or claims, costs of whatever kind and nature for personal injury or death of any person or persons and for loss or damage to any property arising out of the furnishing or inspection of documents, records and any other information or occurring in connection with, or in any way incident to any investigation, evaluation and communications made by NACCFI and the Committee. The burden of proof needed to substantiate an allegation lies on the person making the allegation. NACCFI reserves the right to use the preponderance of all the evidence in its possession to make a case determination.

Right to an Oral Hearing

The Subject shall have the right to request an oral hearing with the Committee if he or she wishes to dispute the truthfulness or accuracy of the allegation in person. If the Subject requests a hearing, the Committee shall schedule a hearing at a convenient time and place for all involved. The Subject must bear all of their personal travel expenses in connection to any such hearing. The Subject may also be represented by legal counsel. All oral hearings will be recorded at the expense of the Subject. NACCFI shall be afforded a copy of any court transcripts as a result of any oral hearing.

If no Response is received

If after **30** additional business days the Committee is unable to make contact with the subject, the committee will move to immediately inactivate the credentialing status of the Subject in the member's registry. The investigation will be placed in abeyance pending further contact with the subject of the investigation. The Subjects name will list "inactive" under the field status. If the subject of the allegation is an applicant, nothing will be entered into the registry and the application for credentialing will be declined. The application fee will not be refunded.

Final Case Determination

When all the facts are properly examined, the Committee will make a case determination to substantiate or unsubstantiated the allegation(s) based on the preponderance of all the evidence. If the allegation is substantiated, the Committee must then determine, by a majority vote, if any further sanctions are deemed appropriate. The final determination shall contain factual findings, conclusions and any sanctions applied and the subject's right to appeal the decision. The determination statement shall be forwarded by certified mail to the Subject with return receipt requested within **15** calendar days of the determination hearing.

If the Allegation is Un-substantiated

If the Chairman and Committees' finding of the allegation is cleared and found to be without cause (unsubstantiated) the subject and the person making the allegation will receive written notice of the committee's decision and no further action will occur.

If the Allegation is substantiated

If the Chairman and Committees' finding of the allegation are substantiated, the Subject is entitled to request a second review of the allegation by the full Certification Board. The Subject shall accept all costs associated with a second review.

Disciplinary Action & Sanctions

Right for a Second Review by the Full Credentialing Board

The Subject of any substantiated case determination has the right to request a review of the determination by the full NACCFI Certification Board. A request for a review by the full Board must be delivered in writing to the Chairman of the NACCFI Board within **30** business days of receiving notice of the Committee's case determination. In response, the Chairman shall request an emergency meeting of the full Certification Board and request the presiding members review all of the information provided. The Certification Board will then hold a vote of the presiding members and they will either concur with the Committee's decision or request a new investigation by a different **3** member Ethics Committee. If a new Committee is assigned they will review all of the information related to the case and at their discretion may re-interview any or all witnesses. The decision of the second committee shall be final.

Sanctions by the Credentialing Board

The NACCFI Credentialing Board may impose punitive sanctions against a credentialed member or applicant if after a fair investigation the allegation is substantiated and the need for sanctions is deemed necessary and appropriate. The application of sanctions is a means of identifying practitioners who after careful investigation; are believed to have engaged in unethical conduct or harmful practices by an ethics committee of reasonable persons. Sanctions may include, but shall not be limited to, any one or more of the following.

Reinstatement of Credentialing Status Following Disciplinary Action

A Subject who was denied credentialing or whose credentialing status was temporarily revoked may resubmit a new application for credentialing after 2 calendar years or as designated by the Board after the disciplinary action was finalized. The applicant would need to show proof that any corrective action recommended by the Committee was completed. A credentialed member who chooses to inactivate their credentialing in lieu of an investigation will be ineligible to reapply for credentialing unless they agree to sign the proper releases and allow the ethics review committee to complete its original investigation. If the ability to properly assess the original allegation is compromised due to this delay, the credentialing application will be denied.

Where to Submit a Written Report of Harmful or Unethical Practices

NACCFI Chairman
4701 SPOTSYLVANIA PARKWAY SUITE 101
FREDERICKSBURG, VA 22407

The Code of Ethical Conduct

The code of ethical conduct outlines the generally accepted behavioral expectations for what a reasonable and prudent member of the public would consider appropriate versus inappropriate conduct, actions, communication, or behaviors. Unethical or harmful practices refers to any act, action, practice, conduct, communication, behavior, or the omission of an act or action whether intentional or unintentional by a credentialed member that is generally deemed as unethical, or immoral, grossly incompetent, harmful to the child, the agency, the interview or the investigation process. The violation of any of these ethical standards may be grounds for an investigation and possible disciplinary sanctions by an ethics review committee. Sanctions may include the revocation or denial of credentialing.

- A credentialed member will always respect the individual rights and personal dignity of their clients, their peers, and all the stakeholders involved in their practices, by avoiding actions that may give rise to, or are clearly in violation of accepted moral, ethical and legal standards.
- A credentialed member who conducts research with human subjects must take all reasonable precautions to prevent causing emotional, psychological or physical harm to their subjects.
- A credentialed member must avoid becoming sexually, physically, or romantically intimate with their clients, or any member of their clients family even when their clients become of legal age.
- A credentialed member must never condone or engage in sexual harassment of their clients, their client's family or their peers. Sexual harassment is defined as unwelcome comments, gestures, or physical contact of a sexual nature.
- A credentialed member must report to their employer and NACCFI any formal or pending charges, indictments or convictions of any criminal offenses or the initiation of any investigation for ethical or moral violations by any employer or other credentialing, child protective services, or related professional organizations.
- A credentialed member who has doubts as to the ethical conduct or practices of a professional colleague should take appropriate action by addressing the issue with the colleague, their supervisors through higher echelons within the agency, or other professional organizations if warranted.
- A credentialed member has an ethical obligation to notify their employer if an emotional, medical, mental or physical condition renders them unable or unlikely to perform their duties in a competent, professional and ethical manner.
- A credentialing applicant is fully and personally responsible for the accuracy and validity of all of the information and documents they provide or are provided for them by others. It is the applicant's responsibility to ensure that all information and documents provided contain no fabricated, inaccurate or misleading information or statements.
- A credentialed member is responsible for immediately correcting and clarifying any misrepresentations of their credentials, qualifications, training or experience made to NACCFI or their employers.
- A credentialed member must never knowingly and willingly withhold, alter, influence, coerce or falsify information for the purposes of affecting the outcome of an interview or a case disposition.

Practice Principles for Credentialed Practitioners

Practice Principles

- A Credentialed member must always practice on the principle that the child's emotional and physical safety is always their first priority.
- A Credentialed member is guided in principle and practice by evidence based research and training in the best professional practices.
- A Credentialed member must recognize their professional limitations and only practice within the scope of their knowledge, skills, training, and experience.
- A Credentialed member will always apply the principles of fairness, neutrality and unbiased objectivity when conducting a child forensic interview.
- A Credentialed member will always promote the welfare and safety of their clients by taking reasonable precautions to protect their clients from physical, emotional and psychological trauma throughout the interview process.
- A Credentialed member will always promote and advocate for a healthy, clean, safe, and secure child friendly milieu in which to conduct their interviews.
- A Credentialed member recognizes that children are best understood in the language they know best.
- A Credentialed member recognizes and respects the uniqueness of children, their families and their culture.
- A Credentialed member recognizes that children with special needs, handicaps or disabilities are best served in the least restrictive environment and by interviewers with related specialized training and experience.
- A Credentialed member must work diligently to avoid pre-conceived beliefs about a case, which may alter or influence the manner or direction in which they conduct their interviews.
- A Credentialed member must always avoid stereotyping, profiling or discriminating against others on the basis of gender, age, handicap, ability, economic status, family structure, lifestyle, ethnicity, religion, language, culture, national origin or sexual orientation.
- A Credentialed member who conducts or participates in original research must adhere to the principles of fairness, integrity and informed consent.

Practice Standards for Credentialed Practitioners

Practice Standards

- A credentialed member should make every effort to continually increase their knowledge, skills and abilities by utilizing current evidenced based research of best practices and participating in ongoing training, supervision and peer review of their interviews.
- A credentialed member must assure that foreign language interpreters are educated on the proper use of forensic interview protocols and standards prior to their use. Under no circumstance should a member of the client's family be used as an interpreter.
- A credentialed member who utilizes interview instruments such as dolls, drawings, or other props must be properly trained in their proper use. The practitioner must be prepared to defend the validity, reliability and the appropriateness of utilizing the interview instrument in court if challenged.
- A credentialed member must recognize conflicts of interest or loyalties and make every effort to immediately notify the parties involved and take corrective actions to remedy the situation as soon as it is first identified.
- A credentialed member should refer to another interviewer any case(s) where any of the parties personally involved in the case are family members, colleagues, friends or close acquaintance with the interviewer.
- A credentialed member's acceptance of employment with an agency implies that he/she is in agreement with the general policies, practices and principles of the agency and that the professional activities of the practitioner are in accord with the mission and objectives of that agency.
- A credentialed member who does not agree that the policies and practices of the agency they work for are consistent with appropriate ethical practices, should address the issues through the proper echelons within the agency or other professional organizations as warranted.
- A credentialed member must ensure that all information maintained in electronic storage is properly secured during the storage, transfer or disposition of records. The proper chain of evidentiary custody must be adhered to in accordance with agency policies, rules of evidence and applicable laws.
- A credentialed member, who provides original research data, must take reasonable precautions to protect the identity of respective subjects unless they have specific written authorization from the subjects or their legal caretaker(s) to do otherwise.
- A credentialed member who is conducting research must observe all copyright laws and should give proper credit to those to whom credit is due, through joint authorship, acknowledgment, footnote statements, or other appropriate means in accordance with their contributions.
- A credentialed member in the role of consultant must remain aware of their professional limitations and competencies before entering into a consultation agreement.
- A credentialed member in the role of consultant must be reasonably certain that they have the necessary competencies, time and resources, to provide the services being requested. Services should be provided in a punctual, professional and informed manner or the practitioner will provide reasonable notice if they are unable to keep their promissory obligation.

Definition of Terms

Accommodations

- ✚ A reasonable modification in the delivery of the competency examination or the testing site. Accommodations in the testing procedures are made in order to compensate for the effects of a qualified disability or handicap by an applicant, without compromising the security, the purpose of the assessment instrument or the examination process.

Active Status

- ✚ Active Status is the listing category used in the Registry of Members web page which indicates that the credentialed member is still actively practicing as a child forensic interviewer.

Advanced Child Forensic Interviewer (ACFI)

- ✚ ACFI are the credentialing acronyms that are awarded to an applicant after having shown through application and competency testing that they possess the advanced knowledge, experience and training believed necessary to practice as an advanced child forensic interviewer.

Advance or Relevant Training

- ✚ Advanced or Relevant training is defined as; any training beyond the initial required training that enhances the applicants understanding and learning of the complexities associated with the assessment, investigation, treatment, interpretation or litigation of child maltreatment allegations and or child forensic interviewing.

Allegation of Unethical or Harmful Practices

- ✚ A written report received by NACCFI from a member of the general public or other stakeholders which describes in detail and makes a request for NACCFI to investigate alleged unethical or harmful practices by a credentialed member.

Anonymous Allegations

- ✚ In the context of receiving allegations or reports of unethical or harmful practices by a credentialed member. An anonymous allegation refers to any information, report or allegation, written or oral that is provided to NACCFI where the reporter does not provide identifying or contact information, such as their name, phone address, or email address.

Applicant

- ✚ An individual who submits an application with the intent of qualifying for NACCFI credentialing.

Applicants Handbook

- ✚ A written document that is available to credentialing applicants free of charge, which is intended to guide the applicant through the credentialing application and qualification process.

Application Process

- ✚ A series of processes and steps that an applicant must complete to successfully qualify for and receive credentialing.

Application Processing Fees

- ✚ Money that is paid to the credentialing program to cover the administrative cost of operating a credentialing program and effectively qualifying an applicant. This includes the labor and resources needed to properly process and verify an application. The cost of equipment, staff, legal services, insurance, test development, test security, test proctoring and the psychometric consultants needed to analyze the test takers data for continuous validity, reliability and standard setting analysis.

Case Determination

- ✚ In relations to an allegation received of unethical conduct or harmful practices by a credentialed member. The case determination refers to the decision made by the ethics committee which identifies the allegation as being substantiated, or unsubstantiated based on the preponderance of all the evidence received. (*See substantiated and Unsubstantiated*)

Certification

- ✚ The voluntary process by which a non-governmental entity grants a time limited recognition and use of a credential to an individual after verifying that he or she has met predetermined and standardized criteria. It is the vehicle that a profession or occupation uses to differentiate among its members, using standards, sometimes developed through a consensus-driven process, based on existing legal and psychometric requirements. (*ICE Guide to Understanding Credentialing Concepts Pg. 408*)

Certified Child Forensic Interviewer (CCFI)

- ✚ CCFI is the credentialing acronym that are awarded to an applicant after having shown through application and competency testing that they possess the knowledge, experience and training believed necessary to practice as an entry level child forensic interviewer.

Child Forensic Interview

- ✦ For the purposes of credentialing, a child forensic interview is defined as an interview that is conducted with a minor child under the age of 18, by a trained child forensic interviewer working for or with a child protective services multidisciplinary or law enforcement investigative team. The purpose of the interview is to retrieve and document testimonial evidence from the child that may be used in a court of law, utilizing developmentally age appropriate interview standards, structures, and protocols.

Child Protective Services

- ✦ The name of the governmental entity, agency, or organization that is mandated by the City, County, State, or Federal Government to respond to reports of child abuse, maltreatment, or neglect. Typically, Child Protective Services (CPS) is a unit of or a branch of a larger agency such as the Department of Children & Family Services (DCFS) or the Department of Social Services (DSS).

Competency Examination

- ✦ The competency examination is the assessment instrument used by the certification program to determine if an applicant has the minimal entry level knowledge competencies believed necessary for safe and effective practice as a child forensic interviewer.

Credentialing

- ✦ Credentialing is the universally accepted term that describes the concepts of professional accreditation, registration, voluntary certification and licensure.

Credentialing Board

- ✦ A group of individuals appointed or elected by the credentialing program to administer the credentialing process. This body is typically responsible for all credentialing decisions related to and including; its governance, new member nomination, board committees, qualifications standards and the rules and regulations governing the program.

Credentialing Committee

- ✦ A small group of individuals appointed or elected by the Credentialing Board to review, investigate, study and make recommendations related to specific policy, processes, standards, rules or regulations for the credentialing program.

Credentialed Member

- ✦ An individual who has earned a credential awarded by the credentialing program.

Credentialing Program

- ✚ The parent agency that offers operates and administers the certification program.

Credentialing Standards

- ✚ The specific policies, procedures, rules, regulations and requirements that an applicant must meet in order to earn a credential by the credentialing program.

Credentialed Members Registry

- ✚ The member's registry is a page on the NACCFI website that lists the names, the credential tier, the State of residence and practice status of all NACCFI credentialed members.

Cut Score

- ✚ A numerical passing score that an applicant must attain on the competency examination in order to successfully qualify for a credential.

Diplomate Child Forensic Interviewer (DCFI)

- ✚ The Diplomate Child Forensic Interviewer (DCFI) credential acknowledges that the practitioner has received the knowledge, training and practice experience believed necessary to practice as a credentialed child forensic interview practitioner with expert level knowledge, skills and abilities.

Disciplinary Action

- ✚ Actions taken by the credentialing board in response to a substantiated allegation of unethical conduct or harmful practices by a credentialed member.

Educational Equivalent Entry Option (EEEE)

- ✚ An EEEEO allows applicants who have not completed an academic degree program to substitute relevant training and practice experience in lieu of the educational degree requirement.

Ethical Code of Conduct

- ✚ A list of standards that outlines generally accepted behavioral and practice expectations for what constitutes appropriate and inappropriate conduct, actions, communication or behavior by all credentialed members. The violation of which, may be grounds for an investigation and possible disciplinary sanctions by an ethics committee, to include the revocation or denial of credentialing.

Ethics Review Committee

- ✚ A group of individuals elected or appointed by the chairman of the credentialing board to investigate properly submitted allegations or reports of unethical or harmful practices by a credentialed member.

Examination Authorization Code

- ✚ A numerical code provided to an applicant that allows that applicant to schedule a time and place to sit for the competency examination, after having been found qualified.

Felony Conviction

- ✚ A felony conviction is the legal guilty verdict reached in a felony criminal case. A felony is considered a serious criminal act or omission which is more severe than a misdemeanor crime. The federal government defines a felony as a crime punishable by death or imprisonment in excess of one year.

Grandfathering Educational Requirement

- ✚ This means that the education requirement will be waived for one year. This will allow many highly experienced and qualified practitioners, who have not completed an academic degree program the time to receive and earn their credentials. This grandfathering clause will end on September 2, 2011- but may be extended per the discretion and approval of the credentialing board

Inactive Status

- ✚ Inactive status indicates that the practitioner is no longer actively conducting child forensic interviews. Applicants who meet the credentialing standards based on past training and work experience may apply for credentialing and designate their status as inactive.

Initial or Required Training

- The documented training that is required of all initial credentialing applicants in order to meet the minimal entry level practice training standard. Typical training may range from 32 to 40 hours depending on the training. The **40** contact hours of initial child forensic interview training must include the practical application of child forensic interview principles, structures, standards and protocols and child developmental theories related to interviewing children. Initial and advance training requirements in child forensic interviewing must be provided by a nationally, regionally or state recognized training program, agency or trainer.

Multi-tiered Credentials

- ✚ Multi-tiered credentials recognize four distinct credentialing titles that may be awarded to an applicant who successfully meets the nationally accepted standards of knowledge, character, experience and training in the field of child forensic interviewing. There are four distinct and progressive credentialing tiers. Each tier acknowledges a progression of growth in the knowledge training and experienced believed necessary for safe and effective practice as a child forensic interviewer.

Oral Hearing

- ✚ A hearing that is conducted in person with all interested parties present.

Peer Endorsements

- ✚ Peer endorsements are written character reference forms that must be submitted by the applicants from three different sources. One endorsement must be recent (within the past **12** months).

Peer Review

- ✚ Peer review is a structured process by which two or more child forensic interviewers meet to review the product of each other's work. The purpose of this meeting is to evaluate each other's interviews for the purposes of learning and acquiring new skills for effecting interviewing. The process requires the participants to give each other feedback on the strengths and weaknesses of the interviews reviewed.

Peer Review Practicum

- ✚ Peer reviewed practicum is a structured process conducted as a training exercise whereby four or more child forensic interviewers meet to review the product of each other's work. The purpose of this meeting is to evaluate each other's interviews for the purposes of learning and acquiring new skills for effecting interviewing. The process requires the participants to give each other feedback on the strengths and weaknesses of the interviews reviewed.

Practice Experience

- ✚ For the purposes of credentialing, practice the number of interviews a practitioner has conducted determines experience. This measure is needed because there are many small isolated communities where the opportunities and need to conduct child forensic interviews is limited.

Practice Setting

- ✚ The agencies where the applicant practices. An agency that is part of or works with a multidisciplinary child protection or law enforcement investigative services team. Such agencies include but are not limited to; child advocacy centers, department of social services, child protection services, DOD family advocacy

programs, community mental health centers, the courts, law enforcement, medical facilities, private practices, or any other related agencies and programs.

Proctored Test Site

- ✚ A designated testing site or locations where applicants go to sit and take the competency examination. A proctored site typically has security measures in place to insure that the integrity and security of the examination is not compromised. Proctored test sites are available in every State and the district of Columbia.

Qualification Standards

- ✚ Published criteria related to character, education, training, and practice experience that an applicant must show and qualify for in order to earn and be awarded a credential.

Quality Index Peer review Form

- ✚ A form created by NACCFI that allows for the scoring of the interview based on a quality index cut score set differently for each credentialing tier. The form will allow participants to review their strengths and weaknesses based on a check list of standards believed necessary for effective practice.

Registered Child Forensic Interviewer (RCFI)

- ✚ RCFI are the credentialing acronyms that are awarded to an applicant after having shown through application that they meet the minimal entry level training believed necessary to enter the field of practice as a registered child forensic interviewer with close supervision ongoing training and mentoring.

Registration

- ✚ A listing of practitioners maintained by a credentialing or governmental entity, without educational, experience, or competency based requirements. Its purpose is to maintain a continuous list of past and current occupational status of that individual, and to provide title protection. (*ICE Guide to Understanding Credentialing Concepts Pg. 408*)

Reinstatement of Credentials

- ✚ The process of receiving one's credentials after they were voluntarily or involuntarily revoked.

Renewal of Credentials

- ✚ The process of reinstating credentials every two years after providing proof of meeting the required credentialing renewal Standards.

Release of Information Form

- ✦ A written document that is signed by an authorized person of legal age or their parent or legal caretaker for the purpose of authorizing the release, sharing of, or exchange of personal information with others. The information may be shared in verbal, written, video or audio form.

Reporting Process

- ✦ The procedures and processes put in place by which a member of the public or any other stakeholder having just cause can report an allegation of harmful practices or unethical conduct by a credentialed member to NACCFI.

Sanctions

- ✦ Punitive actions or recommendations for action that may be imposed on a credentialed member by the credentialing board, if after a fair and impartial investigation, the member is substantiated for unethical or harmful practices. Sanctions vary in the degree of severity and may be imposed for a limited time or permanently. A sanction may include a request for more training, more supervision and or the temporary or permanent revocation of credentialing or the denial of an applicant's application to receive credentialing.

Scope of Practice

- ✦ The unscientific method of identifying the believed proficiency level of practice for a particular credential based.

Staged Interview

- ✦ A staged child forensic interview may be provided for peer review when the applicant is unable to secure the use of an actual interview. The staged interview can be conducted with a child actor on a significant event, such as a wedding or birthday party, or an adult actor simulating an abuse scenario. The role of the interviewer is to solicit detailed information about the event utilizing all of the same structures, practices, protocols and standards that would be used during an actual interview.

Voluntary Revocation

- ✦ The process in which a credential member makes a written request to the Chairman of the Credentialing Board to have their credentials terminated and remove their name from the registry of members. The termination of one's credential, whether voluntary or involuntary. All credentialed members reserve the right to self-revoke their credentials and have their names removed from the registry of members with no cause and for any reason by submitting a signed written request to the Chairman of the NACCFI Board.