



Standard Guide for Minimum Training Requirements for Forensic Document Examiners¹

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1. Scope

1.1 This guide provides minimum requirements and procedures that should be used for the fundamental training of forensic document examiners (Guide E444).

1.2 This guide may not cover all aspects of training for the topics addressed or for unusual or uncommon examinations.

1.3 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Referenced Documents

2.1 *ASTM Standards:*²

E444 Guide for Scope of Work of Forensic Document Examiners

E1732 Terminology Relating to Forensic Science

E2195 Terminology Relating to the Examination of Questioned Documents

3. Terminology

3.1 For definitions of terms in this guide, refer to Terminologies E1732 and E2195.

3.2 *Definitions of Terms Specific to This Standard:*

3.2.1 *technical visit, n*—travel for the purpose of obtaining information, knowledge, or training, including interaction with or demonstration by pertinent manufacturers, businesses, and laboratories.

4. Significance and Use

4.1 The procedures outlined here are grounded in the generally accepted body of knowledge and experience in the

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² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

field of forensic document examination. By following these requirements and procedures, an appropriate trainee (see 5.2) can acquire the scientific, technical, and other specialized knowledge, skill, and experience required to reliably perform the work of a forensic document examiner (Guide E444).

5. Equipment and Personnel

5.1 *Training Materials and Equipment:*

5.1.1 Access to texts, periodicals, papers, and other professional literature.

5.1.2 Access to equipment appropriate to each area of instruction.

5.2 *Requirements for the Trainee Candidate:*

5.2.1 An earned baccalaureate degree or equivalent from an accredited college or university.

5.2.2 Documented successful completion of a form discrimination test.

5.2.3 Documented successful completion of a color perception test.

5.2.4 Documented successful completion of near and distant visual acuity tests with best corrected vision within six months prior to commencement of training.

5.3 *Requirements for the Trainer(s):*

5.3.1 Requirements for the principal trainer:

5.3.1.1 The principal trainer shall be a forensic document examiner;

5.3.1.2 Have successfully completed the equivalent of a minimum of 24 months full-time supervised training;

5.3.1.3 Have been trained in the topics of instruction in this guide (Section 7); and

5.3.1.4 Have at least five years of full-time post-training experience as a forensic document examiner.

5.3.1.5 All of the above should be documented.

5.3.1.6 The principal trainer should have successfully completed a course or seminar in instructor development.

5.3.2 The qualifications of any other trainers shall be approved by the principal trainer.

6. Procedure

6.1 The training program shall be the equivalent of a minimum of 24 months full-time training under the supervision of a principal trainer.