



## OpenText™ EnCase™ Certified Examiner (EnCE) renewal form

**Please complete the following information.**

Certification number:

Last name:

First:

Middle:

### Contact/organization information

Organization name:

Title/department:

Street number/name:

City:

State/province:

Country:

Zip/postal code:

Phone:

Fax:

Primary email:

Secondary email:

### Renewal requirements and information:

The cost of the renewal is \$500\* USD.

\* A 50% discount will be applied if the renewal requirements and submissions are completed prior to the expiration of the certification, lowering the cost for renewal to \$250. The expiration date is included on the correspondence provided at the time of certification/previous renewal.

The completed renewal form and supporting documentation can be submitted to the certification coordinator via mail or email. Contact information is found at the end of this form.

### Payment information

Once your renewal form has been reviewed and accepted, you will be contacted regarding invoicing and payment methods.

If the company for which you work is paying the invoice and is based in any of the countries included in the following list, please provide the company's tax ID/VAT registration.

Tax ID/VAT registration\*:

Please also provide the company's name and address associated with the tax ID/VAT registration.

Organization Name:

Street number/name:

City:

State/province:

Country:

Zip/postal code:

Phone:

\*If the organization responsible for payment is tax exempt, please attach documentation. If the organization is based in one the following countries, please include VAT or tax ID.

Albania	Dominican	Latvia	Saudi Arabia
Argentina	Republic	Lithuania	Serbia
Australia	Ecuador	Luxembourg	Slovakia
Austria	El Salvador	Malta	Slovenia
Bahrain	Estonia	Mexico	South Africa
Belarus	Finland	Monaco	Spain
Belgium	France	Netherlands	Sweden
Bolivia	Germany	Nicaragua	Switzerland
Brazil	Greece	Norway	Turkey
Bulgaria	Guatemala	Panama	Ukraine
Canada	Honduras	Paraguay	United Arab
Chile	Hungary	Peru	Emirate
Colombia	Iceland	Philippines	United
Costa Rica	India	Poland	Kingdom
Croatia	Indonesia	Portugal	Uruguay
Cyprus	Ireland	Qatar	Venezuela
Czech	Isle of Man	Romania	
Republic	Italy	Russia	
Denmark	Kuwait	San Marino	

OpenText™ EnCase™ Certified Examiners are required to achieve one of the following in order to renew:

- Attend a minimum of 32 credit hours of documented continuing education in computer forensics or incident response to maintain the certification\*:
  - The training should either be from OpenText, your agency, or an accredited source. Training should be either in a classroom lab setting or online. You should be able to provide proof of attendance via a certificate, transcript, or official letter.
  - You can earn one credit hour for each classroom hour of training and 1/2 credit hour for each one hour of instruction as a computer forensics or incident response curriculum instructor.
  - To obtain full credit for any EnCase Training OnDemand courses, you must view the entire class.
  - If you attend any computer forensic conference **other** than OpenText™ Enfuse™ Conference, these are the guidelines for submitting renewal credit:
    - Only labs count (we do not count seminars or product demos).
    - You can count one CPE credit or every hour you are in a lab.
    - To submit credits, please send a copy of the conference attendance certificate and/or documentation that indicates the number of CPE credits attained.

\*Training and teaching hours may be combined to reach the total 32 hours required. Documentation may be a certificate of completion, official letter from the provider, or transcript.

- Achieve a computer forensics or incident response related certification within the renewal period.  
\*Please provide a certificate of completion as documentation.
- **Attend one Enfuse Conference within the renewal period.** Your certification must be current at the time of the conference at one Enfuse Conference to fulfill the requirement to renew your EnCE.
  - Indicate the year that you attended the conference:
    - Enfuse 2020 – 8 sessions
    - Enfuse 2021 – 6 sessions
    - Enfuse 2022 – 9 sessions
  - To obtain credit for attending any Enfuse session, live or recorded for virtual viewing, you must be present for or view the entire presentation.

Please do not submit your renewal documentation separately. Keep all certificates together and only send them when you have the requirement fulfilled. When you are ready, send this form and any certificates/letters/documents to the email or mailing address below.

- Only credit that has been received between your certification date and expiration date will be accepted.
- Once your renewal has been submitted and approved, your renewal date will be changed to a three-year period. Example: If you are renewing in 2022, your next renewal date will be in 2025 and every three years from then on.

Once the application for renewal is received and approved, the certification coordinator will send payment instructions for the renewal fee via email.

EnCE Certification contact information:

**Mail:** OpenText  
Attn: Certification Coordinator  
1055 E. Colorado Boulevard, Suite 400  
Pasadena, CA 91106-2375

**Email:** [EnCaseCertification@opentext.com](mailto:EnCaseCertification@opentext.com)  
**Phone:** 626-463-7966

10/17/2022