Certified Forensic Security Responder renewal form

Please complete the following information:

Certification number: __________________________

Last name: __________________________ First: __________________________ Middle: __________________________

Contact/organization information

Organization name: __________________________
Title/department: __________________________
Street: __________________________
City: __________________________ State/province: __________________________
Country: __________________________ Zip/postal code: __________________________
Phone: __________________________ Fax: __________________________
Primary email: __________________________ Secondary email: __________________________

Renewal requirements and information:
The cost of the renewal is $75 USD. 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.

Billing information

Individual/organization responsible for payment:
Street: __________________________
City: __________________________ State/province: __________________________
Country: __________________________ Zip/postal code: __________________________ Phone: __________________________

Payment details/reference if paid prior to invoicing: __________________________

Payment options: (circle one)
Purchase order Net 30 Credit card Money transfer

Do not provide payment details on this form or include payment with the completed form; indicate your preferred payment option and you will be contacted for the details.

*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.

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CFSR holders 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 must provide proof of attendance via a certificate, transcript or official letter.
  - You can earn one (1) 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.
  - The guidelines for submitting renewal credit for attendance at any computer forensic conference other than OpenText™ Enfuse Conference are:
    - Only labs count (we do not count seminars or product demos).
    - You can count one (1) CPE credit or every hour you are in a lab.
    - To submit credits, please send a copy of the conference agenda and indicate the labs attended and how many CPE credits each one is worth.
  *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 and you must attend at least 10 sessions at one Enfuse Conference to fulfill the requirement to renew your CFSR.
  
  → **Indicate the year that you attended the conference:** ________

**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 2019, your next renewal date will be in 2022 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.

**CFSR certification contact information:**

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

**Email:** EnCaseCertification@opentext.com  
**Phone:** 626-463-7966