



EnCE[®] Renewal Form

Please complete the following information

Certification number: _____
Last Name: _____ First: _____ Middle: _____

Contact Information:

Street: _____
City: _____ State/Province: _____
Country: _____ Zip/Postal Code: _____ Phone: _____
Primary Email: _____ Secondary Email: _____

Organization Name: _____

Title: _____ Department: _____

Street: _____

City: _____ State/Province: _____

Country: _____ Zip/Postal Code: _____

Phone: _____ Ext: _____ Fax: _____

Renewal Requirements and Information:

The cost of the renewal is \$75 (U.S.). Please submit the completed renewal form and supporting documentation to EnCaseCertification@opentext.com or fax to 626-432-9558. Once the application is approved, a quote and payment information will be emailed to the email address provided on the renewal form. In addition, EnCase[®] Certified Examiners are required to achieve **one** of the following items in order to renew:

- Attend a minimum of thirty-two (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 (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.
 - If you attend any other computer forensic conference other than Enfuse™ here are the guidelines for submitting renewal credit:
 - Only labs count (we don't 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.**
**Documentation needs to be a certificate of completion.*
- 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 EnCE.
→ **Indicate the year that you attended the conference:** _____

Please do not submit your renewal documents 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 following fax, email, or mailing address.

- 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 2016, your next renewal date will be in 2019 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 info:

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

Email: EnCaseCertification@opentext.com
Fax: 626-432-9558