

Developmental Opportunities  
Provided by the  
Training and Records Testimony Team,  
Support Services Unit,  
Biometric Services Section

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**CJIS - Training and Records Testimony Team  
Catalog of Classes, Workshops, Overviews, and  
Presentations**

**\*\* New Classes Offered By The Laboratory Division \*\***

1. Latent Print Advanced Testimony Workshop (Internal and External) 32 Hours

**BSS FUNCTIONAL TRAINING**

1. ACE-V for the Tenprint Examiner (Internal and External) 2 Hours
2. Administrative and Performance Training for BSS Rating Officials (Internal) 8 Hours
3. Advanced Comparison for Tenprint Examiners (Internal and External)  
24 Hour Maximum
4. Answer Hits To Wants (Internal) 16 Weeks
5. Basic Criminal History Workshop (Internal) 40 Hours
6. Biometric Services Section (BSS) Tour Training (includes FIC  
Demonstration) (Internal) 2 Hours
7. Civil Name Index (CNI) (Internal) 3 Weeks
8. Classifying Fingerprints Using Henry (Internal and External) 40 Hours
9. Consolidation Specialist (CONSPEC) (Internal) 6 Weeks
10. Conversion of Manual Criminal History Records (Internal) 6 Weeks
11. Courtroom Testimony for the Tenprint Examiner (Internal and External) 16 Hours
12. Dispositions (Federal) (Internal) 2 Weeks
13. Dispositions (MRD) (Internal) 1 Week
14. Dispositions (State) (Internal) 4 Weeks
15. Document Specialist (DocSpec) (Internal) 24 Weeks
16. Expungements (Internal) 8 Weeks
17. Fingerprint History and Early Pioneers (Internal and External) 4 Hours
18. Fingerprint Physiology (Internal and External) 2 Hours
19. Flash Form Training (External) 8 Hours
20. Flashes (Internal) 8 Weeks
21. Formulating the Henry Classification (No Classification Instruction) 4  
Hours
22. Forensic Documentation for The Tenprint Examiner  
(Internal and External) 3 Hours
23. Henry Classification Formula Refresher (Internal and External) 4 Hours
24. IAFIS On The Road - Virtual (External) 4 Hours
25. Interpreting an FBI IAFIS Response (Internal) 5 Hours
26. Locate (Internal) 40 Hours
27. Logic Error Resolution (LER) Refresher (Internal) 2 Weeks Maximum

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28. Manual Quality Check (QC) (Internal) 4 Weeks
29. Manual Searching Using the Henry Classification System (Internal) 72 Hours
30. MISCDOC I (Miscellaneous Documents) (Internal) 4 Weeks
31. Name Check (Double Rejects and AP) (Internal) 2 Weeks
32. NICS Support (Internal) 6 Weeks
33. Quality Assurance and Product Verification (Internal) 3 Weeks Maximum
34. Recording Legible Fingerprints Using Live Scan Mobile Devices (Internal and External) 8 Hours Maximum
35. Referencing the Henry Classification System (Internal) 8 Hours
36. Scars and The IAFIS (Internal) 2 Hours
37. Scientific Basics of Fingerprints – WVU Forensics Program (15 Weeks) (External)
38. Scientific Basics of Fingerprints – Recording – 1 day (Internal and External)
39. Scientific Basics of Fingerprints – Classifying, Recording and Comparing 3 Day Class (Internal and External)
40. Scientific Basics of Palmprints – Comparing (Internal) 24 Hours
41. Scientific Basics of Palmprints – Recording (Internal and External) 4 Hours
42. Sequencing and Filing Using the Henry Classification System (Internal) 40 Hours
43. Special Processing Center (SPC) (Internal) 8 Hours
44. Tenprint for Special Identities Unit (Internal) 4 Hours
45. The Data Behind The Fingerprints (External) 4 Hours
46. Tier 1 – FBI New Fingerprint Examiner (FPE) Intern Program (Internal) (This is the 20 week class for new Fingerprint Examiners.)
47. Tier 2 – FBI Friction Ridge Examiner Certification Preparation (Internal) 24 Hours
48. Tier 3 – IAI Tenprint Certification Preparation (Internal and External) 40 Hour Maximum
49. Tier 4 – Courtroom and Records Testimony (Internal) 24 Hour Minimum
50. Transaction History for Tenprint and Criminal History Examiners (Internal) 3 Hours
51. Understanding the FBI Criminal History Record (External) 8 Hours
52. VTC – How to Read RAP Sheets (External) 2.5 Hours
53. VTC – Scientific Basics of Fingerprints – Classifying and Recording - (External) 1 Day

**BSS OVERVIEWS AND PRESENTATIONS (approximately one-hour classes)**

1. Advanced Technology Workstation (Internal)
2. A Study of Friction Ridges In Primates (Internal and External)
3. American National Standards Institute (ANSI) National Institute of Standards

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- and Technology (NIST) Electronic Biometric Transmission Specification (EBTS) (Internal)
- 4. Answer Hits to Wants (AHTW) (Internal)
- 5. Automated Processing (AP) (Internal)
- 6. Awards and Incentives Protocol for BSS Supervisors (Internal)
- 7. Biometric Center of Excellence (BCOE) (Internal and External)
- 8. Biometric Interoperability (Internal and External)
- 9. Biometric Services Section (BSS) Data Management System (BDMS) (Internal)
- 10. Biometric Services Section (BSS) Gain Sharing (Internal)
- 11. Biometric Services Section (BSS) (Internal and External)
- 12. Biometrics and The Legal System (Internal and External)
- 13. Challenges to Fingerprint Identification (Internal and External)
- 14. Code of Ethics for Friction Ridge Examiners (Internal)
- 15. Completing and Processing BSS Correction Forms (Internal)
- 16. Continuity Of Operations Plan for the BSS (COOP) (Internal)
- 17. Criminal History Record Functions in the BSS (Internal and External)
- 18. Customer Service Group (Internal and External)
- 19. Document Specialist (DOCSPEC) (Internal)
- 20. Employee and Statistics Database (Internal)
- 21. FBI- Four Tier Tenprint Certification Program (Internal and External)
- 22. FBI's Top Ten Reasons for Rejects and How to Prevent Them (External)
- 23. Fingerprinting For Kids (Internal and External)
- 24. Flashes (Internal)
- 25. How To Prepare A Curriculum Vitae For Testimony (Internal and External)
- 26. How To Read BSS Statistical Trending, Analysis, and Reporting (STAR) Accuracy Reports (Internal BSS Staff Only)
- 27. How To Use the MIH Log (Internal)
- 28. IAFIS (Internal and External)
- 29. IAFIS (Level 2) (Internal and External)
- 30. International Association for Identification (IAI)/Scientific Working Group On Friction Ridge Analysis, Study and Technology (SWGFAST) (Internal)
- 31. Introduction to Deoxyribonucleic Acid (DNA) (Internal and External)
- 32. Introduction to Ear Identification (Internal and External)
- 33. Introduction to Facial Recognition-Identification (Internal and External)
- 34. Introduction to Fingerprint Examination (Internal and External)
- 35. Introduction to Friction Ridge Embryology (Internal and External)
- 36. Introduction to Hand Geometry Identification (Internal and External)
- 37. Introduction to Heart Cadence Identification (Internal and External)
- 38. Introduction to Human Gait Identification (Internal and External)
- 39. Introduction to Iris Identification (Internal and External)
- 40. Introduction to Keystroke Dynamics (Internal)

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41. Introduction to Lip Print Identification (Internal)
42. Introduction to Odontology (Internal and External)
43. Introduction to Odor Biometrics (Internal and External)
44. Introduction to Osteology (Internal and External)
45. Introduction to Palmprints and Complete Friction Ridge Exemplars (Internal and External)
46. Introduction to Plantarprints (Internal and External)
47. Introduction to Signature-Handwriting Identification (Internal and External)
48. Introduction to Vascular Identification (Internal and External)
49. Introduction to Voice Recognition Identification (Internal and External)
50. Meeting Database (for Supervisors) (Internal)
51. National Consortium For Justice Information and Statistics (SEARCH) Conference (Internal)
52. NCIC Audit Procedures (Internal)
53. New Biometric Services Section (BSS) Training Instructor Orientation (Internal)
54. Next Generation Identification (NGI) Program (Internal and External)
55. Operational Analysis System Integrity Support (OASIS) (Internal)
56. Operations Control Center (OCC) (Internal)
57. Personally Identifiable Information (PII) (Internal)
58. Policy Review Board (PRB)/IAFIS Note/Standard Operating Manual (SOM) Replacement Page (Internal)
59. Process Improvement Team (PIT) and the Value Stream Mapping (VSM) Process (Internal)
60. Progress Review Protocol for BSS Supervisors (Internal)
61. Proofreading and Typing for Criminal History Record Functions (Internal and External)
62. Quality Assurance Team (QAT) (Internal)
63. Records Testimony Program (Internal and External)
64. Search But Do Not Add (SBDA) (Internal)
65. System Integrity Team (SIT) (Internal)
66. Special Processing Center (SPC) (Internal and External)
67. Tenprint Workflow (Internal)
68. The FBI's Tenprint and Criminal History Record "Error" Policy (Internal)
69. The First 100 Years of the FBI (Internal and External)
70. Training Services Offered by the BSS (Internal and External)
71. Twins Study (Internal and External)
72. Using The IAFIS To Find Missing Persons and Identify Unknown Deceased (External)
73. What Is A Forensic Science? (Internal and External)

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**BIOMETRICS Training Schedule**

**Advanced Comparison For The Tenprint Examiner**

This course is designed to enhance and enrich the comparison skills of the Fingerprint Examiner. This course will review the ACE-V Methodology to include level one, two and three detail. The class is primarily based on practical exercises.

**Competencies Learned: Attention to Detail, Critical Thinking and Information Evaluation/Judgment and Decision Marking, Biometrics, Observational Accuracy and Judgment**

<u>Date</u>	<u>Time</u>	<u>Classroom</u>
05/11 - 12/2010 Instructor - Rachel Pastorial	8:00 am - 4:30 pm	TBA
06/08 - 09/2010 Instructor - David Gummer	8:00 am - 4:30 pm	TBA
07/21 - 22/2010 Instructor - Debra Ayers	8:00 am - 4:30 pm	TBA
08/10 - 11/2010 Instructor - Kimberly Bolyard	8:00 am - 4:30 pm	TBA

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## Classifying Fingerprints Using The Henry Classification Formula

This class instructs students in the three basic fingerprint pattern types and classification pertaining to each. They will learn to select the proper deltas, cores, type lines, and other fingerprint characteristics, in order to assign an accurate and complete fingerprint classification, and to formulate the Henry Classification following the classification of each finger.

**Competencies Learned: Attention to Detail, Critical Thinking and Information Evaluation/Judgment and Decision Making, Biometrics, Observational Accuracy and Judgment**

<u>Date</u>	<u>Time</u>	<u>Classroom</u>
05/24 – 28/2010 Instructor – Kimberly Bolyard	8:00 am – 4:30 pm	TBA
06/21 – 25/2010 Instructor – Andrew Roush	8:00 am – 4: 30 pm	TBA
07/26 – 30/2010 Instructor – Melissa Halpenny	8:00 am – 4:30 pm	TBA
08/23 – 26/2010 Instructor – Michael Gorden	8:00 am – 4:30 pm	TBA

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## Fingerprint History And The Early Pioneers

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This four hour course will familiarize students with some of the earliest pioneers in fingerprint history and establish a foundation for the FBI Friction Ridge and IAI Tenprint Certification programs. It will establish a background of how fingerprint identification became a science, which is as equally important to learn as the current methods of the science. This historical background information of the science of fingerprints is an initial building block to the complete comprehension and understanding of the complete science of fingerprint identification.

**Competencies Learned: Biometrics, History/Archaeology**

<u>Date</u>	<u>Time</u>	<u>Classroom</u>
05/12/2010	8:00 am – 12:00 pm	TBA
Instructor – Kimberly Bolyard		
06/15/2010	8:00 am – 12:00 pm	SAT II Room 204
Instructor – Rachel Pastorial		
07/13/2010	8:00 am – 12:00 pm	E1 Multipurpose Room
Instructor – Melissa Halpenny		
08/10/2010	8:00 am – 12:00 pm	TBA
Instructor – Rachel Pastorial		

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This course provides an understanding of how friction ridges are formed and what causes them, physiologically, to be deposited.

**Competencies Learned: Biometrics, Forensics**

<u>Date</u>	<u>Time</u>	<u>Classroom</u>
05/11/2010	10:00 am – 12:00 pm	Terry Sauvain Media Center
06/08/2010	10:00 am – 12:00 pm	TBA
07/06/2010	10:00 am – 12:00 pm	E1 Multipurpose Room
08/10/2010	10:00 am – 12:00 pm	Terry Sauvain Media Center

Instructor - P. David Morgan

**Scientific Basics of Fingerprints – Recording (1 Day)**

This class is for anyone interested in a basic knowledge of how to record/collect legible fingerprints. Students will learn to recognize fingerprint patterns, techniques for collecting fingerprints, guidelines for preparation of both criminal and civil fingerprint cards, and techniques on how to avoid fingerprint submissions from being rejected.

**Competencies Learned: Attention to Detail, Critical Thinking and Information Evaluation/Judgment and Decision Making, Biometrics, and Observational Accuracy and Judgment**

<u>Date</u>	<u>Time</u>	<u>Classroom</u>
05/14/2010	8:00 am – 4:30 pm	Terry Sauvain Media Center
Instructor – Andrew Roush		
06/28/2010	8:00 am – 4:30 pm	TBA
Instructor – Joey Newell		
07/15/2010	8:00 am – 4:30 pm	Terry Sauvain Media Center
Instructor – Melissa Halpenny		
08/05/2010	8:00 am – 4:30 pm	TBA
Instructor – David Gummer		

**Scientific Basics of Fingerprints – Classifying, Recording, and Comparing (3 Day) and Scientific Basics of Palmprints – Recording (4 Hours)**

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The three day course is for anyone interested in a basic knowledge of fingerprints. Participants will learn the basic fingerprint pattern types and classification formulas: Henry System, NCIC, and IAFIS Pattern Classification. The instructor provides training that demonstrates proper procedures to effect an individualization or exclusion and recording legible fingerprints. The course seeks to embed fingerprinting as a technique in law enforcement.

The Scientific Basics of Palmprints is a four hour course in which participants will learn a basic knowledge of the characteristics of palmprints, and how to record/collect legible palmprints and complete friction ridge exemplars.

**Competencies Learned: Attention to Detail, Critical Thinking and Information Evaluation/Judgment and Decision Making, Biometrics, Observational Accuracy and Judgment**

<u>Date</u>	<u>Time</u>	<u>Classroom</u>
05/17 - 20/2010 Instructor - Debra Ayers	8:00 am - 4:30 pm	TBA
06/07 - 10/2010 Instructor - Kimberly Bolyard	8:00 am - 4:30 pm	E1 Multipurpose Room
07/28 - 30/2010 Instructor - Michele Douglass	8:00 am - 4:30 pm	Terry Sauvain Media Center
08/09 - 12/2010 Instructor - Michael Gorden	8:00 am - 4:30 pm	E1 Multipurpose Room

**Tier Two - FBI Certified Friction Ridge Examiner  
Preparatory Class**

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This course consists of a power packed review with independent and group study, class discussion, practical exercises, and criterion tests in all aspects of the scientific basics of fingerprints. It will prepare the student with information to study for the FBI CJIS Friction Ridge Certification Test. Upon successful completion of this program and testing, employees will be considered FBI Certified Friction Ridge Examiners (CFRE).

**Competencies Learned: Biometrics, Attention to Detail, Critical Thinking and Information Evaluation/Judgment and Decision Making**

<u>Date</u>	<u>Time</u>	<u>Classroom</u>
05/10 - 11/2010 Instructor - Kimberly Bolyard	8:00 am - 4:30 pm	E1 Multipurpose Room
05/12 - 13/2010 Instructor - David Gummer	3:30 pm - 12:00 am	TBA
05/26 - 27/2010 Instructor - Andrew Roush	10:30 pm - 7:00 am	SAT II Room 204
06/02 - 03/2010 Instructor - Joey Newell	8:00 am - 4:30 pm	TBA
06/09 - 10/2010 Instructor - Debra Ayers	3:30 pm - 12:00 am	SAT II Room 204
06/23 - 24/2010 Instructor - Melissa Halpenny	10:30 pm - 7:00 am	E1 Multipurpose Room
07/13 - 14/2010 Instructor - Ronald Butcher	8:00 am - 4:30 pm	SAT II Room 204
07/19 - 20/2010 Instructor - David Gummer	10:30 pm - 7:00 am	E1 Multipurpose Room
07/28 - 29/2010 Instructor - Debra Ayers	3:30 pm - 12:00 am	E1 Multipurpose Room
08/03 - 04/2010 Instructor - Kimberly Bolyard	8:00 am - 4:30 pm	E1 Multipurpose Room

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08/03 – 04/2010	10:30 pm – 7:00 am	TBA
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Instructor – Andrew Roush

08/25 – 26/2010	3:30 pm – 12:00 am	E1 Multipurpose Room
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Instructor – Melissa Halpenny

**Tier Three – IAI Tenprint Certification Preparatory Class**

This course consists of a one day power packed review of expectations for testing, class discussion, practical exercises, and criterion tests in all aspects of the scientific basics of fingerprints. It will prepare the student with information to study for the International Association for Identification (IAI) Certification Test. Upon successful completion of this program and testing, employees will earn the title of IAI Certified Tenprint Examiner (CTPE).

**Test Application Deadline for IAI Spokane, WA: June 7, 2010**

**Competencies Learned: Biometrics, Attention to Detail, Critical Thinking and Information Evaluation/Judgment and Decision Making**

<u>Date</u>	<u>Time</u>	<u>Classroom</u>
06/01/2010	8:00 am – 4:30 pm	E1 Multipurpose Room

Instructor – Rachel Pastorial

**SKILL BUILDING**

**Basic Criminal History Workshop**

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This class provides a comprehensive understanding of the different types of criminal history records, identification record history, operating systems, and legislation pertaining to the criminal history record. Upon successful completion of this Program, employees will be prepared to take the FBI Criminal History Certification Test.

**Competencies Learned: Attention to Detail, Critical Thinking and Information Evaluation/Judgment and Decision Making, Communication, Customer Service**

<u>Date</u>	<u>Time</u>	<u>Classroom</u>
05/17 - 21/2010	7:00 am - 3:30 pm	E1 Multipurpose Room
08/09 - 13/2010	7:00 am - 3:30 pm	Terry Sauvain Media Center

Instructor - TBA

## Flash Form Training

This course provides students with flash processing procedures.

**Competencies Learned: Written Communication, Attention to Detail, and Critical Thinking and Information Evaluation**

<u>Date</u>	<u>Time</u>	<u>Classroom</u>
06/25/2010	8:00 am - 4:30 pm	SAT II Room 226
08/17/2010	8:00 am - 4:30 pm	SAT II Room 226

Instructor - Sue Choff

## Latent Print Advanced Testimony Workshop

This course of instruction is designed for friction ridge examiners. Through presentations and group discussions, students will learn how to explain the

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ACE-V Methodology and demonstrate the scientific reliability of friction ridge evidence during direct testimony, as well as how to formulate responses to defense-related arguments in preparation for cross-examination testimony.

**Competencies Learned: Critical Thinking**

<u>Date</u>	<u>Time</u>	<u>Classroom</u>
06/21 – 24/2010	8:00 am – 4:30 pm	Special Functions Room

Instructor – Staff of FBI Lab, Quantico, VA

## Understanding the FBI Criminal History Record

This class provides an understanding of the basics of rap sheets, including the fields on the sheet, and codes and abbreviations used to enter data. Participants receive training on how agencies use information from rap sheets and how the accuracy of information affects public safety. This course is tailored to the individual requirements.

**Competencies Learned: Attention to Detail, Critical Thinking and Information Evaluation/Judgment and Decision Making, Communications**

<u>Date</u>	<u>Time</u>	<u>Classroom</u>
05/11/2010	8:00 am – 4:30 pm	SAT II Room 226

Instructor – Tina Daugherty

07/13/2010	8:00 am – 4:30 pm	SAT II Room 226
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Instructor – Mary Nicas