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Pattern Evidence Training Announcement
NIJ Cooperative Agreement Award #2009-DN-BX-K198

Footwear/Tire Track Examiner Training Program
Offered to Selected Applicants

In partnership with the National Institute of Justice (NIJ) www.ojp.usdoj.gov/nij, the National Forensic Science Technology Center (NFSTC) www.nfstc.org is pleased to announce that Footwear/Tire Track Examiner Training will be provided at no cost to eligible applicants under an NIJ Cooperative Agreement Award (#2009-DN-BX-K198).

This training program is designed to lead a cohort group of entry level footwear/tire track examiner trainees through sequential course offerings in preparation for taking the [International Association for Identification \(IAI\) certification examination](#). The Footwear/Tire Track Examiner Training Program consists of five courses: four onsite instructional sessions at the NFSTC training facilities in Largo, FL and one off-site session in Tennessee to accommodate a factory tour. Completion of online course work and practical exercises will be required between onsite course training sessions.

The training is scheduled to begin October 2010 and conclude June 2011.

Footwear/Tire Track Examiner Training Schedule		
On-Site Dates		Courses
2010		
1	Oct 25-29	Collection, Documentation and Preservation of Footwear and Tire Track Impression Evidence
2	Dec 6-10	Comparison Techniques for Footwear Impressions
2011		
3	Feb 7-11	Comparison Techniques for Tire Track Impressions
4	Apr 4-8	Footwear and Tire Track Case Studies
5	June 6-10	Courtroom Testimony and Mock Trials

Note: Approximately fifteen (15) to twenty-five (25) hours pre/post-course work will be assigned per course.

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Eligibility Requirements

To be eligible for participation in this training program, applicants must:

- Work for a U.S. publicly funded state, local or tribal agency as a professional practitioner in law enforcement or forensic services
- Possess the visual acuity to examine small details under magnification
- Possess a reasonable level of skill in English, arithmetic, computer keyboarding, and word processing
- Have access to the following resources at home or agency for the duration of the Footwear/Tire Track Examiner Training Program:
 - Computer with Internet access (Note: computers will be provided for applicable onsite training classes)
 - Software: word processing and spreadsheet application (preferably MS Word/Excel)
 - Photoshop CS3 (or higher) software (Note: CS3 will be provided for onsite training classes)
 - Scanner: must accommodate 11 x 14 size documents
 - Printer: photo quality; must accommodate 11 x 14 size documents
- Bring the following required equipment to designated onsite training sessions:
 - Digital camera: minimum 8 megapixels, detachable flash with minimum 6 foot cord, lens (minimum 55mm), and shutter release cord or self-timer
 - Must be proficient in camera/lens/flash operation in manual mode
 - Must be proficient in camera/lens/flash menu features and functions
 - Tripod (adjustable with reversible head)
 - Must be proficient in tripod setup features and functions
 - At least one extra digital photo memory card (minimum 2GB)
 - 4x power magnifier
 - Scales in millimeters and at least 300 mm in length
 - Steel tape measure at least 25 feet in length
 - A measuring device, either ruler or compass
- Bring the following required equipment to the factory tours:
 - Closed-toe shoes
 - Safety glasses

Note: Trainees are required to bring the specified photography equipment to some of the onsite training sessions. Trainees must have a sound working knowledge of the camera, flash, lens and tripod. Photography equipment will be used both indoors and outdoors. Ability to use the camera in the manual (versus auto) mode is critical. Time will not allow for individual instruction on equipment use and basic photography skills.

Applicants selected to attend the program will be required to:

- Successfully complete visual acuity tests (tests will be provided)
- Obtain agency approval and provide documentation to the NFSTC (approval form will be provided).
- Provide written verification that all eligibility requirements are met (verification form will be provided)

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Application Process

Applications will be accepted through August 22, 2010, 11:59 PM EST.

Applicants will be selected based upon diversity in:

- Profession
- Unit of government (State, local, or tribal)
- Geography

Pre-selected trainees will be notified no later than September 3, 2010.

Visual acuity testing of pre-selected applicants is scheduled to begin on September 6, 2010.

To submit an online application, follow the steps listed below:

1. Navigate to the [NFSTC Event Portal](http://www.nfstc.org/meetings) (<http://www.nfstc.org/meetings>)
 2. If this is the first time using the NFSTC Event Portal, click on the **Create New Account** link and complete requested information to establish a user account.
 - Existing users login to the NFSTC Event Portal using assigned Username and Password
- Note:** *Please record Username and Password for future reentry to the NFSTC Meetings Portal*
3. Locate the Footwear/Tire Track Examiner Training application event listed under Event Name and click on the **Register** button.
 4. Enter “**FWTT**” in the **Enter Your Invitation Code** field (code is case sensitive).
 5. Complete the Application for the Footwear/Tire Track Examiner Training Program in its entirety.
 - Only fully completed applications will be eligible for selection consideration
 6. Click on the **Submit** button to complete the application process.
 - Application information may be edited at any time up to August 22, 2010, 11:59 PM EST by logging into the NFSTC Event Portal and clicking on the **Edit My Details** link displayed next to the Footwear/Tire Track Examiner Training Application event

Questions related to the application process (including forgotten username/password issues) should be directed to:

Jennifer Claiborne
Training Operations
National Forensic Science Technology Center
Jennifer.Claiborne@nfstc.org
727-549-6067, Ext: 155

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Travel Expenses (applicable to each trainee)

Training program participants will be ***provided with the following services, most of which are direct-billed to the NFSTC:***

- Air Travel (direct-billed to NFSTC)
- Travel by Personal Vehicle
 - Trainees who live within 50 miles of the NFSTC Training facility are not eligible for lodging accommodations or lodging reimbursement
 - Roundtrip daily mileage from home to the NFSTC will be reimbursed at the government rate
- Travel mileage reimbursement for **driving a personal vehicle in lieu of flying must be preapproved by the NFSTC program manager** (via email). Reimbursement will be based upon actual mileage and will not exceed the cost of a corresponding round trip flight itinerary obtained through the Carlson-Wagonlit travel agency.
- Transportation from/to the airport and hotel as well as from/to the training facility and the hotel will be provided.

NOTE: Travel expenses for state, local, and federal agency vehicles are not reimbursable.

The NFSTC reserves the right to limit the reimbursement for local transportation outside of prearranged services.

- **Hotel accommodations (direct-billed to NFSTC)**
Training participants who live within 50 miles of the NFSTC training facility are *not eligible* for lodging accommodation reimbursement; roundtrip daily mileage from home to the NFSTC will be reimbursed at the government rate.

NOTE: Attendees are responsible for any incidental at the hotel and must provide a credit card to the hotel upon arrival.

- **Stipend for Trainees Traveling by Air**
A travel stipend check for \$340.00 will be provided to each trainee after a training session is completed. This stipend check is provided to cover other expenses and incidentals, including, but not limited to:
 - Home to airport/airport to home transportation
 - Parking, fees, tips, gas, tolls, and other miscellaneous charges
 - All luggage fees, including checked luggage, excess luggage, excess luggage weight, carry-on luggage, luggage handling, etc.
 - Meals

NOTE: The amount of the stipend will be adjusted accordingly for those who do not attend the entire on-site training session.

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- **Travel Reimbursement for Trainees Traveling by Personal Vehicle**
 - Reimbursement is provided through a Travel Reimbursement process rather than via stipend.
 - Forms and instructions for proper completion will be provided by the NFSTC

NOTE: *Reimbursement for those who do not attend the entire on-site training session will be adjusted accordingly.*

Course Materials

Course textbooks are provided for use throughout the program and must be returned to NFSTC upon request.