

INTERNATIONAL ASSOCIATION OF LAW ENFORCEMENT INTELLIGENCE ANALYSTS



IALEIA Certification Process and Criteria for designation as Criminal Intelligence Certified Analyst (CICA)

Professional Development – Professional Certification Committee
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This submission, developed by the IALEIA Professional Certification Committee, was approved by the IALEIA Board on December 22, 2009. The Professional Certification Committee is comprised of the following members:

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IALEIA Professional Certification Process and Criteria (Professional Development Committee)

Background

The *National Criminal Intelligence Sharing Plan* (NCISP or Plan) is regarded as the blueprint for U.S. law enforcement administrators to follow when enhancing or building an intelligence function. The NCISP contains over 25 recommendations that were vetted by U.S. law enforcement officials and experts from local, state, tribal, and federal agencies. One of the recommendations contained in 'the Plan' pertains to minimum standards for intelligence analysis.

There is a diverse range of intelligence products created by analytical personnel that must be accurate, timely, and factual. It is critical that standards are in place to ensure consistent quality products. The Plan recommended that the International Association of Law Enforcement Intelligence Analysts (IALEIA) develop these standards.

These needs were previously addressed by the society of Certified Criminal Analysts (SCCA), founded in 1990. In fact, many of the founders of SCCA also had helped earlier to launch IALEIA. Since its inception, SCCA established professional standards and created an internationally recognized professional certification program for analysts. SCCA certified several hundred analysts over the next 14 years. In 2004, SCCA was formally merged with IALEIA.

As a result, IALEIA, and at the direction of the Office of Justice Programs, U.S. Department of Justice, through the Global Justice Information Sharing Initiative (Global) Intelligence Working Group (GIWG), published a booklet entitled *Law Enforcement Analytic Standards (IALEIA, 2004)*.

The booklet contains 25 recommended analytic standards of which the first seven relate to analysts or those who fill the analytic function. Furthermore, these standards refer to education, training, professionalism, and certification.¹ Specifically, the analyst certification standard (IALEIA, 2004:12) states the following:

Analysts should be certified by an agency or organization (governmental, professional association, or institution of higher learning) program specifically developed for intelligence analysts. These analytic certification programs shall reflect experience, education, training, and proficiency testing.

It is recommended that individuals hired as analysts in support of intelligence-led policing meet this criterion as well as the other recommended standards

¹ The remaining standards relate to analytical products and processes.

contained in the *Law Enforcement Analytic Standards* publication. In addition, the Standards recommended that:

Individuals hired without certification obtain the experience and proficiencies needed and become certified within the first four years of employment.

Benefits of Professional Certification

Professional Certification offers a number of benefits to analytical personnel through recognition of professional abilities and skills of individual analysts. Certification provides an opportunity for those individuals to engage the professional certification process to increase their knowledge, skill set and experience and to be recognized by their respective employers and peers. The certification process promotes professionalism and leadership within the analytical community. It encourages continuing participation, education, and contributions to the intelligence community. For instance, certification may assist analysts in achieving the required analytical competencies suitable for a career path and/or portfolio. In addition, this process provides employers with an enhanced means by which to measure the competence and experience of analysts.

Purpose

The purpose of IALEIA Professional Certification is to foster and promote professional standards in analysis on an international level through continued training, education and career development. More specifically IALEIA recognizes those individuals having successfully met the criteria for each level of certification.

I. Certification in General

The IALEIA Professional Certification Program is based on the SCCA concepts as set forth in the National Criminal Intelligence Sharing Plan (NCISP). The NCISP states that a combination of work experience and professional training are required to become an analyst. Therefore IALEIA has established a four step plan in a process for *classifying and certifying* analysts. The steps are: Basic Level (which is a classification not a certification), Certified Analyst, Lifetime and Lifetime Tenured.

A person is not required to have previously obtained a classification certificate in order to apply for certification. In addition, an individual may choose to remain a member at the Basic level classification without ever engaging the process to become a certified analyst. Any person who meets the requirements for IALEIA membership, may enter the certification program.

A person at Basic level is classified as an analyst, without certification. The classification is intended for individuals that are just beginning their professional analytical careers with less than five years of work experience.

A person is eligible to become a Certified Analyst after having completed five years in an analysis or intelligence position. As part of the process, the applicant is required to submit an application and pass the Certification Exam.

IALEIA professional certification renews every three years. A Certified Analyst may apply for Lifetime Certification after a minimum of 15 years of experience. A Lifetime applicant must have been a Certified Analyst for at least five years. A person's certification may be cancelled for the reasons and via the process outlined in the section on Removal/Expulsion. The designation of Lifetime Tenured analyst may be conferred on persons with 20 years experience and a nomination based on significant contributions to the profession.

II. Basic Classification

Basic classification is the first step of the IALEIA Professional Certification Program (PCP). There is a one-time, non-refundable \$50 fee to enter the program. This fee is in addition to the annual IALEIA membership fee. Joining IALEIA does not automatically enter a person into the PCP. The following criteria are necessary to be classified as a Basic Level analyst:

A. Basic Level Classification Criteria

1. Completion of a minimum of forty (40) hours of basic analytical or intelligence training from an IALEIA recognized provider or agency. The training course(s) must encompass at least 9 of the 25 analytical standards as articulated in the *Law Enforcement Analytical Standards* (IALEIA, 2004). *Law Enforcement Analytical Standards* the training course(s) of instruction which meet the established criteria are provided on the IALEIA website under Professional Development – Certification.
2. Member of the International Association of Law Enforcement Intelligence Analysts (IALEIA).
3. Employment in an intelligence or analytical position in law enforcement, a private corporation, or the military.

Basic analyst classifications renew every three years.

Note: Individuals that obtain Basic Classification may not use the designation C.I.C.A. (Criminal Intelligence Certified Analyst) on their business cards. The C.I.C.A. designation is awarded to

Certified or Lifetime analysts, upon meeting the required criteria and successful completion of an examination.

1. Continuing Basic Classification Criteria

The following criteria are necessary for continuing classification:

- a. Completion of at least 3 additional years of experience (since last classification date) as an analyst, analytical supervisor or manager for law enforcement, a private corporation or the military.
- b. Continuous membership in the International Association of Law Enforcement Intelligence Analysts (IALEIA).
- c. Document a minimum of 8 hours of continuing education credits/training per year.

A person who does not meet these requirements, will not have their classification renewed.

Note: An individual may appeal a ruling that disapproves renewal. In order to do so, documentation to refute the rationale for disapproval must be provided to the Professional Certification Committee within 60 days. The Certification Committee will review the submission and make a final ruling.

III. Certified Analyst

A. Certification Criteria

After their fifth anniversary of employment in an intelligence or analytical position, a person may apply to become a Certified Analyst. The person does not need to have been previously engaged in the PCP through obtaining a Basic analyst classification. The following criteria are required to obtain Certification:

1. Five years cumulative experience as an analyst, analytical supervisor or manager for law enforcement, a private corporation, or the military.
2. Completion of a minimum of forty (40) hours of basic analytical or intelligence training² from an IALEIA recognized provider or

² Courses of instruction that meet the established criteria are provided on the IALEIA website under Professional Development – Certification.

agency. The training course(s)³ must encompass at least 9 of the 25 analytical standards as articulated in the *Law Enforcement Analytical Standards* (IALEIA, 2004).⁴

3. A minimum of an Associate's Degree or the equivalent credits (generally 60), from an accredited academic or military program. The applicant must provide a copy of a transcript, or diploma or certificate earned.
4. Completion of the application form, submission of documentation of criteria met and payment of the non-refundable examination fee. If the applicant has been an IALEIA member for at least three years, the fee is \$50. If the person is new to the association, the fee is \$150, the equivalent of three years' membership.
5. Passing composite grade (70%) on the certification examination.
6. Membership in the International Association of Law Enforcement Intelligence Analysts (IALEIA).
7. If the applicant is not approved, the applicant will receive a letter outlining the supporting rationale for the decision.
8. Upon request and payment of a non-refundable \$50 reexamination fee, the applicant may take the exam again in six months.
9. Analysts may apply only three times. If the applicant does not receive Professional Certification Committee approval on the third try, the individual is disqualified from any further IALEIA Professional Certification.

Note: Successful applicants are entitled to use the designation of Criminal Intelligence Certified Analyst (C.I.C.A.).

C. Re-certification Criteria

1. The applicant must have at least three additional years of experience since last certification as an analyst, analytical supervisor or manager for law enforcement, a private corporation or the military.

³ Courses of instruction that meet the established criteria are provided on the IALEIA website under Professional Development – Certification.

⁴ The document entitled *Law Enforcement Analytical Standards* (IALEIA, 2004) is found on the IALEIA website under Professional Development – Professional Certification.

2. The applicant must meet at least two of the following since certification or last re-certification;
 - a. published a 1,000 word or greater article in the field of intelligence/analysis which may have been co-authored with no more than two other individuals
 - b. developed a training segment of at least two hours on intelligence/analysis
 - c. presented a training segment of at least two hours on intelligence/analysis which was developed by someone else
 - d. participated in providing advanced training of sixteen (16) hours or more by a recognized provider or agency
 - e. documentation/submission of an analytical technique to the IALEIA Journal or other academically peer reviewed publication
 - f. nomination for or award of an IALEIA professional award
 - g. participation in a complex case or assessment which was done over at least three months and required the use of significant analytic skills and methodologies (must be documented by a supervisor)
 - h. completion of a special project which may be of significance by the Professional Certification or Awards Committees. Such a project might include regular contributions to an intelligence publication, or an active contributor to an intelligence organization
3. Continuous membership in the International Association of Law Enforcement Intelligence Analysts (IALEIA).
4. Documentation of a minimum of 8 hours of continuing education credits/training per year.
5. If approved, a letter of congratulations will be sent to the analyst with a new certificate showing the date of re-certification.
6. If disapproved, a letter will be sent to the analyst providing the supporting rationale for the decision. Re-certification disapproval will follow the same process as outlined in Section III. C.

IV: Lifetime Certification

A. Certification Criteria

1. A person is eligible to apply for Lifetime certification if:
 - A. The applicant is a Certified Analyst, and has at least five (5) additional years of experience, for a minimum total of 15 years.
 - Or,
 - B. The applicant has at least fifteen (15) years of experience as an analyst and passes the certification exam with a score of 70% or better. There is a \$150 non-refundable exam fee.
2. The individual must describe their professional achievements and contributions to law enforcement or the analytical profession during their career. An example would be on the order of programs or agencies founded or directed, major publications authored, analysis methodologies created, or professional innovations authored.
3. A completed application includes a copy of the person's Certified Analyst certificate, if applicable, and IALEIA membership number. For applicants who already are designated C.I.C.A., there is no fee for application for Lifetime Certification.
4. Upon successful completion of this process, IALEIA will award the Lifetime certificate.
5. The analyst will also be honored by an announcement at the Awards Banquet held during the IALEIA Annual Conference.
6. As do the two previous levels, Lifetime Certification renews on a three year schedule.
7. The applicant must maintain their IALEIA membership, continue appropriate employment and provide documentation of at least 8 hours per year of continuing education, or training provided or received.

B. Lifetime Tenured

After completion of 20 years as a professional analyst, a person may be nominated for Lifetime Tenured certification. Lifetime Tenured status is permanent and does not require renewal. Nominations will

include a summary of the person's achievements and contributions to the profession. A person must have previously earned the Lifetime Analyst certification to be eligible for Lifetime Tenured status.

Nominations may be made by any IALEIA member in good standing with the association.

V. Removal/Expulsion

A. Removal/Expulsion Criteria

1. Violation of IALEIA Bylaws or Code of Ethics.
2. Fraudulent application – gross misstatements or misrepresentation of material facts.

B. Removal/Expulsion Process

1. The individual is notified in writing of the violation and when the anticipated vote to remove certification will occur.
2. The individual may respond, in writing, to the Professional Certification Committee. Such comments will be shared with all IALEIA Board members.
3. The Committee will vote on the expulsion/removal.
4. The Director for Professional Development shall inform the individual of the outcome of the vote.
5. Should the individual disagree with the decision, the individual may submit their response in writing to the IALEIA President. The President will present the response to the IALEIA Board for consideration. After reviewing the committee's written opinion and the individual's submission, the Board will vote. The decision of the Board will be final.
6. If the individual is removed, he/she must return all IALEIA materials.

Note: All matters relating to the removal/expulsion of a member will be addressed within the scope of work carried out under the Professional Ethics portfolio.

VI. Roll-Over of SCCA Certifications

The following procedures apply to existing SCCA Regular and Lifetime Certifications.

Regular SCCA certification will translate to Certified Analyst Level of IALEIA Professional Certification. Those individuals will be exempt from the examination process. Rollovers to Certified Analyst are subject to the same procedures of retention and renewal as other analysts in the IALEIA PCP.

Where an IALEIA member has achieved Lifetime Certification through the SCCA, the individual shall be granted, depending on their time in service, either the Lifetime or Lifetime Tenured IALEIA certification. They are exempt from the examination process. Lifetime certification renews every three years, Lifetime Tenured does not require renewal.

Note: IALEIA recognizes the foundation of Professional Certification that was developed by the SCCA and later adopted by IALEIA.

Respectfully,

A handwritten signature in blue ink, appearing to read 'William Brown', is written over a horizontal line.

William (Bill) Brown, M.A.
IALEIA – Director of Professional Development