

# EnCase® Certified Examiner (EnCE®) Requirements and Process



## Step 1: Training and Experience and Requirements

You need to have attended 64 hours authorized computer forensic training (online or classroom) **OR** have 12 Months computer forensic experience.

## Step 2: Complete the EnCE application

- Application is available for download at:  
[http://www.guidancesoftware.com/training/EnCE\\_certification.aspx](http://www.guidancesoftware.com/training/EnCE_certification.aspx)
- Complete application and mail to the certification coordinator:  
Guidance Software, Inc.  
Attn: EnCE Certification Coordinator  
215 North Marengo Avenue, Suite 250  
Pasadena, CA 91101

## Step 3: Register for Test and Study Guide

- Once the application has been received and approved, you will be contacted by the Encase Certification Coordinator for the certification test payment by credit card, check, or purchase order.
- The fee to take Phase I with EXAMBUILDER is \$200 USD, or \$225 USD (International)
- If you are attending an EnCE Prep Course, you will receive a confirmation email if your application has been approved.
- A PDF version of the Study Guide is available for download at:  
[http://www.guidancesoftware.com/training/EnCE\\_guide.aspx](http://www.guidancesoftware.com/training/EnCE_guide.aspx)

## Step 4: Take Phase I (Written Exam)

- Phase I - Taken with EXAMBUILDER or GSI EnCE Prep Course
- Minimum passing score is 80%
- Those who fail must wait 2 months prior to retesting. If participant's organization or personal information changes prior to retesting, a new application will need to be submitted.

## Step 5: Take Phase 2 (Practical Exam)

- 60 days are allotted to complete the Phase II exam. There is a 30-day extension that can be granted via the EnCE coordinator on a case-by-case basis.
- Minimum passing score is 85%
- Those who fail must wait 2 months prior to retesting. If a participant's organization or personal information changes prior to retesting, a new application will need to be submitted.

## Step 6: EnCE Certification and Renewal Process

- Those who pass the Phase II exam will be notified via email, then issued an EnCE Certificate and wallet card.
- As of November 1st 2008, EnCE Certifications are valid for 3 years from date obtained. Detailed information about renewal process and submitting renewal credit is available on our webpage.

# Application For EnCase® Certified Examiner

**Please check one (only if it is applicable):**

- I am enrolled in the EnCE® Prep Course.**  
Provide your Guidance Software reference number: \_\_\_\_\_  
Then indicated which location you are registered for:  
 Guidance Software owned facility: \_\_\_\_\_  
 Authorized Training Partner: \_\_\_\_\_  
 EnCase OnDemand EnCE Prep Course (this is an online course)



- My organization has prepaid for a testing voucher.**  
Provide your Guidance Software reference number: \_\_\_\_\_

- I will be taking the Phase I test at CEIC 2011.**  
You must be a registered attendee at the conference to participate. [www.ceicconference.com](http://www.ceicconference.com)

## **Application Information**    Mr.    Ms.

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Name spelling/format for certificate: \_\_\_\_\_

## **Preferred mailing address and contact information for all EnCE related items**

\*Please provide a physical address; we cannot ship to P.O. boxes.

Street: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

## **Organization Information:**

Current Agency/Company: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Duty title/Position: \_\_\_\_\_

Previous Agency/Company: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

## **During and after completion of the certification process, how would you like your information handled?**

**Would you like public recognition of your achievement?** Option 2 will be assigned if no boxes are checked

- Yes, my contact information and EnCE status are releasable to persons who request information from GSI.**  
 Name and contact info available on-line, in an EnCE database for consultant referrals.  
 Name and organization published in the EnCase Examiner newsletter, as an EnCE.
- No, I do not want GSI to publicize my EnCE status but I acknowledge and agree that GSI may release such information if they receive a valid subpoena.**

**Experience or Training Qualifications (Choose One):**

- Experience Qualifications:** Number of **months** of computer forensics experience \_\_\_\_\_  
Please list experience related to computer forensics. This may include but is not limited to imaging, analysis, restoration, and sworn testimony. Also include names of employers if any. If you run out of room below, you may include additional pages.

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- Training Qualifications:** Please provide documentation confirming that you have completed 64 hours of computer forensics training.

Guidance Software Training

Guidance software provided EnCase course or Professional Services Division (PSD) implementation:

Start Date: \_\_\_\_\_ Location: \_\_\_\_\_

Start Date: \_\_\_\_\_ Location: \_\_\_\_\_

*\*\*Attach copies of training certificates only if PSD implementation was taken.*

Training Qualification (Other than Guidance Software training)

**Title of training course:** \_\_\_\_\_

Number of classroom hours: \_\_\_\_\_ Dates of training: \_\_\_\_\_ to \_\_\_\_\_

Agency/company providing training: \_\_\_\_\_

**Title of training course:** \_\_\_\_\_

Number of classroom hours: \_\_\_\_\_ Dates of training: \_\_\_\_\_ to \_\_\_\_\_

Agency/company providing training: \_\_\_\_\_

**Title of training course:** \_\_\_\_\_

Number of classroom hours: \_\_\_\_\_ Dates of training: \_\_\_\_\_ to \_\_\_\_\_

Agency/company providing training: \_\_\_\_\_

**Statement of Qualifications:**

**I certify that I meet the experience and training requirements to apply to become an EnCase Certified Examiner. The information contained in this application and attachments are true and correct to the best of my knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Digital certificate signed applications may submitted via email with attachments to:  
certification@guidancesoftware.com
- Hand signed applications need to be mailed with attachments to:  
Guidance Software, Inc.  
EnCase Certification Coordinator  
215 N. Marengo Avenue, Suite 250  
Pasadena, CA 91101

After the information contained on this application is verified, you will be emailed instructions on how to register with Prometric ([www.prometric.com/guidance](http://www.prometric.com/guidance)) and take Phase One of the EnCE Examination. More information is available at <http://www.guidancesoftware.com/computer-forensics-training-ence-certification.htm>