

Cellebrite Certification Policy

Global Training Division

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I. PURPOSE

The Cellebrite Certification Policy outlines and governs the CCME certification program along with the roles, responsibilities, and organizational structure of the Certification Body. The policy shall also govern the roles of Certification Committee(s) relative to the CCME certification.

The purpose of the CCME certification program is to measure the knowledge, skills and abilities of certification candidates based on the completion of practical exercises and a knowledge-based examination. This policy shall also govern the issuance of the CCME certification based on successful completion of specific practical exercise and knowledge-based testing criteria. [4.6.1.2]

II. DEFINITIONS

A. Applicant:

A person seeking professional CCME certification through an approved certification program offered by Cellebrite. An applicant is considered a candidate once the application for certification has been submitted and accepted by the Certification Body.

B. Assessor:

An Assessor is a Cellebrite employee assigned to a Certification Committee who reviews the knowledge-based and / or practical exercise components of the Cellebrite CCME Certification Examination. Assessors report directly to the Chairman of the assigned Certification Subcommittees.

C. Candidate:

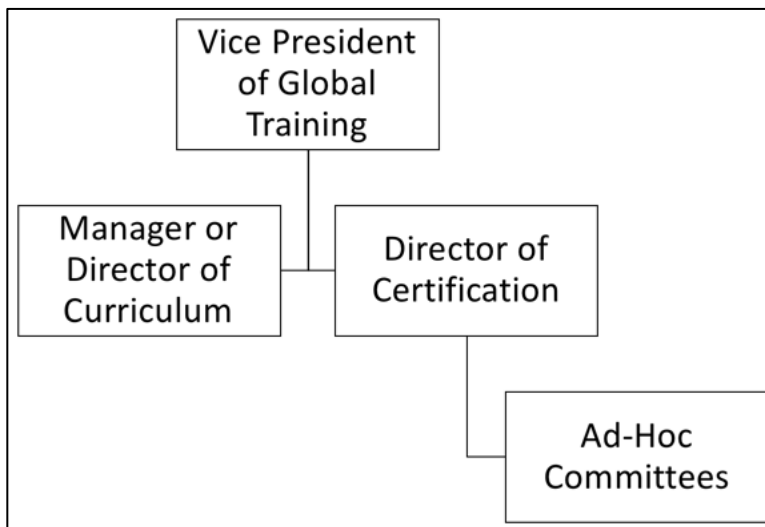
Any person who is qualified to enter the Cellebrite CCME certification program.

D. Certificant:

A person who has satisfactorily completed all the requirements of the Cellebrite CCME program and possesses a valid CCME certification.

E. Certification Body:

The Certification Body is responsible to develop, implement and oversee the certification program. The Certification Body is comprised of the Vice President of Cellebrite’s Global Training Division, the Director of Certification, and the Manager or Director of Curriculum. [4.2.1]



F. Certification Committee:

The Certification Committee is an ad-hoc group of people assembled at the direction of the Director of Certification to facilitate the special needs of the Director of Certification to include but not limited to the resolution of complaints, appeals and disputes. [4.2.9]

At the direction of the Director of Certification, a Certification Committee may be empaneled to assist in the administration of the Certification Program. In these instances, the Committee shall be composed of a Committee Chairman and Certification Committee Assessors who have not been involved in any of the prerequisite certification-based training for the candidate.

G. Cellebrite Certified Mobile Examiner (CCME):

The CCME is Cellebrite’s top forensic examiner core certification which certifies that mobile device examiners have attained a level of mastery in the discipline of mobile device forensic investigation methodology and digital forensic analysis as well as a high degree of proficiency with Cellebrite Physical Analyzer software and a high level of



working and practical knowledge regarding Cellebrite's UFED technology. CCME certification indicates that an investigator is a skilled mobile device examiner. [4.7.3] [4.7.4] [5.3.2]

H. Subcommittee Chairman:

A subcommittee Chairman is appointed by and reports directly to the Director of Certification. [4.2.9]

I. Expired:

A certification will be considered expired when any of the recertification requirements have not been met within the specified time requirements established in this policy. An expired certificant is one who has allowed their certification to expire and may no longer claim or infer that they hold the certification while they are in an expired status. [4.6.1.6]

J. Grandfathering:

Grandfathering is a process by which a person is granted a certification when they have not been tested for their practical knowledge and/or competence in that specific forensic discipline. [5.1.4b]

K. Recertification:

The process whereby a certificant renews their certification in conformance with the requirements specified in the current Certification Policy. [4.6.1.6]

L. Revoked:

A certification that has been removed, rescinded or withdrawn for cause. Those having their certification revoked may no longer claim or infer that they hold a valid certification. [4.6.1.6]

M. Suspended: [4.6.1.6c]

Certification credential may be suspended pending completion of the recertification requirements. Those that have had their certification suspended may no longer claim or infer that they hold a valid certification as long as the suspension is active. [4.6.1.6]

III. Certification Policies and Procedures

A. Membership Not Required

Cellebrite shall not require membership in any organization to qualify for certification; nor shall Cellebrite impose undue financial requirements for the CCME certification. [4.1.2]

B. Director of Certification shall issue Certifications [4.2.11] [9.2.1]

The Director of Certification shall be the sole granter of certifications reflecting the following information:

1. Cellebrite as the certifying body
2. Name of certificant
3. Certificate number
4. Date issued
5. Expiration or recertification year
6. Official name and type of certification (CCME)

C. Fees

The Director of Certification will establish a schedule of fees for the CCME Certification and recertification. [6.1.1]

D. Certification Body and Committees [4.2.5]

The Certification Body is comprised of the following individuals with duties and responsibilities as detailed below: the Vice President of Cellebrite's Global Training Division, the Director of Certification, and the Manager or Director of Curriculum. [4.2.1.1]

- a. The Vice President of Global Training serves as the final authority over disputes related to the Cellebrite Certification Policy.

The Vice President of Global Training shall supervise investigations of appeals involving dismissal from the certification program as a result of an ethics investigation.

The Vice President of Global Training will announce openings, accept nominations, and select replacements to the Certification Body.

- b. The Director of Certification has overall responsibility for the delivery and operation of Cellebrite's CCME Certification program and reports directly to

the Vice President of Global Training.

The Director of Certification shall have the overall authority over certification materials, including practical exercises and knowledge-based examinations, in conformance with this certification policy.

The Director of Certification may not be involved in the direct evaluation of a practical exercise, proficiency test or written examination as the initial assessor.

The Director of Certification may not review a candidate's work product or appeal until an initial review has been conducted by the appropriate committee.

The Director of Certification shall be the sole granter of CCME certifications.

The Director of Certification is responsible for all communications related to Cellebrite Certifications.

The Director of Certification is responsible for the creation and management of all the Certification Committee and all Ad-Hoc committees.

- c. The Manager or Director of Curriculum is a member of the Certification Body and works closely with the Director of Certification to verify that all testing criteria are in line with core competencies and changes in the discipline.
- d. The Certification Committee will approve certification materials, including practical exercises and knowledge-based examinations, in conformance with this certification policy.
- e. Committees will serve as directed by the Director of Certification for a variety of matters related to the CCME Certification Program.
- f. Committee Chairmen shall collect information, documents, electronic communications, and notes relative to their assignment on a committee. Once the Chairman of the Committee has reviewed the pertinent information, they will lead their committee and render a decision regarding the matter within thirty calendar days. Once a decision has been rendered, the Chairman shall notify the Director of Certification in writing or electronically. This notification will include pertinent details of any appeal process.
- g. In the event of a temporary absence in excess of five consecutive calendar days, the Director of Certification shall designate a temporary Director who shall assume all roles and responsibility commensurate with that position.

- h. In the event of a non-temporary absence, the Director of Certification shall be replaced within 60 days.

E. Creation of Certification Materials [3.2.2] [8.9]

The Certification Committee will approve certification materials, including practical exercises and knowledge-based examinations, in conformance with this certification policy.

F. All Certification Materials Copyrighted by Cellebrite [4.6.1.11]

All certification materials are copyrighted by Cellebrite. Materials may not be distributed outside of Cellebrite without the express written permission of the Vice President of Global Training.

G. Confidentiality, Objectivity and Impartiality [4.2.7] [4.2.9] [4.8.1] [4.8.2] [7.2.1]

Cellebrite will ensure that training or related activities do not compromise the confidentiality, objectivity or impartiality of the CCME certification program. The Certification program is led by the Director of Certification, who is independent from training and accountable to the Vice President of Global Training.

As a general guideline, members of the Certification Body or any committee shall acknowledge the following in writing:

- Members of the Certification Body agree to keep all information and activities confidential.
- Members of the Certification Body shall disclose any potential conflict of interest related to a particular candidate, information or activities to any matter being discussed.
- The Director of Certification may replace any member disclosing a potential conflict of interest with another qualified member.
- All individuals serving on the Certification Body or committee shall remain independent and impartial in all matters regarding Certification to ensure all decisions are free from undue influence by others.
- Assessment and certification requirements shall not be reduced or compromised and shall be fairly administered to all candidates.

Except as described in these standards, information about a particular individual shall not be disclosed to a third party without the written consent of that individual.

Where the law requires disclosure, the individual shall be notified of the information provided.

Any violations of this policy, real or perceived, shall be directed to the Director of Certification or the Vice President of Global Training. [4.1.3.2]

H. Certification Program and Committee Participation requirements

The Certification Committee is responsible to develop, implement and oversee the certification program. All Certification Program and Committee members shall remain independent and impartial in all matters regarding Certification and such all decisions relating to certification are free from undue influence by others. [4.2.1] [4.2.2]

Committee participants shall meet the following minimum criteria: [7.1.1]

1. Only members who hold the CCME certification may participate in the administration of the CCME Program.
2. The following minimum standards shall apply to the selection of Program or Committee members:
 - a. Must be a Cellebrite employee.
 - b. Must have applicable training in the core competencies for which they are certifying. (e.g. possession of a current, valid CCME Certification).
 - c. Certification members must comply with Cellebrite policies, procedures, and guidelines.
3. All Certification Committee staff will maintain the highest level of integrity when dealing with certification candidates. Cellebrite staff must be trustworthy and impartial and must have received an appropriate level of computer/digital forensic training. [4.2.7]

I. Conflict of Interest [4.3.2] [7.2]

All Cellebrite personnel must always avoid situations that could affect their objectivity or place them in a conflict of interest while performing their assigned tasks. Questionable incidents, suspected violations of Cellebrite policies, suspected breaches of professional conduct or ethical standards will be referred to the Directors of Certification for review and action deemed appropriate.

J. Candidates Prohibited Activities [4.2.9]

Cheating, plagiarism, policy violations, or unethical conduct may result in dismissal from the certification program and/or revocation of Cellebrite certification(s). These issues will be referred to the Director of Certification for inquiry or investigation.

K. Documentation and Retention: [4.2.8] [4.2.10] [4.5.2] [4.5.3] [4.6.2a] [4.6.2b] [4.7.1] [4.7.2] [4.7.3] [4.7.4]

The Director of Certification shall ensure that certification program documents and records are maintained securely. All records will be maintained and disposed of in compliance with the Cellebrite Records Retention Policy.

Cellebrite maintains a scalable industry-recognized learning management system (LMS) which records participation, certification results and issues certificates upon successful completion of all required activities. The records/data management system shall be updated dependent upon the current needs of the certification program and comply with internal regulations and applicable laws. Records shall be reviewed or audited at least once per year.

The certificant records relative to their status (current, expired, or revoked) are stored within the LMS. This information is available to the Certification Body and administration personnel, but not to the public. An individual certificant can login to the LMS, and under their profile, they can view their certificate status to include the initial date of certification (date of examination), expiration date, and their certificant ID number.

Application forms are also stored in the LMS through an online application interface that ties directly to the certification database. Records relating to granting, maintaining, renewing, revoking, or withdrawing a certification from an individual is maintained in our website database for certification. This information is only available to the Certification Body and LMS Administration.

All CCME certification records, including examination outcomes, will be maintained for at least three years.

The overall operation of the LMS and records management shall be the responsibility of the Global Director of Educational Technology.

Policies and procedures and all documents describing the certification standards of the certifying body shall be archived indefinitely and marked with a date and timestamp when the document became effective, superseded or dropped.

L. Appeals [4.2.9]

Cellebrite will provide certificants a means to resolve disputes and request appeals.

1. Certificants contesting the results of practical exercises, knowledge-based examinations, revocation of certification, dismissal from a certification program, or any other matter shall submit their appeal to the Director of Certification providing justification for the appeal. The Appeal must be submitted within three business days of the completion of the examination or incident being appealed.
2. The Director of Certification shall appoint an ad-hoc Committee under the supervision of a Committee Chairman to collect information, documents, electronic communications, and notes relative to the appeal. Once the Chairman of the Committee has reviewed the pertinent evidence in support of the appeal, they will render a decision regarding the appeal, within thirty calendar days. Once a decision has been rendered, the certificant will be notified of the chairman's decision in writing or electronically. This notification will include pertinent details of the appeal process.
3. The certificant has the right to appeal the decision of the chairman to the Director of Certification, provided it is done within three business days of the date of notification by the respective Chairman.
4. The Director of Certification will present the details of the appeal to a select committee composed of the Director of Certification and at a minimum of two Cellebrite Certified Instructors with no previous involvement in the matter. This committee will render a final decision concerning the matter under appeal. Once a decision has been reached, the candidate or certificant will be notified of the committee's decision in writing or electronically.
5. Any appeals involving dismissal from the certification program as a result of an Ethics investigation will be referred to the Vice President of Global Training for a final decision concerning the matter. Once a decision has been made, the certificant will be notified of the decision in writing or electronically.

M. Grandfathering [5.1.4b]

Grandfathering is prohibited for any Cellebrite certification.

**N. Publication of Certificants [4.6.1.12]**

Certificants will be given the option of having their names published as a CCME Certification holder. Cellebrite will list the first and last names of the certificants and their Certificant ID and Certification status on the public website for those certificants opting to do so.

O. Cellebrite Training Code of Ethics and Professional Conduct [5.5.1] [5.5.2] [6.4.2]

All certificants must provide affirmation of adherence to the Cellebrite Training Code of Ethics and Professional Conduct prior to being certified or recertified. Further, certification candidates are required to acknowledge adherence to a Declaration of Independent Work (DIW).

P. Candidates with Disabilities [8.6] [8.7]

Cellebrite does not discriminate against persons with disabilities. To the extent possible, Cellebrite will provide reasonable accommodation for persons with disabilities, provided Cellebrite is made aware of the specific disability at the time of application for the CCME certification program.

Exams are primarily web-based and initiated by the applicant from a location of their choice or may be taken on-site from time-to-time as scheduled by the Certification Body.

Exams proctored on-site will conform to a typical academic classroom setting.

Remote candidates will be able to take the exam from a location of their choosing provided they have access to the audio/visual equipment necessary for proper monitoring.

Q. Development of Examinations [4.1.1] [5.4.2] [8.4]

All certification practical exercises and knowledge-based examinations shall be designed to reliably evaluate the knowledge, skills and abilities of the candidate. The development of practical exercises and knowledge-based examinations used in any of the certification process will be thoroughly vetted during development. The stages of development consist of:

1. Concept Design;
2. Examination Development;
3. Core Competency Alignment;
4. Quality Management; and

5. Implementation.

The CCME process includes questions designed to test the certificants ability to analyze a known data set through the application of best forensic practices, forensic concepts and methodologies in the analysis of the data.

R. Application Guidelines [4.6.1.8b]

Application Guidelines for the CCME Certification Program. The Director of Certification will:

1. Approve the application guidelines for entry into the CCME certification program and assess the qualifications of a certification applicant. Approval may also be granted based on the successful completion of automated approval requirements built into the LMS.
2. Ensure the application contains an acknowledgement by the applicant or certificant to comply with conditions to achieve and maintain the CCME certification. [5.1.2c]
3. Ensure the timely processing of applications into the CCME certification program.
4. Ensure only fully completed applications for certification are accepted.
5. Ensure the application contains an acknowledgement by the applicant or certificant to abide by the Cellebrite Training Code of Ethics and Professional Conduct.
6. Ensure completed applications are accepted prior to the prescribed deadline and that all requisite fees have been paid. (Applications will not be processed until all applicable fees have been received).

S. Certificant Credential Status

A person's certification may be temporarily suspended by the Director of Certification for alleged unethical conduct, violations of professional standards or violations of criminal laws. Cellebrite may revoke the certifications based on the findings of an inquiry or an investigation.

T. Cellebrite Certified Mobile Examiner (CCME) Program

1. CCME Design: [4.1.4] [4.5.1.3] [4.6.1.2] [4.6.1.5] [4.7.3] [4.7.4] [5.4.1] [8.1]
 - a. The CCME Program is designed to measure the skills, abilities and knowledge of a certification candidate, based on the certification core competencies, and to award certifications based on successful completion of testing criteria. The Certification Body shall conduct a yearly review of testing criteria to ensure they are in line with changes in the discipline. The CCME Program is managed by the Certification Body under the direction of the Director of Certification. Current performance requirements shall be published to the LMS.
2. Entry into Program: [4.6.1.7]
 - a. Cellebrite reserves the right to determine entry requirements into the program.
 - b. Prerequisite requirements must be achieved (CMFF along with current CCO and CCPA certifications) [5.1.2a] [5.3.1]
3. Certification Minimum Standards [4.1.4]:
 - a. Cellebrite will publish the minimum standards required on the public website.
 - b. For the CCME Certification Program, applicants must: [5.1.1]
 - i. Successfully complete two timed practical exercises to demonstrate requisite knowledge and proficiency in the use of Cellebrite hardware and/or software to conduct advanced forensic analysis on a given dataset. Successful completion is defined as having received an average minimum score of 80% on the two exercises.
 - ii. Completion of a proctored and timed knowledge-based examination comprised of random questions. Successful completion is defined as having received a minimum score of 80% on the knowledge-based examination. [5.1.2b]
 - c. Applicants failing to provide the required information on their application may not be approved for entry into the certification program.

4. CCME Certification Process Cycle:

Cellebrite will operate the CCME Certification Process on a continuing basis each year, the terms are to be determined by the Certification Body.

5. Methods and Mechanism Review [4.4.3] [5.4.3]

- a. All certification practical exercises and written examinations shall be approved by the Certification Body and designed to evaluate the knowledge, skills, and abilities of the candidate. Exam instruments must be reliable and valid.
- b. Prior to administering practical exercises and written examinations to candidates, all exams shall be administered to a group of subject matter experts on a periodic basis for feedback and suggestions for improvement.
- c. Successful completion of two timed practical exercises to demonstrate requisite knowledge and proficiency in the use of Cellebrite hardware and/or software to conduct advanced forensic analysis on a given dataset. Successful completion is defined as receiving an average score of 80% or higher on the two exercises.
- d. Completion of a proctored and timed knowledge-based examination comprised of random multiple-choice questions. Successful completion is defined as receiving a score of 80% or higher on the knowledge examination.

6. Certification Status Inquiries [4.4.4]

- a. Internal inquiries regarding the certification status of an individual shall be made in writing and directed to the Director of Certification.
- b. External inquiries regarding the certification status of an individual shall be made in writing and directed to the Cellebrite General Counsel, 7 Campus Drive, Suite 210, Parsippany, NJ. 07054.

7. The Director of Certification is the only person authorized to award the CCME Certification.

U. Certification Committee Structure

The Certification Committee is structured as to give confidence to interested parties in its competence, impartiality and integrity and is organized as follows:

1. Director of Certification
2. Two (2) Cellebrite Certified Instructors (appointed)

The formal process for nominating members to the Certification Committee is as follows: [4.2.4]

1. The Director of Certification will notify the Vice President of Global Training of vacancies to the Certification Body.
2. The Vice President of Global Training will announce and accept nominations for replacements to the Certification Body.
3. The Vice President of Global Training is responsible to select replacement to the Certification Body from qualified nominations.
4. Upon selection of replacement member(s), the Director of Certification is responsible for publishing a quarterly schedule specifying the members of the Certification Body for the upcoming calendar year.

V. CCME Prerequisites and Completion Deadline [4.1.3] [4.6.1.4]

Application into the CCME Certification Program is predicated on payment of all applicable fees [4.6.1.8a]. At the time of initial application, the applicant must possess the following valid certificates:

1. Cellebrite Mobile Forensic Fundamentals (CMFF) – Certificate of Completion
2. Cellebrite Certified Operator (CCO) – Certification
3. Cellebrite Certified Physical Analyst (CCPA) - Certification

To successfully complete the prerequisites, the candidate must have achieved a score of 80% or higher for each of the certificates awarded and issued by a Cellebrite Certified Instructor. [4.6.1.7a] [4.6.1.7b] [4.6.1.7c]

The CCME must be completed within 45 days of the enrollment date. A single, 15-day extension may be requested by candidates from within the CCME Process in the LMS. Failure to complete the CCME within the initial 45-day period, or the 15-

day extension shall be considered a failed attempt. Failed attempts will require the applicant to restart the certification process again by paying all applicable fees and reapplying.

W. Time Constraints and Administration of the CCME Certification Program

The following time constraints will apply to the CCME Certification process. Failure to comply with the time constraints may result in dismissal from the CCME process.

1. **Time Limit for Practical Skills Assessment:** Candidates shall have seven (7) days from the time they begin the practical skills assessment to answer all questions related to two device extractions. Each practical assessment must be completed within a single 7-day time limit. Sufficient time has been allotted to this activity, therefore, a candidate's work or personal schedule is not an acceptable excuse for missing this deadline. Upon expiration of the 7-day window, answered questions shall be automatically graded and unanswered questions shall count negatively in scoring the assessment.
2. **Device Extractions for the Practical Skills Assessment:** Two device extractions shall be examined, one is an Android device and the second is an iPhone. The downloads shall be provided prior to the start of each 7-day time limit described above. Candidates are advised to download and decode the extractions prior to starting the practical skills assessment using the latest release of UFED Physical Analyzer software. A candidate's failure to have licensed software and/or decode the extractions provided is not an acceptable excuse for a failed attempt.
3. **Time Limit for the CCME Certification Examination:** Candidates shall have three (3) hours in a single seating for the CCME Certification Examination. Sufficient time has been allotted to this activity in a single seating. Upon expiration of the 3-hour window, answered questions shall be automatically graded and unanswered questions shall count negatively in scoring the assessment.
4. The Director of Certification may set an appropriate allowable length of time to complete the practical exercise(s) and written examination.

X. CCME Certification Process [4.5.1.4] [4.5.1.5] [8.10]

The CCME Certification process is comprised of a practical exercise and knowledge-based examination designed to measure the candidate's forensic skills and knowledge of specific concepts directly correlating to the CCME competencies.

1. A passing score of 80% or above must be achieved on both the Practical Skills



Assessment and CCME Certification Examination to obtain the CCME certification.

- a. Grading for the Practical Skills Assessment: Each of the practical skills assessments shall be graded separately. Candidates must achieve an average of 80% or higher between both practical skills assessments to advance to the knowledge examination.
 - b. Grading for the CCME Certification Examination: The knowledge assessment shall be graded automatically by the LMS. Candidates must achieve a score of 80% or higher to pass the CCME Certification Examination.
2. Upon request, candidates who do not attain a score of 80% or higher may have the practical exercise(s) and/or written examination reviewed by a Certification assessor who will verify the scoring. The verified final score will be submitted to the CCME Director of Certification for review and documentation.
 3. Failure of the Practical Skills Assessment: If a candidate scores less than the required 80% average on the Practical Skills Assessment, the attempt to qualify is over. Those who fail to achieve a passing score may re-test immediately. A single second attempt at the Practical Skills Assessment does not incur any additional costs. This is not an automated process and the CCME candidate must request their second attempt by requesting a CCME Reset using the form indicated within the LMS. If on the second attempt, a candidate fails to achieve an average of 80% or higher in the Practical Skills Assessment, the participant shall be considered unqualified to proceed to the CCME Certification Examination.
 4. Failure of the CCME Certification Examination: If a candidate scores less than the required 80% average on the CCME Certification Examination, the attempt to qualify is over. Those who fail to achieve a passing score may re-test after a ten (10) day waiting period. A single second attempt at the CCME Certification Examination incurs additional costs payable by the candidate directly to the third-party proctoring service provider (costs and instructions shall be provided to those who fail). It is the CCME candidate's responsibility to schedule and pay for their second attempt. If on the second attempt, a candidate fails to achieve an average of 80% or higher in the CCME Certification Examination, the participant shall be considered unqualified to proceed to the CCME Certification Examination.
 5. Candidates who have become unqualified from failed attempts may begin the process again by reapplying and paying the applicable fees.

6. Assessors may not discuss certification practical exercises or written examinations with anyone other than the Director of Certification or Committee members.
7. All CCME certification-related communication with candidates will be conducted and documented by the Director of Certification.
8. Certification candidates engaged in the CCME certification program are required to complete the practical exercise(s) and written examination(s) independently, without assistance.
 - a. Candidates completing the certification program must acknowledge that they completed the certification process independently and that they agree to abide by the Cellebrite Training Code of Ethics and Professional Conduct.
 - b. Cellebrite will provide each successful certificant with a CCME certificate. [4.6.1.6a]
 - c. Violation of these standards may result in dismissal from the program and revocation of any Cellebrite certification(s).

Y. Practical Development Final Approval

The Director of Certification has final approval authority for practical exercises and knowledge-based examinations. Once approved, these testing instruments will be used as the basis for objectively measuring the candidate's knowledge, skills and abilities in the specific forensic discipline being certified.

Z. Development of Additional Problem Sets

A secondary set of practical exercises and knowledge-based examinations will be available in the event of a compromise of integrity. Alternate practical exercise and written examinations will consist of the same number of questions and possess the same level of quality.

AA. Timing of Proficiency Testing

The proficiency testing periods will be open for a period of forty-five (45) days after enrollment in the process. Each certificant must complete the certification process within the allotted time. The Director of Certification may modify the proficiency testing dates when required.

BB. Recertification Period [4.6.1.6b] [5.1.3]

Each Cellebrite certificant must recertify during the second year following the date of their original certification or date of their last recertification. The certificant must satisfy the recertification requirements specified in this policy by the last day of the proficiency-testing period(s) in the second year.

1. The Director of Certification or designee may waive this requirement for active duty military members or civilian personnel attached to a military organization or on a military deployment, for the duration of the deployment.
2. As soon as possible upon return from deployment, the certificant must notify the Director of Certification, completing the recertification process at the earliest opportunity.

CC. Recertification Requirements [4.6.1.10] [6.1.1a] [6.1.1b]

The recertification requirements must be strictly adhered to:

1. Recertification must be successfully completed within the second year following initial certification or recertification.
2. It is the Certificants responsibility to complete and submit a recertification request in the second year following the initial certification or recertification as instructed on the LMS.
3. Continuing Professional Development: The certificant must submit documentation verifying attendance at a minimum of 21 hours of continuing professional development related to mobile device or digital forensics from industry recognized organizations. Acceptable training hours include IACIS, US Secret Service NCFI, other industry-leading digital forensic training vendors or an accredited college providing an official curriculum of training in digital forensics. [6.1.1a] [6.2.4]

Cellebrite will periodically evaluate training programs or courses completed by applicants claimed for credit toward this requirement to ensure the learning objectives meet or exceed the required competencies.

Certificants must provide legible copies of completed courses, training certificates, or other documentation at the time the recertification application is submitted. Documentation should be in the form of a certificate of completion reflecting the date obtained, hours completed and a signature of



the issuing authority. Substitute documentation will be assessed on a case-by-case basis.

a. Submitted documentation may be a combination of the following:

1. Classroom and online, on-demand or live courses.
2. Active participation in SWGDE and other technical working group committees.
3. Workshops and conferences, when documented by a certificate of attendance specifying the number of hours, subject(s) discussed, location, and issuing authority.
4. Attendance of one advanced or expert level course offered by Cellebrite. These highly focused courses include CASA, CERT-F, CAJE, CASE, CAIE or CEFA; or
5. Conducting a minimum of 21 hours of instruction in an approved digital forensic discipline.
6. All hours must have been completed during the preceding certification period; and
7. All applicable recertification fees must have been paid.

Fee Waiver:

Current Cellebrite Certified Instructors (CCI) may have recertification fees and training requirements waived by the Director of Certification.

4. **Work Experience:** At the time of recertification application submission, certificants must have examined or supervised the examination of a minimum of three (3) mobile devices during the previous certification period. [6.1.1b] [6.3]

Certificants must affirm they have continued relevant work experience in mobile forensics which may include any of the following examples:

- a. Completing or supervising the completion of at least three (3) mobile forensic examinations.
 - b. Teaching or providing education in the field of mobile forensics.
5. At the time of recertification, certificants must reaffirm their intention to

uphold the Cellebrite Training Code of Ethics and Professional Conduct. The current version shall be available to certificants on the LMS. [6.1.1c] [6.4.1] [6.4.2]

6. The Certification Body will review documentation submitted by certificants to ensure the content of the training event falls within the scope of this policy and in accordance with recertification requirements. Additional information and/or documentation may be requested for verification, when needed. In those instances when training is denied, the certificant will be responsible to provide supporting details as to how the training pertains to the CCME certification. [6.2.3]

Failure to Recertify and Grace Period

Failure to recertify means the certificant failed to meet all of the specified requirements by the established deadline.

1. The expiration date of certifications will be December 31st of the second year from the date of the initial certification or the last recertification. Certificants failing to recertify during the second year from the date of initial certification or last recertification will be classified as expired. In these instances, the expiration date will be reflected as December 31st of the second year from the date of initial certification or last recertification.
2. To renew an expired certification, the holder of that certification must request and successfully complete the CCME recertification requirements within twelve (12) months of the certification expiration (before or after expiration).
3. Certificants will be responsible to pay any applicable administrative fees associated to lapsed (expired) certifications.
4. Certificants who fail to renew expired certifications within the 12-month grace period must qualify for, apply for and complete the CCME program in its entirety.
 - a. Certificants may appeal an expired classification by submitting a written appeal to the Director of Certification.

Extension Requests:

1. Extensions of the CCME certification period may be granted for special circumstances, such as family emergencies or military deployment. Requests for extension must be submitted prior to the expiration period of the current CCME certification. Requests for extension submitted after the certification expiration period will not normally be considered.

2. This requirement may be waived by the Director of Certification for active duty military members or civilian personnel attached to or embedded with a military organization on military deployment for the duration of the deployment.
 - a. Military members or embedded civilian personnel granted this exception must contact the Director of Certification upon completion of the deployment and complete the recertification process within a time frame designated by the Director of Certification.

DD. Expired Certification Records Updated

When a certification is reclassified as expired, the Chairman of the Director of Certification will update the records to reflect a current status of the certification associated with that person as expired.

EE. Complaints and Appeals [4.2.9] [4.4.2] [4.5.1.6] [8.11]

Complaints appeals and disputes shall be handled in a fair, objective and non-discriminatory manner in compliance with all applicable federal, state, and local laws.

1. Those contesting the results of practical exercises, written examinations, unfair treatment, or dismissal from the certification program shall submit their written or electronic appeal to the Director of Certification, providing justification for the appeal within three (3) business days of the completion of the examination or incident.
2. The Director of Certification will convene an ad-hoc committee composed of a chairman and at least two subordinate members. The Committee shall be composed of a Committee Chairman and Certification Committee Assessors who have not been involved in any of the prerequisite certification-based training for the candidate. [4.1.3.3]
3. The Committee Chairman shall gather and review any available information, documents, electronic communications, and notes concerning the dispute.
4. The Committee Chairman of the subcommittee will review the available information and respond with a recommendation within 30 days of the formation of the subcommittee. This recommendation shall be rendered and presented to the Director of Certification.
5. Upon acceptance of the recommendation, the Director of Certification shall notify

the candidate of the decision in writing or electronically.

6. Appeals to the decision of the Committee Chairman must be made to the Director of Certification within ten (10) days of the date of notification by the convening chairman.
7. The Director of Certification will present the appeal to a committee made up of the Director of Certification and at least two management-level staff who have not previously been involved in the matter. This committee will weigh the evidence under consideration and render a decision regarding the matter under appeal within 30 days of submission of the appeal. The candidate will be notified of the committees' final decision in writing or electronically.
8. Appeals involving dismissal from the certification program or as a result of an Ethics investigation shall be presented to the Vice President of Global Training for evaluation. The Vice President of Global Training will render a final decision concerning the matter and the candidate will be notified of the appeal decision in writing or electronically within 30 days of such appeals.

FF. Certification Logo Usage [4.6.1.11]

Cellebrite maintains trademarks on all Cellebrite Certification logos. The use of any Cellebrite Certification logo is governed by the Director of Certification. The CCME certification logo may be used by certificants that have successfully obtained and maintain the CCME certification, provided that the logo is used in an authorized, unaltered format and is only used to reflect the possession of the CCME certification. Examples of acceptable use would include business cards, CV's, resumes, social and business media sites. The Cellebrite CCME logo cannot be used to infer any endorsement by Cellebrite beyond the possession of the CCME certification and must be removed when the CCME certification expires or is revoked. Any infringement of this limited use of the CCME logo may result in loss of any Cellebrite certifications or other action provided by law.

GG. Competency Evaluation [7.1] [8.2] [8.3] [8.9]

The Certification Body is responsible for generating and implementing all certification examinations. Questions used on certification examination will be designed to test an applicant's knowledge, skills and understanding of the forensic principles and methodologies representative of the certification sought.

Practical exercises and knowledge-based examinations used in any of the certification process will be thoroughly vetted during development by experienced personnel (Cellebrite Certified Instructors). The Director of Certification and members of the Certification Body and Committees are required to have requisite

knowledge, skill, and abilities within the scope of the CCME Competencies and possess a valid CCME certification.

Practical exercises will be graded automatically based on a set of questions randomly selected from a question bank.

Knowledge-based examinations will be graded automatically based on a set of questions randomly selected from a question bank.

All CCME Certification Examinations will be proctored by an independent party who will establish the identity of the applicant via identification documentation. The Certification Body shall convene a committee comprised of members who are impartial, trustworthy and responsible.

The Certification Body shall conduct a yearly review of testing criteria to ensure they are in line with changes in the discipline and revised as needed.

If it should become known that the integrity of an examination is compromised, a new examination shall be generated, composed of non-compromised questions of the same number and type.

HH. Certificates [9.1 – 9.2]

Cellebrite maintains a scalable industry-recognized learning management system (LMS) which records participation, certification results and issues certificates upon successful completion of all required activities.

The issued Certificate will be delivered in a downloadable PDF format.

The issued Certificate will be signed by the Vice President of Global Training and the Director of Certification.

The Certification Body will maintain sole ownership of the certificates.

The certificate shall include at a minimum:

- Name of Recipient
- Date Awarded (Conferred)
- Date of Expiration
- Certification Title
- Certificate Code/Number
- Signatures of Director of Certification and Vice President of Global Training



II. Modifications

Changes to the certification requirements, including the modified verbiage, nature of the modification(s) and the effective date(s), will be published to Cellebrite certificants via the Cellebrite Learning Center website.

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