



International Association of Computer Investigative Specialists 2026 Budapest IACIS BCFE Training Event Staff Overview

IACIS members who wish to be considered for this training event staff appointment must complete the staff application. Applicants must provide all requested information, or the application will be considered incomplete.

Complete this application if you are interested in a staff appointment for the 2026 Budapest IACIS BCFE Training Event. Applications for other events will be announced as they are scheduled.

Completing the online application includes providing your professional biography and experience, if and how you have volunteered with IACIS before as well as submitting a **passport style photo of yourself**. This photograph will be used for administratively should you be selected. Please have one ready to upload before you begin your application.

The deadline for completed application submissions is **June 14th, 2026, at 2359 hours UTC**. Applications will not be accepted after this deadline. You will be notified in the weeks following whether you have been selected.

The dates for the 2026 Budapest IACIS BCFE Training Event are: October 12th, 2026 through October 23rd, 2026. You will be expected to arrive by October 10th and leave no sooner than the end of the event. We recommend that you seek tentative approval from your employer either before you apply to be on Staff or as soon as you apply to be on Staff.

IMPORTANT INFORMATION

Please read before deciding to apply to be on Training Staff

1. This is a volunteer, non-paid position. IACIS will pay for your flight, hotel, and per-diem for when you are at the training location.
2. To apply you must be an IACIS member in good standing (i.e., current dues paid and no ethics violations or pending ethics investigations). All BCFE staff must have a current, active CFCE credential (i.e., not in remediation, suspension, or revoked status). Applicants must also commit to being on staff for the entirety of the training event (which will mean a full two (2) week commitment in the case of BCFE programs).
3. Staff appointments are based on a number of criteria including but not limited to, one's contributions to IACIS generally, one's ability and willingness to contribute

to the development of the training event, one's ability and willingness to instruct at the training event, and any specific needs of a particular event.

4. Applying for a staff appointment does not guarantee that you be appointed. The application process is a required component of the process. Once you are selected to be on Staff, you will be required to sign the IACIS Staff Agreement form which will detail the code of conduct required of Staff that are representing IACIS at the Training Event.
5. All communication for Training will be via your IACIS.COM email address. That is the address you will need to use on your application and that is the address we will use for all communication. It is your responsibility to monitor that address regularly once you apply and especially if you are chosen on Staff. Failure to adequately monitor this account and respond to emails may result in you being removed from Staff.
6. Those selected as staff for a training event are expected to be active participants in developing instructional materials for events (white papers, PowerPoint presentations, laboratory exercises, etc.). Carefully consider that the time commitment required for research, testing, and developing papers, presentations, laboratory exercises, etc. can be substantial. Additionally, preparation for instructing a course can require a substantial time commitment.
7. All members selected for a staff position are expected to review instructional materials and practical exercises in advance of the event to be fully prepared to assist students. This can take considerable time, so applicants should carefully consider the time required if they need to "brush up" on a particular topic.
8. Being on Staff at the IACIS Training event involves long hours. You may be expected to work 12-hour days between the daily classroom instruction and labs. Some days you may work a little more. Please be aware of these time requirements before you apply.
9. All material you create, develop and present for IACIS will be the property of IACIS, unless otherwise prohibited by your Agency or Department. Should the need arise, IACIS may ask you to present official documentation showing that this policy is in place.

IACIS STAFF FAQ

- How much mastery of a particular topic or topical area do I need to be a staff member?

There is no set level of “mastery” of any particular subject matter that is required of staff members. Members who have a current and active CFCE credential have demonstrated the baseline level of subject matter knowledge required of a staff member. That said, if one is interested in being a lead developer for instructional materials or interested in teaching a particular class, one is expected to have a strong command of the subject matter at hand.

- I’d like to develop course material. What is a “strong command” of the subject matter?

For the BCFE program one would be expected to know the subject matter well enough to take existing written instructional materials and update/edit them (if necessary), update/edit the PowerPoint Materials for the particular course, develop practical/laboratory exercises, and respond to student questions. For the Specialized Programs, one is expected to know the subject matter well enough to explore the material with students to a level beyond the baseline level of the BCFE program, do independent research, and provide detailed insight on the material to students who have questions.

- What kind of teaching experience is necessary?

While any teaching/presentation experience you might have will be of value there is no minimum requirement. For the BCFE program you will need to be comfortable teaching in a larger group/lecture format setting, and leading students on various exercises. You will also need to be able to work in a classroom with a large number of students of varying skill and experience levels, ranging from flat out beginner level to those who have extensive training and are active Forensic Examiners. For Specialized Programs, the environment is more seminar like, with a far smaller group of students. For this environment you will need to be comfortable working more directly with students, and in a more interactive, give-and- take setting.

- Will I have to develop or teach material with which I’m not comfortable or familiar?

No! We do not simply randomly assign instructors to develop or teach a particular course. We expect that ALL staff members will at least participate in the development process, volunteering to be part of the development team for courses in their areas of interest, or for courses where they might have particular strengths. Typically, the lead developer for a course has “ownership” of that course and is the lead primary instructor. Those who assist in the development process are secondary instructors who would assist the primary instructor during the class but may not teach it directly. For more detailed or lengthy classes, the primary/secondary instructors are encouraged to “team teach” a particular course.

- What if I only want to help with a particular section/area of a course, not the entire course?

That's fine! We understand that some courses are quite sprawling and require a development team of 3, 4, or more persons. For such courses we would expect that the lead developer would ask the persons assisting him/her to work on only specific portions of the material.

- Are there any materials I can reference to help me decide if I want to become involved in developing or instructing in a particular topical area?

Yes! You should go to the IACIS web site and download the various program competencies documents. The courses of instruction for IACIS programs flow directly from the competency documents. They are, in effect, "roadmaps" for instruction, and they will give you an idea of why we teach the courses we do, the relationship between the courses and larger instructional blocks that make-up a program, and the content that the program includes.

- I've heard that one needs to really know Sumuri Hex Viewer, Forensic Explorer (FEX) (or the chosen HEX Editor software) and be comfortable with Windows 11 to be a staff member. Is this true?

Yes, with some qualification. Windows 11 is the baseline operating system we use on all classroom computers for all of our training events. So, staff members must be comfortable working in a Windows 11 environment. Regarding Sumuri Hex Viewer/FEX or any HEX Editor that the Training Committee chooses for the year, this is the tool we use as the primary teaching tool in all of our instructional programs. Staff members who are teaching a course that requires a hex-level tool as part of the course instruction, or who lead an exercise or class activity that requires a hex-level tool, will need to be at least proficient enough with that tool to accomplish the task at hand and properly lead students in using the software. Students may also get different kinds of software on their laptops which may be used in other blocks so familiarity with that software is important too. Staff will be informed of software being used once that decision is made by the Training Committee.

For other staff members who will not make use of a HEX Editor or particular software to such a degree in the courses they teach or in exercises they lead, or for staff who are not going to be instructing at all, there is an expectation that they will be "conversant" with the software. That is, staff members need to be familiar with major features, be comfortable navigating the interface, and be comfortable assisting students with the software.

In the BCFE program we provide students with a short block on using a HEX Editor to the degree that they need to be able to use it for the limited purposes of the instruction in the BCFE program. We do NOT teach the tool itself.

Staff members need to already be able to use the tool's main features before the start of the event. So, if you are not a user of that tool you will be provided with a license in advance of the event so that you can begin to use it to prepare yourself. Again, the point

is that you need to know the software well enough to be able to assist students as they use it in class and in the evening laboratory setting.

- What if I don't want to develop materials or teach any courses? Can I still be a staff member?

Yes, again with some qualification. We expect all staff members to become involved in the development process to some degree, and to otherwise contribute to the overall planning for the event. And yes, this will require a certain commitment of time over the course of the training year.

So, while we do not expect every staff member to be a primary developer for a particular course, we do expect that staff members will grow and learn and will over time become comfortable enough to become primary developers during future training cycles.

Similarly, we do not expect that every staff member will teach. We do expect that staff members will make an active effort to develop instructional skills, perhaps by being a secondary instructor, leading in-class exercises and activities, etc.

In the end, our goal is to develop and grow our staff so that those who are less experienced today become our mentors for new staff and our primary developers and instructors of tomorrow. Being on staff is an active process, and we expect that everyone will be active, grow, and contribute to the overall training effort.

- I'm a new IACIS member and I have not had the opportunity to be on any committees, and I haven't really been very involved in IACIS activities since I achieved the CFCE. Can I still be a staff member?

Yes! We encourage all IACIS members who have an active and current CFCE credential to apply for a staff position for the BCFE Training. One's contributions to IACIS and involvement in IACIS committees or other IACIS efforts are two of the criteria we use to evaluate applicants, but these are certainly not the only considerations.

IACIS is successful because of our members: Those who are willing to step up and volunteer their time to give back to the organization. There is always a need for our newer members to get more involved and continue the tradition that has helped IACIS become the organization that it is. There is no shortage of work to be done to plan, develop, and conduct our training events! We always need new staff members to grow into our future leaders!

- What expenses does IACIS cover for staff members?

IACIS pays for staff travel and lodging and provides staff with a per diem for each training day of the event as decided on by the Board of Directors. For each event, the Training Committee will publish to staff the travel-in, training, and travel-out dates; and the IACIS treasurer will issue per diem checks (usually in advance of the start of the event) according to the staff member's authorized days.

IACIS will also reimburse staff for reasonable expenses related to their service as a staff member for a particular event. Typically, the IACIS treasurer will establish in advance

what expenses are considered “reasonable” for a particular event and advise staff accordingly (for example, for international events, or for international staff at a US event, what is reimbursable may be different).

In the end, everyone will know in advance about what expenses related to their service as staff members are going to be reimbursed.

- My employer requires some kind of official notice or invitation in order for me to attend an event as a staff member. Will IACIS provide this kind of documentation?

Yes! Once staff selections for a particular event are made the IACIS Training Committee will call for any staff members who need an official request from IACIS (or official documentation of their selection as a staff member). The Training Committee will then send the invitation or documentation directly to the supervisor or agency/business head who the staff member indicates.

- I am currently working on obtaining my CFCE. Can I still apply?

Yes. To be on BCFE staff, specifically, you must have your CFCE. Please note in your staff application your anticipated completion of the CFCE prior to the event to receive consideration. Be sure to be thorough in your application details!