



**NATIONAL CRIME INFORMATION CENTER (NCIC)
DENTAL CODING WORKSHOP
SEPTEMBER 12-13, 2009
BOSTON, MASSACHUSETTS**

The Federal Bureau of Investigation's (FBI's) Criminal Justice Information Services Division is sponsoring an NCIC Dental Coding Workshop at The Fairmont Battery Wharf in Boston, Massachusetts, September 12-13, 2009. This training session is designed to provide NCIC dental coding and National Dental Image Repository (NDIR) instruction to forensic odontologists and licensed dentists who wish to provide assistance to law enforcement in the identification of missing and unidentified person cases. A certificate will be issued for 16 hours of training at the conclusion of the course. However, should you desire for this course to meet Continuing Education Unit (CEU) requirements for your organization and/or association, you will need to check with the organization directly to see if they will accept the class.

A draft agenda is attached. Instruction will include, but is not limited to, a number of topics regarding the NCIC system:

NCIC Overview
Missing, Unidentified, and Wanted Person File Overview
NCIC Supplemental Dental Record
NCIC Dental Comparison Algorithms
Coding of Missing and Unidentified Person Records
Interpreting NCIC Cross Match (\$.M.) Reports
NDIR Overview and Submission

The training will be provided free of charge. However, all travel costs associated with attending this workshop will be at the expense of the attendee. A block of rooms has been obtained for attendees at a group rate of \$199 per night, at The Fairmont Battery Wharf hotel. **You must make your reservations by calling the hotel at 1-800-257-7544 and referencing the FBI Missing and Unidentified Dental Coding Workshop by August 1, 2009 to receive the group rate.** You may also use their online reservations website at <https://resweb.passkey.com/go/fbidentalcoding>

Due to the nature of the training and the instructor/student ratio, there are only forty positions open for the training. Registrations will be accepted on a first-come, first-served basis. Registrants should be licensed dentists. Please provide a copy of this information to any persons you think may have an interest in attending. **Attendees must complete the enclosed registration form and return it by August 1, 2009, in order to attend this meeting.**

Return the form via facsimile to Mrs. Stacey Davis at (304) 625-5090. Attendees will be forwarded a confirmation of their registration and additional information pertaining to the meeting. If you have additional questions, please contact Mrs. Davis at (304) 625-2618. We appreciate your interest and look forward to a productive training session.

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SEPTEMBER 12-13, 2009
BOSTON, MASSACHUSETTS
REGISTRATION FORM
Deadline: August 1, 2009**

FAX TO: (304) 625-5090

PLEASE PRINT

Title: _____ **First Name:** _____ **Last Name:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Facsimile:** _____

E-mail: _____

____ I plan to lodge at The Fairmont Battery Wharf and will call to confirm my reservation.

____ I will not need lodging.

**** Please provide all contact information. **
Most of our communication is done via e-mail.**

Lodging and Transportation Information Sheet

Hotel Information

The Fairmont Battery Wharf

Three Battery Wharf

Boston, MA 02109

Phone: 1-800-257-7544 (Please reference the FBI Missing and Unidentified Dental Coding Workshop to obtain the group rate.)

Fax: 617-994-9092

Website: <http://www.fairmont.com/batterywharf>

Check-in time: 3 p.m. Check-out time: 12 noon

Date/Time: Saturday, September 12, 2009 - 8:00 a.m. - 6:00 p.m.

Sunday, September 13, 2009 - 8:00 a.m. - 5:00 p.m.

Meeting Dress: Business casual

Airport Information: The hotel is located approximately 10 minutes from the Boston Logan Airport. The cost of a land taxi from the airports is approximately \$25. A water taxi will be around \$10 per person. Self-parking is \$42 daily.

NCIC Dental Coding Workshop Draft Agenda

Day 1 (Saturday)

Time	Activity	Coordinator / Instructor
8:00 - 8:30	Administrative Tasks/Opening Remarks/Introductions	Mr. Harry Carlile Dr. Gary Bell, DDS, ABFO Dr. Barry Lipton, DDS, ABFO Dr. Warren Tewes, DDS, ABFO Ms. Stacey Davis Course Participants
8:30 - 8:40	Introduction To FBI Acronyms	Dr. Warren Tewes, DDS, ABFO
8:40 - 9:45	General Introduction/Overview of Course Syllabus/Course Objectives Introductions to the FBI. The FBI CJIS Division, NCIC, Missing and Unidentified Persons Files, NCIC Supplemental Dental Record	Mr. Harry Carlile
9:30 - 9:45	Break	
9:45 - 10:15	Introduction to NCIC Dental Enhancements	Dr. Gary Bell
10:15 - 10:30	NCIC Physical Characteristics Algorithm (\$.M Message)	Mr. Harry E. Carlile Jr.
10:30 - 11:00	NCIC Dental Comparison Algorithms	Dr. Gary Bell Dr. Warren Tewes
11:00 - 12:00	Missing/Wanted Person Dental Coding Part I	Dr. Gary Bell Dr. Barry Lipton
12:00 - 1:15	Lunch (On your own)	
1:15 - 2:00	Missing/Wanted Person Dental Coding Part II	Dr. Gary Bell Dr. Barry Lipton
2:00 - 2:45	Review Coding Missing and Wanted Persons Cases (1-5 possibly thru 8)	Dr. Gary Bell Dr. Barry Lipton
2:45 - 3:00	Break	
3:00 - 4:30	Unidentified Person Dental Coding Parts 1 and II	Dr. Gary Bell Dr. Warren Tewes
4:30 - 5:15	Review Coding Unidentified Persons Case (1-5 possibly thru 8)	Dr. Gary Bell Dr. Warren Tewes
5:15 - 5:30	End of the Day Administrative Issues Including Homework Assignment: Handout Hard Copy with DW and DR for one Difficult Missing Persons Case: Due on Day II	Dr. Gary Bell Dr. Barry Lipton Dr. Warren Tewes

(Sunday)

Time	Activity	Coordinator/Instructor
8:00 - 8:15	NCIC Cross Match Reports (\$.M) Reports (Dental)	Dr. Gary Bell Mr. Harry Carlile
9:45 - 10:00	Break	
10:00 - 12:00	Review Remaining Missing Person and Unidentified Coding Cases (more difficult controversial ones)	Dr. Gary Bell Dr. Warren Tewes
12:00 - 1:15	Lunch (On your own)	
1:15 - 1:45	Introduction to National Dental Image Repository	Mrs. Stacey Davis
1:45 - 2:30	Introduction to Law Enforcement Online (LEO)	Mrs. Stacey Davis
2:30 - 2:45	Break	
2:45 - 3:15	Introduction to National Dental Image Repository Protocols	Dr. Gary Bell
3:15 - 4:15	Liaising With State and Local Agencies	Dr. Gary Bell Dr. Warren Tewes Dr. Barry Lipton Mr. Harry Carlile
4:15 - 4:30	Questions and Answers Presentation of Certificates	Dr. Gary Bell Dr. Warren Tewes Dr. Barry Lipton Mr. Harry Carlile Ms. Stacey Davis