

ABOUT THE IAAI

The International Association of Arson Investigators (IAAI) was founded in 1949 by a group of public and private officials to address fire and arson issues. The IAAI has chapters located around the world. Thousands of current members,

located in over 30 countries, provide representation from the fire service, insurance industry, law enforcement, private sector, and technical arenas. The

IAAI strives to reduce arson and related crimes through the CFI Program, basic and advanced fire investigator training, research, partnerships, and information distribution.

In addition to an annual seminar, there are several regional seminars held each year in the United States and Canada. These seminars focus on special issues in the fire investigation field. The Association publishes the *Fire and Arson Investigator*, a quarterly magazine dedicated towards furthering the goals of the IAAI. The IAAI additionally administers the CFI program, a nationally accredited certification program, which is open to members and non-members alike.

The CFI Program

THE CFI PROGRAM

Purpose

The Certified Fire Investigator Program of the International Association of Arson Investigators (IAAI) has the following objectives:

- Recognition of Professional Standards of Achievement in Fire Investigation Theory and Practice by Government and Private Sector Fire Investigators.
- Encouragement of Continued Education and Training in the Field of Fire Investigation.
- Increased Professional standing in the Fire Investigation Field.
- Identification of the sources of Professional Knowledge for the Theory and Practice of Fire Investigation, Related Fields and the Laws and Regulations governing or affecting Fire Investigation.

Goals

The International Association of Arson Investigators seeks to acknowledge demonstrated competence in all phases of fire investigation, as held by numerous individuals from many fields, both public and private. This goal is accomplished by awarding points for achievements in Education, Training and Experience as they relate to Fire Investigation. These point totals are subject to maximums in each of these areas, which further assures substantial field experience as opposed to a primarily academic or theoretical background.

A test has been developed covering the various job requirements for fire investigators, as identified in NFPA Document 1033. An applicant must achieve minimum levels of Education, Training and Experience in fire investigation to be eligible to challenge the examination. Recertification opportunities are provided for CFIs who demonstrate continued Education, Training and Experience.

General Information

Membership in the IAAI and/or a state or provincial chapter of the IAAI is not required to become a IAAI CFI or to recertify.

Certification as a Fire Investigator by the IAAI does not determine who shall engage in the practice of the investigation of fires and explosions, nor does it substitute for any licensing or registration required by law. The IAAI has no intention of determining who shall engage in the practice and profession of Fire Investigation. That a person is not certified does not indicate that he or she is unqualified to perform fire investigations, only that such person may have not fulfilled the requirements, or has not applied, for Certification.

The official mailing address of the Investigator Certification Program is:

International Association of Arson Investigators
Certified Fire Investigator Program
12770 Boenker Road
Bridgeton, MO 63044

May 1998

Administration Description

The Certified Fire Investigator (CFI) Program is administered by the International Association of Arson Investigators (IAAI) in conjunction with Participating Chapter CFI (PC-CFI) Committees.

The International CFI (I-CFI) Committee consists of seven (7) members, each appointed by the President of the IAAI. The President also appoints the Chair and Co-Chair of the Certification Committee, who must be Certified Fire Investigators. Ninety percent (or at least six members) of the committee must be Certified Fire Investigators. These members serve a term of three (3) years. A member may be appointed to the committee more than once and can serve for an unlimited number of terms. However, that member can only be appointed to one (1) term at a time. The PC-CFI Committees shall follow the I-CFI Committee structure as near as possible.

Committee appointments are made at the IAAI Annual General Meeting AGM. Two (2) appointments must be made each year, with an additional appointment every third (3rd) year.

Attached to the ICFI Committee is a Test Maintenance Subcommittee. The sub-committee consists of five (5) members. All Test Maintenance Subcommittee members must:

- be IAAI Certified Fire Investigators, and
- have test item writing experience or receive training within a reasonable time as established by the CFI Chair and Subcommittee Chair.

Authority

The I-CFI Committee has the full and final authority to determine the qualifications of each candidate for Certification and Recertification. An Appeals Process exist for those who want to challenge the committee's decision.

The I-CFI Committee Chair is responsible for the day-to-day operation of the CFI Certification Program. The general administration of the I-CFI program and all decisions of the I-CFI Committee are made by a majority vote. All of the functions of the I-CFI Committee are conducted according to the practices and procedures manual and by "Robert's Rules of Order."

The Executive Director of the IAAI is authorized to respond to any written request for confirmation of Certification, or lack thereof, and the expiration date of such certification for any individual. No other information can be released without written instructions from the applicant or a court order.

Administration of Examinations

An examination proctor will administer each examination. The proctor may be at a college or university testing center, or a CFI registered at the IAAI office. PC-CFI chapters are allowed to register one person to proctor for that chapter. This person must be registered and approved by the I-CFI committee 30 days before an examination. PC-CFI proctors are appointed by the President of the chapter.

Information Management

All information furnished by the applicant is open to verification by the I-CFI and PC-CFI Committees. Request to furnish additional documentation for some or all items may be made. The application and all documentation becomes and remains the property of the IAAI. Access to these documents is only available to I-CFI Committee members, IAAI staff, and the applicant (when written request are made). The applicant's file is maintained by I-CFI Committee at the IAAI Headquarters. Other access to the information shall only be by order of a court-of-law.

May 1998

Documentation Requirements

Item Number Item	Document Requirements
<u>EDUCATION</u>	
1.High School Graduate, G.E.D. Certificate, or Equivalent 2.One Year Certificate in Fire Investigation 3.Associates Degree in field <u>unrelated</u> to Fire Investigation 4.Associates Degree in field <u>related</u> to Fire Investigation 5.Bachelors Degree in field <u>unrelated</u> to Fire Investigation 6.Bachelors Degree in field <u>related</u> to Fire Investigation 7.Masters Degree in field <u>unrelated</u> to Fire Investigation 8.Masters Degree in field <u>related</u> to Fire Investigation 9.Doctoral Degree in field <u>unrelated</u> to Fire Investigation 10.L.L.B. OR J. D. 11.Doctoral Degree in field <u>related</u> to Fire Investigation	Copy of Diploma Copy of Diploma and Transcript Copy of Diploma Copy of Diploma and Transcript Copy of Diploma Copy of Diploma and Transcript Copy of Diploma Copy of Diploma and Transcript Copy of Diploma Copy of Diploma Copy of Diploma and Transcript
<u>EXPERIENCE</u>	
12. <u>Full-Time</u> Fire Investigator 13. <u>Part-Time</u> Fire Investigator (Investigations performed as a line officer or adjuster <u>cannot</u> be included here) 14.Direct Active Supervision of two (2) or more <u>Full-Time</u> Fire investigators. <u>Do not</u> claim credit here unless you were actively involved in fire investigation. 15.Direct Active Supervision of two (2) or more <u>Part-Time</u> Fire Investigators. <u>Do not</u> claim credit here unless you were actively involved in fire investigation. 16.Non-Fire, Full-Time Criminal Investigator 17.Fire Department Lieutenant or Police Department Sergeant or above. <u>Do not</u> include time claimed in 12 through 17 18.Firefighter or Patrolman. <u>Do not</u> include any of the time claimed in 12 through 16 19.Evidence Technician (Full-Time Only) 20.Private Investigator (Non-Fire) 21.Fire Insurance Adjuster 22. <u>Published</u> books on subject directly related to investigations of fire or explosions 23.Paper/article <u>published</u> on a subject directly related to investigations 24.Lectures given on fire investigation 25.Membership in professional organizations directly related to fire investigations 26.Per occasion testified as an expert witness regarding point of origin or cause of fire or explosions	Letters from Employers or if self-employed 3 Letters from Clients Letters from Employers or if selfemployed. 3 Letters from Clients Letters from Employers or if selfemployed, 3 Letters from Clients Letters from Employers or if self-employed, 3 Letters from Clients Letters from Employers Letters from Employers Letters from Employers or if selfemployed, 3 Letters from Clients Letters from Employers or if selfemployed, 3 Letters from Clients Letters from Employers or if selfemployed. 3 Letters from Clients Copy of copyright page, with Library of Congress Catalog Number. Copies of Articles showing date and journal name of fires or explosions Attestment Letter from Program Managers Copy of Membership Cards Letters from Attorneys, Deposition Cover Sheet, or similar proof of each occasion
<u>TRAINING</u>	
27.Certified Firefighter I or substantially similar program 28.Certified Firefighter 11 or substantially similar program 29.Certified Police Academy (240 Hours) or substantially similar program 30. Tested Fire Investigation Training Programs, seminars or college level courses conducted by a recognized agency or group (IAAI, USFA, SFM, DLE, FBI, BATF, etc.). A passing grade is required to claim credit here. 31.Non-Tested Fire Investigation Training Seminars conducted by a recognized agency or group. (as described above)	Certificates/Diplomas Certificates/Diplomas Certificates/Diplomas Certificates/Diplomas (if Certificate does not indicate "Tested", then Letter from the Sponsor is required) Certificates/Diplomas

Frequently Asked Questions

FREQUENTLY ASKED QUESTIONS

Why Certify?

There are several reasons why professional certification is vital, but the most important reason is that it provides a standardized mechanism to distinguish an individual's training and expertise. By maintaining certification, a fire investigator stays informed of the latest methods and theories and is duly recognized for their accomplishments.

What is the CFI Qualification?

It is standardized evaluation of a fire investigator's training and expertise.

What does CFI do for me?

It encourages you to be your best and stay atop the latest methods and theories of fire investigations, thus promoting quality fire cause determinations and developing self-esteem. It also provides a means to be recognized by others, in and out of a court-of-law.

Who does the certifying?

The Certified Fire Investigator Program is administered by the IAAI. Because it is nationally accredited, ProBoard certificates may also be obtained.

How do I become certified?

Once you receive an application from the International IAAI office, complete and return the application to the International Office in the provided folder. Next, you will receive notice of your application's approval or rejection. If approved, you may challenge the examination. If you are rejected, re-submittal procedures will be forwarded to you with the notice.

What happens once I'm certified?

You must recertify every five years by completing a Recertification Application. You, alone, are responsible to ensure you submit your recertification application before the expiration date on your CFI card.

How much does this cost me?

The application fee for IAAI members is US\$120.00. Non-IAAI members' fee is US\$160.00. Make your check out to the "IAAI - CFI Program."

What if my chapter isn't participating in CFI?

You can still obtain your CFI by applying directly to the I-CFI Committee.

Application Procedures

APPLICATION PROCEDURES

1. Complete the page titled "Application for IAAI Certified Fire Investigator."
2. Complete the "Education" page and place the total points claimed at the bottom of the sheet. Staple your documentation to the Education page in the upper left corner. Review the Documentation Requirements page.
3. Complete the "Full/Part-Time Experience" page and place the total points claimed at the bottom of the sheet. Review the Documentation Requirements page and attach your documentation to the Full/Part-Time Experience page.
4. Complete all three pages for the "Other Experience" section and place the total points claimed at the bottom of each sheet. Review the Documentation Requirements page and attach all necessary documentation as requested. In addition, total the points from the three pages and place that number at the bottom of page three in the space provided.
5. Complete the "Training" page and place the total points claimed at the bottom of the sheet. Review the Documentation Requirements page, then attach your documentation to the Training page.
6. Complete the Total Points and Reference page. Remember that a minimum of 150 points is required for you to challenge the examination.