

International Association of Arson Investigators

International Certified Fire Investigator Program

RECERTIFICATION APPLICATION

- o The information and forms you need to recertify are enclosed. The SOP Manual can be obtained on the web page, www.firearson.com.
- o You must attain at least 50 documented recertification points. Twenty points must be from Training. A maximum of 10% of your total training points are allowed for training courses which are not specifically described or titled as being fire investigation related (e.g. hazardous materials, police procedures, claims adjustment). All claimed points must have been obtained since the last certification date.
- o Effective January 1, 1999, 20 points must come from job experience.
- o The recertification fee is \$75.00 USD. Make sure this fee is enclosed with your application. The application will be returned if it is not.
- o If you use the attached checklist, you should have no problems completing the application quickly and correctly.
- o Applications must be at the International IAAI office 30 days prior to the expiration date for your current certification and will become part of your permanent file.
- o If you do have any problems, please contact the International IAAI office (phone: 317-739-4224) and they can direct you to be the best person to answer your questions – either an International CFI or Participating Chapter CFI Committee member. The International staff cannot, however; directly respond...so please do not ask them to do so. Thanks.

APPLICATION COMPLETION STEPS AND GUIDELINES

Follow these steps:

- [] 1. Quick Start! Review the enclosed Example Recertification Application along with the Point Guidelines sheet. This should give you a strong idea of how to proceed.
- [] 2. Complete the top portion of the application. Make sure all spaces are filled in and readable.
- [] 3. Gather copies of all your **Training** certificates and similar proof of training received since your last certification date. Start with training because you **must have 20 well documented points** to obtain recertification. If you have 20 training points, that is all you must list. Remember, effective January 1, 1999, 20 points must be from job experience.
- [] 4. Take the first certificate and enter the description of the training (please indicate whether tested or untested) you received in the *Description* space on the application. Next, **enter the appropriate item number** from the *Point Guidelines* sheet. Multiply the number of training hours by the related points. Write this number in Column A – Training on the application. Remember, only 10% of your points can come from courses not titled or described as being for fire investigators. Continue this process until you have documented all of your training (only list those which are clearly and definitively documented).
- [] 5. Do you have 20 training points? Continue with the Experience points. Follow the same procedures as for training. You must provide proof of experience. A letter on letterhead from your supervisor, personnel director or similar person is all that is needed. Just have the individual write a brief statement attesting to your claim.
- [] 6. Do you have 50 or more points? If so, go to step 7. If not, continue with Column C – Education, if needed. Follow the same steps. Remember, if you are claiming Education points, you must attach a copy of your diploma. Transcripts are required if you claim a fire investigation related degree.
- [] 7. Total each column and write the sum in the space provided at the bottom of the columns.
- [] 8. Add the “column totals” and write the sum in the space provided (Point Total).
- [] 9. **Attach your documentation in the order you listed.** Appropriate documentation is critical. Points WILL NOT be allowed for any undocumented or poorly documented claim! Please use a staple in the upper left corner to attach the documents. ***Make sure the application sheet is the first page.***
- [] 10. Enclose a \$75.00 USD check or money order (we suggest you paper clip the check or money order along the right side of the application sheet).
- [] 11. Proof of your application and documentation. Use the above checklist. Is everything readable? Are all claimed points well documented? Is your check or money order attached? If so, way to go. If not get it right to avoid delay.
- [] 12. **Sign and date the application.**

Place the application with attached documentation and check or money order in an envelope, apply postage and return to:

International Association of Arson Investigators
Certified Fire Investigators Program – Recertification
2151 Priest Bridge Drive, Suite 2
Crofton, Maryland 21114

POINT GUIDELINES FOR RECERTIFICATION

| Item Number | | |
|--------------------------|--|---|
| <u>TRAINING</u> | | |
| 1. | Tested Fire Investigation Training Programs, seminars or college level courses Conducted by a recognized agency or group (IAAI, USFA, SFM, DLE, FBI, ATF etc.) <u>A passing grade is required to claim credit here.</u> | One-quarter (¼) Point per hour |
| 2. | Non-Tested Fire Investigation Training Seminars conducted by a recognized agency or group (as described above) | One-eighth (⅛) Point per hour of 1 Point per 8 hours |
| 3. | Lecture/Instruction taught on fire investigation <i>Maximum of 75% of Total Training Points</i> | One-quarter (¼) Point per contact hour |
| 4. | Certified Firefighter I or similar program | 10 points |
| 5. | Certified Firefighter II or similar program | 15 points |
| 6. | Certified Police Academy (240 Hours) or substantially similar program | 15 points |
| <u>EXPERIENCE</u> | | |
| | Note: Document all work experience with letters which attest your claim. | |
| 7. | Full-Time Fire Investigator | 10 Points per year |
| 8. | Part-Time Fire Investigator 250 hours per year of active fire investigation duty or 60 fires investigated during the last five years. (Investigations performed as a line office or adjustor <u>cannot</u> be included here) | 5 points per year |
| 9. | Direct Active Supervision of two (2) or more Full Time Fire Investigations Do not claim credit here unless you were actively involved in fire investigations | 8 Points per year |
| 10. | Direct Active Supervision of two (2) or more Part-Time Fire Investigators. Do not claim credit here unless you were actively involved in fire investigations. | 4 Points per year |
| 11. | Non-Fire, Full-Time Criminal Investigator | 1 Point per year |
| 12. | Fire Department Lieutenant or Police Department Sergeant or above Do not include any of the time claimed in 8 through 12 | 1 Point per year |
| 13. | Firefighter or Patrolman Do not include any of the time claimed in 8 through 12 | <input type="checkbox"/> Point per year |
| 14. | Evidence Technician (Full-Time Only) | <input type="checkbox"/> Point per year |
| 15. | Private Investigator (Non-Fire) | <input type="checkbox"/> Point per year |
| 16. | Fire Insurance Adjuster | <input type="checkbox"/> Point per year |
| 17. | Published book on subject directly related to investigations of fire or explosions | 25 Points per book |
| 18. | Paper/article published on subject directly related to fire investigation <i>Maximum of 10 Points</i> | 1- <input type="checkbox"/> Point per year |
| 19. | Membership in professional organization directly related to fire investigation <i>Maximum of 10 Points</i> | <input type="checkbox"/> Point per year |
| 20. | Per occasion testified as an expert witness regarding point of origin or cause of fire or explosions <i>Maximum of 30 Points</i> | 5 Points per occasion |
| <u>EDUCATION</u> | | |
| 21. | One Year Certificate in Fire Investigation | 12 Points |
| 22. | Associates Degree in field <u>unrelated</u> to Fire Investigation | 12 Points |
| 23. | Associates Degree in field <u>related</u> to Fire Investigation | 20 Points |
| 24. | Bachelors Degree in field <u>unrelated</u> to Fire Investigation | 20 Points |
| 25. | Bachelors Degree in field <u>related</u> to Fire Investigation | 30 Points |
| 26. | Masters Degree in field <u>unrelated</u> to Fire Investigation | 25 Points |
| 27. | Masters Degree in field <u>related</u> to Fire Investigation | 40 Points |
| 28. | Doctoral Degree in field <u>unrelated</u> to Fire Investigation | 30 Points |
| 29. | L.L.B. or J.D. | 45 Points |
| 30. | Doctoral Degree in field <u>related</u> to Fire Investigation | 50 Points |