



International Association of Arson Investigators

International Certified Fire Investigator Program

RECERTIFICATION APPLICATION

- ❑ The information and forms you need to recertify are attached. The SOP Manual can be obtained on our website at www.firearson.com.
- ❑ You must attain at least 50 documented recertification points. Twenty points (20) must come from Job Experience and twenty points (20) must be from Training. ***The training must include successful completion of a minimum of 2 tested modules from CFTrainer.net.*** 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.
- ❑ The recertification fee is established by the IAAI Board of Directors. This fee must be enclosed with your application, or the application will be placed on hold until payment is received.
- ❑ If the appropriate documentation is available, the application will take you about 20 minutes to complete and double check.
- ❑ If you use the attached checklist, you should have no problems completing the application quickly and correctly.
- ❑ Applications must be received by the IAAI office 30 days prior to the expiration date for your current certification and will become part of your permanent file.
- ❑ If you have any questions, please contact the IAAI office (800-468-4224) and they can direct you to the best person to answer your questions - either an International CFI or Participating Chapter CFI Committee member.

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 a claim 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 an application fee of \$95.00 USD for members; \$475.00 for non-members by check or money order payable to IAAI (we suggest you paper clip the check or money order along the right side of the application sheet),
- [] 11. Proof 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
2111 Baldwin Avenue, Suite 203
Crofton, MD 21114

IAAI CERTIFIED FIRE INVESTIGATOR RECERTIFICATION APPLICATION

Certification #
Expiration Date

Please Print

Name: _____

IAAI Member #: _____

Address: _____

Street

City State Zip

Phone Number: (Work) (Home)

E-Mail Address: _____

Applicable Item # from Point Guidelines Sheet	Description	Points Claimed per Item		
		A Training	B Experience	C Education
_____	_____			
_____	_____			
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_____	_____			
	Column Totals			

Attach Documentation IN ORDER as listed ABOVE!!!

Signature: _____ Date: _____

Point Total (Sum columns A,B,C)
Note: 20 pts must be from Training
2 classes at CFITrainer.net

POINT GUIDELINES FOR RECERTIFICATION

Training

1. Tested Fire Investigation Training Programs, seminars or college level courses conducted by a recognized agency or group (IMI, USFA, SFM, DLE, FBI, ATF, CFITrainer.net)
A passing grade is required to claim credit here. One quarter (1/4) Point per hour
 2. Non-Tested Fire Investigation Training Seminars conducted by a recognized agency
Or group. (as described above) One-eighth(1/8) Point per hour or 1 Point per 8 hours
 3. Lecture/Instruction taught on fire investigation
Maximum of 75% of Total Training Points One quarter (1/4) 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
 7. IAAI-FIT Designation 15 Points
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EXPERIENCE

Note: Document all work experience with letters which attest your claim.

8. Full-Time Fire Investigator 10 Points per year
 9. Part-Time Fire Investigator 5 points per year
250 hours per year of active fire investigation duty or 60 fires investigated during the last five years.
(Investigations performed as a line officer or adjuster cannot be included here)
 10. Direct Active Supervision of two (2) or more Full Time Fire Investigators.
Do Not claim credit here unless you were actively involved in fire investigation. 8 Points per year
 11. 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
 12. Non-Fire, Full-Time Criminal Investigator 1 Point per year
 13. Fire Department Lieutenant/Police Department Sergeant or above 1 Point per year
Do not include any of the time claimed in 8 through 12.
 14. Firefighter or Patrolman. 1/2 Points per year
Do not include any of the time claimed in 8 through 12
 15. Evidence Technician (Full-Time Only) 1/2 Point per year
 16. Private Investigator (Non-Fire) 1/2 Point per year
 17. Fire Insurance Adjuster 1/2 Point per year
 18. Published book on subject directly related to investigations of fire or explosions 25 Points per book
 19. Paper/article published on a subject directly related to investigations of fires or explosions 1-1/2 Points per Article/Paper
Maximum of 10 points
 20. Membership in professional organization directly related to fire investigation 1/2 Point per year
Maximum of 10 Points
 21. Per occasion testified as an expert witness regarding point of origin or cause of fire or explosions 5 Points per occasion
Maximum of 30 Points
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EDUCATION

22. One Year Certificate in Fire Investigation 12 Points
23. Associates Degree in field unrelated to Fire Investigation 12 Points
24. Associates Degree in field related to Fire Investigation 20 Points
25. Bachelors Degree in field unrelated to Fire Investigation 20 Points
26. Bachelors Degree in held related to Fire Investigation 30 Points
27. Masters Degree in held unrelated to Fire Investigation 25 Points
28. Masters Degree in held related to Fire Investigation 40 Points
29. Doctoral Degree in held unrelated to Fire Investigation 30 Points
30. L.L.B. OR J.D 45 Points
31. Doctoral Degree in field related to Fire Investigation 50 Points

