



**International Association of Arson
Investigators
Motor Vehicle Fire
Credential Endorsement Program
Manual**

**International Association of Arson Investigators
Program Manual For
Specialized Program Credential Endorsements
(Motor Vehicle Fire)**

Program Description

The International Association of Arson Investigators (IAAI) Specialized Program Credential Endorsement programs serve to provide a pathway for recognition as a subject matter expert in a specialized sub category of fire investigation. These endorsements focus on unique sub categories of the broad fire investigation industry and they are intended to demonstrate the individual holder possesses specialized knowledge, skills, and abilities in a particular area. The Motor Vehicle Fire Credential Endorsement program encompasses the sub category of passenger motor vehicle fire investigation. The IAAI Specialized Credentials attach to the highest level IAAI Certification of the applicant. All applicants must possess either the IAAI, Fire Investigation Technician designation (IAAI-FIT) or the IAAI Certified Fire Investigator designation (IAAI-CFI). The IAAI-FIT and IAAI-CFI are administered by the IAAI and are designed to verify an applicant's level of fundamental knowledge as measured against various core job performance requirement (JPR) of NFPA 1033 Standard for Professional Qualifications for Fire Investigator and other guidelines related to fire investigation. This standard lays the foundation for measuring the holder's fundamental understanding of how to perform specific tasks related to fire scene investigation at an acceptable level and their ability to properly perform specific tasks related to the specialized motor vehicle fire investigation category.

This Motor Vehicle Fire Credential Endorsement program was designed at the direction of the Board of Directors of the IAAI and is in accordance with the objectives outlined in section 2 (D) of the IAAI constitution and bylaws related to the establishment of professional standards of conduct among members.

It is the intent of this program to encourage continued educational and professional development through the recognition and testing of an individual's accomplishment in demonstrating core abilities and competencies related to fire investigation in general and fire investigation as it relates to the specialized category of motor vehicles.

Program Oversight

The IAAI Motor Vehicle Fire Credential Endorsement program is administered by the IAAI staff based on the policies and directives of the IAAI Board of Directors. The staff will measure an application against the program requirements as established by the IAAI Training and Education Committee and the IAAI Certified Fire Investigator Committee and approved by the IAAI Board of Directors. Additionally, IAAI staff will facilitate and coordinate the administration of the comprehensive program examination to applicants that are deemed to have met the minimum established program requirements and will provide the appropriate credentials to those successfully challenging the examination.

Application Fees

The Board of Directors will set the initial application fee and renewal fee for IAAI members and non-members. Application fees are not subject to refund. If an application is rejected based on lack of experience or training, the application will be held in abeyance until further documentation is submitted. If no further documentation is submitted within six months of request by the IAAI office, the application will be rejected and the individual will be required to reapply and remit a new application fee.

Program Requirements

Applicants for this professional designation must provide documentation of meeting minimum program requirements including holding of the IAAI-FIT or IAAI-CFI credentials (or application for endorsement may be submitted with application for IAAI-FIT or IAAI-CFI credentials); specific work experience related to fire investigation and motor vehicle fire investigation; and specialized training and education related to motor vehicle fire investigation. An applicant does not have to be a member of the IAAI or any chapter to apply for this professional designation. The requirements of each area are outlined below.

Experience:

The applicant for the Motor Vehicle Fire Credential Endorsement must currently possess the IAAI-FIT or IAAI-CFI credential or apply at the same time as applying for IAAI-FIT or IAAI-CFI credentials.

The applicant must have a minimum of three (3) years of specific experience of fire investigation, which shall be directly involved with the investigation, and documentation of motor vehicle fire events.

The applicant must have participated in the investigation and documentation of a minimum number of motor vehicle fire investigations. Applicants must document either a minimum of fifteen (15) motor vehicle fire investigations with no less than three (3) investigations per year in the three (3) years preceding application for the Motor Vehicle Fire Credential Endorsement; or the completion of a minimum of forty (40) motor vehicle fire investigations in the ten (10) years preceding application for the Motor Vehicle Fire Credential Endorsement.

The applicant shall provide adequate documentation to support this experience such as employment records or a letter of certification from an employer. The applicant shall document the required number of motor vehicle investigations by date, case number, and vehicle identifying information (minimum of year, make and model).

Training and Education:

The applicant for this professional designation must document completion of a minimum of 34 hours of tested training. This minimum number of hours is a combination of several required training courses and a number of training hours specifically related to the investigation of motor vehicle fires. While it is not required that these training hours be received in one continuous training program, it should be recognized that the training should be in such a nature as to provide the applicant with a sufficient knowledge base to successfully conduct a motor vehicle fire investigation. Training specifically related to the investigation of motor vehicle fires which has been submitted as part of the master certification application or recertification process can be used to support the completion of this requirement.

Required Training:

CFITrainer.net – Investigation of Motor Vehicle Fires (4 hours)
IAAI Knowledge 1 – Motor Vehicle Fires (8 hours)

Specialized Training:

22 hours of tested training specifically related to the investigation of motor vehicle fires including specialized training related to motor vehicle operations (such as ASE technical training programs).

The applicant shall provide adequate documentation to support the completion of the required and specialized training hours through the submission of transcripts or training certificates issued by the training provider(s). Certificates and/or transcripts should clearly indicate that the course material was tested. The 22 hours of specialized tested training can include one program or multiple programs so long as the number of hours related to vehicle fire investigation are properly documented or annotated with supporting information including instructor letters or program curriculum information.

Renewal:

The IAAI Motor Vehicle Fire Credential Endorsement will attach to the highest level master credential expiration date and all holders of this endorsement will be required to renew on a periodic basis. It is the holder's responsibility to remember the expiration date of their master credential and to submit the required documentation in a timely fashion and provide any additional supporting information required with their IAAI-FIT or IAAI-CFI renewal application. Applicants applying for renewal of this credential endorsement must provide documentation of continued meeting of minimum master credential program requirements, including any work experience and training and education required by the IAAI-FIT or IAAI-CFI renewal application as appropriate, as established by the IAAI Training and Education Committee, the IAAI-CFI Committee and approved by the IAAI Board of Directors. Additionally, the applicant must provide

documentation of the participation in a minimum average of three (3) vehicle fire investigations per year since original application or last renewal. If an individual allows their master credential or this credential endorsement to lapse or expire, they must reapply for this program. Requests for exceptions based on extenuating circumstances must be submitted in writing for consideration by the IAAI Training and Education Committee (if the applicant's master certificate is IAAI-FIT) and/or the IAAI Certified Fire Investigator Committee (if the applicant's master certificate is IAAI-CFI) who will make a recommendation to by the Board of Directors for final action.

Applicants shall submit a credential endorsement renewal application with their master credential renewal application and supporting documentation. Additionally, the applicant must provide documentation of participation in the minimum number of motor vehicle fire investigations on an annual basis with appropriate supervisory documentation. The applicant shall document the required number of motor vehicle investigations by date, case number, and vehicle identifying information (minimum of year, make and model).

Appeals:

Appeals regarding the rejection of an application or regarding any portion of this protocol should be directed, in writing, to the IAAI Training and Education Committee and/or IAAI Certified Fire Investigator Committee within 30 days. The IAAI Training and Education Committee and/or IAAI Certified Fire Investigator Committee will investigate any question presented and provide a written response to the applicant within a reasonable time. If the issue is not resolved to the satisfaction of the applicant, they can then appeal to the Board of Directors under the guidelines established under the Ethical Practices and Grievances Committee Standard Operating Procedures.

Right of Use:

The Motor Vehicle Fire Credential Endorsement program is open to both members and non-members of the International Association of Arson Investigators. The right of use to any Motor Vehicle Fire Credential Endorsement post-nominal designation and/or logo is conditionally granted upon successful completion of the application process. Misuse of the Motor Vehicle Fire Credential Endorsement designation and/or IAAI-FIT logo and/or IAAI-CFI logo, as well as unethical, unprofessional, or criminal behavior of an individual holding this designation can subject the individual to sanctions by the IAAI Ethical Practices and Grievances Committee and/or the Board of Directors in accordance with the IAAI Constitution and By-laws and existing policies including, but not limited to revocation of designation privileges and suspension of membership.