

**IAAI EXPERT WITNESS COURTROOM
TESTIMONY CLASS
MEMORANDUM OF UNDERSTANDING**

The International Association of Arson Investigators (**IAAI**) may provide authorized **Chapters** to provide the “Testimony Class” with Instructors approved and trained by the **IAAI** CFI committee. The agreement for **Chapter**’s to provide the class and have “approved” Chapter Instructors is addressed in this “Memorandum of Understanding.”

The **IAAI** will upon request from the **Chapter** provide an **IAAI** Facilitator. A master copy of the Facilitator, Trial Attorney and Student Discs will be sent to the **Chapter** at the agreed upon time and place. The Chapter will be responsible for making the necessary copies of the discs or printed materials.

The **IAAI** will instruct a class of “Train the Trainer” for chapter Instructors one day before the two and a half day Expert Witness Courtroom Testimony course. Chapter Facilitators or Instructors must attend the two and a half day course.

The **IAAI** will issue certificates of completion to students who successfully complete the course requirements. Chapter Instructors will receive an “Instructor Certificate.”

The **IAAI** will continue to offer these courses to all **Chapters** of the **IAAI**. **Chapters** are encouraged to contact the **IAAI** office for additional students to fill each class.

IAAI Facilitators for this program are approved by The Expert Witness Courtroom Testimony Task Force and are **IAAI** Certified Fire Investigators.

The **IAAI** will offer three types of delivery systems for this program:

1. Chapter Delivery.
2. Annual Delivery @ the **IAAI** Headquarters, (as needed, open enrollment)
3. Annual Facilitator/Instructor Training updated methodology

The **IAAI** will reserve the right to monitor these classes and revoke or suspend the certificate of the Chapter Instructor if delivery of this course does not adhere to the course “Presentation Instructions” or “Protocol.”

The **Chapter** will agree to pay all expenses of the **IAAI** Facilitator and administrative fees of students.

The **Chapter** agrees to provide appropriate classrooms, courtrooms, A.V. equipment, course discs or printed material and have confirmation of attorney participants for this class, as listed in the **IAAI** Expert Witness Courtroom Testimony Protocol.

The **Chapter** will limit class size including student and student instructors to between six and eight students per class. Maximum of eight students per **IAAI** facilitator.

The **Chapter** agrees to make copies of the students evaluation sheets, grading sheets and classrosters. These items will be returned to the **IAAI** Headquarters within one week of the completion of each course.

The **Chapters** reserve the right to offer these courses to it's own membership but may allow additional students from other areas.

Chapter Instructor applications will be reviewed by the Expert Witness Courtroom Testimony Task Force for approval.

The Chapter Instructors must attend and successfully complete three days of instruction from an **IAAI** Facilitator. (One half day of Train the Trainer and Two and a half days of the Testimony course.)

FEES:

A \$35.00 administrative fee per student payable to the **IAAI**. (The Chapter may determine the amount of the course fees they charge students.)

The **IAAI** Expert Witness Courtroom Testimony Task Force Group will review the course curriculum annually. No changes to the course curriculum shall be made by the Chapter Instructor(s). Suggested changes should be forwarded to the **IAAI** Task Force.

The Chapter _____ agrees to the conditions set forth in this Memorandum of Understanding.

President's Signature _____

Date _____