

**PROTOCOL FOR CHAPTER DELIVERY OF THE IAAI
EXPERT WITNESS COURTROOM TESTIMONY COURSE**

Goal

The overall goal of the Expert Witness Courtroom Testimony Course is to enable the applicants for the Certified Fire Investigator program to fulfill the court testimony requirements under “Experience Other (page 3)” of the CFI application process.

Authority

The Certified Fire Investigator committee is responsible for course development, content, updates and revisions, protocol for Chapter delivery and administration. IAAI Facilitators trained to conduct “Train the Trainer” courses for Chapter Instructors, will be responsible to the CFI committee. IAAI Board of Director approval is required for Protocol and substantive changes in the course. The CFI committee and the IAAI reserve the right to deny certification of course offerings or issue student certificates should the minimum standards of the course not be met.

Definitions

Facilitator An individual trained by the IAAI to conduct “Train the Trainer” course programs to the Chapters. This individual may also deliver the course on behalf of the IAAI.

Chapter Instructor An individual selected by the Chapter to delivery, teach and coordinate the Expert Witness Courtroom Testimony program. These individuals must be certified by the IAAI.

Train the Trainer Certification course the Chapter Instructors must complete. The course is the Expert Witness Courtroom Testimony program with additional instructor training.

Minimum Standards

The use of a courtroom and attorney participants is mandatory.

Chapter Instructors and IAAI Facilitators must be Certified Fire Investigators. **Further they must have provided expert testimony in either trial or deposition on at least two occasions.**

Written confirmation of attorney participants and courtroom is mandatory.

IAAI HQ notification of scheduled course offerings prior to the course being held is mandatory.

The goals and objectives of each module of training must be met.

The IAAI reserves the right not to certify a course or issue student certificates should the minimum standards of the course not be met.

IAAI Responsibilities

1. Provide master copies of Student and Instructor manuals on CD disc
2. Issue certificates to students
3. Provide Train the Trainer course to Chapter Instructors at Chapter's locale
4. Provide approved IAAI Facilitator for Train the Trainer course
5. Provide Train the Trainer course at IAAI HQ, as needed
6. Provide update training as needed
7. Provide annual Instructor/Facilitator updates at the Annual Training Conference
8. Provide updated information or computer discs when required
9. Maintain database of students who have successfully completed the Expert Witness Courtroom Testimony course
10. Maintain database of IAAI Facilitators and Chapter Instructors
11. Provide a list of potential students to Chapters upon request
12. Provide a listing of scheduled Chapter course offerings
13. Provide IAAI Facilitator liaisons to assist Chapters in course presentation, logistics and mechanics

Chapter / Instructor Responsibilities

1. Provide appropriate classrooms, courtrooms, attorney participants, AV equipment and student discs or printed material
2. Provide **written** confirmation of attorney instructors/participants
3. Provide list of attorney instructors/participants names, address and telephone numbers
4. Provide **written** confirmation of scheduled courtroom use
5. Notify the IAAI HQ of the dates and locations of scheduled Chapter delivery of the course, *at least six weeks prior to the course date.*
6. Provide the IAAI HQ with student evaluations, grading sheets and class roster
7. A \$35.00 administration fee per student for each course delivered
8. Reimburse the expenses of the IAAI Facilitator to locally conduct the Train the Trainer course for Chapter Instructors
9. Provide a **written explanation** should a scheduled attorney fail to attend or the courtroom is cancelled
10. Chapters are limited to delivering the course within their own Chapter
11. Chapters shall maintain all necessary financial records and other documents related to the course

Chapter Instructor Qualifications

1. IAAI Certified Fire Investigator (having previously testified twice as an expert)
2. Level One State/Province Instructor or equivalent
3. Chapter approval
4. Approved Instructor application
5. Successfully complete the Train the Trainer course
6. Attend any update training for new course material
7. Instruct at least one course every two years

Substantiation

The course is designed to meet minimum standards in order to qualify for the Certified Fire Investigator application, "Experience Other" section. Due to the significance of the Expert Witness Courtroom Testimony program on the CFI application, the minimum standards must be maintained.

Chapters are required to notify the IAAI HQ of the dates and locations of scheduled Chapter delivery of the course, at least one month prior to the course being held. Numerous inquiries are received at the HQ requesting this information from potential students. Prospective students will be forwarded to the Chapters. This will also assist the staff in preparing certificates, tracking students and assigning an IAAI Facilitator liaison to the Chapter.

The use of a courtroom is mandatory. In the event unforeseen circumstances result in the loss of use of the courtroom, a written explanation of the circumstances leading to the cancellation must be provided. A photograph of the alternative courtroom should also be provided. Certificates may not be issued should this requirement not be fulfilled.

Contingency plans (alternate courtroom and extra attorney) must be formulated. Should these cancellations occur prior to the course presentation, a rescheduled date should be considered if time allows

In the event an attorney cancels, a written explanation describing why the cancellation occurred and the substitution solution also needs to be sent to the IAAI HQ. The course facilitator or other similarly qualified individual may be used as a substitute Judge, but not in the role of the attorney conducting either direct or cross-examination.

Chapters are limited to delivering the Expert Witness Courtroom Testimony course under the provisions of the Chapter Delivery of Course requirements. This is required to market the course to other Chapters and organizations.

The program shall not be delivered for monetary gain of the Facilitator / Instructor. IAAI Facilitators / Instructors may be reimbursed for their travel expenses and per diem to deliver the course.

Chapters requesting the Train the Trainer course must submit the appropriate applications and reimbursement as outlined in Chapter / Instructor Qualifications listed above. The closest available IAAI Facilitator will be assigned to provide the Expert Witness Courtroom Testimony – Train the Trainer course to the Chapter.

Chapter Instructors, after successfully completing the train the trainer course, may teach the expert witness testimony course on behalf of a licensed Chapter. The Chapter may offer the course as often as they desire to their members through their Chapter Instructors.

IAAI Facilitators approved and trained by the CFI committee are responsible for conducting the Train the Trainer to Chapter Instructors. Chapter Instructors can only teach students. They cannot conduct train the trainer courses (train other Chapter Instructors.)

In the event a Chapter does not desire to have their own Chapter Instructors, the IAAI may be requested to present the course. The course registration fee will be set by the IAAI with all proceeds going to the IAAI. The requesting Chapter will be required to assist in arranging for a local courtroom(s) and attorneys.

Delivery Mechanism

The entire course material is contained on compact discs. Printing instructions for the Facilitator Disc, Trial Attorney Disc and Student Disc are included. Exhibits used in the course (sample cans, enlarged scene diagram and photos) will need to be provided by the hosting Chapter or the student.

A separate Student Disc is sent to the Students once they have been accepted to the course. That material contains a subpoena, case scenario, agenda and recommended student material to bring to class. The material needs to be sent to the Students at least six weeks prior to attending class. This is required due to student pre-class assignments that have to be completed prior to attending the course.

The Trial Attorney Disc is intended for the use of the Attorneys participating in the course. That disc contains the case scenario, agenda, description of their responsibilities, case reviews, Federal Rules of Evidence and suggested questions for direct and cross-examination, including appropriate treatise references.

In addition, Attorney Directions and a power point slide presentation for the Modules taught by the Lecture Attorney is provided for their use. The topics in the outline must be covered during the lecture. The Lecture Attorney may add specific issues that are jurisdiction specific; local court rules, sequestering of witness, etc.

Course Integrity

In order to maintain the highest standards it is understood and agreed, at anytime the IAAI may attend and observe any class being taught. Further, any and all records including but not limited to applications and financial reports may be subject to review by the IAAI as well.

The IAAI HQ may be requested to provide master hard copies of these materials for reproduction. All shipping, handling and reproduction costs associated with any request will be the responsibility of the requesting Chapter.