



2025 IAAI-CI Renewal Application

International Association of Arson Investigators, Inc. Certified Instructor - Renewal
Effective May 1, 2025

Before you begin this application, you will need to provide your PAYMENT number. Instructions on where to find this information can be found in the images below. IAAI-CI applications will not be processed without payment *

12345

Type in Payment Number Here

The screenshot shows the IAAI member portal interface. At the top, there is a navigation bar with the IAAI logo, a 'Back to Console' button, and user information including a shopping cart icon, a notification bell, a smiley face, and the text 'Hi, [redacted]'. Below the navigation bar are links for 'Member Portal', 'Membership Renewal', 'Member Directory', 'Certifications', 'Training', and 'IAAI Foundation'. The main content area has tabs for 'My Info', 'Membership', and 'My Account', with a yellow arrow pointing to 'My Account'. Under 'My Account', there is a 'View Order Details # 789456' link with a yellow arrow pointing to it, a 'Print Invoice' link, and a green 'Credit Balance: \$0.00' button. Below this is a table with columns 'Bill To', 'Ship To', and 'Order Info'. The 'Order Info' section shows 'Order ID: 789456', 'Date: 12/14/2024', 'Ship Date:', and 'P/O #:'. At the bottom, there is a 'Summary Information' table with tabs for 'Line Items', 'Payments', and 'Installments', with a yellow arrow pointing to 'Payments'. The 'Payments' table has columns 'Date', 'Payment ID', and 'Total'. A payment record is shown with 'Date: 03/18/2025', 'Payment ID: Payment #12345' (circled in red), and 'Total: \$903.00'. At the bottom of the table, it says 'Items per page: 5' and '1 - 1 of 1'.

PLEASE NOTE THE FOLLOWING:

- Make sure to have all proper paperwork and credentials prepared before beginning the application process.
- It is highly recommended that you create a free Jotform account for online applications by clicking SAVE on this page and following the prompts. You may use any email address you would like, as this is not linked to your FireArson.com account.
 - You will receive an email link to your personal application draft. This will allow you to save progress and return to edit and add documents if needed, prior to submitting your final application.
 - Drafts are saved for 2 months, so if you do not submit your application in that timeframe, it will be deleted.
 - If you have saved your application, and come back to upload documents, please be sure all documents have uploaded properly before submitting.
- Please allow up to 15 business days to receive a response of approval or rejection for your application.
- IAAI Member No.: Membership in the IAAI is not required. This information is requested to assist the staff in processing the application.

IAAI Member No.

Date *

Date

Name *

Sample

First Name with Middle Initial

Instructor

Last Name

Address Line 1 *

2331 Rock Spring Road

Address Line 2

City *

Forest Hill

State *

Maryland

Country *

United States

Zip *

21050

Preferred Phone Number *

(555) 555-5555

Email *

certifications@firearson.com

example@example.com

Current IAAI-CI Expiration Date *

07-09-2025




Date

Excluding traffic violations, applicants shall disclose all convictions of violations of laws, statutes, ordinances, rules, regulations or canons. Disclosure is required

regardless of whether an offense has been expunged, vacated, dismissed or


sealed. Please indicate below if you have a conviction to disclose. We will be in touch regarding next steps, if needed. *

No, I do not have any convictions to disclose 

Current Certifications

Please provide a copy of your current IAAI-CFI or your IAAI-FIT certificate.

IAAI-FIT or IAAI-CFI certificate *



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IAAI-FIT or IAAI-CFI certificate

Expiration date of IAAI-FIT or IAAI-CFI *

04-17-2026



Date

Required Training and Education

Please provide information regarding the training courses that you are submitting in support of your application for the Certified Instructor Program. Total hours must reach a minimum of 150 tested training hours. (Up to 10% of the requirement may be untested.) These required hours combine both time spent in mandatory training courses and training hours generally related to the fire investigation and education profession. While general training hours are not limited to specific topics, this training should provide applicants with the knowledge to successfully present information in an adult learning environment. Supporting documentation can either be contained in a transcript or on a course certificate. All documentation will be subject to approval. Additional pages may be attached if necessary.

Please include all CFITrainer.net transcripts and copies of other certificates to support your experience claimed. *

	Date	Tested Hours	Course Comments
*IAAI Certified Instructor Training Course (minimum 24 contact hours) Please specify in course comments.		24	
*CFITrainer.net: Ethics and the Fire Investigator (3 hours)		3	
*CFITrainer.net: The Scientific Method for Fire & Explosion Investigations (3 hours)		3	

Total Required Training: (Must total 30 hours) *

When uploading documents below, you may combine files into one PDF as needed to ensure all certificates and documents are included in your application.

Instructor Training Course Certificate *

CFITrainer.net Transcript *



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CFITrainer.net transcript

Training and Education Supporting Documentation 3



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Training and Education Supporting Documentation 4



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Training and Education Supporting Documentation 5



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Additional Training and Education

Please provide information regarding the training courses that you are submitting in support of your application for the Certified Instructor Program. While general training hours are not limited to specific topics, this training should provide applicants with the knowledge to successfully present information in an adult learning environment. Supporting documentation can either be contained in a transcript or on a course certificate. All documentation will be subject to approval. Additional pages may be attached if necessary.

Note: You may organize & combine training into timeframes, if needed. Please include all CFITrainer.net transcripts and copies of other certificates to support your experience claimed. *

	Course Title	Date	Hours Claimed
Additional Training	Course	5/1/24	25
Additional Training	Course	5/1/24	25
Additional Training	Course	5/1/24	25
Additional Training	Course	5/1/24	50
Additional Training			
Additional Training			
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Additional Training			

Total Additional Training: (Must total 120+ hours) *

Additional Training Supporting Documentation 6

Additional Training Supporting Documentation 7



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Additional Training Supporting Documentation 8



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Additional Training Supporting Documentation 10



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Additional Training Supporting Documentation 12



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Additional Training Supporting Documentation 9

Additional Training Supporting Documentation 11

Additional Training Supporting Documentation 13

Additional Training Supporting Documentation 14



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Additional Training Supporting Documentation 15



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Additional Training Supporting Documentation 16



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Additional Training Supporting Documentation 18



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Additional Training Supporting Documentation 19



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Additional Training Supporting Documentation 20



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Total Training: (Must total 150+ hours) *

155

Practical Teaching Experience

Applicants for this designation shall document performance of a minimum of 44 instructional, coordination, and facilitation hours, including a minimum of 16 hours of actual instructional time. Applicants shall provide adequate documentation to support the performance of instructional hours and/or coordination and facilitation hours through the submission of letters of employment/reference or letters of appreciation issued by the host agency. The letters and/or certificates should clearly indicate the number of hours of training presented or coordinated. Please provide documentation to support your experience such as a letter from your employer or employment records.


Teaching Experience *


	Date	Hours Claimed	Course Title
Teaching Experience	5/1/25	20	Course
Teaching Experience	5/1/24	30	Course
Teaching Experience			
Teaching Experience			
Teaching Experience			
Teaching Experience			
Teaching Experience			
Teaching Experience			


Total Teaching Experience: (Must total 44 hours) *

Teaching Experience Supporting Documentation 1 *

Teaching Experience Supporting Documentation 2 *



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Teaching Experience Supporting Documentation 3


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Teaching Experience Supporting Documentation 4


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Teaching Experience Supporting Documentation 5


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Teaching Experience Supporting Documentation 6


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Current Employer *

ABC Fire Company

Position *

Battalion Chief

Company Address *

2331 Rock Spring Road

Supervisor *

T. Lawless

Years of Experience *

5

Dates: From *

04/11/2019



Date

Dates: To *

04/17/2025



Date

Letter from Employer *



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Employment Letter.pdf

15.1KB



NOTE: Letter from employer must be included, and have a valid signature.

Previous Employer

Provide if current employment is less than 18 months

Position

Provide if current employment is less than 18 months

Company Address

Provide if current employment is less than 18 months

Supervisor

Years of Experience

Provide if current employment is less than 18 months

Dates: From


Provide if current employment is less than 18 months

Dates: To

Provide if current employment is less than 18 months

Letter from Employer


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Provide if current employment is less than 18 months

By submitting this application to the IAAI, with all required documentation, the applicant certifies this information to be true and correct to the best of their knowledge and certifies that they have read and understand the program requirements. The intentional submission of false information as part of this application will be cause for immediate rejection of the application and potentially subject the applicant to other penalties, including removal of IAAI member benefits.

Date *

Date

Signature *



Clear

