



# IAAI-CFI Application

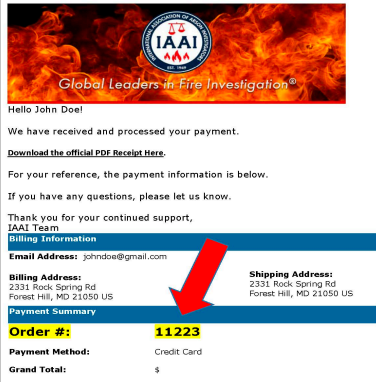
International Association of Arson Investigators, Inc. Certified Fire Investigator Application

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

44444

Type in Order or Payment Number Here

## From your Confirmation Email:



**Global Leaders in Fire Investigation®**

Hello John Doe!

We have received and processed your payment.

[Download the official PDF Receipt Here.](#)

For your reference, the payment information is below.

If you have any questions, please let us know.

Thank you for your continued support,  
IAAI Team

**Billing Information**

Email Address: johndoe@gmail.com

<b>Billing Address:</b> 2331 Rock Spring Rd Forest Hill, MD 21050 US	<b>Shipping Address:</b> 2331 Rock Spring Rd Forest Hill, MD 21050 US
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**Payment Summary**

<b>Order #:</b>	<b>11223</b>
<b>Payment Method:</b>	Credit Card
<b>Grand Total:</b>	\$

# From your Member Profile:

**John Doe** (Back to Account)

**View Order #92561**

Bill To: 2233 Rock Spring Rd, Forest Hill, MD 21050 US  
Ship To: 2233 Rock Spring Rd, Forest Hill, MD 21050 US  
Order # **6789**  
Date: 2/28/2023  
Ship Date: P.O. #.

**Summary Information**

Order Total:  
Amount Paid:  
Tracking Number:

**Line Items**

Product	Desc	Quantity	Unit Price	Total	Status
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**Invoices**

Date	Name	Total	Amount Paid	Balance Due
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**Payments**

Date	Name	Total
2/28/2023	Payment #11223	

**Installments**

There are no installment plans linked to this order.

Account History | Go Home

## PLEASE NOTE THE FOLLOWING:

- Make sure to have all proper paperwork and credentials prepared before beginning the application process.
- Applicants are required to have completed an Expert Witness Testimony Course or provide evidence of being an approved expert witness by the legal system on at least 2 occasions.
- Applicants may qualify by completing the IAAI Expert Witness Courtroom Testimony course, NFA R0208/R0790 or the ATF Courtroom Testimony course.
- Please allow up to 15 business days to receive a response of approval or rejection of your CFI 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.

## Name \*

First Name with Middle Initial

Last Name

## Date of Birth \*

## Identification Number \*

Last 4 digits of SSN, Driver License #, or Government ID #

## Home Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

**Job Title \***

Firefighter

**Job Description \***

Firefighter

**Business Address \***

2331 Rock Spring Road

Street Address

Street Address Line 2

Forest Hill

City

MD

State / Province

21050

Postal / Zip Code

**Preferred Email \***

iaai-cfi@firearson.com

example@example.com

**Preferred Phone Number \***

4439663856

## Education


Check only one (1) of the following eleven (11) fields related to fire investigation including Fire Sciences, Engineering, Physical Sciences, and Law Enforcement. The fields of Education, Mathematics, and Liberal Arts do not qualify as fire investigation-related. Courses taken in pursuit of a degree, when the degree has not been conferred, should be claimed in the training section of this application. However, if you claim points for a degree, do not claim points in the training section for those courses completed to attain the degree.

**EDUCATION OR RECOGNIZED EQUIVALENT (Select the highest level achieved. Check only one.) Minimum of 10 pts. Required – Max. of 50 pts. \***

- High School Graduate, G.E.D. Certificate or Equivalent (Cegep-Quebec): 10 Points
- One Year Certificate in Fire Investigation: 12 Points
- Associate Degree in field UNRELATED to Fire Investigation : 12 Points
- Associate Degree in field RELATED to Fire Investigation: 20 Points
- Bachelors Degree in field UNRELATED to Fire Investigation: 20 Points
- Bachelors Degree in field RELATED to Fire Investigation: 30 Points
- Masters Degree in field UNRELATED to Fire Investigation: 25 Points
- Masters Degree in field RELATED to Fire Investigation: 40 Points
- Doctoral Degree in field UNRELATED to Fire Investigation: 30 Points
- Doctoral Degree in field RELATED to Fire Investigation: 50 Points
- L.L.B. or J.D.: 45 Points

**Total Points: Education**

**Attach diploma only for UNRELATED Degrees. Attach diploma and transcript for RELATED degrees. \***



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## Fires Investigated Per Year

Minimum of 40 Points Required

PLEASE NOTE THE FOLLOWING:

- **To claim credit at 10 points per year**, the applicant's primary job responsibility for the past four years has been the investigation of fires and explosions with a minimum of 1,500 hours per year, including vacation and sick leave, etc., or **39+ fires investigated per year**.
- **To claim credit at 8 points per year**, part of the applicant's job responsibility for the past five years has been the investigation of fires and explosions less than 1,500 hours per year or 38 or less fires investigated per year, with a **minimum of 12 fires investigated per year or 60 fires investigated over a five-year period**.

To claim points for a job or position, complete the information requested below. List relevant employment in reverse chronological order. You must include letters attesting to your employment experience and job responsibilities for the points you claim.

Employer's Name \*

Total Years with Employer \*

Employment Dates: From \*

Date

Employment Dates: To \*

Date

Employer's Address \*

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code


**Job Description \***

**Points Claimed for Employer #1 \***

- 10 pts/yr
- 8 pts/yr


**Total Points Claimed for Employer #1 \***

**Letter from Employer \***

  
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NOTE: Letter from employer must be included

**Employer's Name**

**Total Years with Employer**

**Employment Dates: From**

Date

**Employment Dates: To**

Date

**Employer's Address**

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code


**Job Description**

**Points Claimed for Employer #2**

- 10 pts/yr
- 8 pts/yr

**Total Points Claimed for Employer #2**

**Letter from Employer**



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NOTE: Letter from employer must be included

**Employer's Name**

**Total Years with Employer**

**Employment Dates: From**

Date

**Employment Dates: To**

Date

**Employer's Address**

Street Address



Street Address Line 2

City

State / Province

Postal / Zip Code


### Job Description

### Points Claimed for Employer #3

- 10 pts/yr
- 8 pts/yr

### Total Points Claimed for Employer #3

### Letter from Employer

  
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NOTE: Letter from employer must be included

### Total Points Claimed \*

## NFPA 1033 Standard for Professional Qualifications for Fire Investigator JPR Checklist

### General Requirements for a Fire Investigator \*

	Check all that apply
4.1.2 Employ all elements of the scientific method as the operating analytical process	<input checked="" type="checkbox"/>
4.1.3 Complete site safety assessments on all scenes	<input type="checkbox"/>
4.1.4 Maintain necessary liaison with other interested professionals and entities	<input type="checkbox"/>
4.1.5 Adhere to all applicable legal and regulatory requirements	<input type="checkbox"/>
4.1.6 Understand the organization and operation of the investigative team and incident management system	<input type="checkbox"/>

### Scene Examination \*

	Check all that apply
4.2.1 Secure the fire ground	<input checked="" type="checkbox"/>
4.2.2 Conduct an exterior survey	<input type="checkbox"/>
4.2.3 Conduct an interior survey	<input type="checkbox"/>
4.2.4 Interpret fire patterns	<input type="checkbox"/>
4.2.5 Interpret and analyze fire patterns	<input type="checkbox"/>
4.2.6 Examine and remove fire debris	<input type="checkbox"/>
4.2.7 Reconstruct the area of origin	<input type="checkbox"/>
4.2.8 Inspect the performance of building systems	<input type="checkbox"/>
4.2.9 Discriminate the effects of explosions from other types of damage	<input type="checkbox"/>

### Documenting the Scene \*

	Check all that apply
4.3.1 Diagram the scene	<input checked="" type="checkbox"/>

4.3.2 Photographically document the scene	<input type="checkbox"/>
4.3.3 Construct investigative notes	<input type="checkbox"/>

Evidence Collection/Preservation \*

	Check all that apply
4.4.1 Utilize proper procedures for managing victims and fatalities	<input checked="" type="checkbox"/>
4.4.2 Locate, collect, and package evidence	<input type="checkbox"/>
4.4.3 Select evidence for analysis	<input type="checkbox"/>
4.4.4 Maintain a chain of custody	<input type="checkbox"/>
4.4.5 Dispose of Evidence	<input type="checkbox"/>

Interview \*

	Check all that apply
4.5.1 Develop an interview plan	<input checked="" type="checkbox"/>
4.5.2 Conduct interviews	<input type="checkbox"/>
4.5.3 Evaluate interview information	<input type="checkbox"/>

Post-Incident Investigation \*

	Check all that apply
4.6.1 Gather reports and records	<input checked="" type="checkbox"/>
4.6.2 Evaluate the investigative file	<input type="checkbox"/>
4.6.3 Coordinate expert resources	<input type="checkbox"/>
4.6.4 Establish evidence as to motive and/or opportunity	<input type="checkbox"/>
4.6.5 Formulate an opinion concerning origin, cause, or responsibility for the fire	<input type="checkbox"/>

Presentations \*

	Check all that apply
4.7.1 Prepare a written report	<input checked="" type="checkbox"/>

<b>4.7.2 Express investigative findings verbally</b>	<input type="checkbox"/>
<b>4.7.3 Testify during legal proceedings</b>	<input type="checkbox"/>

I, Sample Firefighter <sup>\*</sup>, attest that I employ all of the steps of the JPRs as  
Name  
documented above during the investigation of fires and explosions. My employer,

IAAI <sup>\*</sup>, also attests to the application of the above JPRs, as  
Employer Name  
stated in the employment letters provided within this application.

**Signature \***

A rectangular box containing a single, dark, curved line representing a handwritten signature.

Clear

## Experience- Other Part 1

- Direct Active supervision of two (2) or more full-time Fire Investigators: **8 pts per year**
  - (Do not claim credit here unless you were actively involved in fire investigation during that time period)
- Direct active supervision of two (2) or more part-time Fire Investigators: **4 pts per year**
  - (Do not claim credit here unless you were actively involved in fire investigation during that time period)
- Non fire, full-time Criminal Investigator: **1 pt per year**
- Firefighter or Law Enforcement Officer (Patrolman/Constable): **1 pt per year**
- Fire Department Lieutenant, Police Department Sergeant or above: **1 pt per year**
- Evidence Technician (Full-Time Only): **½ pt per year**
- Private Investigator (Non-Fire): **½ pt per year**
- Fire Insurance Adjuster: **½ pt per year**

List the employer's names, dates of employment, location and job description for all related employment. You must include letters attesting to your employment experience for the points you claim. Please list these items in reverse chronological order.

Employer's Name

Total Years with Employer

Employment Dates: From

Date

Employment Dates: To

Date

Employer's Address

Street Address

Street Address Line 2

City


State / Province

Postal / Zip Code

**Job Description**

**Points Claimed Employer 1**

**Letter from Employer**



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NOTE: Letter from employer must be included

**Employer's Name**

**Total Years with Employer**

**Employment Dates: From**

Date

**Employment Dates: To**

Date

**Employer's Address**

Street Address

Street Address Line 2

City


State / Province

Postal / Zip Code

**Job Description**

**Points Claimed Employer 2**

**Letter from Employer**



**Browse Files**  
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NOTE: Letter from employer must be included

**Employer's Name**

**Total Years with Employer**

**Employment Dates: From**

Date

**Employment Dates: To**

Date

**Employer's Address**

Street Address

Street Address Line 2

City


State / Province

Postal / Zip Code

**Job Description**

**Points Claimed Employer 3**

**Letter from Employer**



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NOTE: Letter from employer must be included

**Total Points: Experience Other Part 1**



## Experience- Other Part 2

- Book published directly related to the investigation of fire or explosions: **25 pts per book**
  - Provide the title and publisher's name for all books authored and attach a copy of the copyright page, with Library of Congress Catalog Number.
- Paper/Article published on a subject directly related to the investigation of fires or explosions: **1 ½ points per paper/article**
  - (Do not claim credit here unless you were actively involved in fire investigation during that time period)
- Lecture taught on fire investigation: **½ pt per contact hour (max of 20 pts)**
  - List the locations, dates and topic of each lecture taught. Attach attestation letters from program manager.
- Membership in professional organizations directly related to fire investigations: **½ pt per year**
  - List the organization, total years as a member, and current status in the description field.

Description

Total Hours (If Applicable)

Points Claimed

Description

Total Hours (If Applicable)

Points Claimed

**Description**

**Total Hours (If Applicable)**


**Points Claimed**

**Description**

**Total Hours (If Applicable)**

**Points Claimed**

**Supporting Documentation**

  
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**Total Points: Experience Other Part 2**

### Experience- Other Part 3

- Per occasion testified as an expert witness regarding the point of origin or cause of fire or explosion. Must include expert witness verification form.: **5 pts per occasion**

OR

- If you have completed the IAAI, ATF, or NFA (R0208, R0790), attach your diploma.: **10 pts**

Documentation of either Expert Witness Testimony OR diploma from above courses is **required** to complete the IAAI-CFI application process.


Location

Date

Case Identification Number

Points Claimed

Expert Witness Verification Form



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Location

Date

Case Identification Number

Points Claimed

Expert Witness Verification Form



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Total Points: Experience Other Part 3 \*

IAAI, ATF, or NFA (R0208, R0790) Points Claimed

Diploma



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## Training

- Certified Firefighter I or substantially similar program: **10 pts**
- Certified Firefighter II or substantially similar program: **15 pts**
- IAAI-FIT Designation: **15 pts**

**Courses claimed below CANNOT have been included in any of the above. This also includes courses taken towards a degree not yet received.**

- Certified Police Academy (240 Hours) or substantially similar program: **15 pts (may be claimed only once)**

Tested Courses (a passing grade is required to claim credit here): **½ pt per hour / 1 point per 4 hours**

- Fire Investigation Training Programs
- Seminars or College level courses conducted by a recognized agency or group (IAAI, ATF, Police and Fire Service, Dept. of Scientific and Industrial Research, etc.)
- Untested Courses- fire investigation training conducted by a recognized agency or group: **1/8 pt per hour/ 1 point per 8 hours**

NOTE: For both tested and untested training, a maximum of ten percent (10%) of the total training points claimed 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).

Please list the course sponsor, topic, total training contact hours and date. This is in addition to the requirement of attaching (in the order listed) copies of certificates/diplomas received for training. If the course was tested, the certificate should indicate such.

**Note: At least 20 points must have been obtained in the past 5 years.**


Minimum of 50 points required. Maximum of 100 points. \*



	Course Description/Title	Date Completed	Check if Tested	Points Claimed
1			<input type="checkbox"/>	10
2			<input type="checkbox"/>	10
3			<input type="checkbox"/>	10
4			<input type="checkbox"/>	10
5			<input type="checkbox"/>	10
6			<input type="checkbox"/>	

7			<input type="checkbox"/>	
8			<input type="checkbox"/>	
9			<input type="checkbox"/>	
10			<input type="checkbox"/>	
11			<input type="checkbox"/>	
12			<input type="checkbox"/>	
13			<input type="checkbox"/>	
14			<input type="checkbox"/>	
15			<input type="checkbox"/>	


Total Points: Training



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## Total Points

150 Points is the minimum eligible to challenge the examination

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Total Education Points Claimed (10 points minimum/50 points maximum) \*

Total Full/Part-Time Experience Claimed (40 points minimum) \*

Total Training Points Claimed (50 points minimum/100 points maximum) \*

Total Other Experience Claimed (10 points must be from testimony) \*

Total Points Claimed for this Application \*



## References

List three references who can attest to your background and experience as in investigator.

Name \*

Sample

First Name

Reference

Last Name

Title \*

Boss

Phone \*

4445551212

Email \*

sample1@firearson.com

Address \*

2331 Rock Spring Road

Street Address

Street Address Line 2

Forest Hill

City

MD

State / Province

21050

Postal / Zip Code

Name \*

Sample

First Name

Reference2

Last Name

Title \*

Sample2

Phone \*

4445551212

Email \*

sample2@firearson.com

Address \*

2331 Rock Spring Road

Street Address

Street Address Line 2

Forest Hill

City

MD

State / Province

21050

Postal / Zip Code

Name \*

Sample

First Name

Reference3

Last Name

Title \*

Sample3

Phone \*

4445551212

Email \*

sample3@firearson.com

Address \*

2331 Rock Spring Road

Street Address

Street Address Line 2

Forest Hill

City

MD

State / Province

21050

Postal / Zip Code

Have you ever been convicted of a felony or are there any criminal charges now pending against you? \*

Yes

No

I, Sample Firefighter, Name certify that all information contained in this application, including attachments, is accurate and truthful, to the best of my knowledge, and that I am aware that any false entry will be considered sufficient cause for revocation of my certification at any time during the certification term. I agree to abide by the IAAI Code of Ethics. I agree that at any time during the term of certification any improper conduct on my behalf will result in a committee hearing to determine if my certification should be revoked. I agree to accept the decision of the certification committee as to my eligibility for certification. I authorize verification of all information and references in this application. I also release all concerned from any liability arising from this application or certification.

Date \*

11/26/2024 

Date

Signature \*



Clear