



IAAI-CFI Recertification 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 Recertification applications will not be accepted without payment *

Type in Order or Payment Number Here

<h3>From your Confirmation Email:</h3>	
	<p>Hello John Doe!</p> <p>We have received and processed your payment.</p> <p>Download the official PDF Receipt Here.</p> <p>For your reference, the payment information is below.</p> <p>If you have any questions, please let us know.</p> <p>Thank you for your continued support, IAAI Team</p> <p>Billing Information</p> <p>Email Address: johndoe@gmail.com</p> <p>Billing Address: 2331 Rock Spring Rd Forest Hill, MD 21050 US</p> <p>Shipping Address: 2331 Rock Spring Rd Forest Hill, MD 21050 US</p> <hr/> <p>Payment Summary</p> <p>Order #: 11223</p> <p>Payment Method: Credit Card</p> <p>Grand Total: \$</p>

From your Member Profile:

ID: 12345 John Doe [Y \(Back to Console\)](#)

[Account History](#)
View Order #92561

Bill To: 2331 Rock Spring Rd Fleet Hill, MD 21050 US	Ship To: 2331 Rock Spring Rd Fleet Hill, MD 21050 US	Order # Date Ship Date PO #: 6789 2/08/2023
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[Summary Information](#)

Order Total:
Amount Paid:
Tracking Number:

[Line Items](#)

Product	Desc	Quantity	Unit Price	Total	Status
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[Invoices](#)

Date	Name	To	Amount Paid	Balance Due
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[Payments](#)

Date	Name	Total
2/08/2023	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.
- 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.

12345

IAAI-CFI Certification # *

12345

Expiration Date *

12/1/24

MVFCE Renewal

I am also renewing my Motor Vehicle Fire Credential Endorsement (MVFCE)

Name *

Sample

First Name with Middle Initial

Candidate

Last Name

Home Address

2331 Rock Spring Road

Street Address

Street Address Line 2

Forest Hill

City

MD

State / Province

21050

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

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

Yes

No

Point Guidelines and Document Requirements for Recertification

Training

1. Tested Fire Investigation Training Programs, seminars or college level courses conducted by a recognized agency or group (IMI, USFA, SFM, DLE, FBI, ATF, CFITrainer.net)

A passing grade is required to claim credit here. **One quarter (1/4) Point per hour**

2. Non-Tested Fire Investigation Training Seminars conducted by a recognized agency or group. (as described above): **One-eighth(1/8) Point per hour or 1 Point per 8 hours**

3. Lecture/Instruction taught on fire investigation: **One quarter (1/4) Point per contact hour** (Maximum of 75% of Total Training Points)

4. Certified Firefighter I or similar program: **10 Points**

5. Certified Firefighter II or similar program: **15 Points**

6. Certified Police Academy (240 Hours) or substantially similar program: **15 Points**

7. IAAI-FIT Designation: **15 Points**

Document Requirements

1. Certificates or Diplomas. If Certificate does not indicate "tested" then a letter from the sponsor is required.
2. Certificates/Diplomas
3. Attachment letter from the Program Managers
4. Certificates/Diplomas
5. Certificates/Diplomas
6. Certificates/Diplomas
7. Certificate


Training Description (Only claim points obtained since last CFI renewal) *



	Class Name/Date/Hours	Points Claimed
1	Sample	15
2	Sample	15
3		
4		

Total Points Claimed *


30

Supporting Documents *



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Supporting Documents


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Point Guidelines and Document Requirements for Recertification

Experience

1. Full Time Investigator. Responsibility for the past five 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.: **10 points per year**
2. Part Time Investigator. 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. (Investigations performed as a line office or adjustor cannot be included here):**5 points per year**
3. Direct Active Supervision of two or more FULL-TIME Fire Investigators and have the responsibility to conduct at least 40 Technical reviews each year of submitted fire investigation reports. (As defined in NFPA 921, 2021 edition 4.6.2). The Supervisor must be actively involved in fire investigations. Direct Active Supervision of two (2) or more Full-Time Fire Investigators.: **8 points per year**
4. Direct Active Supervision of two or more PART-TIME Fire Investigators and have the responsibility to conduct at least 25 Technical reviews each year of submitted fire investigation reports. (As defined in NFPA 921, 2021 edition 4.6.2). The Supervisor must be actively involved in fire investigations. Direct Active Supervision of two (2) or more Part-Time Fire Investigators.: **4 points per year**
5. Non-Fire, Full-Time Criminal Investigator:**1 point per year**
6. Fire Department Lieutenant or Police Department Sergeant or above (do nt include any of the time claimed in 1-4): **1 point per year**
7. Firefighter or Patrolman (do nt include any of the time claimed in 1-4): **1 point per year**
8. Evidence Technician (full-time only): **1/2 point per year**
9. Private Investigator (Non-Fire):**1/2 point per year**
10. Fire Insurance Adjuster:**1/2 point per year**
11. Published book on subject directly related to investigations of fires or explosions: **25 points per book**
12. Paper/article published on a subject directly related to investigations of fires or explosions (maximum 10 points): **1 1/2 points per article/paper**
13. Membership in professional organization directly related to fire investigation (maximum of 10 points): **1/2 point per year**

14. Per occasion testified as an expert witness regarding point of origin or cause of fire or explosions (maximum of 30 points): **5 points per occasion**

Document Requirements

1. Letter from employers or if self employed*
2. Letter from employers or if self employed*
3. Letter from employers or if self employed*
4. Letter from employers or if self employed*
5. Letters from employers
6. Letters from employers
7. Letters from employers
8. Letter from employers or if self employed*
9. Letter from employers or if self employed*
10. Letter from employers or if self employed*
11. Copy of copyright page, with Library of Congress Catalog Number
12. Copies of Articles showing date and journal name
13. Copy of Membership Cards
14. Letters from Attorneys, Deposition Cover Sheet and pages from transcript, or similar proof of each occasion


***letter from principal in company, client(s) or someone who can attest to experience claimed, include PI license if applicable in your region**

Experience Description (Only claim points obtained since last CFI renewal) *


	Experience (Note Full or Part Time if applicable)	# of Years
1	Sample	2.5
2	Sample	4
3	Sample	1.5
4		
5		

Total Points Claimed *

Supporting Documents *



Supporting Documents *



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Point Guidelines and Document Requirements for Recertification

Education

1. One Year Certificate in Fire Investigation: **12 points**

Include copy of Diploma and Transcript

2. Associates Degree in field unrelated to Fire Investigation: **12 points**

Include copy of Diploma

3. Associates Degree in field related to Fire Investigation: **20 points**

Include copy of Diploma and Transcript

4. Bachelors Degree in field unrelated to Fire Investigation: **20 points**

Include copy of Diploma

5. Bachelors Degree in field related to Fire Investigation: **30 points**

Include copy of Diploma and Transcript

6. Masters Degree in field unrelated to Fire Investigation: **25 points**

Include copy of Diploma

7. Masters Degree in field related to Fire Investigation: **40 points**

Include copy of Diploma and Transcript

8. Doctoral Degree in field unrelated to Fire Investigation: **30 points**

Include copy of Diploma

9. Doctoral Degree in field related to Fire Investigation: **50 points**

Include copy of Diploma and Transcript

10. L.L.B. OR J.D.: **45 points**


Include copy of Diploma

Education Claimed (Only claim points obtained since last CFI renewal)

- One Year Certificate in Fire Investigation
- Associates Degree in field UNRELATED to Fire Investigation
- Associates Degree in field RELATED to Fire Investigation
- Bachelors Degree in field UNRELATED to Fire Investigation
- Bachelors Degree in field RELATED to Fire Investigation
- Masters Degree in field UNRELATED to Fire Investigation
- Masters Degree in field RELATED to Fire Investigation
- Doctoral Degree in field UNRELATED to Fire Investigation
- Doctoral Degree in field RELATED to Fire Investigation
- L.L.B. OR J.D.


Total Education Points Claimed

Supporting Documents




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Motor Vehicle Fire Credential Endorsement Renewal Application

Work Experience

Please provide documentation to support your fire investigation experience such as a letter from your employer or employment records. If self-employed, provide a letter from a principal in the company, a client(s), or someone who can attest to the experience claimed, and include PI license if applicable, in your region.

Motor Vehicle Fire Investigation Experience *

	Date of Investigation	Case Number	Year	Make/Model
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

The applicant must have participated in the investigation and documentation of a minimum average of three (3) motor vehicle fire investigations per year since original application or last renewal of the Motor Vehicle Fire Credential Endorsement.


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

Sign Here 



Clear

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

I, Sample Firefighter ^{*}, attest that I employ all of the steps of the JPRs as documented above during the investigation of fires and explosions. My employer, IAAI ^{*}, also attests to the application of the above JPRs, as stated in the employment letters provided within this application.

I, Sample Firefighter ^{*}, 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 the verification of all information and references in this application. I also release all concerned from any liability arising from this application or certification.

Signature *



Clear

Date *

11/26/2024 

Date