International Association of Arson Investigators
Certified Instructor
(IAAI-CI)
Program Manual

International Association of Arson Investigators
Program Manual For
Certified Instructor Designation

1. Program Description

The International Association of Arson Investigators, Certified Instructor program (IAAI-CI) is administered by the IAAI and is designed to verify an applicant's level of fundamental knowledge as measured against various core job performance requirements (JPR) of established professional qualifications standards related to Fire Service Instructors.

The following professional qualifications standards core JPRs were considered when developing this professional designation:

NFPA 1041, Standard for Fire Service Instructor Professional Qualifications, 2012 edition

> **Chapter 1 - Administration Chapter**
> **Chapter 2 – Referenced Publications**
> **Chapter 3 - Definitions**
> **Chapter 4 – Instructor I**

This program was designed at the direction of the Board of Directors of the IAAI and is in accordance with the objectives outlined in section 2 (D) of the IAAI constitution and bylaws related to the establishment of high professional standards of conduct among members.

It is the intent of this program to encourage continued educational and professional development through the recognition of an individual's accomplishment in reaching core abilities and competencies related to fire service instruction, and ensure that instructors and facilitators have an acceptable level of fundamental knowledge and understanding in the development, delivery and facilitation of training, education and professional development.

2. Program Oversight

The IAAI-CI program will be administered by the IAAI staff based on the policies and directives of the IAAI Board of Directors. The staff will measure an application against the program requirements as established by the IAAI Training and Education Committee and approved by the IAAI Board of Directors. Additionally, IAAI staff will facilitate and coordinate the administration of the comprehensive program examination to applicants that are deemed to have met the minimum established program requirements and will provide the appropriate credentials to those successfully challenging the examination. The comprehensive examination database will be maintained by the IAAI- Training and Education Committee with the assistance of necessary subject matter experts.

3. Application Fees

The application fees are determined by the Board of Directors who will set the initial application fee and renewal fee for IAAI members and non-members. Application fees are not subject to refund. If an application is rejected based on lack of experience, training, or supporting documents the application will be held in abeyance until further documentation is submitted. If no further documentation is submitted within six months of request by the IAAI office, the application will be rejected and the individual will be required to reapply and remit a new application fee. If an application is rejected as a result of an individual failing to successfully challenge the comprehensive examination, they will be required to reapply and remit a new application fee.

4. Program Requirements

Applicants for this instructor certification program must provide documentation of meeting the minimum program requirements of 150 points including minimum point thresholds in education and work experience; training (required and elective), and practical teaching/facilitation experience. With the exception of education and work experience and instructor training courses, all material submitted for credit should be for teaching/training completed within the five year period immediately preceding the application. Additionally, applicants must achieve a passing score of 75% on the comprehensive examination as established by the IAAI. An applicant does not have to be a member of the IAAI or any chapter to apply for this professional designation. The requirements of each area are outlined below.

4.1 Education and Experience: (Minimum of 30 points)

The applicant for this instructor certification program must document a combined minimum level of education and practical experience in order to apply for the IAAI-CI. The table below outlines the point guidelines:

Associates Degree: 10 points
Bachelor of Arts/Science: 15 points
Masters of Arts/Science: 20 points
Doctorate: 25 points

Work Experience in Related Field: 5 points per year

The applicant shall provide adequate documentation to support this experience such as a copy of university/college diploma and employment records or a letter of certification from an employer documenting work experience.

4.2 Training: (Minimum of 70 points)

The applicant for this designation must document completion of a minimum of 70 hours of tested training credited at 1 point per hour. This minimum number of hours is a combination of several required training courses and a number of training hours generally related to the fire investigation and education profession. While it is not required that these general training hours be on any specific topic, it should be recognized that the training should be in such a nature as to provide the applicant with a sufficient knowledge base to successfully present information in an adult learning environment.

4.2.1 Required Training:

Instructor Training Course (minimum of 24 contact hours)
CFITrainer.net -Ethics and the Fire Investigator (3 hours)
CFITrainer.net -The Scientific Method for Fire and Explosion Investigation (3 hours)

4.2.2 Elective Training:

40 +/- hours of tested training

Substitutions or Alternatives:

Any course substitutions for the Instructor Training Course will be considered for approval by the IAAI Training and Education Committee or their designee and will be submitted to the IAAI Board of Directors for ratification.

The applicant shall provide adequate documentation to support the completion of the required and elective training hours through the submission of transcripts or training certificates issued by the training provider(s). Certificates and/or transcripts should clearly indicate that the course material was tested. Copies of Certificates documenting Certification to previous editions of NFPA 1041 issued by an AHJ accredited by the ProBoard or IFSAC can be utilized as a substitute for the Instructor Training Course requirement.

4.3 Practical Teaching Experience: (Minimum 30 points)

The applicant for this designation must document performance of a minimum number of instructional hours (16 hours minimum) and coordination and facilitation hours totaling at least 30 points. Hours are credited at the rates listed below:

Instructional Time credited at 1 point per hour (minimum 16 hours)
Coordination/Facilitation credited at .5 points per hour

The applicant 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.

4.4 Reference Evaluation: (Minimum 10 points)

The applicant for this designation must provide the name of two reference sources that have utilized the applicant as an instructor during the preceding twenty-four (24) months prior to the date of application. These sources will be contacted directly by the IAAI staff and asked to assess the instructor in several core elements outlined in the standard. The assessment results will be returned directly to the IAAI staff by the reference and will remain confidential. A sample copy of the evaluation form is included as Appendix B in this manual but is not for use in the application process. Reference forms submitted directly by the application will not be considered and will necessitate the submission of additional references for assessment purposes. These assessments have a maximum point value of 20 points with a minimum point requirement of 10 points.

The applicant shall provide the IAAI office the name and electronic contact information for two reference sources who utilized the instruction services of the applicant in the preceding twenty-four months. The information obtained from these reference sources will remain confidential and will not be released to the applicant.

5.   Comprehensive Examination:

Applicants that submit proper documentation to support their education and experience; training, and practical teaching experience will be scheduled for a comprehensive examination. This examination will be based on the core job performance requirements outlined above and will be developed from readily available authoritative texts and treatises related to training, education and professional development. Applicants must achieve a minimum score of 75% to be deemed to have successfully challenged the exam. Applicants that do not meet the minimum score on their first test will be given one opportunity to remediate. If an applicant does not meet the minimum established score on the remedial examination, their application will be rejected. They will be allowed to reapply for this professional designation no sooner than six months from the date of the remedial exam and must submit a new application and appropriate application fees. A current list of text is contained in appendix A.

The test bank is developed and maintained by the IAAI Training and Education Committee. This test bank contains enough questions to provide for remedial examination, if necessary, where every effort will be made to have no question from the original exam appear on subsequent examinations given to the same applicant.

Applicants challenging the comprehensive examination must obtain a score of 75% to pass this examination. An applicant that fails to achieve a passing score on their first attempt will be provided one opportunity to remediate. The remedial exam will cover the same subject matter but, will not contain the same questions as the first examination.

Renewal:

All holders of this instructor certification will be required to renew their application every three years based on the date of initial approval or renewal. It is the holder's responsibility to remember their expiration date and to submit the required documentation in a timely fashion. Applicants applying for renewal of this designation must provide documentation of the continued meeting of minimum program requirements, including a minimum 48 tested hours of training per cycle (average of 16 hours per annum), a minimum of 24 hours of instruction per cycle (average of 8 hours per annum), and a minimum of 10 points earned through the independent evaluation process by two reference sources that have utilized the instructor during the evaluation cycle as established by the IAAI Training and Education Committee and approved by the IAAI Board of Directors. Renewal applicants will not be required to re-challenge the comprehensive exam.

If an individual allows this professional designation to lapse or expire, they may reinstate their CI designation status without having to take the examination by submitting a renewal application with supporting documentation which meets the minimum program renewal requirements within six (6) months after their expiration date. If the designation has been expired for more than six (6) months, the applicant will be required to submit a renewal application with supporting documentation which meets the minimum program renewal requirements at the cost of a new application. The applicant will be required to retake and pass the examination upon application approval. A new card and certificate will be issued reflecting a new designation period.

Requests for exceptions based on extenuating circumstances must be submitted in writing for consideration by the IAAI Training and Education Committee who will make a recommendation to the Board of Directors for final action.

Applicants submitting a renewal application shall provide adequate documentation to support continued work experience and training and education requirement. Required training consists of 48 hours of tested training per cycle and a course transcript or certificate of training will be accepted as documentation. Additionally, the applicant must document the performance of 24 hours of instruction per cycle. The renewal application shall contain two reference sources for independent assessment of the instructor and the applicant must score a minimum of 10 points out a possible 20 points. The responses received by the references conducting this independent assessment shall remain confidential and will not be released to the applicant.

6. Appeals:

Appeals regarding the rejection of an application or regarding any portion or question of the comprehensive examination should be directed, in writing, to the IAAI Training and Education Committee within 30 days. The IAAI Training and Education Committee will investigate any question presented and provide a written response to the applicant within 45 days. If the issue is not resolved to the satisfaction of the applicant, an appeal can be filed the Board of Directors for consideration at their next scheduled formal board meeting. This secondary appeal must be in writing and must be filed with the IAAI office within 15 days of receiving the response from the Training and Education Committee.

7. Reciprocal Agreement:

The IAAI-CI program will reciprocally recognize certifications meeting the standards established in NFPA 1041 issued by an appropriate Authority Having Jurisdiction (AHJ) and recognized by the National Board on Fire Service Professional Qualifications (ProBoard) or the International Fire Service Accreditation Congress (IFSAC). Applicants applying under this policy will be required to provide a certification document issued by an AHJ dated within the preceding five years of date of application and a copy of their Pro Board Certificate/IFSAC Certificate. Applicants will be subject to a registration fee as determined by the IAAI Board of Directors and may be subject to additional testing if their current level of certification does not meet or exceed IAAI-CI program requirements. Applicants obtaining IAAI-CI status under this application policy will have rights and privileges to the use of the IAAI-CI name and official logos.

Applicants applying under this policy must provide a completed program application as well as a copy of their certification document issued by an AHJ and their ProBoard/IFSAC certificate to be considered for reciprocal recognition. While the comprehensive examination will generally be waived under this policy, applicants may be subject to additional testing if their current level of certification does not meet or exceed IAAI-CI program requirements.

8. Right of Use:

The IAAI-CI program is open to both members and non-members of the International Association of Arson Investigators. The right of use to the IAAI-CI designation and IAAI-CI logo are conditionally granted upon successful completion of the application process. Misuse of the IAAI-CI designation and/or IAAI-CI logo, as well as unethical, unprofessional, or criminal behavior of an individual holding this designation can subject the individual to sanctions by the IAAI Ethical Practices and Grievances Committee and/or the Board of Directors in accordance with the IAAI Constitution and By-laws and existing policies including, but not limited to revocation of designation privileges and suspension of membership.

Appendix A

Recommended Reference Sources for IAAI Certified Instructor Exam

International Fire Service Training Association (2006), *Fire and Emergency Service Instructor,* *7th Edition***; Stillwater, OK: Fire Protection Publications, Oklahoma State University**

Appendix B

International Association of Arson Investigators
Certified Instructor Program
Instructor Reference Form

An applicant for the International Association of Arson Investigators, Certified Instructor Program has provided your name as a reference indicating he/she has provided instruction to your organization during the past 24 months. Please complete the attached evaluation form and return directly to the IAAI office. The information contained on this form will remain confidential and will not be released to the applicant.

Name of Instructor:

Program of Instruction:

Date of Instruction:

Please check the appropriate box to the following questions:

1. **Was the instructor organized and prepared for their lecture/presentation?**

    Yes: **No:**

2. **Did the instructor communicate orally effectively and utilize appropriate instructional techniques?**

    Yes: **No:**

3. **Did the instructor effectively and efficiently use available instructional materials and presentation media?**

    Yes: **No:**

4. **Did the instructor appropriately follow the lesson plan or course outline?**

    Yes: **No:**

5. **Did the instructor effectively manage class time and present the material effectively in the allotted time?**

    Yes: **No:**

(Applicant last name)

Appendix B
IAAI-CI Reference:

6. **Did the instructor provide test questions that were appropriately constructed and relevant to the materials presented? (Including skills exercises or practical exercises.)**
   Yes: **No:**

7. **Did the instructor's presentation or reference material clearly cover the test questions provided?**
   (Including skills exercises or practical exercises.)

   Yes: **No:**

8. **Did the instructor interact with the students appropriately and was his feedback responsive to any questions asked?**

   Yes: **No:**

9. **Did the instructor appropriately adjust to the different learning styles and abilities of the students?**

   Yes: **No:**

10. **Would you recommend this instructor to others or use this instructor again?**

    Yes: **No:**

Name   **Title**

Signature   **Date**

Please return this form via e-mail to IAAI-CI@firearson.com.

By returning this form either electronically or by mail/fax, you are certifying that the information is true and correct to the best of your knowledge.