International Association of Arson Investigators
Renewal Application for
Certified Instructor Designation
(IAAI-CI)

IAAI Member No.:_____   Date:_____

Membership in the IAAI is not required. This information is requested to assist the staff in processing the application.

Last Name:_____   First Name:_____   M.I.:_____

Company:_____

Address:_____ Home ☐ Work ☐ Apt. No.:_____

City:_____   State:_____   Country:_____   Zip:_____

Phone/Cell:_____   Email/CFITrainer.net username:_____

Renewal Application Fee:

IAAI Member: $125
Non-member: $375

Work Experience (earned over the past 3 years)

5 points/year   **Total Work Exp. Points:**

Current Employer:	
Position	
Address:	
Phone:	Supervisor:
Years of Experience	Dates: From: To:
Letter from Employer must be attached	
Previous Employer:	
Position	
Address:	
Phone:	Supervisor:
Years of Experience	Dates: From: To:
Letter from Employer must be attached (if applicable)	

IAAI Certified Instructor Application (last name): _____

Training Points (Minimum 48 points):

Please provide information regarding the training courses that you are submitting in support of your renewal application for the Certified Instructor Program documenting a minimum of 48 points. Supporting documentation can either be contained in a transcript or on a course certificate. All training courses submitted as part of this application (except Instructor Course) must be tested training and must have been attended in the past three years (3). Claim 1 point per hour of tested training.

Course Title	Date	Hours/Points
	Total Hours/Points:	

Training Certificates attached? ☐
Training Transcripts attached? ☐

IAAI Certified Instructor Application (last name): _____

Practical Teaching Experience/Coordination Point (Minimum 24 points):

Please provide supporting information documenting a total minimum of 24 points of practical teaching experience and training coordination (average of 8 instructional hours required per annum.) Supporting documentation should consist of letters of 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. All training courses submitted as part of this application must have occurred within the past three (3) years. Claim one (1) point per hour of instruction/presentation and ½ point per hour of training coordinated.

Course Title	Date	I (1pt/hr) C/F (.5 pts/hr)	Hours	Points
			Total Points:	

Reference Letters attached? ☐

IAAI Certified Instructor Application (last name): _____

Additional Information:

IAAI Certified Instructor Application (last name): _____

References Points (Minimum of 10 points):

Please provide the name and contact information of two references for which you have provided instructional services during the three years immediately preceding this application. **A copy of the evaluation form will be provided directly to the references by IAAI Staff and will subsequently be returned by the reference directly to the IAAI Office. Assessment results returned by the references will remain confidential. (See Manual-Appendix B)** These assessments have a combined maximum point value of 20 points with a minimum point requirement of 10 points.

Reference 1:		
Email Address:	*Phone Number:*	
Address 1:		
Address 2:		
City:	*State:*	*Zip:*
In regards to (Program Title/date):		

Reference 2:		
Email Address:	*Phone Number:*	
Address 1:		
Address 2:		
City:	*State:*	*Zip:*
In regards to (Program Title/date):		

Revised: 10/19/2022

IAAI Certified Instructor Application (last name):

Points Calculation

	Min. Points	Points
Work Experience Points	7.5	
Training Points	48	
Practical Teaching Experience/Coordination/Facilitation Points	24	
Reference Points	10	
Total Points (Minimum 89.5 points)		

Additional information regarding point calculations can be found in the IAAI-CI Program Manual.

By submitting this application to the International Association of Arson Investigators, either through mail or electronic communications, the applicant certifies the information to be true and correct to the best of their knowledge and certifies that they have read and understand the program requirements. For electronic submissions, the accompanying e-mail will be considered as the applicant's signature and certification of the application. 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.

Name	**Signature**	**Date**

Submit application, supporting documentation and credit card payment to IAAI-CI@firearson.com as **one complete PDF** document.

An invoice will be created for applications received without credit card payment. The invoice can be paid online in your profile, by calling the IAAI office or by mailing a check payable to IAAI.

Send to:
IAAI
2331 Rock Spring Road
Forest Hill, Maryland 21050

Application will be processed once payment is received.

Please contact our office if you have any questions. IAAI-CI@firearson.com or 410-451-3473

Revised: 3.20.2024

**International Association of
Arson Investigators, Inc.**

2331 Rock Spring Rd.
Forest Hill, MD 21050
Phone: (410) 451-FIRE (3473)

IAAI-Certified Instructor
Credit Card Payment

Date:			
IAAI Member Renewal Application Fee-$125			
Non-member Renewal Application Fee-$375			
Amount to charge:			
Card type (Visa, Master Card, AMEX) =			
Name on Card:			
Card Number:			
Exp. Date:		Security Code:	
Billing Address:			
City:	St/Prov:		Zip:
Country:			
Contact Phone Number:			
IAAI Member ID #:			
Notes:			

Revised: 03.20.2024