



International Association of Arson Investigators

International Certified Fire Investigator Program

16901 Melford Boulevard, Suite 101

Bowie, MD 20715

410-451-3473

APPLICATION FOR CERTIFIED FIRE INVESTIGATOR

(For use by United States and Canada)

Name: _____ Date of Birth: _____

IAAI International Membership Number: _____

Identification Number (Last 4 digits of SSN, Driver License #, or Government ID #): _____

Home Address:

(Street)

(City) (State/Province/Territory) (zip/postal code) (Country)

Job Title:

Job Description:

Place of employment
Name:

(Street) (City) (State/Province/Territory) (zip/postal code)

Business Phone: _____

Fax: _____

Home Phone: _____

Fax: _____

E-Mail: _____

Correspondence Address Home

Office

Note: 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.

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EDUCATION

Highest Level of Education Achieved:

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 highest level achieved, Check only one)

- | | | | |
|--------------------------|-----|---|---------|
| <input type="checkbox"/> | 1. | High School Graduate, G.E.D. Certificate or Equivalent (Cegep-Quebec) | 10 pts. |
| <input type="checkbox"/> | 2. | One Year Certificate in Fire Investigation | 12 pts. |
| <input type="checkbox"/> | 3. | Associate Degree in field <u>unrelated</u> to Fire Investigation | 12 pts. |
| <input type="checkbox"/> | 4. | Associate Degree in field <u>related</u> to Fire Investigation | 20 pts. |
| <input type="checkbox"/> | 5. | Bachelors Degree in field <u>unrelated</u> to Fire Investigation | 20 pts. |
| <input type="checkbox"/> | 6. | Bachelors Degree in field <u>related</u> to Fire Investigation | 30 pts. |
| <input type="checkbox"/> | 7. | Masters Degree in field <u>unrelated</u> to Fire Investigation | 25 pts. |
| <input type="checkbox"/> | 8. | Masters Degree in field <u>related</u> to Fire Investigation | 40 pts. |
| <input type="checkbox"/> | 9. | Doctoral Degree in field <u>unrelated</u> to Fire Investigation | 30 pts. |
| <input type="checkbox"/> | 10. | L.L.B. or J.D. | 45 pts. |
| <input type="checkbox"/> | 11. | Doctoral Degree in field <u>related</u> to Fire Investigation | 50 pts. |

Attach diploma only for unrelated degrees.

Attach diploma and transcript for related degrees.

Total Education Points Claimed: _____
(Minimum of 10 pts. Required – Max. of 50 pts.)

EXPERIENCE – FULL/PART-TIME

Fires Investigated Per year

12. **10 pts. Per Year**

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.

13. **8 pts. 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. Make sure you write the appropriate line number from above where indicated. You must include letters attesting to your employment experience and job responsibilities for the points you claim (see Documentation Requirements page).

		Total Years	Points Claimed
Line #	Employer's Name _____ Employment Dates(m/y) _____	_____	_____
	Address _____		10 pts/yr
	Job Description _____		8 pts/yr
Line #	Employer's Name _____ Employment Dates(m/y) _____	_____	_____
	Address _____		10 pts/yr
	Job Description _____		8 pts/yr
Line #	Employer's Name _____ Employment Dates(m/y) _____	_____	_____
	Address _____		10 pts/yr
	Job Description _____		8 pts/yr
Line #	Employer's Name _____ Employment Dates(m/y) _____	_____	_____
	Address _____		10 pts/yr
	Job Description _____		8 pts/yr
Line #	Employer's Name _____ Employment Dates(m/y) _____	_____	_____
	Address _____		10 pts/yr
	Job Description _____		8 pts/yr

Attach additional sheets as needed.

The provided employment letter must be completed and attached to the application.

Total Full/Part –Time Experience Points Claimed _____

(Minimum of 40 points required)

NFPA 1033 Standard for Professional Qualifications for Fire Investigator JPR Checklist	Check all that apply
General Requirements for a Fire Investigator	
4.1.2 Employ all elements of the scientific method as the operating analytical process	<input 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	
4.2.1 Secure the fire ground	<input 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	
4.3.1 Diagram the scene	<input type="checkbox"/>
4.3.2 Photographically document the scene	<input type="checkbox"/>
4.3.3 Construct investigative notes	<input type="checkbox"/>
Evidence Collection/Preservation	
4.4.1 Utilize proper procedures for managing victims and fatalities	<input 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	
4.5.1 Develop an interview plan	<input type="checkbox"/>
4.5.2 Conduct interviews	<input type="checkbox"/>
4.5.3 Evaluate interview information	<input type="checkbox"/>
Post-Incident Investigation	
4.6.1 Gather reports and records	<input 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	
4.7.1 Prepare a written report	<input type="checkbox"/>
4.7.2 Express investigative findings verbally	<input type="checkbox"/>
4.7.3 Testify during legal proceedings	<input type="checkbox"/>
4.7.4 Conduct public informational procedures	<input type="checkbox"/>

By signing below, I attest that I employ all of the steps of the JPRs as documented above during the investigation of fires and explosions.

Applicant Signature _____

Date _____

EXPERIENCE – OTHER (Page 1)

Other Experience

- | | | |
|-----|--|----------------|
| 14. | Direct Active supervision of two (2) or more <u>full-time</u> fire Investigators
(<u>Do not</u> claim credit here unless you were actively involved in fire investigation during that time period) | 8 pts per year |
| 15. | Direct active supervision of two (2) or more <u>part-time</u> Fire Investigators
(<u>Do not</u> claim credit here unless you were actively involved in fire investigation during that time period) | 4 pts per year |
| 16. | Non fire, full-time Criminal Investigator | 1 pt per year |
| 17. | Firefighter or Law Enforcement Officer (Patrolman/Constable) | 1 pt per year |
| 18. | Fire Department Lieutenant, Police Department Sergeant or above | 1 pt per year |
| 19. | Evidence Technician (Full-Time Only) | ½ pt per year |
| 20. | Private Investigator (Non-Fire) | ½ pt per year |
| 21. | 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. Write the line number from above in the space on the left.

		Total Years	Points Claimed
Line #	Employer's Name _____ Employment Dates(m/y) _____	_____	_____
_____	Address _____		
Job Description	_____		
Line #	Employer's Name _____ Employment Dates(m/y) _____	_____	_____
_____	Address _____		
Job Description	_____		
Line #	Employer's Name _____ Employment Dates(m/y) _____	_____	_____
_____	Address _____		
Job Description	_____		
Line #	Employer's Name _____ Employment Dates(m/y) _____	_____	_____
_____	Address _____		
Job Description	_____		

The provided employment letter must be completed and attached to the application.

(Please make copies as needed)

Page 1 Experience Points Claimed _____

EXPERIENCE – OTHER (Page 2)

Other Experience

22. Book published on subject directly related to the investigation of fire or explosions. 25 pts per book
List the title and publisher's name for all books authored and attach copy of copyright page, with Library Of congress Catalog Number.
23. Paper/Article published on a subject directly related to the investigation of fires or explosions. 1 ½ pts per each
(Maximum of 10 pts)
List the title and publisher's name for all authored materials and attach a copy of the article page Which shows the journal name, date, article title and your name.
24. Lecture taught on fire investigation ½ pt per contact hour
(Maximum of 20 pts)
List the locations, dates and topic of each lecture taught. Attach attestation letters from program manager.
25. Membership in professional organizations directly related to fire investigations ½ pt per year
(Maximum of 10 pts)
List the organization, total years as a member and current status in the Description field.

Line Number	Description	Total Hours (If Applicable)	Points Claimed

(Please make copies if additional space is needed)

Attach documents to verify all points claimed above.

Page 2 Experience Points Claimed _____

EXPERIENCE – OTHER (Page 3)

Other Experience

26. A Per occasion testified as an expert witness regarding the point of origin or cause of fire or explosion. 5 pts per occasion
or

26. B If you have completed the IAAI, ATF, or NFA (R0208, R0790), attach your diploma to this sheet and check the box. For points claimed, put 10 points in the space at the bottom for "Page 3 Experience Points Claimed." Training points may not be claimed for this class.

Diploma attached

Please list the location, date and case identification number for each trial/deposition/hearing.

Attach the provided expert witness verification form.

Location _____	Date _____	Points Claimed
Case Identification Number _____		_____
Location _____	Date _____	_____
Case Identification Number _____		_____
Location _____	Date _____	_____
Case Identification Number _____		_____
Location _____	Date _____	_____
Case Identification Number _____		_____
Location _____	Date _____	_____
Case Identification Number _____		_____

Page 3 Experience Points Claimed _____
(Maximum of 30 points – Minimum of 10 points required)

TOTAL POINTS FOR "EXPERIENCE – OTHER" (PAGES 1-3) _____

TRAINING

- 27. Certified Firefighter I or substantially similar program 10 Points
or
- 28. Certified Firefighter II or substantially similar program 15 Points
(Select highest level achieved):
- 29. IAAI-FIT Designation 15 Points

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

- 30. Certified Police Academy (240Hours) or substantially similar program 15 Points
(may be claimed only once)
- 31. Tested Courses* Fire Investigation Training programs, seminars or college level 1/4 point per hour
Courses conducted by a recognized agency or group. (IAAI, ATF, Police and Fire service, (1 point per 4 hours)
Dept. of Scientific & Industrial Research, etc.)
*A passing grade is required to claim credit here.
- 32. Untested Courses: fire Investigation training conducted by a recognized agency or group. 1/8 point 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.

Course Description or Title	Date Completed	X if Tested	Points
		<input type="checkbox"/>	
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**Total Training Points Claimed
(Minimum of 50 pts. Required – Maximum of 100 pts.)**

Documentation for all claimed training must accompany the application.

TOTAL POINTS & REFERENCES

Total Education Points Claimed (10 points Minimum/50 points Maximum) _____

Total Full/Part – Time Experience Claimed (40 points Minimum) _____

Total Other Experience Points Claimed (10 points must be from testimony) _____

Total Training Points Claimed (50 points Minimum/100 points Maximum) _____

Total Points Claimed For This Application _____

(150 Points is the minimum to be eligible to challenge the examination)

Educational Diplomas attached:

Provided Employment letter attached:

Provided Expert witness form or Certification from Expert Witness class attached:

Documentation for all claimed training attached with “tested” and “non-tested” clearly stated:

References

List three (3) references who can attest to your background and experience as an investigator:

1. **Name:** _____ **Title:** _____
Address: _____
(City) (State/Province/Territory) (Zip/Postal Code) (Country)
Phone: _____

2. **Name:** _____ **Title:** _____
Address: _____
(City) (State/Province/Territory) (Zip/Postal Code) (Country)
Phone: _____

3. **Name:** _____ **Title:** _____
Address: _____
(City) (State/Province/Territory) (Zip/Postal Code) (Country)
Phone: _____

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

Yes No

I, _____, 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.

Signature _____ Dated _____