



# IAAI Certifications FAQs

Effective May 2025

**Q** Where can I find the new certification requirements?

**A** The new Certifications Manual, Sample Applications and additional information can be found on our website. [www.firearson.com/credentials](http://www.firearson.com/credentials)

**Q** My certification has expired. Can I still apply to renew my certification?

**A** The grace period for all certification applications is 90 days past your expiration date.

**A** If you have missed the grace period, you will be required to apply as a NEW candidate.

**Q** How early can I submit my application for renewal?

**A** You may submit your application within 6 months prior to your expiration date. Applications submitted earlier will not be accepted.

**Q** How do I find my certification information?

**A** You can view your certifications information by logging into your profile at [www.firearson.com](http://www.firearson.com)

**A** Click on the profile icon on the top right of the screen and click on My Certifications.

**Q** I would like to see the application requirements prior to paying. Where can I find a list of the classes and credits I need to apply?

**A** Our website has links under each certification that bring you to a SAMPLE application. There are also links to the Certifications Manual, which also provide details for each certification and its requirements.

**Q** What documents should I have collected prior to completing my application?

**A** All new certification applicants must submit a high school diploma, GED or transcript for the highest level of education earned. A high school or college transcript is also acceptable.

**A** CFITrainer.net transcript downloaded from your CFITrainer.net account.

**A** Copies of any certificates and/or any related supporting documentation of completion for courses you will be claiming on your application.

**A** Signed letters from current and previous employers to verify your claimed experience. A sample employment letter can be found at [www.firearson.com/credentials](http://www.firearson.com/credentials)

**A** *For NEW CFI Applicants ONLY:* Your completed [JPR Evaluation Check Sheets](#), signed by an IAAI-Approved JPR Evaluator.



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**Q** How and where can I submit my application?

**A** All applications must be submitted using our online application process. Links can be found at [www.firearson.com/credentials](http://www.firearson.com/credentials)

**A** Details on this process can be found at [IAAI Online Application Process FAQs](#).

**Q** My application has been approved. How will I take my exam?

**A** For CFI Applicants Only: You will receive an email with details on how to schedule a time to take your exam through the online Measure Learning platform or at a designated testing facility, based on your preference. To see a tutorial of how to take your exam and security measures, please visit the link on the CFI page of our website.

**A** For FIT, CI and MVFCE Applicants: Your exam will be activated on CFITrainer.net and available on your dashboard.

**Q** When will my certification expire?

**A** Once you have successfully completed your exam or received an approval on your renewal application, your expiration will be 5 years from the date that you pass your exam, or your last renewal.

**Q** How will I get my certificate?

**A** All newly certified individuals will receive an emailed PDF certificate and letter, and will also receive a mailed certificate, patch and sticker.

**A** All individuals who have successfully renewed their certification will receive an emailed PDF certificate and letter.

**A** Please allow 10-14 business days for emailed certificates and letters.

**The IAAI Staff team is here to help!**

**Should you need assistance with any of the steps listed above, please feel free to contact us via phone - 410-451-FIRE(3473) and select prompt 3 for Certifications, or via [email](#).**

**We look forward to receiving your application and wish you the best of luck as you take the next step in earning an IAAI Certification and/or Designation.**