

## **Work Experience Verification Letter Example**

*This letter is offered as sample text to fulfil the requirements of the job experience requirements outlined in section 2.7 of the Certifications Program- Practices and Procedures Manual. It may be cut and pasted onto agency letterhead if desired.*

To: International Association of Arson Investigators: Certifications Committee

From:

Date:

RE: New CFI Application for <applicant's name>

The above referenced applicant is in the process of making application for their Certified Fire Investigator Certification with the International Association of Arson Investigators (IAAI). Please allow this letter to serve as verification of the applicant's background and work experience as a Fire Investigator as defined in NFPA 1033-2022 ed. 3.3.10; "An individual who has demonstrated the skills and knowledge necessary to conduct, coordinate, and complete a fire investigation."

The above referenced applicant routinely performs or is capable of performing the job performance requirements (JPRs, 4.2 through 4.7) contained in NFPA 1033-2022 ed. My supervision of their work experience demonstrate they possess all the skills necessary to fulfill the JPRs mentioned above.

Through this work experience letter, I attest that the above referenced applicant, serves or served as a Fire Investigator with <Agency or Department name> from <MM/DD/YYYY> through <MM/DD/YYYY>. (*Must have 5-years' experience*)

The above information is a true and accurate representation of the applicant's work experience history as a Fire Investigator. I acknowledge that the IAAI-CFI committee may seek to validate any and all information provided here.

<Signature>

Printed Name

Agency and Title

Address if different from letterhead

Telephone

Email address