

# PRACTICES & PROCEDURES MANUAL FOR



## INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS CERTIFICATIONS PROGRAM

IAAI-CFI®, IAAI-FIT®, IAAI-ECT®, IAAI-CI®  
MOTOR VEHICLE FIRE CREDENTIAL ENDORSEMENT (V)  
MARINE FIRE CREDENTIAL ENDORSEMENT (M)

## INTRODUCTION

This manual is furnished by the Certifications Committee of the International Association of Arson Investigators (IAAI) and outlines the policies and procedures governing the IAAI-CFI®, IAAI-FIT®, IAAI-ECT®, and IAAI-CI® certifications and the (V) and (M) credential endorsements for Motor Vehicle and Marine Fire investigation. Interested candidates shall apply online at [www.firearson.com](http://www.firearson.com) for their selected certification.

This manual cannot be amended or modified in any manner except by the International Association of Arson Investigators Certifications Committee and shall be adopted in its entirety by anyone who chooses to participate in the IAAI certification programs.

## Table of Contents

<b>CHAPTER 1: ADMINISTRATION .....</b>	<b>6</b>
1.1 Committee Description.....	6
1.2 Certification Test Maintenance .....	7
1.3 Authority.....	7
1.4 Operating Procedures .....	7
1.5 Tentative Interim Amendments (TIAs) .....	8
1.6 Endorsements .....	9
1.7 Administration of Examinations .....	9
1.8 Certification Program Fee Structure.....	9
1.9 General.....	10
<b>CHAPTER 2: CERTIFIED FIRE INVESTIGATOR (IAAI-CFI) .....</b>	<b>11</b>
2.1 Committee Description.....	11
2.2 Application Requirements and Claiming Credit .....	11
2.2.1 Training Credit .....	11
2.2.2 Substitutions or Alternatives .....	12
2.2.3 Experience Credit .....	13
2.2.4 Expert Testimony.....	14
2.2.5 Courses/Lectures Taught.....	15
2.2.6 Books/Articles/Papers Authored .....	15
2.2.7 Education .....	16
2.2.8 Training.....	16
2.2.9 Organization Member .....	16
2.3 Information Management.....	16
2.4 Method of Certification .....	17
2.5 Application Procedures.....	17
2.5.1 Application Review .....	17
2.5.2 Application Approval.....	17
2.5.3 Application Rejection.....	18
2.6 Examination.....	18
2.6.1 Examination Parameters.....	18
2.6.2 Examination Procedures.....	19
2.6.3 Candidate Examination Results Notification Process .....	19

2.6.4 Failure of Examination - Options and Processes .....	20
2.7 Mandatory Five-Year Recertification Procedures.....	20
2.8 Retired Certification Designation .....	22
2.9 Right of Use .....	22
<b>CHAPTER 3: FIRE INVESTIGATION TECHNICIAN (IAAI-FIT) .....</b>	<b>23</b>
3.1 Program Description .....	23
3.2 Program Oversight .....	24
3.3 Application Fees.....	24
3.4 Program Requirements .....	24
3.4.1 Experience .....	25
3.4.2 Training and Education.....	25
3.4.3 Substitutions or Alternative Trainings .....	26
3.5 Comprehensive Examination .....	27
3.6 Certification Renewal .....	27
3.7 Right of Use .....	28
<b>CHAPTER 4: EVIDENCE COLLECTION TECHNICIAN (IAAI-ECT) .....</b>	<b>29</b>
4.1 Program Description .....	29
4.2 Program Oversight .....	30
4.3 Application and Facilitation Fees.....	30
4.4 Program Requirements .....	31
4.4.1 General Experience.....	31
4.4.2 Specific Work Experience .....	32
4.4.3 Training and Education.....	32
4.4.4 Substitutions or Alternatives.....	32
4.5 Comprehensive Practical Examination .....	33
4.6 Certification Renewal .....	34
4.7 Right of Use: .....	36
<b>CHAPTER 5: CERTIFIED INSTRUCTOR (IAAI-CI) .....</b>	<b>37</b>
5.1 Program Description .....	37
5.2 Program Oversight .....	37
5.3 Application Fees.....	38
5.4 Program Requirements .....	38
5.4.1 Education and Experience.....	38

5.4.2 Training.....	39
5.4.3 Substitutions or Alternatives.....	39
5.4.4 Practical Teaching Experience .....	40
5.5 Comprehensive Exam .....	40
5.6 Certification Renewal .....	41
5.7 Right of Use .....	42
<b>CHAPTER 6: MOTOR VEHICLE FIRE CREDENTIAL ENDORSEMENT (V) ....</b>	<b>43</b>
6.1 Program Description .....	43
6.2 Program Oversight .....	43
6.3 Application Fees.....	44
6.4 Program Requirements .....	44
6.4.1 Experience.....	44
6.4.2 Training and Education.....	44
6.4.3 Substitutions or Alternatives.....	45
6.5 Comprehensive Examination .....	46
6.6 Credential Endorsement Renewal.....	46
6.7 Right of Use .....	47
<b>CHAPTER 7: MARINE FIRE CREDENTIAL ENDORSEMENT (M) .....</b>	<b>49</b>
7.1 Program Description .....	49
7.2 Program Oversight .....	49
7.3 Application Fees.....	50
7.4 Program Requirements .....	50
7.4.1 Experience.....	50
7.4.2 Training and Education.....	50
7.4.3 Substitutions or Alternatives.....	51
7.5 Comprehensive Examination .....	52
7.6 Credential Endorsement Renewal.....	52
7.7 Right of Use .....	53
<b>CHAPTER 8: CREDENTIALS APPEALS PROCESS .....</b>	<b>54</b>
<b>APPENDIX A: RECOMMENDED REFERENCE MATERIALS .....</b>	<b>55</b>
<b>APPENDIX B: PRICING .....</b>	<b>57</b>
<b>APPENDIX C: DOCUMENT CHANGE HISTORY .....</b>	<b>59</b>

## CHAPTER 1: ADMINISTRATION

The International Association of Arson Investigators (IAAI) offers the following four certification programs: Certified Fire Investigator (CFI), Fire Investigation Technician (FIT), Evidence Collection Technician (ECT), and Certified Instructor (CI) are administered by the IAAI. The IAAI also offers two credential endorsements that may attach to the CFI and/or FIT certifications: the Motor Vehicle Fire (V) and the Marine Fire (M) endorsements.

Certification as a fire investigator by the IAAI does not determine who shall engage in the practice of the investigation of fires and explosions, nor is it a substitute for any licensing or registration required by law.

### 1.1 COMMITTEE DESCRIPTION

The IAAI Certifications Committee consists of a chair and co-chair, both appointed by the president of the IAAI, who shall hold an active or retired IAAI-CFI certification. Additionally, subcommittee chairs for each of the four certification programs and two credential endorsements also sit on the Certifications Committee. Subcommittee chairs shall hold the IAAI certification of their respective certification subcommittee and/or a current IAAI-CFI certification. Subcommittee chairs are appointed by the Certifications chair with approval of the IAAI president.

The subcommittee for each of the CFI, FIT, ECT, CI, (V), and (M) credentials consists of a chair, co-chair (if needed), and international members-at-large (henceforth referred to as reviewers), whose sole responsibility is reviewing and vetting certification applications. Subcommittee chairs are appointed for a term of three (3) years and may be reappointed. International members-at-large are appointed by the subcommittee chair with approval of the Certifications Committee chair, with the exception of the IAAI-CFI subcommittee.

## 1.2 CERTIFICATION TEST MAINTENANCE

The Certification Test Maintenance (CTM) subcommittee consists of five (5) members. Subcommittee appointments are made by the Certifications chair, with approval of the IAAI president. All Test Maintenance subcommittee members shall be IAAI Certified Fire Investigators. Members of this subcommittee shall also have experience writing test items or receive training within a reasonable time following their appointment, as established by the Certifications chair and CTM subcommittee chair.

## 1.3 AUTHORITY

The Certifications Committee has the full and final authority to vet the qualifications of each certification or recertification candidate. An appeals process exists for those who wish to challenge the committee's decision. (See Chapter 8: Credentials Appeals Process.)

The IAAI Certifications professional staff and Certifications Committee chair are responsible for the day-to-day operation of the certifications program. General administration and all decision-making are conducted through majority vote. All functions of the Certifications Committee are governed by the practices and procedures outlined in this manual and by *Robert's Rules of Order*. The actions of any Certifications subcommittee shall be approved by the chair and co-chair of the Certifications Committee.

## 1.4 OPERATING PROCEDURES

The Certifications Committee and the IAAI strictly adhere to the following procedures.

The *Manual of Practices and Procedures for the Certifications Program* is updated on a three-year revision cycle. The schedule for each revision cycle is published in all public-facing IAAI communications.

Anyone can submit a proposal concerning any aspect of the practices and procedures manual during the proposal submissions period set by the IAAI Certifications Committee. Proposals are accepted from the date of publication of the current edition until October 1 of the year before publication of the

subsequent edition (i.e., this edition was published in February 2025, and proposals for the next edition will be accepted until October 1, 2027).

At the end of the call for proposals period, the Certifications Committee considers each submission and any proposals submitted by the committee. Public proposals are reviewed and considered. The committee provides substantiation of any decision to modify or reject a proposal. The committee's report on proposals shall receive more than two-thirds approval from the committee. The actions of the committee are outlined in a report published in all public-facing IAAI communications.

After the public comment period, once the changes have been published, the IAAI accepts comments on the proposed changes until December of the year prior to publication of the next edition of this manual.

During the IAAI Annual Meeting in the third year of the manual revision cycle, the board of directors meets to act on the proposed changes to the manual. The committee's actions may be appealed to the IAAI Board of Directors. The board's actions on appeal are final and its decisions are distributed and published.

## **1.5 TENTATIVE INTERIM AMENDMENTS (TIAs)**

Changes to the certification policies and procedures during the three-year revision cycle of this manual may be made through a tentative interim amendment (TIA). TIAs may be recommended to the Certifications Committee or proposed by the committee. TIAs should focus on urgent policy or procedure changes that shall be addressed before the end of the revision cycle. Proposed TIAs are published according to the IAAI publication policies and are open for comment for sixty (60) days following their publication. Within thirty (30) days of the comment period deadline, the committee will review the comments and if a two-thirds consensus is reached concerning the proposed change, the committee will recommend the TIA to the board.



## **1.6 ENDORSEMENTS**

Individuals with IAAI-CFI and/or IAAI-FIT certification may have specialized education and experience in a specific type of fire investigation. In recognition of this, the certifications committee may create specific endorsements to attach to an IAAI-CFI and/or an IAAI-FIT certification.

Endorsement recognizes the ability of fire investigators or fire investigation technicians in a specific area of fire investigation. In creating an endorsement, the certifications committee shall develop an application process, establish a minimum level of expertise in the specified field, and develop testing criteria. Applicants who meet all of the criteria and pass the exam will receive an endorsement that attaches to their certification.

While all endorsements are attached to an IAAI-CFI and/or IAAI-FIT certification, endorsements are independent of the certification itself.

The certifications committee shall follow the same processes related to changes made to the certification program and shall receive board approval before implementing an endorsement (as described above in the Operating Procedures section of this chapter).

## **1.7 ADMINISTRATION OF EXAMINATIONS**

Administration of exams varies by certification and is discussed in detail in the chapters describing each program.

## **1.8 CERTIFICATION PROGRAM FEE STRUCTURE**

Fees for the certification programs and endorsements are established by the IAAI Board of Directors, based on recommendations from the Certification Committee.

Applicants shall submit the appropriate application fee, in full, prior to completing the application. The application fee is non-refundable and allows the applicant one opportunity to resubmit an application within one calendar year, if the initial application is rejected.

## 1.9 GENERAL

The IAAI has no intention of determining who can engage in the practice of fire investigation. Lack of certification does not indicate that an individual is unqualified to perform fire investigations; rather, it may indicate that the individual has not fulfilled the requirements for certification or has not applied to the program.

Membership in the IAAI and/or a chapter of the IAAI is not required for eligibility for certification or recertification.

The name and/or logo of the IAAI certification achieved may be used by the certification holder on their business cards and papers as long as they maintain their certification.

Applications shall be completed online. Correspondence relating to the certifications programs may be submitted to the designated email box for each program (i.e.- [IAAI-CFI@firearson.com](mailto:IAAI-CFI@firearson.com)), which can be found on the IAAI website, [www.firearson.com](http://www.firearson.com)

The official mailing address of the Certification Program can be found on the IAAI website at [www.firearson.com](http://www.firearson.com)

## **CHAPTER 2: CERTIFIED FIRE INVESTIGATOR (IAAI-CFI)**

### **2.1 COMMITTEE DESCRIPTION**

The IAAI-CFI subcommittee consists of nine (9) members, each appointed by the IAAI president. The president also appoints the chair and co-chair of the CFI subcommittee, who shall be active or retired IAAI-CFI or IAAI-CFI Ret. Ninety percent of the subcommittee members shall have completed at least one CFI renewal. These members serve a term of three (3) years, and they may be reappointed to the subcommittee.

All Chapter CFI committees shall follow the IAAI-CFI subcommittee structure as closely as possible.

Committee appointments are made at the IAAI Annual General Meeting. Three (3) appointments shall be made each year. Interim appointments may be made as vacancies occur.

### **2.2 APPLICATION REQUIREMENTS AND CLAIMING CREDIT**

To verify their eligibility, applicants shall include legible copies of all awards, certificates, and diplomas to support claimed credits. Reviewers may request transcripts if clarification is needed to verify the fire investigation credits claimed. All supporting documents become a permanent part of the applicant's file and are not returned to the applicant.

Applicants cannot claim experience twice (e.g., applicants cannot claim points for investigation *and* supervisory experience within the same period). Likewise, credit claimed in one category cannot be claimed in another (e.g., an IAAI or the Bureau of Alcohol, Tobacco, Firearms and Explosives [(ATF)] testimony course cannot be claimed for both experience and training credits.

#### **2.2.1 TRAINING CREDIT**

For all conferences, seminars, and educational programs claimed for credit, the applicant shall list the topic, location, and dates of attendance at each session; the hours of attendance for each date; and other applicable information on the provided form. In addition, for each listing, copies of certificates/diplomas or

letters of attestation shall be supplied. These documents provide verification of eligibility for claimed credits.

If credit is claimed for a tested program, the applicant shall furnish documentation of successful completion of the program. This documentation may be in the form of a copy of a transcript, a diploma, a certificate, or letter from the course instructor which indicates a passing score. To receive credit for professional certifications, the applicant shall provide copies of certificates or diplomas.

Each candidate shall provide documentation of a total of 400 hours of training. Training shall include the following:

- IAAI Fundamentals of Fire Investigation class - (minimum of 40 hours)
- 28 hours of CFITrainer.net courses required (DNA, Documenting the Event, Examination, Intro to Evidence, 1033 and Your Career, Physical Evidence at Fire Scene, Practical Application, Scientific Method, Ethics)
- 332 hours of training (points) that come from courses that meet all the criteria of the 1033 JPRs, of which 10% (33 hours) may be untested/not directly related to fire investigation (hazmat, engineering, etc.).

### **2.2.2 SUBSTITUTIONS OR ALTERNATIVES**

All courses proposed for consideration as substitutes or alternatives shall be submitted to the IAAI Certifications Committee with a comprehensive training syllabus for evaluation.

All proposed substitute or alternative courses will be considered for approval by the IAAI Certifications Committee only after review and approval by the IAAI Training and Education Committee.

The Training and Education Committee's review will determine whether any proposed substitute or alternative course has the same or substantially similar curriculum requirements as those contained in the IAAI's courses listed above.

For a list of approved programs, please refer to [www.firearson.com](http://www.firearson.com)

Applicants shall provide a PDF copy of their [CFITrainer.net](http://CFITrainer.net) transcript documenting satisfactory completion of all required courses.

Excluding traffic violations, applicants shall disclose all convictions of violations of laws, statutes, ordinances, rules, regulations or canons. Disclosure is required regardless of whether an offense has been expunged, vacated, dismissed or sealed.

Applicants who disclose an offense shall complete an additional form to explain the conviction. The form will be addressed according to IAAI's Standard Operating Procedures (SOPs).

### **2.2.3 EXPERIENCE CREDIT**

To meet the experience requirement for the Certified Fire Investigator (CFI) designation, applicants shall have served as fire investigators according to the job performance (JPRs) outlined in NFPA 1033 (National Fire Protection Association Standard for Professional Qualifications) for a minimum of five (5) years. Dates and locations of employment, employer names, and job descriptions shall be provided for all employment, as indicated in the application.

Employment information should be listed in reverse chronological order, with the most current position listed first. The listing should include all employment so that verification of eligibility for credit can be performed where necessary and credit can be awarded where applicable. The job description should clearly illustrate why the applicant should receive the noted credits. Applicants shall document their experience with letters from employers or others who can verify the claimed experience. (See [www.firearson.com](http://www.firearson.com) for a sample letter.)

Self-employed applicants may document their experience using letters from clients or a letter signed by a partner, principal in their business, coworker, or other professional associate.

IAAI-CFI candidates will be required to be evaluated during fire scene investigations to ensure JPRs are properly executed as established by NFPA 1033. The evaluator will be responsible for overseeing the candidate(s) at fire scene investigations and documenting their performance on JPR-specific checklists created by the IAAI. Completed JPR checklists will need to be given to the candidate after they have been signed and dated by the evaluator for the

candidate to be eligible to apply for the IAAI-CFI certification. A complete list of evaluator qualifications and required JPR checklists can be found at [www.firearson.com](http://www.firearson.com)

IAAI-CFI candidates will be responsible for locating their own IAAI approved evaluator(s) during the JPR checklist process. Evaluators will be required to complete a virtual training provided by the IAAI before they are eligible to evaluate a candidate's abilities. JPR checklists will not be accepted if completed by an evaluator who has not completed this training.

JPR checklists may be completed over the course of several weeks, months, or years. Candidates shall include all checklists as required by the IAAI to qualify for application review. Incomplete submissions will not be accepted.

#### **2.2.4 EXPERT TESTIMONY**

Documentation of testimony experience is required for CFI certification. Testimony, given under oath, during which the witness is subject to cross-examination, shall pertain to the origin and cause of a fire or explosion. Points towards this certification may include testimony from any of the following:

- probable cause hearings, with verification of cross-examination
- grand jury testimony with verification of cross-examination
- depositions
- trials
- pre-trials, with verification of cross-examination
- prosecutor inquiries, with verification of cross-examination
- approved courtroom testimony courses

Successful completion of the IAAI Expert Witness Courtroom Testimony course is an accepted alternative to the expert testimony experience requirement. Applicants may also use completion of other comprehensive expert witness courtroom testimony courses to fulfill this requirement. A comprehensive training syllabus shall be included for evaluation during the approval process. All proposed substitute or alternative training courses are considered for approval by the IAAI Certifications Committee, only after review by the IAAI Training and Education Committee, and the IAAI Certifications Committee.

The Training and Education Committee's review will determine whether the curriculum requirements of any proposed substitute or alternative training course are the same or substantially similar to those of the IAAI Expert Witness course.

For a list of approved expert witness programs, please refer to [www.firearson.com](http://www.firearson.com)

Acceptable proof of testimony experience includes the following:

- Letters from participating attorneys (preferred method) stating that the applicant testified as to origin and cause in a particular case(s)
- Deposition or trial cover sheets, with sufficient portions of the transcript attached to clearly demonstrate the applicant's testimony as an "expert witness"
- Courtroom Testimony Course certificates or educational transcripts

Legal systems in some countries (or other governmental jurisdictions) receive "expert" opinion only in written form. If an applicant for IAAI certification resides in a jurisdiction where this is standard practice, the IAAI committee may accept "written expert opinion" related to fire investigation or fire science. As the legal systems vary in different jurisdictions, the IAAI-CFI subcommittee will examine the requirements related to supporting documentation for written expert testimony and approval of CFI candidates on a case-by-case basis.

#### **2.2.5 COURSES/LECTURES TAUGHT**

Applicants shall list the location, date, topic, and length (in student contact hours) of each course and/or lecture taught. Suitable documentation includes letters from course organizers/administrators or similar documents. Applicants may claim one hour for each contact hour taught. (Max 20 hours)

#### **2.2.6 BOOKS/ARTICLES/PAPERS AUTHORED**

The title and publisher's name of all books authored shall be included, along with a copy of the copyright page showing the Library of Congress Control Number (books without this number are not accepted). To receive credit for published articles or papers, applicants shall provide the following: a copy of the article clearly showing the publication name, date, article title, and author's name. This copy will be retained in the applicant's file and will not be returned. Applicants

may claim 25 hours per book authored, directly related to the investigation of fire or explosions. Applicants may claim 1 hour per article or paper authored on a subject directly related to the investigation of fires or explosions.

### **2.2.7 EDUCATION**

Applicants shall have a minimum of a high school diploma or the equivalent. Documentation of all education claimed on the application is required.

### **2.2.8 TRAINING**

Applicants who claim credit for a tested program shall provide documentation of successful completion. Documentation may be in the form of a copy of a transcript, diploma, or certificate, or a letter from the course instructor indicating a passing score. To receive credit for professional certifications, the applicant shall provide copies of certificates or diplomas.

### **2.2.9 ORGANIZATION MEMBER**

To receive credit in this category, applicants shall provide a list of all organizations to which they claim membership, including each organization's address and the applicant's dates of membership. Documentation may include a photocopy of a membership card or membership certificate. Applicants may claim 1 hour for year of membership in an organization directly related to the field of fire investigation.

## **2.3 INFORMATION MANAGEMENT**

All information provided by the applicant is subject to verification (both in writing and through personal communication) by the CFI subcommittee. Applicants may be asked to provide additional documentation.

Applications and all supporting documents become and remain the property of the CFI subcommittee. Access to this information is available only to certifications committee members, IAAI staff, CFI subcommittee members, and the applicant (on written request). The applicant's file shall be maintained according to the IAAI document retention policy. All other access to information shall be by order of a court of law only.



Each applicant shall sign and date the statement on the last page of the application, which authorizes the IAAI to verify their information and references.

A CFI subcommittee member may contact one or more of the references provided in an application.

Application forms are available on the IAAI website at [www.firearson.com](http://www.firearson.com)

## **2.4 METHOD OF CERTIFICATION**

The only method of certification by the IAAI is **Certification by Application, Evaluation and Examination.**

Certification is available to applicants who demonstrate they meet the minimum points indicated in each area of the application and pass the IAAI-CFI exam.

## **2.5 APPLICATION PROCEDURES**

### **2.5.1 APPLICATION REVIEW**

The date of receipt is recorded for all applications. The review process for each application shall be completed within thirty (30) calendar days of receipt unless additional information is required, or discrepancies need to be resolved.

All CFI applications will be reviewed and evaluated by a CFI subcommittee member.

Excluding traffic violations, applicants shall disclose all convictions of violations of laws, statutes, ordinances, rules, regulations or canons. Disclosure is required regardless of whether an offense has been expunged, vacated, dismissed or sealed.

Applicants who disclose an offense shall complete an additional form to explain the conviction. The form will be addressed per the IAAI's Standard Operating Procedures (SOPs).

### **2.5.2 APPLICATION APPROVAL**

Applicants will be notified of approval of their application via email and provided with instructions on moving forward.

Approved applications are considered valid for one year from the date of acceptance by the CFI subcommittee. The applicant shall complete the exam process within one year of the application approval date.

### **2.5.3 APPLICATION REJECTION**

An application and/or applicant may be deemed ineligible by the program committee chair/co-chair due to incomplete information, lack of supporting documentation, lack of qualifying points, or other reasonable disqualifying factors. Candidates will be notified of their ineligibility and the reason(s) for rejection of their application by the committee.

An applicant may reapply for certification within one year of the initial review date. No additional fees are required for the second review. If an application is rejected a second time, the applicant shall reapply and pay the associated application fee.

If a rejected applicant wishes to appeal the rejection and/or the review process, appeals procedures are outlined in Chapter 8: Credentials Appeals Process.

## **2.6 EXAMINATION**

Beginning mid-2025, the IAAI-CFI exam may be completed online and proctored via Live Remote Proctoring (LRP) or taken in person at a designated testing facility.

### **2.6.1 EXAMINATION PARAMETERS**

Eligibility of the approved candidate will be submitted to the testing platform, and the candidate will be notified of testing availability and scheduling. It is the candidate's responsibility to schedule their exam and adhere to the testing policies and procedures.

The exam will consist of no more than 100 questions drawn from a question bank of true/false and multiple-choice questions.

The exam consists of questions related to any of the job performance requirements (JPRs) contained in NFPA 1033 and information drawn from NFPA 921 and other resources. For a list of the resources consulted, please see Appendix A.

The Certifications Committee may evaluate and provide reasonable accommodations to address a candidate's accessibility needs.

The exam is "closed book," and no notes or aids are allowed. Candidates will have two hours to complete the exam.

The IAAI-CFI exam is written in English. The exam may be available in other languages. If the exam is not available in the candidate's native language, reasonable accommodations will be made.

During the exam, any instances of attempted or successful fraud, misrepresentation, or improper conduct by the applicant will result in termination of the exam, and the candidate will be referred to the IAAI Ethical Practices and Grievances Committee.

### **2.6.2 EXAMINATION PROCEDURES**

Candidates are allowed to access the exam for two (2) hours without interruption. Exam takers are continuously monitored by a proctor. Accommodations allowing applicants additional time to complete the exam shall be approved by the CFI subcommittee chair in advance of the scheduled test date.

When the candidate completes the online exam, tentative pass/fail results will be displayed immediately.

### **2.6.3 CANDIDATE EXAMINATION RESULTS NOTIFICATION PROCESS**

The IAAI will evaluate the candidate's exam and contact them by email to share the official results. At no time is a candidate's exam percentage score revealed to the candidate or any other individual. Candidates who pass the exam will receive

a certificate by mail identifying them as an IAAI-CFI (IAAI-Certified Fire Investigator).

#### **2.6.4 FAILURE OF EXAMINATION - OPTIONS AND PROCESSES**

Applicants who fail the CFI exam on their first attempt have the option of scheduling to test again at no additional charge after a minimum waiting period of thirty (30) days following the date of their first exam. Candidates shall successfully complete their second attempt within one year of their original exam date. Candidates may submit a written request to waive the 365-day rule. Applicants who fail to schedule a second sitting within a year of their first exam shall pay an additional fee to retake the exam. If an applicant fails both exam attempts, they shall wait two years from the original exam date before they can submit a new application and a new fee for the CFI program using the most recent application guidelines and program requirements.

Applicants also have the right of appeal when they fail an exam. (See Chapter 8: Credentials Appeals Process.)

#### **2.7 MANDATORY FIVE-YEAR RECERTIFICATION PROCEDURES**

Certification is awarded for a period of five (5) years from the certificate issue date (indicated on the certificate). The CFI is responsible for submitting a timely application for recertification.

A current copy of the IAAI Recertification Application shall be used for all recertifications. The recertification application should be submitted before the expiry date, but no earlier than six months in advance. There is a ninety (90) day grace period following the expiry of CFI status during which the CFI can submit a recertification application without penalty. If more than 90 days have passed since the designation expired, the applicant shall start the application process again as a new candidate.

Requests for exceptions due to extenuating circumstances shall be submitted in writing for consideration by the IAAI-CFI subcommittee, which will make a recommendation to the IAAI Certifications Committee for final action.

Applicants for recertification shall demonstrate completion of a minimum of 100 hours of tested training and three years of job experience, as defined by NFPA 1033, during the five-year certification period. The candidate shall complete a minimum of 10 tested training courses on CFITrainer.net per 5-year renewal cycle. Lectures given may account for 50% of the total training points claimed. Applicants can claim a maximum of ten percent (10%) of the total training point requirement for training courses not specifically related to fire investigation or non-tested trainings (e.g., police procedures and claims adjustment).

Dates and locations of employment, including employers' names and job descriptions shall be provided for all employment indicated in the experience section of the application. Positions should be listed in reverse chronological order, with the most recent experience listed at the top. Applicants should include all employment experience so reviewers can verify the applicant's experience for eligibility where necessary and award credit where applicable. The job descriptions should illustrate why the applicant feels they should receive the noted credits. The applicant shall document their experience with letters from employers or others who can verify their experience. Self-employed applicants may use letters from clients, or a letter signed by a partner, principal in the business, coworker, or other professional associate.

All points claimed in the recertification application shall have been earned in the five years prior to its submission. Points claimed in the current application may not have been used in any previous application.

Excluding traffic violations, applicants shall disclose all convictions of violations of laws, statutes, ordinances, rules, regulations or canons occurring within the recertification period. Disclosure is required regardless of whether an offense has been expunged, vacated, dismissed or sealed.

Applicants who disclose an offense shall complete an additional form to explain the conviction. The form will be addressed per the IAAI's Standard Operating Procedures (SOPs).

## **2.8 RETIRED CERTIFICATION DESIGNATION**

If an IAAI-CFI in good standing retires from active fire investigation or a related field and has been certified for a minimum of 10 consecutive years immediately prior to the date of retirement, they may use the IAAI-CFI Ret. (Retired) designation.

The IAAI-CFI shall notify IAAI Headquarters in writing of their retired status prior to the expiration date of their current certification. A new certificate will be issued indicating the retired status of the IAAI-CFI.

Pricing for the IAAI-CFI Certification can be found in Appendix B.

## **2.9 RIGHT OF USE**

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

## CHAPTER 3: FIRE INVESTIGATION TECHNICIAN (IAAI-FIT)

### 3.1 PROGRAM DESCRIPTION

The IAAI Fire Investigation Technician program (IAAI-FIT) is designed to verify an applicant's fundamental knowledge as evaluated against a range of core job performance requirements (JPRs) included in established professional qualifications standards related to fire investigation.

IAAI-FIT certification is not an all-inclusive assessment of the professional standards cited; it measures the holder's fundamental understanding of how to perform specific tasks related to fire scene investigation to an acceptable level.

Core JPRs from the following professional qualifications standards created by the National Fire Protection Association (NFPA) were considered in developing this professional designation:

NFPA 1021, Standard for Fire Officers Professional Qualifications  
 Inspection and Investigation (Fire Officer I requirements)  
 Inspection and Investigation (Fire Officer II requirements)

NFPA 1033, Standard for Professional Qualifications for Fire Investigators  
 General  
 Scene Examination  
 Documenting the Scene  
 Evidence Collection and Preservation  
 Interviews

NFPA 1037, Standard for Professional Qualifications for Fire Marshal –  
 Investigation

The IAAI's Board of Directors designed this program according to the association's objectives for establishing high professional standards of conduct among members outlined in section 2 (D) of the IAAI Constitution and By-laws.

It is the intent of this program to encourage continued education and professional development by recognizing individuals who have acquired core competencies related to fire investigation.

### **3.2 PROGRAM OVERSIGHT**

The IAAI-FIT program is administered according to the policies and directives of the IAAI Certifications Committee. The FIT subcommittee evaluates all applications against the program requirements established by the IAAI Certifications Committee and approved by the IAAI Board of Directors. The IAAI facilitates the administration of the comprehensive exam to applicants who meet the minimum established program requirements and grants the appropriate credentials to those who pass the exam. The comprehensive exam database is maintained by the IAAI Certifications Committee with the assistance of specific subject matter experts.

### **3.3 APPLICATION FEES**

The certifications committee sets the initial application and renewal fees for IAAI members and nonmembers. Application fees are non-refundable. Applications rejected based on lack of experience or training will be held for thirty (30) days pending submission of additional supporting documentation. If an applicant fails to submit appropriate documentation within thirty (30) days of the FIT subcommittee's request, the application will be rejected, and the applicant shall reapply. Applicants who do not complete the comprehensive exam within 90 days of notification of their application approval shall reapply and pay the associated application fee.

The pricing structure for IAAI-FIT applications can be found in Appendix B.

### **3.4 PROGRAM REQUIREMENTS**

Applicants for this professional designation shall demonstrate that they meet or exceed the minimum requirements by providing documentation to support their work experience, training, and education. Additionally, applicants shall achieve a passing score on the IAAI-FIT comprehensive exam. An applicant does not have to be a member of the IAAI or any chapter to apply for this professional designation. The experience, training, and educational criteria for this certification are outlined below.



### 3.4.1 EXPERIENCE

Applicants for this professional designation shall have 18 months of general employment experience in an industry related to fire investigation.

General experience is defined as practical experience that would allow an individual to develop fundamental knowledge and abilities related to fire scene investigation without the specific assignment of specialized duties or requirements. The general experience required for this certification can usually be obtained through performance of ancillary duties included in the job responsibilities of fire officers and suppression personnel, insurance adjusters and investigators, law enforcement investigators, crime scene technicians, as well as other professionals directly involved with the investigation and documentation of fire events.

Applicants shall provide sufficient documentation to support their experience, such as employment records or letters of certification from employers documenting work experience.

### 3.4.2 TRAINING AND EDUCATION

Applicants shall document the completion of 54 hours of tested training, (of which up to 10% may be untested) comprising the IAAI-Fundamentals of Fire Investigation Course (40 hours) and CFITrainer.net required training modules (14 hours). Other approved fundamentals courses may be used in lieu of the IAAI Fundamentals of Fire Investigation Course. This minimum training requirement is a combination of several required training courses and additional training hours generally related to the fire investigation profession.

Applicants shall have a minimum of a high school diploma or the equivalent and provide appropriate documentation of any education claimed.

Required [CFITrainer.net](#) Modules

[CFITrainer.net](#) - Documenting the Event (4 hours)

[CFITrainer.net](#) - Ethics and the Fire Investigator (3 hours)

[CFITrainer.net](#) - NFPA 1033 and Your Career (2 Hours)

[CFITrainer.net](#) - The Practical Application of the Relationship Between NFPA 1033 and NFPA 921 (2 hours)

[CFITrainer.net](http://CFITrainer.net) - The Scientific Method for Fire and Explosion Investigation (3 hours)

### 3.4.3 SUBSTITUTIONS OR ALTERNATIVE TRAININGS

Completion of a comprehensive fundamentals of fire investigation course consisting of at least 40 hours of training may be substituted for part of the required training and the entire general training requirement.

All requests for consideration of substitutes or alternative training courses should be submitted to the IAAI Certifications Committee with a comprehensive training syllabus for evaluation.

All proposed substitutes or alternative training courses will be considered for approval by the IAAI Certifications Committee only after review and approval by the IAAI Training and Education Committee.

The training and education committee's review will determine whether any proposed substitutes or alternative training courses have the same or substantially similar curriculum requirements as the IAAI's courses.

For a list of approved programs, please refer to [www.firearson.com](http://www.firearson.com)

To document the completion of the required and general training hours, applicants shall submit transcripts or training certificates issued by the training provider(s). Certificates and/or transcripts should clearly indicate that the course material was tested.

Excluding traffic violations, applicants shall disclose all convictions of violations of laws, statutes, ordinances, rules, regulations or canons. Disclosure is required regardless of whether an offense has been expunged, vacated, dismissed, or sealed.

Applicants who disclose an offense shall complete an additional form explaining the conviction. This form will be addressed according to the IAAI's Standard Operating Procedures (SOPs).

### **3.5 COMPREHENSIVE EXAMINATION**

Applicants who submit appropriate documentation demonstrating that they meet the minimum experience, training, and education requirements for FIT certification will be scheduled for the IAAI-FIT comprehensive exam. This exam is based on the core job performance requirements outlined above and is developed from readily available authoritative texts and treatises related to fire investigation.

Applicants taking the comprehensive exam shall obtain a score of 70% to pass. Applicants who fail to achieve a passing score on their first attempt are permitted one opportunity to retest. The second exam will cover the same subject matter as the first but may not contain the same questions.

The test bank for the FIT exam is developed by the IAAI Training and Education Committee and is maintained by the IAAI Certifications Committee. This test bank contains enough questions to provide for retesting, if necessary. No questions from the original exam should appear on the second exam given to the same applicant.

Applicants who fail the second exam can reapply for this professional designation no sooner than six months after the date of the retest by submitting a new application along with the associated application and fees. A current list of recommended reference texts is provided in Appendix A.

### **3.6 CERTIFICATION RENEWAL**

All holders of this professional designation are required to renew their certifications every five years based on the date of initial approval or renewal. It is the holder's responsibility to remember their expiration date and submit the required documentation on time. Applicants applying to renew this professional designation shall provide documentation of continued fulfillment of the minimum program requirements during the preceding five years, including an additional 36 months of general work experience and 80 hours of fire-investigation-related training and education, of which up to 10% may be untested. Programming is established by the IAAI Certifications Committee and approved by the IAAI Board of Directors. Applicants seeking renewal will not be required to retake the comprehensive exam.

Excluding traffic violations, applicants shall disclose all convictions of violations of laws, statutes, ordinances, rules, regulations or canons. Disclosure is required regardless of whether it has been expunged, vacated, dismissed or sealed.

Applicants who disclose an offense shall complete an addition form to explain the conviction. The form will be addressed according to the IAAI's Standard Operating Procedures (SOPs).

Applicants submitting a renewal application shall provide adequate documentation to support the continued work experience and training and education claimed, including a certificate of training.

Individuals who have allowed this professional designation to lapse or expire may have their FIT certification status reinstated without having to retake the exam by submitting a renewal application with supporting documentation demonstrating that they meet the minimum program renewal requirements within 90 days of their certification expiry date. Candidates who fail to submit a recertification application within this time frame will lose their IAAI-FIT status and shall reapply and pay the associated application fee, and retest as a new candidate.

Requests for exceptions due to extenuating circumstances shall be submitted in writing for consideration by the IAAI-FIT subcommittee, which will make a recommendation to the IAAI Certifications Committee for final action.

### **3.7 RIGHT OF USE**

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

## CHAPTER 4: EVIDENCE COLLECTION TECHNICIAN (IAAI-ECT)

### 4.1 PROGRAM DESCRIPTION

The IAAI Evidence Collection Technician program (IAAI-ECT) is administered by the IAAI and is designed to verify an applicant's fundamental abilities as evaluated against a range of core job performance requirements (JPRs) from established professional qualifications standards and standard industry practices related to evidence collection at fire scenes. IAAI-ECT certification is not an all-inclusive assessment of the professional standards cited; it aims to evaluate the candidate's ability to perform specific evidence collection tasks relevant to fire scene investigation at an acceptable level, as measured against published acceptable practices.

Portions of the following professional documents and standard practices were considered in developing this professional designation and have been incorporated into the practical testing for this designation:

NFPA 1033, Standard for Professional Qualifications for Fire Investigators,  
Evidence Collection and Preservation

ASTM E1188, Standard Practice for Collection and Preservation of Information  
and Physical Items by a Technical Investigator

ASTM E1459, Standard Guide for Physical Evidence Labeling and Related  
Documentation

IAAI Fire Scene Evidence Collection Guide - [www.iaaievidenceguide.com](http://www.iaaievidenceguide.com)

Design of the IAAI-ECT program was overseen by the IAAI's Board of Directors, and the designation was developed according to the objectives related to establishing high professional standards of conduct among IAAI members outlined in section 2 (D) of the IAAI Constitution and By-laws.

The intent of this program is to encourage continued education and professional development by recognizing candidates who have acquired core abilities and competencies relevant to fire scene investigation.

## **4.2 PROGRAM OVERSIGHT**

The IAAI-ECT program is administered according to the policies and directives of the IAAI Certifications Committee. The ECT subcommittee evaluates all applications against the program requirements established by the IAAI Certifications Committee and approved by the IAAI Board of Directors. The IAAI also facilitates and coordinates administration of the comprehensive program exam to applicants who meet the minimum established program requirements and grants the appropriate credentials to those who pass the exam. The comprehensive exam database is maintained by the IAAI Certifications Committee with the assistance of specific subject matter experts.

## **4.3 APPLICATION AND FACILITATION FEES**

The IAAI Board of Directors sets the initial application, facilitation, and renewal fees for IAAI members and nonmembers. Application and facilitation fees are non-refundable.

Applications rejected based on lack of experience or training will be held for thirty (30) days pending submission of additional supporting documentation. If the applicant fails to submit further documentation within thirty (30) days of the ECT subcommittee's request, the application will be rejected, and the applicant shall reapply. Rejected candidates have one calendar year from the date of the original application to submit a second application without paying an additional fee. After one year or the rejection of their second application, candidates wishing to pursue ECT certification shall reapply to the program and pay the associated application fee.

If an individual is unable to attend their comprehensive exam on the date originally scheduled they shall notify the IAAI in writing within 48 hours of the exam. If written notification is received within 48 hours of a scheduled exam, the candidate may reschedule their exam within six (6) months of the original exam date.

Candidates who fail to provide written notification of cancellation forfeit their application fee and shall reapply.

Candidates who fail the comprehensive practical exam on their first attempt can retest within six (6) months. Those who fail the exam on their second attempt shall reapply to the program and pay the associated application fee.

The pricing structure for IAAI-ECT applications can be found in Appendix B.

#### **4.4 PROGRAM REQUIREMENTS**

Applicants for this professional designation shall document that they meet minimum program requirements. This includes providing documentation of a high school diploma or a higher level of education, work experience, and training. Applicants shall also achieve a passing score on the comprehensive practical exam as established by the IAAI. Applicants are not required to be members of the IAAI or any chapter to apply for this professional designation. The requirements for each area of the application are outlined below.

##### **4.4.1 GENERAL EXPERIENCE**

The applicant for this professional designation shall have 18 months of general experience in an industry related to fire investigation.

General experience is defined as practical experience that contributes to the individual developing fundamental knowledge and abilities related to fire scene investigation without the specific assignment of specialized duties or requirements. This general experience is usually obtained through ancillary duties related to the job responsibilities of fire officers and suppression personnel, insurance adjusters and investigators, law enforcement investigators and crime scene technicians, and other fields directly involved in the investigation and documentation of fire events.

Applicants shall provide sufficient documentation to support their experience, such as employment records or letters of certification from employers documenting work experience.

#### 4.4.2 SPECIFIC WORK EXPERIENCE

Applicants for this professional designation shall submit reference letters from their employers confirming an understanding of core job performance requirements (JPRs) outlined in established professional qualifications standards and standard industry practices related to evidence collection demonstrated at fire scenes in the preceding 18 months.

#### 4.4.3 TRAINING AND EDUCATION

Applicants for this professional designation shall document completion of a minimum of 29 hours of tested training. This minimum number of hours includes the following required training courses from the [CFITrainer.net](https://www.cfitrainer.net) online learning platform.

##### REQUIRED CFI TRAINER MODULES

[CFITrainer.net](https://www.cfitrainer.net) -DNA (3 hours)

[CFITrainer.net](https://www.cfitrainer.net) -Documenting the Event (4 hours)

[CFITrainer.net](https://www.cfitrainer.net) -Ethics and the Fire Investigator (3 hours)

[CFITrainer.net](https://www.cfitrainer.net) -Evidence Examination: What Happens at the Lab (4 hours)

[CFITrainer.net](https://www.cfitrainer.net) -Introduction to Evidence Module (4 hours)

[CFITrainer.net](https://www.cfitrainer.net) -NFPA 1033 and Your Career (2 hours)

[CFITrainer.net](https://www.cfitrainer.net) -Physical Evidence at the Fire Scene (4 hours)

[CFITrainer.net](https://www.cfitrainer.net) -The Practical Application of the Relationship Between NFPA 1033 and NFPA 921 (2 hours)

[CFITrainer.net](https://www.cfitrainer.net) -The Scientific Method for Fire and Explosion Investigation (3 hours)

#### 4.4.4 SUBSTITUTIONS OR ALTERNATIVES

All evidence collection practicums proposed for consideration as substitutes or alternatives shall be submitted to the IAAI Certifications Committee with a comprehensive training syllabus for evaluation.



All proposed substitute or alternative evidence collection practicums will be considered for approval by the IAAI Certifications Committee only after review and approval by the IAAI Training and Education Committee.

The Training and Education Committee's review will determine whether any proposed substitute or alternative evidence collection practicum has the same or substantially similar curriculum requirements as those contained in the IAAI's Evidence Collection Practicum.

For a list of approved programs, please refer to [www.firearson.com](http://www.firearson.com)

Applicants shall provide a PDF copy of their [CFITrainer.net](http://CFITrainer.net) transcript documenting satisfactory completion of all required courses.

Excluding traffic violations, applicants shall disclose all convictions of violations of laws, statutes, ordinances, rules, regulations or canons. Disclosure is required regardless of whether an offense has been expunged, vacated, dismissed or sealed.

Applicants who disclose an offense shall complete an additional form to explain the conviction. The form will be addressed according to IAAI's Standard Operating Procedures (SOPs).

#### **4.5 COMPREHENSIVE PRACTICAL EXAMINATION**

Applicants who submit sufficient documentation to support their experience, training, and education will be allowed to participate in the comprehensive practical exam (also known as the IAAI Evidence Collection Practicum). This practical exam is based on the core job performance requirements and recommended guidelines related to evidence collection outlined above. Testing protocols are developed from readily available authoritative texts and treatises related to fire investigation evidence collection.

Applicants taking the comprehensive practical exam (Evidence Skills Practicum) shall perform all critical steps and shall obtain a minimum passing score of 70% on each of the ten components of the exam. Applicants who fail to achieve a passing score on their first attempt are allowed one opportunity to retake the

exam. The second exam will cover substantially the same subject matter as the first but will not contain the same exercise as the first.

Applicants are allowed one opportunity to retest at a scheduled offering within six months and shall successfully complete all ten components without remediation of any station. Applicants who fail the second exam may reapply for this professional designation no sooner than six months after the date of the retest by submitting a new application along with the associated application fee. Appendix A contains a current list of recommended references.

The practical exam test bank was developed by the IAAI Training and Education Committee and is maintained by the IAAI Certifications Committee. This test bank contains enough exercises to provide for retesting, when necessary, and none of the exercises from an applicant's initial test should be included in their retest exam(s).

#### **4.6 CERTIFICATION RENEWAL**

All holders of this professional designation shall apply to renew their certification every five years based on the date of initial approval or their most recent renewal. It is the holder's responsibility to remember their expiration date and to submit the required documentation in a timely fashion. Applicants seeking to renew this professional designation shall provide documentation demonstrating that they have fulfilled the minimum program renewal requirements in the last five years as established by the IAAI Certifications Committee. ECT renewal requirements include additional work experience, specific work experience, including active participation in the collection of forensic evidence items, and 40 hours of tested training and education (of which up to 10% may be untested). Applicants for certification renewal are not required to retake the comprehensive practical exam.

Applicants for this professional designation renewal shall submit reference letters from their employers confirming that they have completed a range of core job performance requirements (JPRs) outlined in established professional qualifications standards and standard industry practices related to evidence collection on fire scenes since their since the last certification.

Excluding traffic violations, applicants shall disclose all convictions of violations of laws, statutes, ordinances, rules, regulations or canons. Disclosure is required regardless of whether an offense has been expunged, vacated, dismissed or sealed.

Applicants who disclose an offense shall complete an additional form to explain the conviction. The form will be addressed according to the IAAI's Standard Operating Procedures (SOPs).

Applicants submitting renewal applications shall provide sufficient documentation to support the continued work experience, specific work experience and training and education claimed. Certificates of training are accepted as documentation for the training requirement as long as the certificate clearly indicates the training was tested.

For the purposes of the training requirement, serving as a facilitator or assessor of an Evidence Collection Technician practical exam will be credited as six (6) hours of training, and this experience may be used to claim a maximum of twelve (12) hours towards the training requirement.

Active participation in Evidence Collection may include work done in a supervisory capacity or as part of a team or multi-party exam, as long as the applicant was engaged in identifying, collecting, and documenting evidence at a fire scene. For the purposes of this program, "forensic evidence" is evidence that can undergo some form of scientific testing or evaluation and specifically excludes documentary evidence such as photographs and interviews.

If an individual allows this professional designation to lapse or expire, they may reinstate their ECT certification status without having to retake the exam by submitting a renewal application within ninety (90) days of their certification expiration date. The renewal application shall include supporting documentation indicating that the applicant's experience and training meet the minimum program renewal requirements. If more than ninety (90) days have passed since the expiry of their certification, the applicant shall reapply to the program as a new candidate, pay the associated application fee and shall retake and pass the exam after receiving application approval. A new certificate will be issued reflecting a new designation period.

Requests for exceptions due to extenuating circumstances shall be submitted in writing for consideration by the IAAI Certifications Committee, which will recommend a final action to the Board of Directors.

#### **4.7 RIGHT OF USE:**

The IAAI-ECT program is open to both IAAI members and nonmembers. The right to use the IAAI-ECT designation and IAAI-ECT logo are conditionally granted on successful completion of the application process. Misuse of the IAAI-ECT designation and/or IAAI-ECT logo or unethical, unprofessional, or criminal behavior on the part of a holder of this certification can subject the individual to sanctions by the IAAI Ethical Practices and Grievances Committee and/or the Board of Directors including, but not limited to, revocation of certification privileges and suspension of membership in accordance with the IAAI Constitution and By-laws and existing policies.

## **CHAPTER 5: CERTIFIED INSTRUCTOR (IAAI-CI)**

### **5.1 PROGRAM DESCRIPTION**

The IAAI Certified Instructor program (IAAI-CI) is administered by the IAAI and is designed to verify an applicant's level of fundamental knowledge as evaluated against the core job performance requirements (JPRs) outlined in established professional qualifications standards related to fire service instructors.

The following professional qualifications standards were considered in developing this professional designation:

- NFPA 1041, Standard for Fire Service Instructor Professional Qualifications
- Administration Chapter
- Referenced Publications
- Definitions
- Instructor I

In line with the objectives defined in section 2 (D) of the IAAI Constitution and By-laws, the IAAI Board of Directors designed this program to establish high standards of professional conduct among members. It also ensures that certified instructors understand how to develop and deliver training and education programs and facilitate professional development.

### **5.2 PROGRAM OVERSIGHT**

The IAAI-CI program is administered following the policies and directives of the IAAI Certifications Committee. The CI subcommittee evaluates applications according to the program requirements established by the IAAI Certifications Committee. Additionally, IAAI facilitates and coordinates the administration of the comprehensive CI exam to applicants who have met the minimum established program requirements and grants credentials to those who pass the CI exam. The comprehensive exam database is maintained by the IAAI Certifications Committee with the assistance of necessary subject matter experts.

### **5.3 APPLICATION FEES**

Application fees are determined by the Board of Directors, who set the initial application and renewal fees for IAAI members and nonmembers. Application fees are non-refundable. If an application is rejected based on lack of experience, training, or supporting documents, the application is held pending submission of additional supporting documentation. If no additional supporting documents are submitted to the IAAI office within 30 days of receipt of the request, the application will be rejected, and the individual will be able to reapply within six months of the original application with no additional fee. If the second application is rejected, the candidate will be required to reapply and pay the associated application fee.

Applicants who fail the comprehensive exam shall reapply and pay the associated application fee.

The pricing structure for IAAI-CI applications can be found in Appendix B.

### **5.4 PROGRAM REQUIREMENTS**

Applicants to the IAAI's Certified Instructor program shall document that they meet the minimum program requirements of 150 hours, of training of which up to 10% may be untested, including minimum thresholds in education and work experience, training (required and elective), and practical teaching/facilitation experience. Aside from education, 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 shall achieve a passing score of 70% on the comprehensive exam 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.

#### **5.4.1 EDUCATION AND EXPERIENCE**

Applicants to the CI certification program shall document a combined minimum level of education, certification and work experience to apply for the IAAI-CI.

Education: Applicants shall have a minimum of a high school diploma, GED or the equivalent and provide documentation of all education claimed.

Certification Level: Applicants shall have a minimum of an IAAI-FIT or IAAI-CFI certification.

Work Experience: Applicants shall have worked in fire investigation or a related field for a minimum of six years.

Applicants shall provide documentation to support their work experience, such as copies of employment records or letters of certification from their employers documenting work experience.

#### **5.4.2 TRAINING**

Applicants for this designation shall document completion of a minimum of 150 hours of tested training, of which up to 10% can be untested. These required hours combine both time spent in mandatory training courses and training hours generally related to the fire investigation and education profession. While general training hours are not limited to specific topics, this training should provide applicants with the knowledge to successfully present information in an adult learning environment.

IAAI Certified Instructor Training Course (minimum of 24 contact hours)

[CFITrainer.net](http://CFITrainer.net) -Ethics and the Fire Investigator (3 hours)

[CFITrainer.net](http://CFITrainer.net) -The Scientific Method for Fire and Explosion Investigation (3 hours)

#### **5.4.3 SUBSTITUTIONS OR ALTERNATIVES**

All instructor training courses proposed for consideration as a substitute or alternative should be submitted to the IAAI-Certifications Committee with a comprehensive training syllabus for evaluation.

All proposed substitute or alternative instructor training courses are considered for approval by the IAAI Certifications Committee only after review and approval by the IAAI Training and Education Committee.

The Training and Education Committee's review will determine whether any proposed substitute or alternative instructor training course meets the same or substantially similar curriculum requirements as the IAAI.

For a list of approved courses, please refer to [www.firearson.com](http://www.firearson.com)

Excluding traffic violations, applicants shall disclose all convictions of violations of laws, statutes, ordinances, rules, regulations or canons. Disclosure is required regardless of whether it has been expunged, vacated, dismissed or sealed.

Applicants who disclose an offense shall complete an additional form to explain the conviction. The form will be addressed according to IAAI's Standard Operating Procedures (SOPs).

Applicants shall provide adequate documentation demonstrating completion of the required and elective training hours by submitting copies of transcripts or training certificates issued by the training provider(s). Certificates and transcripts should clearly indicate that the course material was tested.

#### **5.4.4 PRACTICAL TEACHING EXPERIENCE**

Applicants for this designation shall document performance of a minimum of 44 instructional, coordination, and facilitation hours, including a minimum of 16 hours of actual instructional time. Applicants 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.

#### **5.5 COMPREHENSIVE EXAM**

Applicants who provide sufficient documentation of their education, experience, training, and practical teaching experience are scheduled for a comprehensive exam. This exam is based on the core job performance requirements outlined above and developed from readily available authoritative texts and treatises related to training, education, and professional development. Applicants shall achieve a minimum score of 70% to pass the exam. Applicants who do not achieve 70% on their first test will be given one opportunity to retest. If an applicant does not achieve this score on their second attempt, their application will be rejected. Applicants can reapply for this professional designation no sooner than six months from the date of the remedial exam



and shall submit a new application and pay the associated application fee. A current list of recommended reference sources is presented in Appendix A.

The CI test bank has been developed and maintained by the IAAI Certifications Committee. This test bank contains enough questions to provide for retesting exam, if necessary. Every effort should be made not to repeat any question from the original exam on subsequent exams given to the same applicant.

## **5.6 CERTIFICATION RENEWAL**

All holders of this instructor certification will be required to renew their certification every five 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.

Excluding traffic violations, applicants shall disclose all convictions of violations of laws, statutes, ordinances, rules, regulations or canons. Disclosure is required regardless of whether an offense has been expunged, vacated, dismissed or sealed.

Applicants who disclose an offense shall complete an additional form to explain the conviction. The form will be addressed according to the IAAI's Standard Operating Procedures (SOPs).

Applicants submitting a renewal application shall provide sufficient documentation to support continued work experience, training, and education requirements. The training requirement consists of 80 hours of training per cycle, of which up to 10% can be untested, and a course transcript or certificate of training will be accepted as documentation. Applicants shall also document performance of 40 hours of instruction per cycle. Renewal applicants are not required to retake the comprehensive exam.

Individuals who allow this professional designation to lapse or expire may reinstate their CI designation status without having to retake the exam by submitting a renewal application with supporting documentation demonstrating that they meet the minimum program renewal requirements within 90 days of their expiration date. Candidates who fail to submit a recertification application within this time frame will lose their IAAI-CI status and will need to reapply and pay the associated application fee, and retest as a new candidate.

Requests for exceptions due to extenuating circumstances shall be submitted in writing for consideration by the CI subcommittee, which will make a recommendation for final action to the IAAI Certifications Committee.

## **5.7 RIGHT OF USE**

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

## **CHAPTER 6: MOTOR VEHICLE FIRE CREDENTIAL ENDORSEMENT (V)**

### **6.1 PROGRAM DESCRIPTION**

The IAAI Specialized Program Credential Endorsement programs provide a pathway for recognition of subject matter expertise in specialized subcategories of fire investigation. These endorsements focus on unique subcategories of the broader fire investigation industry. They are intended to demonstrate that the holder possesses specialized knowledge, skills, and abilities in a particular area of fire investigation. The Motor Vehicle Fire Credential Endorsement program encompasses the area of passenger motor vehicle fire investigation. All applicants shall hold either the IAAI Fire Investigation Technician designation (IAAI-FIT) or the IAAI Certified Fire Investigator designation (IAAI-CFI) prior to applying for this endorsement. The Motor Vehicle Fire Credential Endorsement program was designed under the direction of the IAAI Board of Directors in accordance with the objectives related to establishing professional standards of conduct among members outlined in section 2 (D) of the IAAI Constitution and By-laws. The Vehicle Fire credential is endorsed as (V) once the certification is granted.

The intent of this program is to encourage continued education and professional development through evaluation and recognition of an individual's accomplishment in demonstrating core abilities and competencies related to fire investigation in general and the specialized category of fire investigation involving motor vehicles.

### **6.2 PROGRAM OVERSIGHT**

The IAAI Motor Vehicle Fire Credential Endorsement program (V) is administered according to the policies and directives of the IAAI Certifications Committee. The (V) subcommittee evaluates all applications against the program requirements established by the IAAI Certifications Committee and approved by the IAAI Board of Directors. The IAAI facilitates the administration of the comprehensive exam to applicants who meet the minimum established program requirements and grants the appropriate credentials to those who pass the exam. The comprehensive exam database is maintained by the IAAI Certifications Committee with the assistance of specific subject matter experts.

### **6.3 APPLICATION FEES**

The Board of Directors sets the initial application and renewal fees for IAAI members and nonmembers. Application fees are non-refundable. Applications rejected based on lack of experience or training will be held for thirty (30) days pending receipt of additional documentation. If the applicant fails to submit further documentation within 30 days of the request, the application will be rejected, and the individual shall reapply and pay the associated application fee.

The pricing structure for IAAI-V applications can be found in Appendix B.

### **6.4 PROGRAM REQUIREMENTS**

Applicants for this professional designation shall provide documentation of meeting minimum program requirements, including holding of the IAAI-FIT or IAAI-CFI credentials, specific work experience related to both fire investigation and motor vehicle fire investigation, and specialized training and education related to motor vehicle fire investigation. IAAI membership is not required to apply for this professional designation. The requirements of each area are outlined below.

#### **6.4.1 EXPERIENCE**

Applicants for the Motor Vehicle Fire Credential Endorsement shall currently hold the IAAI-FIT or IAAI-CFI credential. In addition, applicants shall demonstrate a minimum of three (3) years of specific experience directly related to the investigation and documentation of motor vehicle fire events.

Applicants shall provide sufficient documentation to support experience claimed, such as employment records or letters of certification from employers documenting work experience.

#### **6.4.2 TRAINING AND EDUCATION**

Applicants for this endorsement shall document completion of a minimum of 26 hours of tested training, the IAAI-Motor Vehicle Investigation Course of Instruction (a

minimum of 16 hours), CFITrainer.net required training modules (10 hours). The required hours are a combination of several required training courses and additional training hours generally related to fire investigation.

**Required Training:**

Motor Vehicle Fire Investigation Course (16 hours)

[CFITrainer.net](#) - Investigation of Motor Vehicle Fires (4 hours)

[CFITrainer.net](#) - Motor Vehicles: The Engine and the Ignition, Electrical, and Fuel Systems (3 hours)

[CFITrainer.net](#) - Motor Vehicles: Transmission, Exhaust, Brake, and Accessory Systems (3 hours)

**Comprehensive Exam:**

[CFITrainer.net](#) - IAAI Knowledge 1 - Motor Vehicle Fires (8 hours)

**6.4.3 SUBSTITUTIONS OR ALTERNATIVES**

Completion of a comprehensive motor vehicle fire investigation course of instruction consisting of at least 16 hours of training may be substituted for part of the required training and the entire general training requirement.

All courses submitted for consideration as substitutes or alternative training courses should be submitted to the IAAI Certifications Committee and include a comprehensive training syllabus for evaluation.

All proposed substitute or alternative training courses will be considered for approval by the IAAI Certifications Committee, only after review and approval by the IAAI Training and Education Committee.

The Training and Education Committee's review will determine whether any proposed substitute or alternative training course of instruction meets the same or substantially similar curriculum requirements as those of the IAAI course.

For a list of approved programs, please refer to [www.firearson.com](http://www.firearson.com)

Excluding traffic violations, applicants shall disclose all convictions of violations of laws, statutes, ordinances, rules, regulations or canons. Disclosure is required regardless of whether an offense has been expunged, vacated, dismissed or sealed.

Applicants who disclose an offense shall complete an additional form to explain the conviction. The form will be addressed according to the IAAI's Standard Operating Procedures (SOPs).

## **6.5 COMPREHENSIVE EXAMINATION**

Applicants who submit appropriate documentation demonstrating that they meet the minimum experience, training, and education requirements for MVFCE will be scheduled for the IAAI Knowledge 1 - Motor Vehicle Fires (8 hours) tested course. This tested course, including the comprehensive exam, is based on the core job performance requirements outlined above and is developed from readily available authoritative texts and treatises related to motor vehicle fire investigation.

Applicants taking the comprehensive exam shall obtain a score of 70% to pass. Applicants who fail to achieve a passing score on their first attempt are permitted one opportunity to retest. The second exam will cover the same subject matter as the first but may not contain the same questions.

The test bank for the IAAI Knowledge 1 - Motor Vehicle Fires (8 hours) tested course is developed by the IAAI Training and Education Committee and is maintained by the IAAI Certifications Committee. This test bank contains enough questions to provide for retesting, if necessary. No questions from the original exam should appear on the second exam given to the same applicant.

Applicants who fail the second exam can reapply for this professional designation no sooner than six months after the date of the retest by submitting a new application along with the associated application and fees.

## **6.6 CREDENTIAL ENDORSEMENT RENEWAL**

The IAAI Motor Vehicle Fire Credential Endorsement will attach to the highest-level master credential and all holders of this endorsement will be required to renew on a five-year basis, dependent on the primary certification and when that certification expires. It is the holder's responsibility to remember the expiration date of their

endorsement and to submit the required documentation in a timely fashion and provide any additional supporting information required with the renewal application.

Applicants seeking to renew this credential endorsement shall document their continued fulfillment of the minimum program requirements, including any work experience, training and education required by the IAAI-FIT or IAAI-CFI renewal application as appropriate, as established by the IAAI Certifications Committee and approved by the IAAI Board of Directors. Additionally, the applicant shall provide documentation of the continued participation in vehicle fire investigations since the original application or last renewal. If an individual allows their credential endorsement to lapse or expire, they shall reapply for this program and pay the associated application fee. Requests for exceptions based on extenuating circumstances shall be submitted in writing for consideration by the (V) subcommittee who will make a recommendation to the IAAI Certifications Committee for final action.

Applicants shall submit a credential endorsement renewal application and supporting documentation. Additionally, the applicant shall provide documentation of continued participation in motor vehicle fire investigations with appropriate supervisory documentation.

Excluding traffic violations, applicants shall disclose all convictions of violations of laws, statutes, ordinances, rules, regulations or canons. Disclosure is required regardless of whether an offense has been expunged, vacated, dismissed or sealed.

Applicants who disclose an offense shall complete an additional form to explain the conviction. The form will be addressed according to the IAAI's Standard Operating Procedures (SOPs).

## **6.7 RIGHT OF USE**

The Motor Vehicle Fire Credential Endorsement program is open to both members and nonmembers of the IAAI. The right to use any Motor Vehicle Fire Credential Endorsement post-nominal designation and/or logo is conditionally granted upon successful completion of the application process. Misuse of the Motor Vehicle Fire Credential Endorsement designation and/or IAAI-FIT logo and/or IAAI-CFI logo or unethical, unprofessional, or criminal behavior on the part of a holder of this designation can subject the individual to sanctions by the IAAI Ethical Practices and Grievances Committee and/or the Board of Directors, including, but not limited to

revocation of designation privileges and suspension of membership, in accordance with the IAAI Constitution and By-laws and existing policies.



## **CHAPTER 7: MARINE FIRE CREDENTIAL ENDORSEMENT (M)** *(EFFECTIVE OCTOBER 2025)*

### **7.1 PROGRAM DESCRIPTION**

The International Association of Arson Investigators (IAAI) Specialized Program Credential Endorsement programs serve to provide a pathway for recognition as a subject matter expert in a specialized subcategory of fire investigation. These endorsements focus on unique subcategories of the broad fire investigation industry, and they are intended to demonstrate the individual holder possesses specialized knowledge, skills, and abilities in a particular area. The Marine Fire Credential Endorsement program encompasses all marine fire investigations. All applicants shall possess either the IAAI Fire Investigation Technician designation (IAAI-FIT) or the IAAI Certified Fire Investigator designation (IAAI-CFI).

This Marine Fire Credential Endorsement program was designed under the direction of the IAAI Board of Directors in accordance with the objectives related to the establishment of professional standards of conduct among members outlined in section 2 (D) of the IAAI Constitution and By-laws. The Marine Fire credential is endorsed as (M) following the IAAI master certification, once the certification is granted.

It is the intent of this program to encourage continued education and professional development through the recognition and testing of an individual's accomplishment in demonstrating core abilities and competencies related to fire investigation in general and fire investigation as it relates to the specialized category of marine vessels.

### **7.2 PROGRAM OVERSIGHT**

The IAAI Marine Fire Credential Endorsement program is administered according to the policies and directives of the IAAI Certifications Committee. The (M) subcommittee evaluates all applications against the program requirements established by the IAAI Certifications Committee and approved by the IAAI Board of Directors. The IAAI facilitates the administration of the comprehensive exam to applicants who meet the minimum established program requirements and grants the appropriate credentials to those who pass the exam. The comprehensive exam database is maintained by the IAAI Certifications Committee with the assistance of specific subject matter experts.

### **7.3 APPLICATION FEES**

The Board of Directors sets the initial application and renewal fees for IAAI members and nonmembers. Application fees are non-refundable. Applications rejected based on lack of experience or training will be held for thirty (30) days pending receipt of additional documentation. If the applicant fails to submit further documentation within 30 days of the request, the application will be rejected, and the individual shall reapply and pay the associated application fee.

The pricing structure for IAAI-M applications can be found in Appendix B.

### **7.4 PROGRAM REQUIREMENTS**

Applicants for this professional designation shall provide documentation of meeting minimum program requirements, including holding the IAAI-FIT or IAAI-CFI credentials, specific work experience related to both fire investigation and marine fire investigation, and specialized training and education related to marine fire investigation. IAAI membership is not required to apply for this professional designation. The requirements of each area are outlined below.

#### **7.4.1 EXPERIENCE**

Applicants for the Marine Fire Credential Endorsement shall currently hold the IAAI-FIT or IAAI-CFI credential. In addition, applicants shall demonstrate a minimum of three (3) years of specific experience directly related to the investigation and documentation of marine fire events.

Applicants shall provide sufficient documentation to support experience claimed, such as employment records or letters of certification from employers documenting work experience.

#### **7.4.2 TRAINING AND EDUCATION**

Applicants for this endorsement shall document completion of the IAAI Marine Fire Investigation Course for a minimum of 40 hours of tested training, i.e., applicants shall have taken the IAAI-Marine Fire Investigation Course of Instruction (minimum 24

hours) and the CFITrainer.net required training modules (16 hours) listed below. This minimum hours requirement combines several required training courses and additional training hours generally related to the fire investigation profession.

### **Required Training:**

[CFITrainer.net](#) – Electrical Safety (3 Hours)

[CFITrainer.net](#) – Preparation for Marine Fire Scene (4 Hours)

[CFITrainer.net](#) – Preventing Occupational Exposures to Carcinogens at the Fire Scene (3 Hours)

[CFITrainer.net](#) – Site Safety Assessment (3 Hours)

[CFITrainer.net](#) – Writing the Initial Origin and Cause Report (3 Hours)

### **Tested Course:**

IAAI-Marine Fire Investigation Course (24 Hours)

### **7.4.3 SUBSTITUTIONS OR ALTERNATIVES**

Completion of a comprehensive marine fire investigation course consisting of at least 24 hours of training may be substituted for part of the required training and the entire general training requirement.

All courses proposed for consideration as a substitute or alternative training course should be submitted to the IAAI Certifications Committee with a comprehensive training syllabus for evaluation.

All proposed substitute or alternative training courses will be considered for approval by the IAAI Certifications Committee only after review and approval by the IAAI Training and Education Committee.

The Training and Education Committee's review will determine whether any proposed substitute or alternative training course has the same or substantially similar curriculum requirements to the IAAI's courses.

For a list of approved programs, please refer to [www.firearson.com](http://www.firearson.com)

Excluding traffic violations, applicants shall disclose all convictions of violations of laws, statutes, ordinances, rules, regulations or canons. Disclosure is required regardless of whether an offense has been expunged, vacated, dismissed or sealed.

Applicants who disclose an offense shall complete an additional form to explain the conviction. The form will be addressed according to the IAAI's Standard Operating Procedures (SOPs).

## **7.5 COMPREHENSIVE EXAMINATION**

Applicants who submit appropriate documentation demonstrating that they meet the minimum experience, training, and education requirements for Marine Fire Credential Endorsement will be scheduled for the IAAI Marine Fire Credential Endorsement exam. This comprehensive exam is based on the core job performance requirements outlined above and is developed from readily available authoritative texts and treatises related to motor vehicle fire investigation.

Applicants taking the comprehensive exam shall obtain a score of 70% to pass. Applicants who fail to achieve a passing score on their first attempt are permitted one opportunity to retest. The second exam will cover the same subject matter as the first but may not contain the same questions.

The test bank for the IAAI Marine Fire Credential Endorsement exam is developed by the IAAI Training and Education Committee and is maintained by the IAAI Certifications Committee. This test bank contains enough questions to provide for retesting, if necessary. No questions from the original exam should appear on the second exam given to the same applicant.

Applicants who fail the second exam can reapply for this professional designation no sooner than six months after the date of the retest by submitting a new application along with the associated application and fees.

## **7.6 CREDENTIAL ENDORSEMENT RENEWAL**

The IAAI Marine Fire Credential Endorsement will attach to the highest-level master credential and all holders of this endorsement will be required to renew on a five-year basis, dependent on the primary certification and when that certification expires. It is the holder's responsibility to remember the expiration date of their endorsement and to submit the required documentation in a timely fashion and provide any additional

supporting information required with the renewal application. Applicants seeking to renew this credential endorsement shall document their continued fulfillment of the minimum program requirements, including any work experience, training and education required by the IAAI-FIT or IAAI-CFI renewal application as appropriate, as established by the IAAI Certifications Committee and approved by the IAAI Board of Directors. Additionally, the applicant shall provide documentation of the continued participation in marine fire investigations since the original application or last renewal. If an individual allows their credential endorsement to lapse or expire, they shall reapply for this program and pay the associated application fee. Requests for exceptions based on extenuating circumstances shall be submitted in writing for consideration by the (M) subcommittee who will make a recommendation to the IAAI Certifications Committee for final action.

Applicants shall submit a credential endorsement renewal application and supporting documentation. Additionally, the applicant shall provide documentation of continued participation in marine vehicle fire investigations with appropriate supervisory documentation.

## **7.7 RIGHT OF USE**

The Marine Fire Credential Endorsement program (M) is open to both members and nonmembers of the IAAI. The right to use any Marine Fire Credential Endorsement post-nominal designation and/or logo is conditionally granted upon successful completion of the application process. Misuse of the Marine Fire Credential Endorsement designation and/or IAAI-FIT logo and/or IAAI-CFI logo or unethical, unprofessional, or criminal behavior on the part of a holder of this designation can subject the individual to sanctions by the IAAI Ethical Practices and Grievances Committee and/or the Board of Directors, including, but not limited to revocation of designation privileges and suspension of membership, in accordance with the IAAI Constitution and By-laws and existing policies.

## CHAPTER 8: CREDENTIALS APPEALS PROCESS

An applicant or certification holder who feels their rights, as outlined in the IAAI's published rules and regulations, have been denied may request an appeal.

The appeal request shall be submitted in writing and shall be received by the IAAI no later than **sixty (60) days** after the date of denial notice.

The Certifications Committee shall respond to the appeal request within thirty (30) days of receipt, thus acknowledging the appeal. The Certifications Committee will then schedule an appeal hearing within ninety (90) days of receipt of the original request.

The appeal shall be considered by the Certifications Committee as a whole. The appeal hearing is a closed-door session, and all records of the appeal process are maintained in confidence by the with IAAI for at least ten (10) years following the appeal review date. The appeal hearing can be conducted virtually at the discretion of the chair of the Certifications Committee.

The decision of the Certifications Committee is delivered to the appellant by email within ten (10) days following the hearing.

If an individual is dissatisfied with the Certifications Committee's decision regarding any appeal, the appellant may appeal the decision to the IAAI Board of Directors.

## APPENDIX A: RECOMMENDED REFERENCE MATERIALS

### Recommended References for IAAI Certified Fire Investigator Exam

- **NFPA 921, 2024 Edition, Chapters 3, 4, 5, 6, 12, 13, 14, 15, 16, 17, 18, and 19**
  - NFPA (2024), *NFPA 921 Guide for Fire and Explosion Investigations, 2024 Edition*. Quincy, MA: NFPA.
- **Fire Investigator: Principles and Practices to NFPA 921 and 1033, Sixth Edition, Chapters 2, 3, 4, 9, 10, 11, 12, 13, 14, 15, and 16**
  - IAAI/NFPA/IAFC, *Fire Investigator: Principles and Practices to NFPA 921 and 1033, Sixth Edition*. Sudbury, MA: Jones and Bartlett Learning.
- **Forensic Fire Scene Reconstruction, 2<sup>nd</sup> Edition, Chapters 2, 3 and 4**
  - Icové, D. J. & DeHaan, J. D. (2009). *Forensic Fire Scene Reconstruction*. Upper Saddle River, NJ: Pearson Prentice Hall.
- **Kirk's Fire Investigation, 7<sup>th</sup> Edition, Chapters 2, 3, 4, 5, 6, 7, 14 (as it relates to evidence) and 17**
  - DeHaan, J. D. (2011). *Kirk's Fire Investigation, 7th Edition*. Upper Saddle River, NJ: Pearson Prentice Hall.

### Recommended References for IAAI Fire Investigation Technician Exam

- **NFPA 921, 2024 Edition, Chapters 3, 4, 5, 6, 12, 13, 14, 15, 16, 17, 18, and 19**
  - NFPA (2024), *NFPA 921 Guide for Fire and Explosion Investigations, 2024 Edition*. Quincy, MA: NFPA.
- **Fire Investigator: Principles and Practices to NFPA 921 and 1033, Sixth Edition, Chapters 2, 3, 4, 9, 10, 11, 12, 13, 14, 15, and 16**
  - IAAI/NFPA/IAFC, *Fire Investigator: Principles and Practices to NFPA 921 and 1033, Sixth Edition*. Sudbury, MA: Jones and Bartlett Learning.
- **Forensic Fire Scene Reconstruction, 2<sup>nd</sup> Edition, Chapters 2, 3 and 4**
  - Icové, D. J. & DeHaan, J. D. (2009). *Forensic Fire Scene Reconstruction*. Upper Saddle River, NJ: Pearson Prentice Hall.
- **Kirk's Fire Investigation, 7<sup>th</sup> Edition, Chapters 2, 3, 4, 5, 6, 7, 14 (as it relates to evidence) and 17**
  - DeHaan, J. D. (2011). *Kirk's Fire Investigation, 7th Edition*. Upper Saddle River, NJ: Pearson Prentice Hall.

### 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

### Recommended Reference Text for IAAI Evidence Collection Technician Exam

- **NFPA 921, 2024 Edition, Chapters 3, 4, 13, 16, and 17**
  - NFPA, (2024). *NFPA 921 Guide for Fire and Explosion Investigations, 2024 Edition* Quincy, MA: NFPA.
- **Fire Investigator: Principles and Practices to NFPA 921 and 1033, Sixth Edition Chapters 2, 10, 13, 14, and 15**
  - IAAI/NFPA/IAFC, *Fire Investigator: Principles and Practices to NFPA 921 and 1033, Sixth Edition*. Sudbury, MA: Jones and Bartlett Learning.
- **Forensic Fire Scene Reconstruction, 2<sup>nd</sup> Edition, Chapter 4**
  - Icove, D. J. & DeHaan, J. D. (2009). *Forensic Fire Scene Reconstruction*. Upper Saddle River, NJ: Pearson Prentice Hall.
- **Kirk's Fire Investigation, 7<sup>th</sup> Edition, Chapter 14 (as it relates to evidence)**
  - DeHaan, J. D. (2011). *Kirk's Fire Investigation, 7th Edition*. Upper Saddle River, NJ: Pearson Prentice Hall.
- **ASTM E1188-05, Standard Practice for Collection and Preservation of Information and Physical Items by a Technical Investigator**
  - ASTM International. (2005). *ASTM E1188-05, Standard Practice for Collection and Preservation of Information and Physical Items by a Technical Investigator*. West Conshohocken, PA: ASTM International.
- **ASTM E1459 – 92 (Reapproved 2005), Standard Guide for Physical Evidence Labeling and Related Documentation**
  - ASTM International. (2005). *ASTM E1459 - 92 (Reapproved 2005), Standard Guide for Physical Evidence Labeling and Related Documentation*. West Conshohocken, PA: ASTM International.
- **IAAI Fire Scene Evidence Collection Guide**
  - International Association of Arson Investigators (2024).  
[www.iaaievidenceguide.com](http://www.iaaievidenceguide.com)



## APPENDIX B: PRICING

### IAAI-CFI® CURRENT FEE STRUCTURE

\* Application Fee:

IAAI Member	\$250.00
Non-IAAI Member	\$570.00

\* Recertification Fee:

IAAI Member	\$200.00
Non-IAAI Member	\$520.00

### IAAI-FIT® CURRENT FEE STRUCTURE

\* Application Fee:

IAAI Member	\$150.00
Non-IAAI Member	\$540.00

\* Recertification Fee:

IAAI Member	\$125.00
Non-IAAI Member	\$540.00

### IAAI-ECT® CURRENT FEE STRUCTURE

Application Fee:

IAAI Member	\$150.00
Non-IAAI Member	\$325.00

\* Recertification Fee:

IAAI Member	\$125.00
Non-IAAI Member	\$295.00

**IAAI-CI® CURRENT FEE STRUCTURE**

- Application Fee:

IAAI Member	\$150.00
Non-IAAI Member	\$395.00

- Recertification Fee:

IAAI Member	\$125.00
Non-IAAI Member	\$375.00

**IAAI-(V)® CURRENT FEE STRUCTURE**

- Application Fee:

IAAI Member	\$150.00
Non-IAAI Member	\$325.00

- Renewal Fee:

IAAI Member	\$125.00
Non-IAAI Member	\$325.00

**IAAI-(M)® CURRENT FEE STRUCTURE**

- Application Fee:

IAAI Member	\$150.00
Non-IAAI Member	\$325.00

- Renewal Fee:

IAAI Member	\$125.00
Non-IAAI Member	\$325.00

\* No refunds are given.

## APPENDIX C: DOCUMENT CHANGE HISTORY



One of IAAI's key pillars is delivering world-class training, certifications, and designations to professionals whose work involves fire investigation. Under the guidance of the IAAI Certification Committee, specific changes have been made to provide better clarity and consistency to the process. Please note that this document outlines only upcoming *changes* to the various certification programs. For additional details regarding certification application requirements, including the outlined changes below, please refer to the IAAI Certifications Manual, which will be available on [www.firearson.com](http://www.firearson.com) beginning in February 2025.

### Changes made in 2024:

- All new and renewal applications are now available online
- IAAI now sends electronic reminders regarding renewal deadlines

### Significant changes to the certification and designation process beginning in 2025:

- Manual:
  - The IAAI Certification Manual has been updated and now combines all stand-alone certification manuals into a single document.
- Application Process:
  - Beginning in 2025, the existing new and renewal applications will be available to candidates until April 30, 2025. Candidates already pursuing certifications will be permitted to submit legacy applications until that date. Beginning on May 1, 2025, IAAI will only accept the new applications.
  - Effective May 1, 2025, IAAI will only accept applications submitted via the online application platform. Emailed applications will no longer be accepted. For more information regarding the online application process, visit [www.firearson.com](http://www.firearson.com) and click on Credentials.
  - The application process has been simplified by moving away from a point system and number of investigations conducted, to focus on hours of training, education, and work experience.
  - All applications will now require proof of a high school diploma or higher degree earned as a requirement. No points will be awarded for degrees earned.
  - Candidates will be able to apply for/earn the Marine Fire Credential Endorsement (M) beginning in October 2025.

- Certification Notification Procedures:
  - **New** certificants (CFI, FIT, CI, MVFCE & MFI) will receive a mailed physical certificate, patch and sticker when they earn a new certification or endorsement.
    - New certificants will receive a corresponding lapel pin at the Annual IAAI ITC (International Training Conference).
  - **Renewals** will receive email notification and a digital certificate when they earn their recertification.
  - Any additional patches, stickers, lapel pins and challenge coins (including ECT) will be available for purchase on [www.firearson.com](http://www.firearson.com)
- Exams:
  - All exams now require a passing score of 70% to earn certification.
  - In 2025, CFI Examination will be conducted through an online testing platform or an in-person testing facility with protected and secured examinations. The examinations will be available to the candidate for two hours without interruption, which will be continuously monitored by the proctor.
- Renewals:
  - Certifications and designations will now require renewals after **five years** for all certification types.
    - Certification is awarded for five years from the certificate issue/renewal date.
    - The certification holder has the sole responsibility to submit a timely application for recertifications.
    - The recertification application and fee must be submitted prior to the expiration date, but no more than six months prior to the expiration date.
    - There will be a 90-day grace period for all certification renewals. If the recipient fails to renew within that window, the recipient will need to reapply as a **new** applicant.
- Realignment of Renewal Dates:
  - **Effective March 1, 2025**, all renewal dates will be aligned, allowing recipients to track a single renewal date for all certifications.
    - Your expiration date will be aligned to the latest certification renewal date.
      - If you currently hold two or more certifications, IAAI will proactively adjust your renewal schedules to match your latest renewal date.
      - If this shift results in any of your other certifications being extended for **2 or more years**, you must complete a Realignment Application for those certifications by August of the year as indicated by the chart below, at no additional fee.

### Examples of Realignment of Renewal Dates:

*\*To find your realignment date & requirements, begin by using your latest expiring certification date in Column 1.*

Latest certification renewal date as of 3/1/2025	Other certification renewal dates	All certifications will now align with this renewal date	Granted Extension	You will be required to:
Anytime in 2029	Anytime between 2025-2027	The 2029 renewal date	2 or more years	Submit a Realignment Application by 8/1/2026. <i>No additional fee for the Realignment Application.</i> Apply for certifications renewal(s) in 2029.
	Anytime between 2028-2029	The 2029 renewal date	Less than 2 years	No need to submit a Realignment Application. Apply for certifications renewal(s) in 2029.
Anytime in 2028	Anytime between 2025-2026	The 2028 renewal date	2 or more years	Submit a Realignment Application by 8/1/2026. <i>No additional fee for the Realignment Application.</i> Apply for certifications renewal(s) in 2028.
	Anytime between 2027-2028	The 2028 renewal date	Less than 2 years	No need to submit a Realignment Application. Apply for certifications renewal(s) in 2028.
Anytime in 2027	Anytime in 2025	The 2027 renewal date	2 or more years	Submit a Realignment Application by 8/1/2025. <i>*No additional fee for the Realignment Application.</i> Apply for certifications renewal(s) in 2027.
	Anytime between 2026-2027	The 2027 renewal date	Less than 2 years	No need to submit a Realignment Application. Apply for certifications renewal(s) in 2027.
Anytime in 2026	Anytime in 2025	The 2026 renewal date	Less than 2 years	No need to submit a Realignment Application. Apply for standard certifications renewal(s) in 2026.
Anytime in 2025	Anytime in 2025	The 2025 renewal date	None required	No need to submit a Realignment Application. Apply for standard certifications renewal(s) in 2025.

*\*Note: Motor Vehicle and Marine Fire endorsements will still tie only to the CFI or FIT, whichever is higher-ranking, and will continue to follow that expiration date.*

**Outline of *Changes* to Certification and Designation Requirements beginning May 1, 2025**

	<b>Education</b>	<b>Work Experience</b>	<b>Prerequisites</b>	<b>Pricing</b>
<b>CFI - New</b>	High school diploma or equivalent	5 years' experience as a fire investigator Provide adequate documentation to support this experience Complete the NFPA 1033 Standard for Professional Qualifications for Fire Investigator JPRs. The new checklists will require signature of completion for each JPR from a field supervisor.	400 training hours: Minimum 40 hours Fundamental of Fire Investigation Course 28 hours CFITrainer.net: <ul style="list-style-type: none"> <li>• DNA (3 hours)</li> <li>• Documenting the Event (4 hours)</li> <li>• Examination</li> <li>• Intro to Evidence</li> <li>• Physical Evidence at a Fire Scene (4 hours)</li> <li>• Practical Method</li> <li>• The Scientific Method for Fire and Explosion Investigations (3 hours)</li> <li>• Ethics and the Fire Investigator (3 hours)</li> <li>• NFPA 1033 and Your Career (2 hours)</li> </ul> 332 hours of 1033 JPR-related tested training (up to 10% of the requirement may be untested)	IAAI Member: \$250.00  Non-IAAI Member: \$570.00
<b>CFI Renewal</b>		3 years' experience within the five-year renewal cycle	100 training hours: Complete a minimum of 2 tested CFITrainer.net courses per year Lectures given may account for 50% of training hours 10% total training hours may be not specifically fire investigation related	IAAI Member: \$200.00  Non-IAAI Member: \$520.00

	<b>Education</b>	<b>Work Experience</b>	<b>Prerequisites</b>	<b>Pricing</b>
<b>FIT New</b>	High school diploma or equivalent	18 months' experience in a fire investigation related industry  Provide adequate documentation to support this experience	54 tested training hours (up to 10% of the requirement may be untested): 40 hours Fundamentals of Fire Investigation 14-hour CFITrainer.net <ul style="list-style-type: none"> <li>• Documenting the Event (4 hours)</li> <li>• Ethics and the Fire Investigator (3 hours)</li> <li>• NFPA 1033 and Your Career (2 hours)</li> <li>• The Practical Application of the Relationship Between NFPA 1033 and NFPA 921 (2 hours)</li> <li>• The Scientific Method for Fire and Explosion Investigations (3 hours)</li> </ul> <i>*Note: Track B is no longer an option. The courses listed above are the requirement for all new FIT candidates.</i>	IAAI Member: \$150.00  Non-IAAI Member: \$540.00
<b>FIT Renewal</b>	High school diploma or equivalent	36 months' experience in a fire investigation related industry  Provide adequate documentation to support this experience	80 tested training hours	IAAI Member: \$125.00  Non-IAAI Member: \$540.00

	<b>Education</b>	<b>Work Experience</b>	<b>Prerequisites</b>	<b>Pricing</b>
<b>ECT New</b>	High school diploma or equivalent	18 months' experience in a fire investigation related industry  Provide adequate documentation to support this experience	29 tested training hours CFITrainer.net <ul style="list-style-type: none"> <li>• DNA (3 hours)</li> <li>• Documenting the Event (4 hours)</li> <li>• Ethics and the Fire Investigator (3 hours)</li> <li>• Evidence Examination: What Happens at the Lab (4 hours)</li> <li>• NFPA 1033 and Your Career (2 hours)</li> <li>• Physical Evidence at a Fire Scene (4 hours)</li> <li>• The Practical Application of the Relationship Between NFPA 1033 and NFPA 921 (2 hours)</li> <li>• The Scientific Method for Fire and Explosion Investigations (3 hours)</li> </ul>	IAAI Member: \$150.00  Non-IAAI Member: \$325.00
<b>ECT Renewal</b>	High school diploma or equivalent	Evidence of additional general experience in a fire investigation related industry over the preceding 5 years  A reference letter from employer attesting that the applicant has completed various core JPRs, and standard industry practices related to evidence collection on fire scenes since the last certification	40 tested training hours A minimum of 2 tested training courses must be completed on CFITrainer.net per year Lectures given may account for 50% of training hours Maximum of 10% total training hours may be not specifically fire investigation related	IAAI Member: \$125.00  Non-IAAI Member: \$295.00



	<b>Education</b>	<b>Work Experience</b>	<b>Prerequisites</b>	<b>Pricing</b>
<b>CI New</b>	High school diploma or equivalent	6 years' experience in fire investigation or related industry  Documented performance of at least 44 instructional hours, with 16 hours instruction time	150 training hours, up to 10% may be untested CFITrainer.net <ul style="list-style-type: none"> <li>• Ethics and the Fire Investigator (3 hours)</li> <li>• The Scientific Method for Fire and Explosion Investigations (3 hours)</li> <li>• Additional training that should provide the applicant with sufficient knowledge base to successfully present information</li> </ul>	IAAI Member: \$150.00  Non-IAAI Member: \$395.00
<b>CI Renewal</b>	High school diploma or equivalent	Provide adequate documentation to support continued work experience  Documented performance of a minimum of 40 hours of instruction per cycle	80 training hours, up to 10% may be untested	IAAI Member: \$125.00  Non-IAAI Member: \$375.00

	Education	Work Experience	Prerequisites	Pricing
<b>Motor Vehicle Credential Endorsement (V)</b>	High school diploma or equivalent	3 years of specific experience in fire investigation, directly involved with motor vehicle fire events	26 tested training hours <ul style="list-style-type: none"> <li>IAAI-Motor Vehicle Investigation Course of Instruction (16 hours minimum)</li> <li>CFITrainer.net coursework               <ul style="list-style-type: none"> <li>Investigation of Motor Vehicle Fires (4 hours)</li> <li>Motor Vehicles: The Engine and the Ignition, Electrical and Fuel Ignitions (3 hours)</li> <li>Motor Vehicles: Transmission, Exhaust, Brake and Accessory Systems (3 hours)</li> </ul> </li> </ul> Approved applicants will be activated on CFITrainer and required to pass IAAI Knowledge 1-Motor Vehicle Fires (8 hours) to obtain certification. Fee for Knowledge 1 is included in application fee. *Recertification Application fees will now apply.	IAAI Member: \$150.00  Non-IAAI Member: \$325.00  <b>Renewal Fee:</b> IAAI Member: \$125.00  Non-IAAI Member: \$325.00
<b>Marine Fire Credential Endorsement (M)</b> <i>*Effective Oct. 2025</i>	High school diploma or equivalent	3 years of specific experience in fire investigation, marine vessel fire investigations, and documentation of fire events	40 tested training hours <ul style="list-style-type: none"> <li>IAAI-Marine Fire Investigation Course of Instruction (24 hours minimum)</li> <li>CFITrainer.net coursework               <ul style="list-style-type: none"> <li>Electrical Safety (3 hours)</li> <li>Preparation for Marine Fire Scene (4 hours)</li> <li>Preventing Occupational Exposures to Carcinogens at the Fire Scene (3 hours)</li> <li>Site Safety Assessment (3 hours)</li> <li>Writing the Initial Origin and Cause Report (3 hours)</li> </ul> </li> </ul> Approved applicants will also be required to pass a 50-question exam on CFITrainer.net before being awarded this endorsement.	IAAI Member: \$150.00  Non-IAAI Member: \$325.00  <b>Renewal Fee:</b> IAAI Member: \$125.00  Non-IAAI Member: \$325.00