



2025 IAAI-CI Renewal Application

International Association of Arson Investigators, Inc.
Certified Instructor - Renewal
Effective May 1, 2025

Before you begin this application, you will need to provide your PAYMENT number. Instructions on where to find this information can be found in the images below. IAAI-CI applications will not be processed without payment



PLEASE NOTE THE FOLLOWING:

- Make sure to have all proper paperwork and credentials prepared before beginning the application process.
- It is highly recommended that you create a free Jotform account for online applications by clicking SAVE on this page and following the prompts. You may use any email address you would like, as this is not linked to your FireArson.com account.
 - You will receive an email link to your personal application draft. This will allow you to save progress and return to edit and add documents if needed, prior to submitting your final application.
 - Drafts are saved for 2 months, so if you do not submit your application in that timeframe, it will be deleted.
 - If you have saved your application, and come back to upload documents, please be sure all documents have uploaded properly before submitting.
- Please allow up to 15 business days to receive a response of approval or rejection for your application.
- IAAI Member No.: Membership in the IAAI is not required. This information is requested to assist the staff in processing the application.

Date Thursday, April 17, 2025

Name Sample Instructor

Address Line 1 2331 Rock Spring Rd
City Forest Hill
State/Province Maryland
Country United States
Zip 21050
Preferred Phone Number (555) 555-5555
Email certifications@firearson.com
Current IAAI-CI Expiration Date Wednesday, July 9, 2025
Current Date Monday, June 1, 2026
Date Max Tuesday, October 7, 2025

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. Please indicate below if you have a conviction to disclose. We will be in touch regarding next steps, if needed.

No, I do not have any convictions to disclose.

Current Certifications

If you currently hold a IAAI-CFI or your IAAI-FIT certificate, please include your certificate and details below.

IAAI-FIT or IAAI-CFI certificate



Supporting Document 1_2867.pdf

Expiration date of IAAI-FIT or IAAI-CFI Friday, April 17, 2026

Required Training and Education

Please provide information regarding the training courses that you are submitting in support of your application for the Certified Instructor Program. 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. Renewal applicants are not required to retake the comprehensive exam.

Please include all CFITrainer.net transcripts and copies of other certificates to support your experience claimed.

	Date	Tested Hours	Course Comments
Training		24	
Training		3	
Training		3	
Training		15	
Training		17	
Training		18	
Training			

Total Required Training: (Must total 80 80 hours)

When uploading documents below, you may combine files into one PDF as needed to ensure all certificates and documents are included in your application.

Training and Education Supporting Documentation 1

Supporting Document 1_2968.pdf

Training and Education Documentation 2

Supporting Document 2.pdf

Training and Education Supporting Documentation 3

Supporting Document 3.pdf

Training and Education Supporting Documentation 4

Supporting Document 4.pdf

Practical Teaching Experience

Applicants for this designation shall document performance of 40 hours of instruction per cycle. Applicants shall provide adequate documentation to support the performance of instructional 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. Please provide documentation to support your experience such as a letter from your employer or employment records.


Teaching Experience

	Date	Hours Claimed	Course Title
Teaching Experience	5/1/2024	10	Course


	Date	Hours Claimed	Course Title
Teaching Experience	5/1/2024	10	Course
Teaching Experience	5/1/2024	10	Course
Teaching Experience	5/1/2024	10	Course
Teaching Experience			
Teaching Experience			
Teaching Experience			
Teaching Experience			

Total Teaching Experience: (Must total 40 hours)


Teaching Experience Supporting Documentation 1


Supporting Document 1_4211.pdf


Teaching Experience Supporting Documentation 2


Supporting Document 2_2564.pdf

Teaching Experience Supporting Documentation 3


Supporting Document 3_1432.pdf

Teaching Experience Supporting Documentation 4


Supporting Document 4_4572.pdf

Current Employer

ABC Fire Company

Position

Battalion Chief

Company Address

2331 Rock Spring Rd

Supervisor

T. Lawless

Years of Experience

7


Dates: From

Thursday, April 11, 2019

Dates: To

Monday, June 1, 2026

Letter from Employer


CFI Trainer Transcript File.pdf

By submitting this application to the IAAI, with all required documentation, the applicant certifies this information to be true and correct to the best of their knowledge and certifies that they have read and understand the program requirements. The intentional submission of false information as part of this application will be cause for immediate rejection of the application and potentially subject the applicant to other penalties, including removal of IAAI member benefits.

Date

Monday, June 1, 2026

Signature

