

**PRACTICES & PROCEDURES
MANUAL**

FOR



**INTERNATIONAL ASSOCIATION
OF
ARSON INVESTIGATORS**

**CERTIFIED FIRE INVESTIGATOR
PROGRAM**

IAAI-CFI®

INTRODUCTION

This manual is furnished by the International Certified Fire Investigator (IAAI-CFI®) Committee of the International Association of Arson Investigators (IAAI). The International IAAI Office maintains a supply of manuals. Requests for an application by interested persons should be made directly to the International Office of the IAAI. Do not use photo copied applications, as these may be out of date.

This manual cannot be amended or modified in any manner except by the International Certified Fire Investigator Committee and must be adopted in its entirety by Chapters who choose to participate in the IAAI-CFI® Program.

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CHAPTER 1

ADMINISTRATION

ADMINISTRATION DESCRIPTION

The Certified Fire Investigator (IAAI-CFI®) Program is administered by the International Association of Arson Investigators (IAAI) in conjunction with Participating Chapter CFI (PC-CFI) Committees.

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 does it substitute for any licensing or registration required by law.

COMMITTEE DESCRIPTION

The International CFI (I-CFI) Committee consists of seven (7) members, each appointed by the President of the IAAI. The President also appoints the Chair and Co-Chair of the Certification Committee, who must be Certified Fire Investigators. Ninety percent (or at least six (6) members) of the committee must be Certified Fire Investigators. These members serve a term of three (3) years. A member may be appointed to the committee more than once and can serve for an unlimited number of terms. However, that member can only be appointed to one (1) term at a time. All PC-CFI Committees shall follow the I-CFI Committee structure as near as possible.

Committee appointments are made at the International IAAI AGM. Two (2) appointments must be made each year, with an additional appointment every third (3rd) year.

Attached to the I-CFI Committee shall be a CFI Test Maintenance Subcommittee. This committee consists of five (5) members, each who serve a term of five (5) years. Committee appointments shall be made by the IAAI President, based on a recommendation by the CFI Chair. A subcommittee member can only be appointed to one (1) term at a time; however, members may serve for unlimited consecutive terms. All Test Maintenance Subcommittee members must:

- be IAAI Certified Fire Investigators, and
- have test item writing experience or receive training within a reasonable time as established by the CFI Chair and Subcommittee Chair.

AUTHORITY

The I-CFI Committee has the full and final authority to determine the qualifications of each candidate for Certification and Recertification. An appeals process exists for those who want to challenge the committee's decision. (See Chapter 8 Appeals Process.)

The I-CFI Committee Chair is responsible for the day-to-day operation of the CFI Certification Program. The general administration of the IAAI-CFI® program and all decisions of the I-CFI Committee are made by a majority vote. All of the functions of the I-CFI Committee are conducted according to the practices and procedures contained in this manual and by *Robert's Rules of Order*. The actions of any I-CFI Subcommittee must be approved by the Chair and Co-Chair of the I-CFI Committee.

OPERATING PROCEDURES

The I-CFI and the IAAI strictly adhere to the following procedures governing the IAAI-CFI® program.

The “Manual of Practices & Procedures for the Certified Fire Investigator Program” is on a three year cycle. The time period for each event is subject to the publication deadlines of the “Fire and Arson Investigator”.

Anyone can submit **proposals** on any portion of the policies and procedures manual during the call for proposals. The call for proposals will be for 120 calendar days originating in the second year of the cycle. The public proposal form will be published in accordance with the publication policies of the IAAI.

At the end of the call for proposal period, the CFI committee will act on each of the proposals as well as the committee's proposals prior to the Spring issue of the “Fire and Arson Investigator” of the following year. Public proposals will either be “accepted”, “accepted in principle” or “rejected”. The committee will provide substantiation for each of the proposals that has not been accepted. The committee's report on proposals must receive more than two thirds approval vote by the committee. The actions of the committee will be outlined in a report that will be published in The Fire and Arson Investigator.

Anyone can then submit **comments** on the proposed changes for 60 days after publication of The Fire and Arson Investigator. The committee receives and responds to the comments in the same manner as the proposals. The committee will submit a report on comments after a two-thirds approval vote by the committee. Lacking the two-thirds approval, the comments return to the committee. The committee's actions on the comments will be published in accordance with the publication policies of the IAAI.

During the IAAI Annual Meeting in the third year of the document, the Board will meet to act on the proposed changes to the manual. Appeals of the committee's actions may

be requested to be heard by the Board of Directors at this annual meeting. Approval of the changes needs a two-thirds approval vote from the Board. The final changes will be distributed and published.

TENTATIVE INTERIM AMENDMENT

Changes to the CFI Procedures within the three-year cycle may be conducted through a Tentative Interim Amendment (TIA). TIAs may be proposed to the committee or proposed by the committee. The committee must approve the TIA by a two-thirds majority. The TIA must be considered an emergency in nature that cannot wait for the three year cycle. The proposed TIA will be published in accordance with the IAAI publication policies and will be open for comments for 60 days following publication of the TIA. Within 30 days after the comment period has expired, the committee will review those comments and with at least a two-third consensus of the committee, provide a recommendation to the Board. The Board must approve the TIA by a two-thirds majority. This TIA will then become a part of the procedures until it can enter the three year proposal and comment cycle.

The TIA must enter the proposal and comment cycle of the Policies and Procedures Manual. The TIA will be published as a committee proposal and must be approved through the process before being included as a printed procedure in the manual.

ENDORSEMENTS

An IAAI-CFI® may have a level of specialized education and experience in a specific type of fire investigation. In recognition of this, the IAAI-CFI® committee may create a specific “Endorsement” to an IAAI-CFI® accreditation.

The Endorsement would recognize the IAAI-CFI®’s ability in a specific area of investigation. In order for an Endorsement to be established, the IAAI-CFI® committee may develop an application process, establish a minimum level of expertise in the specified field, and develop a testing criteria and exam. An applicant who meets all of the criteria required would receive an “Endorsement” to their IAAI-CFI® accreditation.

Any “Endorsement” would run concurrent with the IAAI-CFI® accreditation.

The IAAI-CFI® committee would be required to follow the same process for change to the certification program and receive Board approval prior to implementing an Endorsement.

ADMINISTRATION OF EXAMINATIONS

Only an examination proctor can administer the CFI examination. The responsibilities of this position will be carried out by individuals approved by the I-CFI Committee. A Participating Chapter can appoint an examination proctor; this person must be an IAAI Certified Fire Investigator and be registered with the I-CFI committee. This is accomplished by written letter from the Chapter President sent to the IAAI International Office c/o CFI Committee. PC-CFI proctors must be registered at least 30 days prior to giving an examination.

Applicants may choose to take the examination at a university or college. If a university or college is chosen, then the proctor must be a qualified, professional proctor and approved by the I-CFI Committee. The applicant is responsible for any cost associated with this method.

General

The IAAI has no intention of determining who shall engage in the practice and profession of Fire Investigation. Lack of certification does not indicate that one is unqualified to perform fire investigations; rather, that such a person may not have fulfilled the requirements for certification, or has not applied to the program.

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

The name and/or logo of the IAAI-CFI® Program may be used by Certified Fire Investigators on their business cards and business papers as long as they maintain their certification.

The official mailing address of the Investigator Certification Program is:

International Association of Arson Investigators
Certified Fire Investigator Program
2111 Baldwin Avenue, Suite 203
Crofton, Maryland 21114

Applications and other correspondence may be submitted by mail or email to: IAAI-CFI@firearson.com.

The Certification Coordinator for the IAAI is authorized to respond to any written request for confirmation of Certification, or lack thereof, and the expiration date of such certification for any individual and must answer such queries using the authorized format or form. The original date of Certification, when requested in writing, may also be provided by the Certification Coordinator.

CHAPTER 2

APPLICATION REQUIREMENTS AND CLAIMING CREDIT

CLAIMING CREDIT

To verify eligibility for any and all credits claimed, a **legible copy of all awards, certificates, diplomas and transcripts must be furnished** with each application to support claimed points. These copies are to be a permanent part of the applicant's file and will not be returned to the applicant. Further, an applicant cannot claim Experience Points twice in Lines 1 through 11 (e.g. claim points for part-time investigator *and* supervisor for the time period 20xx-20xx). Likewise, credit claimed in one category cannot be claimed in another (e.g. IAAI or ATF Testimony course claimed on both Experience, page 3, and Training line 30).

TRAINING CREDIT

The location of each session, dates of attendance at each session, hours of attendance for each date, topic of each session, and other applicable information must be listed on the provided form for all conferences, programs, seminars and schools claimed for credit. Also, for each listing, copies of certificates/diplomas or letters of attestation must be supplied. These documents allow verification of eligibility for claimed credits.

A maximum of ten percent (10%) of the total training points claimed are allowed for training courses which are not specifically described or titled as being fire investigation related (e.g. hazardous materials, police procedures, claims adjustment).

EXPERIENCE CREDIT

The locations, employers' names, dates of employment and job descriptions must be provided on a separate sheet of paper for all employment which is indicated in the Claimed Experience Credits. The items should be listed in reverse chronological order. The listing should include all employment so that credit can be awarded where applicable and verification can be made, where necessary, for eligibility for credit. The job description should be illustrative of the reasons why the applicant feels that they should receive the noted credits. You must document the experience with letters from employers or others who can verify your experience. Self-employed applicants can use letters from clients, or a letter signed by partner, principal in the business, coworker or other professional associate.

FULL/PART-TIME EXPERIENCE DEFINITIONS

To claim credit for full-time experience, you must have been assigned full-time duties as a fire investigator for the prior four years (full-time is defined as 52 weeks per year or a minimum of 1,500 hours per year, including vacation and sick leave, etc.). Part-time fire investigator is defined as investigators working less than 1,500 hours per year in fire investigation. Part-time investigators must be able to document fire investigation responsibilities for the prior five years, and have investigated at least 60 fires (average of 12 per year) or can document 250 hours (31 days) of active fire investigation duties per year. Part-time documentation should include letters from supervisors, employers, clients, case cover sheets, or assignment sheets.

EXPERT TESTIMONY

Testimony experience is a requirement for obtaining CFI status. Testimony, given under oath, must pertain to the origin and cause of a fire or explosion. Points may include testimony from:

- probable cause hearings,
- grand jury testimony,
- depositions,
- trials,
- pre-trials,
- prosecutor inquiries, etc.

Some countries (or other governmental jurisdictions) have a legal system that receives “expert” opinion only in a written format. If an IAAI-CFI applicant resides in such a jurisdiction, the IAAI-CFI committee may accept “written expert opinion” related to Fire Investigation or Fire Science. As the legal systems for each jurisdiction have variations the requirements of the supporting documentation for written expert testimony will be examined and approved by IAAI-CFI committee on a country by country basis. The requirement for a minimum of two occasions for “expert” testimony shall remain for all applicants.

Acceptable proof of the testimony experience are:

- Letters from participating attorneys (best method) stating that you testified as to Origin & Cause on a particular case(s)

- Deposition or trial cover sheets, with pages of sufficient transcript attached to clearly show testimony as an “Expert Witness”
- Courtroom Testimony Course certificate

Successfully completing the IAAI Expert Witness Courtroom Testimony Course, ATF Testimony Course, or the National Fire Academy courtroom testimony course (R208) are accepted alternatives to the expert testimony experience requirement (Other classes as approved by the IAAI-CFI® Committee).

COURSE/LECTURES TAUGHT

The location, date, topic and length (in student contact hours) of each course and/or lecture taught must be listed. Suitable documentation includes letters from course organizers/administrators or similar forms of documentation.

BOOKS/ARTICLES/PAPERS AUTHORED

The title and publisher’s name shall be furnished for all books authored; along with the copyright page showing the Library of Congress Catalog Number (books without this number are not accepted). To receive credit for articles or papers published, the following must be furnished: a copy of that article clearly showing the publication name, date, article title, and your name. This copy will be retained in the applicant’s file and will not be returned.

EDUCATION

Select only 1(one) of the 11(eleven) educational levels. Claim credit for the highest level obtained.

To receive credit in this area, a copy of the school diploma must be furnished. If the degree is related to fire investigation, a copy of the transcript must be provided. These copies will be retained in the applicant’s file and will not be returned. Related degrees include Fire Science, Engineering, Chemistry or Law Enforcement.

Courses taken in the pursuit and completion of requirements for any degree claimed in the application may not be claimed in any other section. Courses taken after the degree was awarded or for a degree not claimed may be used for point eligibility in the training section.

TRAINING

If credit is claimed for a tested program (including college level courses not claimed in the education section), the applicant must furnish proof of receiving a passing grade. This proof 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 NFPA based Certified Firefighter I and II or like programs, the applicant must provide copies of certificates or diplomas.

ORGANIZATION MEMBER

To receive credit for this area, the applicant must furnish a list, showing all organizations being claimed, their address, and the applicant's dates of membership. Include a photocopy of the membership card or membership certificate.

INFORMATION MANAGEMENT

All information furnished by the applicant is open to both oral (personal and telephonic) and written verification by the I-CFI and PC-CFI Committees. The applicant may be requested to furnish additional documentation for some or all items.

The application and all documentation for each applicant becomes and remains the property of the I-CFI Committee. Access to these documents is only available to I-CFI members, IAAI staff, PC-CFI committee members, and the applicant (upon written request). The applicant's file must be maintained by the I-CFI Chairman at the IAAI Headquarters. All other access to the information shall be by order of a court of law only.

Each applicant must sign and date the statement on the last page of the application which includes authorization for verification of information and references.

Each applicant may have one or all of their references contacted by the I-CFI or PC-CFI Committee Member.

Applications are available from the IAAI Headquarters or the IAAI website, www.firearson.com. It is recommended that applications are obtained from the IAAI HQ. If a downloaded application is used, it must be printed on good quality paper stock. The I-CFI committee reserves the right to return a downloaded application if they are illegible or outdated. Copies of applications are not acceptable, unless specific written authorization is obtained from the I-CFI Committee Chair or Co-Chair.

CHAPTER 3

METHOD OF CERTIFICATION

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

Certification is available to applicants who can document at least 150 points, meet the minimum point requirement for each area as indicated in the application, and pass the IAAI-CFI® examination.

CERTIFICATION LOCATION

Certification is International. An applicant does not have to be a member of the IAAI or any chapter to become certified. Application must be made through the International Office of the IAAI. Application review will include an evaluation by the I-CFI Committee. PC-CFI Committees will have an opportunity to review a summary of the application, in order to provide the I-CFI Committee with relevant information.

CHAPTER 4

APPLICATION PROCEDURES

APPLICATION REVIEW

Applications will be dated with date of receipt. Each application must have completed the review process within 90 calendar days after date of receipt.

All CFI applications and recertification applications will be reviewed by an I-CFI committee member for the following:

- Application filled out correctly, including authorization forms;
- Adequate supportive documentation provided for each point claimed;
- Mathematical computation of points is accurate.

Letters providing the applicant's name, summary of points claimed in each major area, and job information will be sent to PC-CFI Committee chairs for review. PC-CFI Committees will have twenty (20) days to respond to the I-CFI Committee with any important information.

At the option of the I-CFI Committee and/or the PC-CFI Committee, an inquiry may be made to verify points claimed by the subject applicant.

An I-CFI Committee Member must sign the application cover sheet (Form 17) to show who reviewed each application and the date(s) of the review.

APPLICATION ACCEPTANCE

The applicant will be notified of acceptance of their application (Form 3) within 14 days of application approval by the committee via mail or other electronic delivery.

Approved applications will be considered valid for one year from the date of acceptance by the I-CFI Committee. The applicant must complete the examination process within one year of the approval date.

APPLICATION REJECTION

When an application and/or applicant are deemed to be ineligible by reason of incomplete information, lack of supportive documentation, lack of qualifying points or other reasonable disqualifying items, Form 5 will be sent to that applicant via mail or other electronic delivery. Form 5 notifies the applicant of the reason(s) for the rejection of the application.

An applicant may refile for certification within one year of the review date. No additional fees are required for the second review. If an application is rejected a second time, then the person must re-apply to the program, with full fees attached in order to pursue certification.

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

CHAPTER 5

EXAMINATION

EXAMINATION PARAMETERS

The Certification Examination shall be provided by the IAAI I-CFI committee. The examination will consist of no more than 150 questions drawn from a question bank consisting of true/false, matching and/or multiple choice style questions.

The examination parameters include questions for every duty area within NFPA 1033.

The I-CFI Committee reserves the option to evaluate other areas as deemed necessary. Additions to the evaluation areas will be furnished to the applicant prior to their test date.

The test is to be taken "Closed Book," with no notes or aids allowed. If the applicant is taking a written test that is in a language not native to the applicant, and experiences difficulty in understanding a "word" contained in the test question, the IAAI will allow the utilization of a translation dictionary to identify the definition of a "word" in the test for the purpose of comprehension of the question. During the examination, any instances of attempted or successful fraud, misrepresentation, or improper conduct by the applicant will be referred to the IAAI Ethical Practices and Grievances Committee as outlined in Chapter 7 Certification Revocation.

The I-CFI Committee will be responsible for scoring the examination.

SITE AND DATE SELECTION

An Examination can be taken at the following locations:

- The International IAAI annual meeting and/or regional seminars;
- The annual Seminar/Conference/General Meeting of the participating chapters of the IAAI;
- Any location within the boundaries of an IAAI PC-CFI Committee where a sufficient number of eligible applicants warrants an examination, as determined by that chapter's proctor;
- A professional proctored site; e.g. university testing center (at the expense of the examinee).

EXAMINATION PROCEDURES

At least one (1) week prior to each examination, the correct number of examinations will be printed and delivered to the examination proctor via return receipt mail.

The examination identification numbers are assigned using the applicant's Social Security Number, Social Insurance Number, or likewise.

The information required for each packet is as follows:

- Examination Identification Number
- Acknowledgment receipt of one (1) examination
Applicant's Signature and Date
Monitor's Signature and Date
- Verification receipt of examination being turned in
Applicant's Signature and Date
Monitor's Signature and Date

An examination packet is then made up with the correct number of examinations, Proctor's Instruction Sheet (Form 7), Applicant Instruction Sheet (form 6), and Applicant's Comments (Form 8). The examination packet must have the applicant's name printed on it. An extra exam will be sent for emergency use only.

The examination proctor must verify the identity of each applicant through a driver's license or similar identification.

Each applicant must sign for their sealed individually identified examination packet. The proctor must verify that they have taken the correct packet and must witness their signature on the packet and then retain the packet until they complete and return the examination. Each applicant must return the examination they signed for and also sign the packet indicating they did so. The examination proctor must verify that they witnessed the examinee's signature and attest to same.

The examination will be allowed to continue for two (2) hours, without interruption. If the applicant is taking a written test that is in a language not native to the applicant (second language) additional time for testing will be allowed to compensate for word comprehension.

Upon completion of their examination and return of all examination materials, the applicant must leave the examination room.

After the examination session has been completed, the proctor should place the examination in the envelope, seal same, and sign the envelope. All of the remaining materials (examination, instruction sheets, and Applicant's comments) should be placed in the master examination pouch and that pouch sealed. The master examination pouch must be returned to the I-CFI Committee within 24 hours or the next working day after completion of the examination by certified or registered mail. Mailing receipts must be maintained by the IAAI office.

EXAMINEE RESULTS NOTIFICATION PROCESS

Within ten (10) days after administration of the examination, the IAAI must have evaluated the scorecard for each applicant.

Within twelve (12) days after administration of the examination, the IAAI must have sent, via mail or other electronic delivery, a pass (Form 9) /fail (Form 10) notice must be sent to each applicant. A list of all who successfully completed the exam will be sent to the respective PC-CFI Committee Chair-persons.

At no time is any applicant or other individual to be told the examination score achieved. This information is only temporarily available to the I-CFI Committee of the IAAI, and then destroyed.

Within thirty (30) days after satisfactory completion of the examination, the applicant will be mailed their CFI Certificate and wallet card identifying them as an IAAI "Certified Fire Investigator."

FAILURE OF EXAMINATION - OPTIONS AND PROCESSES

If an applicant receives a score less than the cut-off scores established by the Board of Directors on any examination, they have failed that examination. A copy of Form 10 (Applicant's Notice of Unsatisfactory Examination grade) will be sent to them within twelve (12) days after the examination date.

The applicant has the option of challenging the next scheduled examination (information to be included on Form 10), or any other examination within the next 365 days from the date of the failed examination. For the initial fee, each applicant is allowed the initial challenge and one re-challenge within the 365 days time-frame.

If an applicant fails both examinations or does not re-challenge within the 365 day period they must submit a new application and fee for the CFI program, using then current application guidelines and program requirements. The I-CFI committee reserves the right to waive the 365 day rule if a written request is made to the committee and approved by the I-CFI Chair.

The applicant also has the right of appeal when they fail an examination. (Chapter 8, Appeals Process.)

The applicant must notify the I-CFI Committee within thirty (30) days after receipt of Form 10, using the lower portion of that form, as to their intention to waive their rights to a re-examination or their desire to be scheduled for another examination.

An applicant is permitted to make a written request that the I-CFI Committee notify him/her of their weak areas on the examination; this information will be furnished within thirty (30) days after receipt of the request.

CHAPTER 6

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 IAAI-CFI® has the sole responsibility to submit a timely application for recertification.

A current IAAI Recertification Application must be used for all recertification. The recertification application should be received 30 days prior to the CFI expiration date. However, re-certification applications will be accepted up until the expiration date on the person's Certified Fire Investigator certificate or wallet card.

The CFI has a ninety (90) day grace period following expiration of their CFI status in which they are allowed to indicate they are certified -- pending the final disposition of the recertification process.

A grace period may be extended to an IAAI-CFI® recertification applicant at the discretion of the majority of the IAAI-CFI® Committee members. The length of the grace period will be same length of time that the applicant can document that the applicant was not involved in fire investigation due to a serious illness or call to active military duty. The grace period may not exceed three years in length.

Recertification requires 50 points total, **20 points required from job experience**, and 20 points must be demonstrated in the training category. A minimum of two tested training courses must be completed on CFITrainer.net. Lectures given may account for 75% of the total training points claimed. A maximum of ten percent (10%) of the total training points claimed are allowed for training courses which are not specifically described or titled as being fire investigation related (e.g. hazardous materials, police procedures, claims adjustment).

All points used in the application for recertification shall have been earned in the past six years from the date of application. Points claimed may not have been used in any previous application.

Any CFI recertification applicant who meets the point requirements and submits their recertification application after the expiration date, within six (6) months of their expiration date, may reinstate their CFI status by taking and passing the CFI examination. These applicants are allowed two (2) opportunities to take and pass the examination, but must have completed the reinstatement process within nine (9) months of their CFI expiration date.

Investigators who fail to meet the above requirements must reapply for certification following rules and regulations governing certification at the time of expiration for their certification.

The fee for recertification is established by the IAAI Board of Directors.

RETIRED CERTIFICATION DESIGNATION

If an IAAI-CFI® in good standing retires from active fire investigation or 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® must notify the IAAI Headquarters in writing of their retired status prior to the expiration date of their current certification. A new certification card will be issued indicating the retired status of the IAAI-CFI®.

CHAPTER 7

REVOCATION OF CERTIFICATION

The revocation of certification is the most serious stain upon the character of a Certified Fire Investigator and, as such, it also reflects heavily upon all of the members of the IAAI and the profession as a whole. Revocation of certification and related investigations will be conducted by the IAAI Ethical Practices and Grievances Committee.

The grounds for revocation or suspension must be for a supportable cause such as

- **attempted or successful fraud;**
- **misrepresentation;**
- **improper conduct;**
- **conviction for any felony**
- **or any other activity that would lead a reasonable person to question the professional competency, honesty, integrity, or ability of the Certified Fire Investigator.**

An individual whose certification has been revoked will never again be eligible for certification by the International Association of Arson Investigators.

CHAPTER 8

APPEALS PROCESS

An applicant or Certified Fire Investigator who feels that they have been denied their rights, as outlined under the published rules and regulations of the IAAI, may request an appeal of that denial.

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

The I-CFI Committee must respond to the appeal request within thirty (30) days after date of receipts, acknowledging the appeal. The I-CFI Committee will schedule a hearing of that appeal within ninety (90) days after the date of receipt of the original request for appeal.

The appeal is to be dealt with by the Chairman or an appeal subcommittee, or if necessary, the I-CFI Committee as a whole. The appeal hearing is a closed door session and all records of the appeal process are to be maintained in confidence in the I-CFI Headquarters for at least ten (10) years following the appeal review date.

The decision of the I-CFI Committee is to be delivered to the appellee by registered mail within ten (10) days after the decision is reached.

A copy of Form 11 (Right of Appeal Form) is to be attached to every application denied notice, examination failure notices, and several formal, written notices of I-CFI Committee decisions regarding an individual.

In the event that the individual is dissatisfied with the decision of the I-CFI Committee regarding any appeal, that individual may then appeal the CFI Committee decision to the Board of Directors of the IAAI.

CHAPTER 9

CERTIFICATION PROGRAM FEE STRUCTURE

The fees for the IAAI-CFI® certification program are established by the Board of Directors.

Applicants must submit the appropriate application fee, in full, with the application. The application fee is non-refundable*. The fee allows an applicant to resubmit one time.

All checks or money orders must be made payable to the “International IAAI-CFI® Program.”

Applications forwarded to the IAAI office without the correct fee will be automatically rejected.

Current Fee Structure

- Application Fee:

IAAI Member	\$195.00
Non-IAAI Member	\$570.00

- Recertification Fee:

IAAI Member	\$140.00
Non-IAAI Member	\$520.00

* No refunds are given.

APPENDIX A

FORMS

FORM NUMBER	FORM NAME
3	Acceptance of Application
5	Rejection of Application
6	Applicant Examination Instruction Sheet
7	Examination Monitor's Instruction Sheet
8	Applicant's Examination Comments
9	Examination Pass Notification
10	Examination Fail Notification
11	Right of Appeal Form
17	Application Cover Sheet
18	Proposal and Comment Form

APPENDIX B

Change History

Type	Change	Effective/Approval date
Fee Structure Change	<p>New Certification (non IAAI member): \$250 New Certification (IAAI member): \$150</p> <p>Recertification (Non IAAI Member): \$200 Recertification (IAAI member): \$95</p>	October 1, 2009
Fee Structure Change	Application – IAAI Members – \$150 USD; Non-Members - \$525 USD; Recertification - IAAI Members – \$ 95 USD; Non-Members - \$475 USD	9/1/2010/ 5/19/2010
Fee Structure Change	<p>Replace with "The fee for recertification is established by the IAAI Board of Directors."</p> <p>"The fees for the IAAI-CFI ® certification program are established by the Board of Directors."</p>	6/5/2010
Fee Structure	IAAI CFI application fees and recertification fees by \$45.00 USD for both IAAI members and non-members, effective January 1, 2014. The new application fees will be \$195.00 USD for IAAI members and \$570.00 for non members. The new recertification fees will be \$140.00 USD for IAAI members and \$520.00 for non members	Effective 1/1/2014 7/13/13
Application Points change	<p>Requirements and Claiming Credit, Training</p> <p>This proposal would increase the minimum points required from 20 to 50.</p>	10/5/2013
Administration	Update the manual to be in compliance with the IAAI publication policies "Anyone can then submit comments on the proposed changes for 60 days after Publication."	10/5/2013
Administration	Added under Expert Testimony-Some countries (or other governmental jurisdictions) have a legal system that receives "expert" opinion only in a written format. If a IAAI-CFI applicant resides in such a jurisdiction the IAAI-CFI committee may accept "written expert opinion" related to Fire Investigation or Fire Science. As the legal systems for each jurisdiction have variations the requirements of the supporting documentation for written expert testimony will be examined and approved by IAAI-CFI committee on a country by country basis. The requirement for a minimum of two occasions for "expert" testimony shall remain	4/15/17

	<p>for all applicants.</p> <p>Added under Examination Procedures-If the applicant is taking a written test that is in a language not native to the applicant (second language) additional time for testing will be allowed to compensate for word comprehension.</p>	
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