

**INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS  
TRAINING AND EDUCATION COMMITTEE  
STANDARD OPERATING PROCEDURE**

**I. PURPOSE**

The purpose of the Training and Education Committee of the International Association of Arson Investigators is to develop and promote quality education in the area of fire and arson investigation. This education is to encompass all phases of the sciences and specialties of all disciplines that investigators must know in order to conduct and administer a professional and ethical investigation as to the origin and cause of fires.

**II. MISSION STATEMENT**

The Training and Education committee is tasked with the development of new, up-to-date, scientifically based training, educational classes and certifications; as well as ensuring that all our programs, courses and certifications are up to date and in compliance with NFPA 1033, Standard for Professional Qualifications for Fire Investigators. Proper training and education for fire investigators ensures continued professional development and is a vital link in fire prevention.

**III. GOALS**

The primary goals of the Training and Education Committee are as follows:

1. Identify and develop training courses, delivery methods, and platforms for the association that reflect up-to-date, scientifically based training that is consistent with current editions of NFPA 1033, Standard for Profession Qualifications for Fire Investigators.
2. Identify and develop certification programs that enhance the ability of the membership to become more proficient in their respective professional positions.
3. Develop Train-the-Trainer programs for courses identified and developed for the association.
4. Vet existing courses that have been created and/or are being taught on behalf of the association to ensure compliance with current educational and fire industry standards.
5. Vet current instructors that are teaching on behalf of the association to ensure compliance with current educational and fire industry standards.
6. Review all prospective pre-existing courses that are desired to be taught on behalf of the association on a regular basis.
7. Review prospective instructors who desire to instruct on behalf of the association.
8. Work with the association's full-time staff regarding all training and education questions. Assist the staff with the implementation of all training and certification programs that are developed by the committee.
9. Review any and all training material that is being delivered on behalf of the association in any capacity.

10. Work with the Site Selection Committee in relation to the International Training Conference (ITC) and ensure that all training is organized and coordinated through the T&E committee. Select and oversee the ITC Training Coordinator who will be responsible for identification and selection of the training courses to be presented throughout the ITC.
11. Serve as the subject matter experts to the Executive Officers, Board of Directors and Executive Director in all matters related to training and education.

#### **IV. COMMITTEE ORGANIZATION**

The committee's composition shall be at the discretion of the current President and Executive Officers of the association. The committee shall have a chair and may have a co-chair at the President's discretion. All committee members including the Chair and the Co-Chair, if one is appointed, shall be association members in good standing. The committee may consist of the following organizational structure as directed by the current President of the association:

1. Committee Chairperson
  - a. The President of the association shall choose a chairperson for the committee. It shall be the Chairperson's responsibility to lead, direct and supervise the overall activities of the Training and Education Committee. The Chairperson will report to the officers and directors of the association while serving at the pleasure of the current President of the Association.
  - b. The Chairperson shall serve for a period of one year, until the following President is elected.
  - c. The Chairperson will submit a biannual and annual report concerning the activities and progress of the committee prior to the mid-year Board of Director meeting and annual meeting. This report will include all training activities, certifications that fall under the purview of the committee, and all research conducted by or under the committee throughout the year.
    - i. The Chairperson may be called upon at various times by the President, Executive Officers and/or the Executive Director of the association to submit intermediate reports regarding the Committee's progress.
  - d. The Chairperson shall deliver an annual report to the membership of the association at the Annual General Meeting.
  - e. The Chairperson shall oversee and coordinate the Training Summit when deemed necessary by either the chairman or as requested by the current President of the association.
  - f. The Chairperson shall assist the association's staff Training Manager with the implementation of the training programs by answering all questions related to same.

- g. The Chairperson, or his/her designee, will review and sign off on all After Action Reports created and submitted at the conclusion of all training programs and activities.
- h. The Chairperson, or his/her designee, will review all Memoranda of Understanding (MOU) between the association and outside agencies/departments/individuals/groups that relate to training programs or training certifications.
- i. The Chairperson, or his/her designee, will review all legal contracts that the association enters into that relate to current and/or prospective training and education programs and/or certifications. This review will not be for legal purposes but is done pursuant to the Committee's mandate to ensure that the quality of instruction is kept at the highest standard.
- j. The Chairperson shall assist the current President with the identification and selection of the members of the committee.

## 2. Committee Co-Chairperson

- a. At his/her discretion, the President may choose a member of the association to serve as the co-chair. The Co-Chair's responsibilities will be as follows:
- b. The Co-Chairperson shall serve as the Chairperson in the absence of the Chairperson and shall assume all responsibilities as outlined in the above section as they relate to the Chairperson.

## 3. Task Groups

At various times, the Chairperson may identify issues related to training and education, research, and/or the certifications that fall under the purview of the committee that need to be addressed. The Chairperson may form a group to investigate and address the issue that needs answering. This group, hereafter referred to as a Task Group, will be formed for a short term duration and will have specific goals to address.

### Task Group Leader

- a. A Task Group Leader will be chosen by the Chairperson, with approval from the current President, to lead the Task Group. The Task Group Leader will have overall responsibility for the Task Group and will report to the Chairperson.
- b. The Task Group Leader will prepare a report at the conclusion of the Task Group period to be presented to the Executives and to the Committee Chairperson.

- c. The Task Group Leader will report periodically to the Chairperson status updates related to the progress of the Task Group.

## V. **RESPONSIBILITIES**

### 1. General

The Committee shall be responsible for the identification, creation, and vetting of all training and education conducted by and on behalf of the association. The Committee will ensure that the training programs, which are either developed by the committee itself or contracted for with an outside instructor, meet the current, accepted academic and scientific standards as they relate to fire investigation including, without limitation, NFPA 1033, Standard for Profession Qualifications for Fire Investigators.

### 2. Development of Training

- a. It shall be the sole responsibility of the committee to develop training programs on behalf of the association. These programs will be developed when a training need is identified in the field of fire investigation. These training programs will cover the full breadth of the field of fire investigation to include in part: Classes related to the understanding and competent ability to determine the origin and cause of a fire; courses/classes related to the fire investigation once a fire is determined to be incendiary; courses/classes related to emerging knowledge and trends in fire investigation that will benefit the association, and other classes identified as a need by and/or for the association.
- b. Once a course topic is identified, the committee shall determine if the association is best served to develop its own course or to locate and develop existing instructors and course content on the topic.
  - i. When a course is identified as needing to be developed, the Chairperson shall create a Task Group that will be tasked with the development of the course. The Task Group leader will select the members of the Task Group, with concurrence of the Chairman and the President. The Task Group will be composed chiefly of Committee members, although the Chairman may select other association members depending on the needs of the Task Group.
  - ii. The Task Group may make recommendations to the Chairperson as to whether the course can be developed with existing instructors and materials. If the course is to be developed by the committee, the Task Group, in consultation with any needed subject matter experts and/or potential instructors, shall develop the course content including outline, description, prerequisites, slides, reference materials, exam, and other materials.

iii. A course developed by the Committee, either through outside instructors and materials or through development from beginning to end, should be reviewed and approved by other committee members not in the Task Group, as well as the Chairperson. Final determination of whether to present a course and at what price will be the province of the Board of Directors.

c. Identification and Development of Training from Other Sources

i. It shall be the responsibility of the committee to identify training programs or courses that would be beneficial to the association. Any person can bring suggestions as to training programs or courses to the association but they must be vetted by the committee to ensure that they meet the current academic standards of the association.

d. Beta testing

On approval of the Chairperson, courses under development may be “beta tested” prior to being officially offered, to determine their suitability, ease and appropriateness of presentation and materials, and other factors necessary to a successful course. All beta tests must be accompanied by an After Action Report.

e. Pricing

i. Pricing of regional training shall be determined by the committee and Chairperson to recommend to the Board of Directors, who shall decide the price by official action. Pricing may be decided or modified depending on factors that include: Course complexity and level, experience with the course, financial considerations for the association, needs of course and instructors, audience to be reached, venue (U.S. versus non-U.S.), whether beta testing is being performed, and other factors.

ii. Pricing of courses may be changed in the same manner and for the same reasons as the setting of prices in (i) above.

iii. The committee may explore other financial arrangements and concessions with association chapters with the goal of facilitating regional training, subject to the approval of the association President.

3. Vetting of Training

a. It shall be the responsibility of the committee to continuously vet the programs and courses that are offered on behalf of the association. These courses include those developed by the association itself and/or any courses offered on behalf of the association. The vetting shall be to ensure that the courses are utilizing currently accepted academic standards; are compliant with the latest standards that govern the topic; and/or to ensure that course still meets the objectives of the

course. When a course does not meet such standards and objectives, the committee may make needed changes to the course or instructors, and if necessary, through the committee chair and in consultation with the association executives, may retire or remove a course from the association's course catalog.

- b. Vetting shall be done on a case by case basis as determined by the Committee Chair. Vetting should be conducted whenever a guiding document for the course is updated and/or changed. Vetting may also be done if critiques are received related to the course that show a consistent decline in the quality of the program/course.
- c. Vetting shall be conducted prior to any course being offered on behalf of the association.
- d. Vetting of instructors who will teach on behalf of the association shall be conducted to ensure competency. This vetting should be conducted prior to any instructor offering courses/programs on behalf of the association; or when the instructor receives consistent critiques that are inadequate.
- e. Vetting shall include attendance by a committee member (or other expert as requested by the Chairperson) at the course being vetted, with the preparation of a report and evaluation of the training and/or instructors involved.
- f. Depending on time constraints and other issues, vetting may include instructors who will present at the ITC.

#### 4. Development of Certifications

- a. It shall be the responsibility of the committee to develop certifications that are deemed needed by either the Board of Directors and/or the Committee itself.
- b. The committee shall obtain Board authorization prior to the development of all certifications.
- c. All certifications developed by the committee shall meet current accepted academic standards. The committee shall ensure that the certifications continue to meet with currently accepted standards that govern fire investigation.

#### 5. International Training Conference

- a. The committee shall oversee and arrange the training offered at the association's International Training Conference (ITC), including determining the courses to be presented and the instructors presenting them; and facilitating instructor agreements and other necessary arrangements.

- b. The ITC courses and instructors shall be arranged by a Task Group formed under section (IV)(3) above, headed by the ITC Training Coordinator. The Task Group shall accomplish the tasks listed in (a) above in coordination and cooperation with the Site Selection Committee. Coordination and cooperation shall include the times, length, and room locations for the courses. Neither the Task Group nor the committee shall be responsible for venue, layout, infrastructure, seating, audio/visual, events, or other non-training aspects of the ITC.
- c. Training courses and instructors shall be reviewed and approved by the Chairperson and the association president.

#### 6. Overall Training Oversight

- a. It shall be the responsibility of the committee to oversee all training that is conducted on behalf of the association. This oversight shall include any training conducted; whether developed by the association, created by a third party and taught for or on behalf of the association, and/or taught at the ITC.
- b. The committee shall work with the association's staff to ensure that all training meets current standards.
- c. The committee through its Chairperson shall determine compensation and reimbursement for instructors within normal limits (coach airfare, hotel, reasonable expenses, per diem for non-U.S. presentations, and stipend to IAAI instructors presenting regional training on behalf of IAAI) subject to change by the association President.

#### 7. Research Programs

- a. The committee should identify potential research programs that would benefit the association. This research would be to test currently accepted thoughts related to fire investigation as a whole.
- b. When research is conducted on behalf of the association, the findings of that research shall be published in the association's periodical so that all members of the association can benefit from the research's findings.

#### 8. Training Summit

- a. Subject to availability of funds, the committee shall have a Training Summit every odd-numbered year in a city to be determined by the Chairperson. The purpose of the Training Summit will be to join the members of the committee and the CFITrainer.net committee, to discuss the direction of the committees, potential and ongoing training opportunities for all platforms (ITC, regional

training, and online training), and the identification of areas of training and professional development / advancement.

- b. When possible the Training Summit shall include presentation of training to the committee members on subjects relating to the training and education process.
- c. The Training Summit shall be funded by the IAAI through a standard budget line item.

9. Responsibilities of Association staff

a. Association paid staff shall work closely with the committee to assure that appropriate training opportunities are being presented at appropriate venues during the year.

b. Association staff duties shall include the following, which normally will not be duties of the committee:

- i. Arrange dates and venues for training presentations (other than the ITC);
- ii. Coordinate with local chapters over dates, venues, and other matters;
- iii. Advertise and publicize classes and maintain web-based announcements and calendars;
- iv. Collect and account for registration fees, and arrange for payment of expenses;
- v. Coordinate student registrations, maintain class lists, issue certificates, and collect and tabulate surveys; and
- vi. Coordinate and contribute to after action reports;
- vii. Marketing of all training programs and certifications