

CERTIFIED FIRE INVESTIGATION INSTRUCTOR

CERTIFICATION PROGRAM GUIDELINES

**NAFI CERTIFIED
INSTRUCTOR**



NATIONAL CERTIFICATION BOARD

National Association of Fire Investigators

857 Tallevast Road

Sarasota, FL 34243

1-877-506-NAFI

History

The Board of Directors of the National Association of Fire Investigators (NAFI), a not-for-profit, international organization of fire and explosion investigation professionals, created the National Certification Board at its annual meeting in 1982.

With the proliferation of fire and explosion investigation professionals during the 1960's and 1970's, it was recognized that a need had arisen for an accepted method and measurable standard of evaluating the professional knowledge and qualifications of individuals conducting fire and explosion investigations and analyses and/or participating in the civil and criminal litigation which ensued from such investigations and analyses. Just as important, however, was the evaluation of those who are providing instruction in the field of fire and explosion investigation analysis.

Since its inception in 1982, the National Certification Board has evaluated and certified fire and explosion investigation professionals throughout the world.

In fact, the certification activities of the National Certification Board have been recognized by the National Fire Protection Association's National Fire Code NFPA 921, entitled *Guide for Fire and Explosion Investigations*. Section 7-6.4 of NFPA 921 states, "The Association also originated and implemented the National Certification board. Each year, the Board certified fire and explosion investigators and fire investigation instructors. Throughout this program, those certified are recognized for their knowledge, training and experience and accepted for their expertise."

Intent

The intent of the National Certification Board's Certified Fire Investigation Instructor (CFII) certification program is to increase the professional knowledge and improve the instructional skills of those persons who provide instruction in the field of fire and explosion investigation and analysis.

Objectives

The objectives of the National Certification Board's Certified Fire Investigation Instructor (CFII) certification program are consistent with its intent. Those objectives include the following:

- To promote excellence in the professional training, education and experience of individuals who provide instruction in the field of fire and explosion investigation and analysis.
- To provide a recognized and standardized system for the evaluation of the professional knowledge and qualifications of individuals who provide instruction in the field of fire and explosion investigation and analysis.
- To recognize qualified fire and explosion investigation instructors.
- To serve as an international registry and clearinghouse for qualified fire and explosion investigation instructors.

Certified Fire Investigation Instructor (CFII) Certification Program Administration

The Certified Fire Investigation Instructor (CFII) certification program is administered by the National Association of Fire Investigators' (NAFI) National Certification Board. The National Certification Board is a standing committee of the National Association of Fire Investigators and the NAFI Board of Governors appoints its Chairperson. The Chairperson of the NAFI Board of Directors serves as its Executive Secretary.

The NAFI Board of Governors based on nominations from the NAFI Board of Directors during its annual meetings appoints individual members of the National Certification Board. The National Certification Board consists of fire and explosion investigation professional who enjoy international recognition and acceptance within their profession. The official business address of the National Certification Board is:

**National Certification Board
National Association of Fire Investigators
857 Tallevast Road
Sarasota, Florida 34243
Telephone 1-877-506-NAFI**

Inquires to the National Certification Board can also be made by electronic mail (email) by directing inquiries to NAFI_Info@yahoo.com

Confidentiality of National Certification Board Records

The National Certification Board operates under the authority of the National Association of Fire Investigators (NAFI). The National Association of Fire Investigators is a not-for-profit professional organization and is registered with the Illinois Secretary of State. The Association is not affiliated with or part of any federal, state or local governmental agency or entity.

As such, the records of the National Certification Board are not subject to the requirements of any federal, stated or local Freedom of Information laws, administrative policies or ordinances.

All records of the National Certification Board, therefore, remain strictly confidential between the applicant and the Board with only (2) limited exceptions. The National Certification Board will respond to a written request regarding an applicant's certification status.

In addition, the National Certification Board will appropriately respond to any and all legally binding subpoenas and/or court orders. Notification of such responses will be made to the applicant who is the subject of the subpoena and/or court order.

Overview of the Certified Fire Investigation Instructor (CFII) Certification Program

The focus of the National Certification Board is to provide a formal and standardized evaluation system for identifying and recognizing those individuals who have the minimum professional training, education and experience to provide instruction in the field of fire and explosion investigation and analysis.

Certification by the National Certification Board is attained following completion of the Board's required Certified Fire Investigation Instructor (CFII) training program and the subsequent successful completion of a comprehensive proctored and written certification evaluation. The training programs are offered by co-sponsors who are endorsed by the National Certification Board. Through this process, the successful applicant demonstrates to the National Certification Board that he/she has met the minimum certification requirements and possesses the minimum professional training, education and experience mandated by the Certified Fire Investigation Instructor (CFII) certification program.

While certification by the National Certification Board does not, in and of itself, qualify an applicant for a particular instructional position, applicants have historically utilized the Certification as evidence of their instructional capabilities with respect to the field of fire and explosion investigation and analysis.

Application/Tuition Fee

There is no application fee for the National Certification Board's Certified Fire Investigation Instructor (CFII) certification program.

Co-sponsors of the National Certification Board's required Certified Fire Investigation Instructor (CFII) training program do, however, normally require a nominal training program tuition.

Minimum Certification Requirements

Consistent with the intent and objectives of the Certified Fire Investigation (CFII) certification program, the National Certification Board has established the following minimum certification requirements:

- The applicant must be a member in good standing of the National Association of Fire Investigators (NAFI)
- The applicant must be at least eighteen (18) years of age.
- The applicant must demonstrate that he/she has a high school diploma, G.E.D. or equivalent certification.
- The applicant must demonstrate that he/she is of good moral character and will honor the principles set forth in the Code of Ethics of the National Association of Fire Investigators.
- The applicant must demonstrate that he/she affirms the intent and objectives of the Certified Fire Investigation (CFII) certification program as established by the National Certification Board.
- The applicant must currently be certified as a Certified Fire and Explosion Investigator (CFEI) by the National Certification Board.

Certified Fire Investigation Instructor (CFII) Application Package

All Applicants for certification as a Certified Fire Investigation Instructor (CFII) must complete the written application package developed and approved by the National Certification Board. The application package must be completed according to the written instructions, which accompany it.

Applicants are encouraged to provide as much detail as possible when completing the application package. The information provided therein by the applicant is the basis by which the National Certification Board determines whether the applicant meets the Board's minimum certification requirements.

The National Certification Board reserves the right to verify all information contained in an applicant's submitted application package. The Board further reserves the right to solicit and/or require additional information from an applicant when necessary to facilitate its review of an applicant's qualifications.

When the National Certification Board has approved an applicant's application package, the applicant will be deemed eligible to participate in the Certified Fire Investigation Instructor (CFII) training program and written certification evaluation.

Completed application packages should be submitted to:

**Executive Secretary
National Certification Board
National Association of Fire Investigators
857 Tallevast Road
Sarasota, FL 34243**

Certified Fire Investigation (CFII) Written Certification Evaluation

The written certification evaluation is offered periodically each year in conjunction with co-sponsored Certified Fire Investigation Instructor (CFII) training programs. Proctors designated by the National Certification Board administer these periodic written certification evaluations.

The written certification evaluation itself consists of twenty-five (25) questions selected randomly from a question pool maintained by the National Certification Board. The questions are of the multiple-choice and true/false variety.

Each applicant is allowed a maximum of one (1) hour in which to complete the written certification evaluation. The applicant while completing the written certification evaluation may solicit no reference materials or outside assistance.

A minimum score of seventy-five percent (75%) must be attained to receive a passing score on the written certification evaluation. The National Certification Board, however, records an applicant's performance on the written certification evaluation, only as pass/fail. The completed and scored written certification evaluations are not retained as part of the National Certification Board's records.

Applicants who fail to attain a passing score on the written certification evaluation are not eligible to participate in a re-evaluation prior to six (6) months following the date of the original written certification evaluation. All requests to participate in a written certification re-evaluation must be made in writing to the National Certification Board.

Certification Fee

There is no certification fee for the National Certification Board's Certified Fire Investigation Instructor (CFII) certification program.

Certification Credentials

In addition to inclusion in the National Certification's Board's international certification registry, the applicant will be issued the following certification credentials:

- A Certificate of Certification, suitable for framing, issued by the National Certification Board attesting to the applicant's certification as a Certified Fire Investigation Instructor (CFII).
- An official, full color, embroidered Certified Fire Investigation Instructor (CFII) emblem that can be displayed by the applicant on company and/or department wearing apparel.

Additional Information

For additional information or an application package for the National Certification Board's Certified Fire Investigation Instructor (CFII) certification program, contact the Board at its official address:

**National Certification Board
National Association of Fire Investigators
857 Tallevast Road
Sarasota, Florida 34243**

Telephone 1-877-506-NAFI



NATIONAL ASSOCIATION OF FIRE INVESTIGATORS

857 TALLEVAST ROAD, SARASOTA, FLORIDA 34243

1-877-506-NAFI 941-359-2800

Certified Fire Investigation Instructor Application Instructions and Checklist

1. Read Certified Fire Investigation Instructors (CFII) Guidelines and Handbook. Retain Guidelines and Handbook for future reference.
- 2.. Complete pages 1-3 of the CFII Application. Attach any supporting certificates, diplomas, or awards.
3. Copy your application and retain for your records
4. Bring a copy of your application with you to the NAFI Sponsored Training Program.
5. Mail your application materials to: Executive Secretary
National Certification Board
857 Tallevast Road
Sarasota, FL 34243

Please allow 2-3 weeks for application processing and approval decisions, longer for international applications. You will be informed by mail only if your application is not approved by the National Certification Board.

After the NAFI office receives your completed test, please allow 2 weeks for processing.

The NAFI Membership Services staff is available Monday through Friday, 9-5 Eastern Time to answer questions regarding the Certified Fire Investigation Instructor Program, the application process, or the examination.



NATIONAL ASSOCIATION OF FIRE INVESTIGATORS

857 TALLEVAST ROAD, SARASOTA, FLORIDA 34243

1-877-506-NAFI 941-359-2800

APPLICATION FOR NAFI NATIONAL FIRE INVESTIGATION INSTRUCTOR CERTIFICATION

OFFICE USE ONLY: Member No. _____ Certification No. _____ Date of Certification _____

Seminar _____ Approved _____ Pending _____

Name: Mr. Mrs. Miss Ms.

First _____ Middle _____

Last _____

Name as you wish it to appear on NAFI records _____

Today's Date ____/____/____ NAFI Membership _____ - _____ # Expiration Date _____

Date of Birth ____/____/____ Place of Birth _____

Month Day Year (City/Town, State/Province & Country)

S.S.N./S.I.N. _____ - _____ - _____ Driver's License No. _____

Height _____ Weight _____ Hair Color _____ Eye Color _____

CHECK PREFERRED MAILING ADDRESS: HOME OR BUSINESS

Residence:

Home Telephone (_____) _____ Facsimile (_____) _____

Home Address/Street _____

City/Town _____ State/Province _____

Country _____ Zip/Postal Code _____

Business:

Company Telephone (_____) _____ Facsimile (_____) _____

Company Name _____

Company Address/Street _____

City/Town _____ State/Province _____

Zip/Postal Code _____ Country _____

Current Title(s) _____

Number of Years and Months @ Co. _____ From: _____ To: _____

Name of Supervisor _____ Telephone # (_____) _____

Nature of Business _____

Description of Duties _____

FORMAL EDUCATION IN INSTRUCTING/TEACHING

Name of School	Courses Taken	Years Attended

SEMINARS AND IN-SERVICE TRAINING - INSTRUCTING/TEACHING RELATED

Subject Attended	Sponsor's Name	Dates

AWARDS AND COMMENDATIONS

Nature of Award	Awarded By	Year

PLEASE LIST ANY OTHER INSTRUCTING/TEACHING EXPERIENCE

Experience	Year

STATEMENT OF APPLICANT

I hereby make application to The National Association of Fire Investigators, National Certification Committee to be considered for certification as a Certified Fire Investigation Instructor by signing this application and paying the tuition fee.

As a member of NAFI, I agree to be governed by the Constitution, By-laws, rules, and Code of Ethics of the Association. I am of the opinion that I meet the requirements for NAFI membership and Certification.

I have carefully read the National Certification brochure. I understand and agree to the certification requirements, including the following:

- 1 In order to be governed by the rules, Constitution, By-laws, and Code of Ethics of the National Association of Fire Investigators, I must remain a member in good standing of NAFI in order to keep The National Fire Investigation Instructor.
- 2 I understand that payment of the tuition fee does not insure certification.
- 3 The National Association of Fire Investigators, upon issuing certification, bears no liability for any nonfeasance, malfeasance, errors or omissions upon my part, which may be proven or alleged, based upon my performance as a Certified Fire Investigation Instructor.
- 4 National Fire Investigation Instructor Certification is based upon the results of the examination and evaluation of my professional qualifications by the National Certification Committee. I understand that the committee's decisions are final.
- 5 Application for certification may be made only once in any 6-month period.
- 6 I authorize The National Association of Fire Investigators to conduct background investigations of my professional credentials and qualifications based upon the information, which I have supplied in this application, in order to ascertain my fitness for certification and to respond to inquiries as to my certification, qualifications and character.
- 7 I understand that the examination is to be completed, by myself, without help or consultation with any other individuals. I may not consult any published materials or literature during the answering of the examination questions. A minimum of 75% correct answers on the examination is required for certification.
- 8 I understand and agree that inclusion of my name on the register of NAFI Certified Fire Investigation Instructor is based upon active membership in NAFI, professional qualifications, passing the examination, and compliance with the NAFI Constitution, By-laws, rules and Code of Ethics. I may use as part of my professional qualifications that I am certified. I may direct inquiries about my certification to NAFI.
- 9 My signature upon this application demonstrates that I have read and understand all of the rules and regulations concerning NAFI, Fire Investigation Instructor Certification, and that all of the information included on this application is true and correct.

Signature of Applicant _____ Date _____

ATTENTION: Please Indicate the Training Program you will be attending

Location _____ Dates _____