



# NATIONAL ASSOCIATION OF FIRE INVESTIGATORS, INTERNATIONAL

4900 Manatee Ave. West, Suite 104  
Bradenton, FL 34209  
PHONE: 941-242-2323  
EMAIL: RECERT@NAFI.ORG



## RECERTIFICATION FORM CERTIFIED FIRE AND EXPLOSION INVESTIGATOR

Name \_\_\_\_\_ NAFI Membership Number \_\_\_\_\_

Check if this is a new address

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Recertification is obtained by providing sufficient documentation to verify that the member has earned a minimum of 40 credits during their current 5-year recertification period. Credits are earned by one or a combination of the following:

1. Attending a minimum of one (1) multi-day NAFI Co-sponsored Training Program in its entirety. Members earn 2 credits per hour.
2. Obtaining professional education and training. Must focus on the field of fire and explosion investigation and analysis. Members earn 1 credit per hour.
3. Providing the instruction of professional education and training. Must focus on the field of fire and explosion investigation and analysis. Members earn 2 credits per hour of instruction.

- Read your recertification notice carefully.
- This form MUST be completed and returned to the NAFI office to obtain Recertification. Incomplete forms will be returned.
- "See attached" will not be accepted, please fill out the form in its entirety.
- Documentation must be attached, forms submitted with insufficient documentation will be considered incomplete and returned.
- No fee for Recertification.
- Recertification form may be submitted no earlier than 1 year prior to the recertification date. If submitted early, the recertification form will be returned.
- If you are more than one year past due on your Recertification you cannot use this form. You must apply to retest for recertification.
- You may attach additional sheets if necessary.
- See Recertification Guidelines for complete instructions.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*I understand that submitting this recertification form that I am reaffirming that I will abide by the current NAFI Code of Ethics, Constitution and By-laws and Rules.*

Effective Date December 1, 2021

NAFI Office Use Only:
Processed by: _____
Date: _____

RECERTIFICATION FORM  
 CERTIFIED FIRE AND EXPLOSION INVESTIGATOR

Name \_\_\_\_\_ NAFI Membership Number \_\_\_\_\_

Course Title	Sponsored By / Instructors Name	Location: City, State & Country	Dates	Credits	Documentation Attached

NAFI Training Programs: 1 hour = 2 Credits  
 Education and Training: 1 hour = 1 Credit  
 Instruction: 1 hour = 2 Credits

Total Credits



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## Recertification Guidelines

To ensure that Certified Fire and Explosion Investigators (CFEI) certified by the International Certification Board remain current with the theoretical and technological advancements in the field of fire and explosion investigation and analysis, the International Certification Board requires recertification every five years based upon the applicant's original date of certification. Fire investigation is an ever-evolving industry and although annual continuing education is not a requirement, NAFI strongly recommends a minimum of 8 credits of continuing education annually.

### **Submission of Recertification Form**

An individual can submit a recertification form 1 year prior to their recertification date, forms received earlier will be returned and asked to be submitted within the appropriate time frame. Completed forms and documentation may be mailed to the NAFI office or emailed to [recert@nafi.org](mailto:recert@nafi.org).

### **Recertification Fees**

Currently there is no fee for recertification.

### **Recertification Criteria**

CFEI recertification will be granted only to those applicants meeting the current recertification criteria written by the International Certification Board of the National Association of Fire Investigators. Recertification is obtained by providing sufficient documentation to verify that the member has earned a minimum of 40 credits during their current 5-year recertification period. Credits are earned by one or a combination of the following:

1. Attending a minimum of one (1) multi-day NAFI Co-sponsored Training Program in its entirety. Members earn 2 credits per hour.
2. Obtaining professional education and training. Must focus on the field of fire and explosion investigation and analysis. Members earn 1 credit per hour.
3. Providing the instruction of professional education and training. Must focus on the field of fire and explosion investigation and analysis. Members earn 2 credits per hour of instruction.

Education & Training or Instruction may be obtained from any of the following:

- Seminars,
- Training Programs,
- Lecturers,
- Classroom Experience at a college or university,
- Online Webinars or other online learning platforms.

Education and Training Course Hour Conversion Standards

- 1 contact hour = 1 Credit, do not include breaks or lunches
- 1 Day = 8 Credit
- 3 Credit Hour Course at a college or university = 40 Credits
- NAFI Training Program 1 hour = 2 Credits

Instruction Hour Conversion Standards

- 1 contact hour = 2 Credits

Effective Date December 1, 2021

There is no other process to obtain recertification. Work experience, publications, technical committee work, and other activities not listed in the Recertification Guidelines do not meet the recertification criteria set forth by the International Certification Board and therefore cannot be used to recertify.

### **Documentation**

It is the responsibility of the recertification applicants to provide sufficient documentation to verify that the stated criteria have been met. The following will be accepted as sufficient documentation:

- Certificate of attendance or completion from program,
- Copy of your college transcript showing credit hours and passing grade,
- Payment verification and brochure or description of program,
- Program brochure listing you as an instructor,
- Letter from the instructor stating your attendance at the program and a brochure or description of the program.
- Transcript of courses or programs completed from an online learning platform

### **Recertification Examples**

*John Johnson received his CFEI on January 1, 2021; his recertification date is January 1, 2026.*

*example:* John Johnson took “Fire Statistics and Analysis” a 3-credit hour course at his local community college during the Fall 2019 semester. He also attended a 2-hour lecture on “Computer Fire Modeling” in October of 2020. John does not qualify for recertification because neither of the courses are within his current 5-year recertification period (Jan 2, 2021 – Jan 1, 2026)

*example:* John Johnson attended the NAFI sponsored 2021 International Fire, Arson & Explosion Investigation Training in July 2021. John qualifies for recertification because he meets the minimum of 40 credits for recertification criteria. The 28-hour NAFI Co-sponsored training program earns John 56 credits within his current 5-year recertification period (Jan 2, 2021 – Jan 1, 2026).

*example:* John Johnson used an online learning platform in 2021 and took several training blocks totaling 32 hours (32 credits). John also taught a 4-hour course on Expert Report Writing in October 2021, for a total of 8 credits. John meets the criteria for recertification by using a combination of education & training and instruction to meet the minimum of 40 credits within his current 5-year recertification period.

*example:* John Johnson fulfills the recertification criteria and submits his completed form to the NAFI office in July 2022. This is outside of the recertification submission deadlines; Mr. Johnson’s recertification form will be returned to him. He may submit it again after January 1, 2025.

### **Failure to Recertify**

CFEI credentials are immediately suspended once the recertification date has passed. Members who fail to recertify within one year of their recertification date will be required to retest for Recertification. This is done by submitting an application to retest for CFEI Recertification and payment of the retesting fee of \$125. The CFEI Recertification exam will be an advanced exam and will reflect the current theoretical and technological advancements in the field of fire and explosion investigations. *This option is only available to those members who are a year past due and will not be granted to any other members as a means to re-certify.*

### **Recertification Extensions**

The International Certification Board may grant a one-time extension of 3 months in the event of extenuating circumstances and the request is received prior to the recertification date. The request must be made directly to the NAFI office. Additional extensions are not often granted unless the ICB deems the circumstances warrant such an extension.