



## **Certified Fire Investigation Instructor Program Guidelines**

### **Objectives**

The objectives of the International 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) International Certification Board. The International Certification Board is a standing committee and its members are appointed by the NAFI Board of Governors.

### **Confidentiality of International Certification Board Records**

The International Certification Board operates under the authority of the National Association of Fire Investigators, International, (NAFI). The National Association of Fire Investigators, International 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 International Certification Board are not subject to the requirements of any federal, state or local Freedom of Information laws, administrative policies or ordinances.

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

In addition, the International 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 International 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.

## **CFII Certification through the International Certification Board is achieved via a three-part process**

Part 1 – Completion of a NAFI sponsored Certified Fire Investigation Instructor (CFII) training program. Enrollment in a NAFI sponsored training program does not guarantee that an applicant's application will be approved.

**OR**

Successful completion of IFSAC or Pro-Board Fire Instructor Level 1 and 2 certifications. Attendance in a NAFI sponsored CFII training program is not required. Must provide documentation.

Part 2 – Application review and approval by the International Certification Board. Application approval is dependent on meeting the Minimum Certification requirements. No applicants will be allowed to take the CFII exam without an approved application.

Part 3 – CFII Examination. Applicants with approved applications will be allowed to take the CFII exam. Upon successful completion of the exam, CFII certification will be issued.

While certification by the International Certification Board does not, in and of itself, qualify an applicant for an 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.

### **Minimum Certification Requirements**

Consistent with the intent and objectives of the Certified Fire Investigation (CFII) certification program, the International 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, International (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, International.
- The applicant must demonstrate that he/she affirms the intent and objectives of the Certified Fire Investigation (CFII) certification program as established by the International Certification Board.
- The applicant must currently be certified as a Certified Fire and Explosion Investigator (CFEI) by the International Certification Board.

### **CFII Application Fee**

There is a \$125 CFII application fee. The application fee is waived if the full CFII training program tuition is paid. The NAFI office will let you know if you do not qualify for the waiving of the CFII Application Fee.

## **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 International 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 International Certification Board determines whether the applicant meets the Board's minimum certification requirements.

The International 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.

Completed application packages should be submitted at least 2 weeks prior to the start of the training program to:

International Certification Board  
4900 Manatee Ave. West, Suite 104  
Bradenton, FL 34209

## **Certified Fire Investigation (CFII) Written Certification Evaluation**

The written certification evaluation is offered periodically each year at NAFI sponsored Certified Fire Investigation Instructor (CFII) training programs.

The written certification evaluation itself consists of twenty-five (25) questions selected randomly from a question pool maintained by the International 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 International 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 International Certification Board's records.

Applicants who fail to attain a passing score on the written certification evaluation are not eligible to participate in a reevaluation 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 International Certification Board.

Exemption from the written certification evaluation is only granted to applicant who hold IFSAC or Pro-Board Fire Instructor Level 1 and Level 2 certifications. Documentation of these certifications must accompany a completed CFII application.

**Certified Fire Investigation Instructor  
Application Instructions and Checklist**

Applicant Name: \_\_\_\_\_

NAFI Number: \_\_\_\_\_

Original copies of the following application materials should be stapled together, in this order when submitted. Email and fax applications cannot be accepted.

1. Read Certified Fire Investigation Instructors (CFII) Guidelines. Retain Guidelines and Handbook for future reference.
2. Complete pages 4-7 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 at least 2 weeks prior to the start of the program to:

International Certification Board  
4900 Manatee Ave. West, Suite 104  
Bradenton, FL 34209

You will be informed only if your application is not approved by the International Certification Board.

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

I am applying to take the CFII Examination at a NAFI sponsored CFII training program. I am a member in good standing of NAFI. I am either already a NAFI CFEI or I will be taking the CFEI exam prior to the start of the CFII training program. Do not include payment with this application.

I have a confirmed registration for a NAFI Sponsored CFII Training Program:

\_\_\_\_\_ Location

\_\_\_\_\_ Dates

I am IFSAC or Pro-Board certified Fire Instructor Level 1 and 2, therefore I am exempt from taking the NAFI CFII training program and written certification examination. I am a member in good standing of NAFI. I am either already a NAFI CFEI. I have included an application fee in the amount of \$125.

Credit Card Payment

Visa, MasterCard, American Express, Discover # \_\_\_\_\_

Expiration Date MM/YY \_\_\_\_\_ C V V Code \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Name as it appears on the card \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Check or money orders in US funds, drawn on a US bank are enclosed.

**Certified Fire Investigation Instructor Application**

Application must be completed in full. Incomplete applications will be returned, and NO refunds will be issued. Attach additional sheets as needed.

Application Date: MM/DD/YYYY \_\_ \_\_ \_\_

NAFI Number: \_\_\_\_\_  
*Must be current, active NAFI member and CFEI*

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Date of Birth: MM/DD/YYYY \_\_ \_\_ \_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street, Postal Box or other details*

\_\_\_\_\_  
*City State/Prov. Zip/Postal Country*

\_\_\_\_ Please update my contact information

**1. Formal Education in Instructing/Teaching**

Name of School \_\_\_\_\_

Course Name \_\_\_\_\_

Name of School \_\_\_\_\_

Course Name \_\_\_\_\_

Name of School \_\_\_\_\_

Course Name \_\_\_\_\_

Name of School \_\_\_\_\_

Course Name \_\_\_\_\_

Name of School \_\_\_\_\_

Course Name \_\_\_\_\_

|                            |                             |
|----------------------------|-----------------------------|
| Certification Number _____ | Date of Certification _____ |
| Training Program _____     | Approval Status _____       |
| IFSAC/Pro-Board _____      |                             |

**2. Seminar and In-Service Training Related to Instructing/Teaching**

*Sponsor is the organization, agency or company that provided the training.*

Sponsor's Name \_\_\_\_\_

Subject Attended \_\_\_\_\_

Sponsor's Name \_\_\_\_\_

Subject Attended \_\_\_\_\_

Sponsor's Name \_\_\_\_\_

Subject Attended \_\_\_\_\_

**3. Awards and Commendations**

Nature of Award \_\_\_\_\_

Awarded By \_\_\_\_\_

Nature of Award \_\_\_\_\_

Awarded By \_\_\_\_\_

Nature of Award \_\_\_\_\_

Awarded By \_\_\_\_\_

**4. Please list any other Instructing/Teaching Experience**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. IFSAC or Pro-Board Fire Instructor**

Fire Instructor Level 1

Name of School \_\_\_\_\_

Fire Instructor Level 2

Name of School \_\_\_\_\_

## STATEMENT OF APPLICANT

I hereby make application to The National Association of Fire Investigators, International Certification Board to be considered for certification as a Certified Fire Investigation Instructor by signing this application and paying the program tuition fee or application 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 International Certification Guidelines. 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, International. 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 or application fee does not insure certification.
3. The National Association of Fire Investigators, International, 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 International Certification Committee. I understand that the committee's decisions are final. Application for certification may be made only once in any 6-month period.
5. I authorize The National Association of Fire Investigators, International, 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.
6. 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.
7. 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.
8. 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 \_\_\_\_\_