

# CVFI

## Certified Vehicle Fire Investigator Certification Program Guidelines

### Objectives

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

- To promote excellence in the investigation of motor vehicle fires.
- To provide a formal, recognized, and standardized evaluation system for identifying and recognizing those individuals who have the minimum professional training, education, and experience to properly investigate vehicle fires or participate in the civil or criminal litigations which may ensue from such investigations.
- To recognize qualified vehicle fire investigators.
- To serve as an international registry and clearinghouse for qualified vehicle fire investigators.

### Certified Vehicle Fire Investigator (CVFI) Certification Program Administration

The Certified Vehicle Fire Investigator (CVFI) certification program is administered by the National Association of Fire Investigators' (NAFI) National Certification Board. The National Certification Board is a standing committee and its members are appointed by the NAFI Board of Governors.

### 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, state 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 Vehicle Fire Investigator (CVFI) 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 investigate fire and explosion incidents in motor vehicles and/or participate in the civil and criminal litigation which ensues from such investigations and analyses.

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## **CVFI Certification through the National Certification Board is achieved via a three-part process.**

Part 1 – Completion of the Board’s required Certified Vehicle Fire Investigator (CVFI) training program. Sponsored by NAFI or at select Public Agency Training Council (PATC) courses (please check with the PATC to see if their class qualifies). Enrollment in a NAFI sponsored or PATC training program does not guarantee that an applicant’s application will be approved.

Part 2 – Application Review and approval by the National Certification Board  
Application approval is dependent on meeting the Minimum Certification Requirements. No applicants will be allowed to take the CVFI exam without an approved application.

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

There is no other process to achieve the CVFI certification.

While certification by the National Certification Board does not, in and of itself, qualify an applicant as an expert witness for purposes of civil and criminal litigation, applicants have historically utilized Certifications as a significant foundation for attaining such recognition and designation in the courtroom.

## **Application/Tuition Fee**

There is a \$75 application fee for the National Certification Board’s Certified Vehicle Fire Investigator (CVFI) certification program if taken at a NAFI sponsored program or a \$125 application fee if taken at a PATC training program.

Application Fees are in addition to any training program tuition fees.

## **Minimum Certification Requirements**

Consistent with the intent and objectives of the Certified Vehicle Fire Investigator (CVFI) 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 Vehicle Fire Investigator (CVFI) certification program as established by the National Certification Board.
- The applicant must demonstrate that he/she has the proven knowledge of fire science and general fire investigation methodology and technology as a Certified Fire and Explosion Investigator (CFEI) by the National Certification Board.

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- The applicant must demonstrate that he/she possesses the practical experience acceptable to the National Certification Board. A minimum number of actual vehicle fire investigations are required (usually 25+).
- The applicant must be in attendance at a NAFI/CVFI Vehicle Fire Investigation Course or an approved PATC course.
- The applicant must receive a passing grade (75%) on the comprehensive CVFI written examination.

## **Certified Vehicle Fire Investigator (CVFI) Application Package**

All Applicants for certification as a Certified Vehicle Fire Investigator (CVFI) 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.

For NAFI Sponsored Programs - Completed application packages should be submitted to at least 2 weeks prior to the start of the class:

National Certification Board  
National Association of Fire Investigators  
4900 Manatee Ave. West, Suite 104  
Bradenton, FL 34209

For PATC Training Programs - Completed application packages should be brought with you to the PATC class for pre-approval.

## **Certified Vehicle Fire Investigator (CVFI) Written Certification Evaluation**

The written certification evaluation itself consists of seventy five (75) 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 two (2) hours 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.

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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.

For additional information on the National Certification Board's Certified Vehicle Fire Investigator (CVFI) certification program, contact the Board at its official address:

National Certification Board  
National Association of Fire Investigators  
4900 Manatee Ave. West, Suite 104  
Bradenton, FL 34209  
[www.NAFI.org](http://www.NAFI.org)

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## Certified Vehicle Fire Investigator Certification Application Instructions and Checklist

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

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

1. Read Certified Vehicle Fire Investigator (CVFI) Guidelines and Handbook. Retain Guidelines for future reference.
2. Complete pages 6-9 of the CVFI 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 CVFI Training Program.
5. If applying to take the CVFI exam at a NAFI CVFI training program - Mail your application at least 2 weeks prior to the start of the program to:  
National Certification Board  
National Association of Fire Investigators  
4900 Manatee Ave. West, Suite 104  
Bradenton, FL 34209

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

6. If applying to take the CVFI exam at a PATC training program – Bring the completed application with you to the program for pre-approval.
7. After the NAFI office receives your completed test, please allow at least 2 weeks for processing.

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## CVFI Application Fee Payment Authorization Form

### NAFI Training Program

I am applying to take the CVFI Examination at a NAFI sponsored CVFI training program. I am a member in good standing of NAFI. I am either already a NAFI CFEI or will be taking the CFEI exam at the same NAFI sponsored training program. The application fees are included in or will be added to your invoice for the training program. We will contact you if your account has a balance due. Do not include payment with this application.

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

\_\_\_\_\_ Location

\_\_\_\_\_ Dates

### Public Agency Training Council (PATC)

I am applying to take the CVFI Examination at a Public Agency Training Council (PATC) training program. I have checked with the PATC to see if the exam will be offered at the program I am attending. Completed applications and payment should be submitted at the PATC training program and should NOT be sent to the NAFI office. The PATC instructor will pre-approve your application and collect the fees.

## Payment Information

Credit Card Payment

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

Expiration Date MM/YY \_\_\_\_\_ CVV 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.



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## 2. Seminar and In-Service Training Related to Motor Vehicle Fire Investigation

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

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

## 3. Motor Vehicle Fire Investigation Experience

Total number of Motor Vehicle Fire and Explosions Investigated \_\_\_\_\_

*If you do not know the exact number please approximate*

Breakdown:

Number of **Vehicle** Fire Investigated \_\_\_\_\_  
*Including Arson*

Number of **Vehicle** Explosions Investigated \_\_\_\_\_  
*Including Arson*

Number of **Vehicle** Arsons Investigated \_\_\_\_\_



## STATEMENT OF APPLICANT

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

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, International. I must remain a member in good standing of NAFI in order to keep the National Vehicle Fire Investigator Certification.
2. I understand that payment of the tuition and/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 Vehicle Fire Investigator.
4. National Vehicle Fire Investigator 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, 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.
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 Vehicle Fire Investigator 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.

My signature upon this application demonstrates that I have read and understand all of the rules and regulations concerning NAFI, Vehicle Fire Investigator Certification, and that all of the information included on this application is true and correct.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_