



NATIONAL ASSOCIATION OF FIRE INVESTIGATORS

4900 Manatee Ave. West, Suite 104, Bradenton, FL 34209

1-877-506-6234 941-242-2323

Certified Fire and Explosion Investigator (CFEI) Proctor Form

Designated proctors for the Certified Fire and Explosion Investigator (CFEI) certification evaluation must be one of the following: faculty members of a private or public school system, private or public college or university, a member of the clergy, a testing center, or a current Certified Fire and Explosion Investigator (CFEI).

Designated proctors may not be a relative or work for the same company, in any capacity, as the CFEI Applicant. Designated proctors should not have any conflict of interests, perceived or real, with proctoring the CFEI exam for the CFEI applicant.

The below named individual has agreed to serve as a designated proctor on behalf of the International Certification Board for the purpose of administering the Certified Fire and Explosion Investigator (CFEI) certification evaluation.

Name of Applicant _____

Applicant's Email _____

Name of Proctor _____

Proctor's Qualifying Position (from first paragraph above) _____

School/Department/Company/Affiliation _____

Express Delivery Address (No PO Boxes) _____

City/Town _____ State/Province _____

Zip/Postal Code _____ Country _____

Telephone _____ Email _____



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Certified Fire and Explosion Investigator (CFEI) Proctor Contract

The International Certification Board of the National Association of Fire Investigators requires all proctors administering the Certified Fire and Explosion Investigator examination sign and return this Certified Fire and Explosion Investigator Certification Proctor Contract prior to any examinations being sent out.

1. I confirm that I am not a relative or work for the same company, in any capacity, as the CFEI applicant. And that the information provided is not misleading to these facts.
2. I confirm that I have no conflicts of interest, perceived or real, with proctoring the CFEI exam for the CFEI applicant.
3. I agree that I will verify the identity of the applicant by valid government issued ID.
4. I agree to be present during the entire duration of the examination.
5. I agree to provide an environment that is quiet, clean, free of any distractions and comply with any written requests for special accommodations.
6. I agree to not allow the applicant, while completing the written certification evaluation, to solicit any reference materials or outside assistance.
7. I agree that no copies, digital images, scans or any other method of copying the CFEI exam or answer sheets will be made by myself or any other individuals.
8. I agree to not keep or allow others to keep any part of the examinations or answer sheets.
9. I agree to return both the written certification examination and the answer sheets to the International Certification Board at the completion of administering the written certification evaluations.
10. I understand that if the certification examination and the answer sheets are not postmarked within 3 days of the examination the examination will be invalid.
11. I agree to display the Proctor Approval Certificate at the exam site for the applicant to see.
12. I understand that if the Proctor Approval Certificate is not displayed the examination is invalid.
13. I understand that by signing this contract I agree to all the terms listed above and any failure to meet the terms listed above will result in my immediate and permanent dismissal as a member of the National Association of Fire Investigators, revocation of my CFEI and/or possible civil action.

Proctor Name _____

Proctor Signature _____ Date _____