Certified Fire and Explosion Investigator

Guidelines & Application Materials

National Certification Board

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National Association of Fire Investigators

857 Tallevast Road
Sarasota, FL 34243
US & Canada 1-877-506-6234
Elsewhere 941-359-2800
www.nafi.org

NATIONAL ASSOCIATION OF FIRE INVESTIGATORS

857 TALLEVAST ROAD, SARASOTA, FLORIDA 34243

1-877-506-6234 941-359-2800

Dear Fire/Explosion Investigation Professional:

We want to commend you on your interest in the Certified Fire and Explosion Investigator (CFEI) Program. Your desire to become certified shows your commitment and professionalism.

As you may know, The National Association of Fire Investigators was organized in 1961 by a group of fire and explosion investigation professionals who recognized the need for an organization which would provide timely and topical professional training and education for its members who were involved in the investigation and analysis of fire and explosion incidents and the civil and criminal litigation which ensues from such investigations and analyses. To that end, the primary goal of the National Association of Fire Investigators is to increase the knowledge and improve the skills of its members relative to the investigation and analysis of fire and explosion incidents.

To accomplish this goal, the National Association of Fire Investigators has become the recognized leader in the field of fire and explosion investigation and analysis through its sponsorship of international, national and regional professional training and education programs.

Through its National Certification Board, the National Association of Fire Investigators administers the Certified Fire and Explosion Investigator (CFEI) and Certified Fire Investigation Instructor (CFII) certification programs. These programs serve to recognize and document the knowledge, training, education and experience of qualified investigators and instructors.

This booklet contains the information necessary to participate in the CFEI program. We hope you will find it useful. Should you have any questions after your review of these materials, please feel free to contact us.

Sincerely,

National Association of Fire Investigators

Certified Fire and Explosion Investigator Application Materials
General Instructions:

Read the Certified Fire and Explosion Investigator (CFEI) Guidelines and Handbook found on pages 4-9 of this packet. Retain the Guidelines and Handbook for future reference.

Review and complete the Application Checklist, found on page 15.

Complete the Payment Authorization Form, found on page 16.

Complete the Membership Application, found on page 17.

Complete the CFEI Application found on pages 18-27. Please complete each question on the form provided. Helpful hints are found on page 11. Detailed Completion Instructions begin on page 12.

Copy your application materials (pages 15-29) Make a copy for your records. If you are attending a NAFI Co-sponsored training program bring a copy with you to the program.

If you are applying for a proctored exam, have your proctor complete the Proctor Designation Form and the Proctor Contract. The proctor must include an express delivery address. We are sorry but we cannot deliver tests to PO Boxes.

Submit the original copies of pages 15-29 making certain that the Application Checklist (page 15) is on top.

Refer to the section specific instructions for any questions regarding a specific section on the CFEI application.

Test results will be mailed to you within 6 weeks of our receipt of your completed test. Due to privacy issues, test results cannot be given out over the phone or via email.

Time Requirements for CFEI Program

CFEI Process Phases		
1.	Application review and approvals	up to 4 weeks
2.	Upon notification of application approval, window of time allowed to contact proctor, schedule testing session, complete the testing session and have proctor mail exam back to NAFI.	2 weeks
3.	Exam receipt, grading and credentials production	up to 6 weeks
	Total Time Required	up to 12 weeks

Allow up to 12 weeks (3 months) for the completion of the CFEI process. **Due to high test volumes, expedited testing schedules are not available at this time.** It is the Applicant's responsibility to begin the application process in a timely manner in order to meet any employer deadlines.

Don't submit your application until you are ready to take the exam. Also consider any vacations, travel or work commitments that may prevent you from taking the exam in a timely manner before you apply. Once the exam reaches your proctor you have a two week window to schedule and complete your exam session. You are responsible for making sure that your proctor is available to administer the test during the two-week window.

Certified Fire and Explosion Investigator Certification (CFEI) Program Guidelines

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.

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 13.6.4.2 of NFPA 921 states, "The Association also originated and implemented the National Certification Board. Each year, the Board certifies fire and explosion investigators and fire investigation instructors. Through 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 and Explosion Investigator (CFEI) certification program is to increase the professional knowledge and improve the analytical skills of those persons who engage in the investigation and analysis of fire and explosion incidents and/or participate in the civil and criminal litigation which ensues from such investigations and analyses.

Objectives

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

- To promote excellence in the professional training, education and experience of fire and explosion investigators and analysts and/or the participants in the civil and criminal litigation which ensues from such investigations and analyses.

- To provide a recognized and standardized system for the evaluation of the professional knowledge and qualifications of individuals who engage in the investigation and analyses of fire and explosion incidents and/or participate in the civil and criminal litigation which ensues from such investigations and analyses.

- To recognize qualified fire and explosion investigators and analysts and/or practitioners in related civil and criminal litigation.

- To serve as an international registry and clearinghouse for qualified fire and explosion investigators and analysts and/or practitioners in related civil and criminal litigation.

Certified Fire and Explosion Investigator (CFEI) Certification Program Administration

The Certified Fire and Explosion Investigator (CFEI) 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 its chairperson is appointed by the NAFI Board of Governors. The Chairperson of the NAFI Board of Directors serves as its Executive Secretary.

Individual members of the National Certification Board are appointed by the NAFI Board of Governors based on nominations from the NAFI Board of Directors made during its annual meetings. The National Certification Board consists of fire and explosion investigation professionals 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:
US & Canada 877-506-6234
Elsewhere 941-359-2800

Inquiries to the National Certification Board can also be directed to the NAFI website, **www.nafi.org.**

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 incorporated under the applicable laws of the State of Illinois 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 two (2) limited exceptions. The National Certification Board will respond to written requests 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 and Explosion Investigator (CFEI) 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 and/or participate in the civil and criminal litigation which ensues from such investigations and analyses.

Certification by the National Certification Board is attained following an acceptable review of an applicant's documentation of his/her professional education, training and experience by the Board and the subsequent successful completion of a comprehensive proctored, written certification evaluation. 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 and Explosion Investigator (CFEI) certification program.

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 the certification as a significant foundation for attaining such recognition and designation in the courtroom.

Application Fee

Applications to the National Certification Board for certification as a Certified Fire and Explosion Investigator (CFEI) must be accompanied by a non-refundable application fee of $125.00 (U.S. Funds). The application fee is utilized to defray the associated costs of processing and reviewing the applicant's application package, maintaining the records of the National Certification Board and administering the certification program.

The required application fee may be submitted in the form of a check or money order made payable to the National Association of Fire Investigators (NAFI). The application fee may also be submitted utilizing a MasterCard or Visa and by including that credit card information on the payment Authorization Form included in the application materials. NAFI does not accept purchase orders.

Minimum Certification Requirements

Consistent with the intent and objectives of the Certified Fire and Explosion Investigator (CFEI) 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 (NAFI).
- The applicant must demonstrate that he/she affirms the intent and objectives of the Certified Fire and Explosion Investigator (CFEI) certification program as established by the National Certification Board.
- The applicant must demonstrate that he/she is actively involved in the investigation and analysis of fire and explosion incidents and/or the civil and criminal litigation that ensues from such investigations and analyses.
- The applicant must demonstrate that he/she has responsibility within his/her company and/or department to participate in the investigation and analysis of fire and explosion incidents and/or the civil and criminal litigation that ensues from such investigations and analyses.
- The applicant must demonstrate that he/she has received professional training and education in the investigation and analysis of fire and explosion incidents and/or the practice of civil and criminal litigation, which ensues from such investigations and analyses.
- The applicant must demonstrate that he/she possesses the minimum level of professional knowledge necessary to conduct an investigation and analyses of a fire and explosion incident and/or participate in the civil and criminal litigation, which ensues from such investigations and analyses.
- The applicant must demonstrate that he/she can practically apply the professional training and education he/she has received in the investigation and analysis of fire and explosion incidents and/or the civil and criminal litigation which ensues from such investigations and analyses.

Provisional Certification

Provisional certification as a Certified Fire and Explosion Investigator (CFEI) is occasionally offered by the National Certification Board to an applicant who meets all of the minimum application requirements with the exception of satisfactorily demonstrating that he/she is actively involved in the investigation and analysis of fire and explosion incidents and/or the civil and criminal litigation which ensues from such investigations and analyses; and/or satisfactorily demonstrating that he/she has responsibility within his/her company and/or department to participate in the investigation and analysis of fire and explosion incidents and/or the civil and criminal litigation which ensues from such investigations and analyses.

In such cases, the National Certification Board reserves the right to offer the applicant provisional certification provided the applicant successfully completes the written certification evaluation. The applicant's certification remains provisional until such time that he/she can provide the Board with additional information, which corrects the minimum application requirement deficiencies.

In any case, all provisional certifications will expire two (2) years following the original date of its issuance.

Certified Fire and Explosion Investigator (CFEI) Application Package

Each applicant for certification as a Certified Fire and Explosion Investigator (CFEI) 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 an applicant's application package has been approved by the National Certification Board, the applicant will be deemed eligible to participate in the Certified Fire and Explosion Investigator (CFEI) written certification evaluation.

Complete application packages should be submitted by mail or express package delivery* to:

Executive Secretary -National Certification Board
National Association of Fire Investigators
857 Tallevast Road
Sarasota, Florida 34243
* Email and fax applications cannot be accepted.

Certified Fire and Explosion Investigator (CFEI) Written Certification Evaluation

Participation in the Certified Fire and Explosion Investigator (CFEI) written certification evaluation is offered to approved applicants by the National Certification Board in only the following approved manners:

The written certification evaluation is offered periodically each year in conjunction with NAFI co-sponsored training programs. Proctors designated by the National Certification Board administer these periodic written certification evaluations.

Individual written certification evaluations may be administered by a proctor nominated by the applicant and approved by the National Certification Board. The proctor must meet all of the proctor requirements listed on the Proctor Designation Form and agree to the terms on the Proctor Contract. The National Certification Board reserves the right to reject a nominated proctor. A valid dated National Certification Board issued Proctor Approval Certificate must be on display at the testing site for the exam to be valid. The exam must be postmarked within three days of the testing date to be considered valid.

Instances of group proctoring can be approved at the discretion of the National Certification Board and NAFI Membership Services. Group proctoring sessions must be preauthorized and must follow the prescribed group testing procedures. Contact NAFI Membership Services at least 8 weeks prior to the proposed testing date to obtain the procedures and preauthorization. Failure to follow the procedures may result in the proctor being barred from offering group testing in the future.

Approved applicants may also challenge the written exam by prearranged appointment at the NAFI Membership Services Office.

The written certification evaluation itself consists of one hundred (100) 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.

Applicants who fail to attain a passing score on the written certification evaluation must wait six (6) months following the date of the original written certification evaluation to apply for a retest. However, they must retest within 12 months of their original testing date. After 12 months the applicant must reapply. All requests to participate in a written certification re-evaluation must be made by submitting a written request and a new proctor designation form to the National Certification Board.

Certification Credentials

In addition to inclusion in the National Certification 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 and Explosion Investigator (CFEI).
- An official, full color, embroidered Certified Fire and Explosion Investigator (CFEI) emblem which can be displayed by the applicant on company and/or department wearing apparel.
- An official, full color Certified Fire and Explosion Investigator (CFEI) decal which can be displayed by the applicant on company and/or department investigative equipment.

An optional Certified Fire and Explosion Investigator (CFEI) embossing seal which can be utilized on official reports and documents is also available.

Recertification Criteria

To insure that Certified Fire and Explosion Investigators (CFEI) certified by the National Certification Board remain current with the theoretical and technological advancements in the field of fire and explosion investigation and analysis, the National Certification Board requires re-certification every five years based upon the applicant's original date of certification.

A certificate of Re-Certification, suitable for framing, issued by the National Certification Board attesting to the applicant's re-certification as a Certified Fire and Explosion Investigator (CFEI) will be issued once the candidate has met the stated re-certification criteria.

CFEI re-certification will be granted only to those applicants meeting the re-certification criteria written by the National Certification Board of the National Association of Fire Investigators. Re-certification is obtained by providing sufficient documentation to verify that at least one of the following criteria has been met.

1. The applicant must have attended a minimum of one (1) NAFI Sponsored Training Program in its entirety, within the past five (5) years, such as:
   - National Fire, Arson & Explosion Investigation Training Program,
   - National Seminar on Fire Analysis Litigation,
   - National Advanced Fire & Arson Explosion Investigation Training Program,
   - Vehicle Fire, Arson & Explosion Investigation Science & Technology Seminar,
   - International Symposium on Fire Investigation Science & Technology,
   - Canadian National Advanced Fire, Arson & Explosion Training Program,
   - Other Specialized NAFI Training Programs.

OR

2. The applicant must demonstrate that a minimum of forty (40) hours of additional professional education and training, which focuses on the field of fire and explosion investigation and analysis, was received within the past five (5) years. Hours attending at the following will be accepted:
   - Seminars,
   - Training Programs,
   - Lecturers,
   - Classroom Experience.

Any combination of these that are the equivalent to a minimum of forty (40) hours of professional education and training will be accepted.

Non-NAFI Course Hour Conversion Standards
3 Credit Hour College Course = 40 Hours
1 Day = 8 Hours

OR

3. The applicant must demonstrate that a minimum of twenty (20) hours of instructing professional education and training, which focuses on the field of fire and explosion investigation and analysis, was completed within the past five (5) years. Hours instructing at the following will be accepted:

* Seminars,
* Training Programs,
* Lecturers,
* Classroom Experience.

It is the responsibility of the re-certification candidate to provide sufficient documentation to verify that the stated criteria has 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.

Recertification Examples:

example: John Johnson took Fire Statistics and Analysis a 3-credit hour course at his local community college during the Fall 2005 Semester. He also attended a 2-hour lecture on Computer Fire Modeling in October of 2005. John qualifies for re-certification.

example: Betty Smith attended the NAFI sponsored 2005 National Fire, Arson & Explosion Investigation Training Program. Betty qualifies for re-certification.

example: Steve Stevens attended the 1995 Canadian National Advanced Fire, Arson & Explosion Training Program. Steve does not qualify for re-certification. He has not demonstrated that any professional education and training was received in the past five years.

Additional Information

For additional information or an application package for the National Certification Board's Certified Fire and Explosion Investigator (CFEI) certification program, contact the Board at its official business address:

National Certification Board
National Association of Fire Investigators
857 Tallevast Road
Sarasota, Florida 34243
Telephone:
US & Canada 1-877-506-6234
Elsewhere 941-359-2800

NATIONAL ASSOCIATION OF FIRE INVESTIGATORS

857 TALLEVAST ROAD, SARASOTA, FLORIDA 34243

1-877-506-6234 941-359-2800

AN INVITATION TO JOIN NAFI

The National Association of Fire Investigators was organized in 1961. Its primary purposes are to increase the knowledge and improve the skills of persons engaged in the investigation and analysis of fires, explosions, and arson, or in the litigation, which ensues from such investigations.

TRAINING PROGRAMS

The National Association of Fire Investigators sponsors international and regional training programs on fire, arson, and explosion investigation in order to provide an opportunity for the many persons interested in this field to study and learn together. Internationally recognized authorities present illustrated lectures on fire and explosion investigation. Both basic and advanced lectures are offered at these training programs. In addition to the main program, special pre-program one-day seminars, such as computer fire modeling, are offered.

THE NATIONAL FIRE INVESTIGATOR

NAFI periodically publishes its Journal, *The National Fire Investigator. The National Fire Investigator* reports current trends in the fire and explosion investigation profession; news of members; technical, scientific, and practical articles on various aspects of the investigation of fires and explosions; reports on state and federal legislation; and other news of interest to its members.

THE NATIONAL CERTIFICATION BOARD

NAFI has originated and implemented The National Fire and Explosion Certification Program and Registry. This program recognizes the knowledge, training, experience and expertise of qualified investigators and instructors. Certification is achieved by passing a comprehensive examination, after a review of qualifications by the National Certification Board, a committee of internationally recognized experts. NAFI currently offers National Certification Programs for individual fire and explosion investigators, fire investigation instructors and vehicle fire investigators.

The NAFI Certified Fire and Explosion Investigator, Fire Investigation Instructor and Vehicle Fire Investigator enjoy international acceptance and recognition of their expertise.

MEMBERSHIP BENEFITS

The annual dues covers all of the following membership benefits:

1. A Certificate of Membership, suitable for framing.
2. A wallet-size membership card.
3. A subscription to *The National Fire Investigator*
4. The opportunity to purchase NAFI emblems, caps, tee shirts, and logo items.
5. Periodic announcements on NAFI sponsored training programs and courses.
6. Eligibility to apply for National Certification Programs.

The National Association of Fire Investigators invites you to apply for membership and join the other fire, arson and explosion professionals who are already enjoying the benefits and prestige of being members of this worthwhile organization. Just complete the application form included on page 17 of this packet and return it with your first year's dues $45.00 U.S.

Tips for CFEI Applicants

Use these helpful instructions to ensure that your application has a better chance of being approved on the first submission.

√ Don't submit your application until you are ready to take the exam. Also consider any vacations, travel or work commitments that may prevent you from taking the exam in a timely manner before you apply. Once the exam reaches your proctor you have a two week window to schedule and complete your exam session. You are responsible for making sure that your proctor is available to administer the test during the two-week window.

√ All sections of the application are required. For sections in which you have a negative answer or no information please put "none", "not applicable", or "0". Applications deemed to be incomplete will be returned to the applicant and will significantly delay the approval process.

√ Type your application or print legibly.

√ It is **not permissible** to write "See Resume" or "See CV". You may attach your CV or Resume as an additional supporting document but it **cannot** replace responses on the application form. Doing this will almost guarantee that your application will be rejected! It is simply too time consuming for the committee to hunt for the critical information they need to make a decision.

√ When in doubt -- ask. It is much easier and faster to call or email the membership services office with a question prior to submitting your application, than to redo your application after it has been rejected. We're here to help.

√ More information is always better than less. Give the committee all the relevant information to make an informed decision regarding your application. Use sections 9 & 22 to include any additional information you consider relevant but was not specifically asked for in the body of the application.

√ Don't forget to sign the application. This is one of the top reasons for application rejection and processing delays!

√ Include complete and accurate proctor information. Your proctor forms must be included with your application. **Do not send them separately.** It is your responsibility to find a proctor. If you are having trouble, contact membership services and we will assist you. Tests will be delivered directly to the proctor via DHL upon approval of your application by the National Certification Board. You will be notified by mail of your approval and test delivery.

Certified Fire and Explosion Investigator Certification
Section Specific Instructions

1. Application Date: Please enter today's date.

2. Membership Information: Please list whether you are a current member in good standing, applying for a new membership, or require reinstatement of a lapsed membership.

3. Applicant Name:
    a. First Name — Charles
    b. Middle Initial — D.
    c. Last name — Windsor
    d. Suffix, examples: — Jr., Sr., Ph.D. III

4. Personal Identification Information: We often have multiple members with the same or similar names. Please provide us the requested information so we can positively identify your records amongst members with similar names.

5. Email Address: Please provide us with your email address. If you have multiple email addresses, give us the one that you would like us to send communications to. We will not share your email address with any outside parties.

6. Test Notification Address: Please specify the address (Home or Business) to which your test notification should be sent.

7. Home Address: Please provide your current home mailing address.

8. Business Address:
    a. Please provide your current business contact information.
    b. If you are currently unemployed put "unemployed" on the line designated for the company name.
    c. If you are currently a student,:
        i. Company Name: List the name of your school,
        ii. Company Address Information: List the address and phone number of your faculty advisor.
        iii. Current Job Title: "student"
        iv. Employment Date: Enrollment Date
        v. Name of Supervisor: Faculty Advisor
        vi. Nature of Business: Your Major or Course of Study
        vii. Description Duties: Briefly describe courses being taken and level of completion.

9. Previous Employers:
    a. List the most recent employers first. List any employment you have had in fire investigation or related fields.
    b. If no other employers list "None" in 8a, 8b and 8c.

10. Personal Statement: Please describe in a few paragraphs how you intend to use your CFEI Certification in your professional practice.

11. Formal Education (All Education: List the schools you attended.):
    a. For grade school and high school list the last attended or the ones from which you graduated.
    b. List ALL colleges and trade or technical schools you attended. Attach an additional sheet if needed.

12. Formal Education in Fire Field (Specific just to Fire Related Courses):
    a. List the Accredited Colleges, Universities and Trade or Technical Schools you attended and the specific **fire related** courses you have taken.
    b. Examples of these courses would be: Thermodynamics, Chemistry of Fire, Computer Fire Modeling.

13. Formal Education in Related Field:
    a. List the Accredited Colleges, Universities and Trade or Technical Schools you attended and the courses you have taken which are in related fields but not fire specific.
    b. Examples of these courses would be Engineering, AutoCAD, Photography, Criminology, Building Construction, Product Design, Fire Fighting, Chemistry, Physics…

14. Seminars and In-Service Training:
    a. List the Fire Investigation Related courses you have taken through professional organizations, government agencies, or your employers.
    b. Examples are: NAFI sponsored programs or seminars, IAAI or CAFI sponsored programs, PATC classes, National Fire Academy Courses, State Fire College Courses, Fire Department Training Programs, and training programs done through your employer.

15. Licensing and Certifications:
    a. List the type of license or certification, the issuing authority and whether or not it is required by law.
    b. Examples would be State issued PI Licenses and Engineering Licenses, Association Certifications like CFPS, MiFireE, CFI, CVFI, Certifications through State Fire Colleges.

16. Association Memberships: Memberships you hold in Industry Associations. Please include your dates of membership.

17. Industry Committees and Association Leadership:
    a. List any positions you hold on Industry Committees.
        i. Examples of this would be the NFPA 921 committee or its task groups, other NFPA committees, ASTM committees, Association specific committees.
    b. List any elected or appointed leadership positions you hold (or have held) within industry associations.
        i. Examples are Member of the Board of Directors, President, or Committee Chair.

18. Fire Investigation Experience:
    a. List the total number of fires and explosions investigated.
    b. Breakdown – List the numbers of fires you have investigated in each of the listed subcategories.
    c. If you do not know the exact numbers, write "~" for approximately and then the estimated number.

19. Courtroom Testimony:
    a. List the number depositions given for Plaintiff and Defense.
    b. List the number of times testified in court for Plaintiff and Defense.
    c. List the number of other testimonies given for Plaintiff and Defense.
    d. If none, write "0" in the applicable boxes.
    e. If you do not know the exact numbers, write "~" for approximately and then the estimated number.

20. Awards and Commendations: List any awards or commendations you have earned.

21. Publications and Research:
    a. List any published articles, papers or books which you have authored, co-authored or been a contributor.
    b. List any presentations you have made at any industry conferences.

22. Personal References: Include three personal references. These should be personal or business associates who know you well and are acquainted with your character.

23. Applicant Narrative:
    a. Please write a short narrative explaining why you are a good candidate for Certified Fire and Explosion Investigator.
    b. Things you may want to include in your narrative are:
        i. A summary of your background and experience.
        ii. Include any additional information regarding your background, experience, or education that was not specifically asked for in this application.
        iii. Any other information that can help the committee make its decision.

24. Applicant Statement:
    a. Read the statement.
    b. Sign the application.
    c. Date the application.

25. Proctor Designation Form:
    a. Complete the requested information.
    b. The proctor address should be a street address suitable for express delivery services such as DHL.
    c. Submit this form with the rest of your application.

26. Proctor Contract:
    a. The proctor must read the rules regarding test administration.
    b. The proctor should print his or her name
    c. The proctor should sign the Proctor Contract.
    d. Submit this form with the rest of you application.

Instructions for attaching additional information:

Using a separate sheet of paper, list the heading of the section you are supplementing, and then list the additional information. Attach all supplements, in numeric order, after the Proctor Contract.

NATIONAL ASSOCIATION OF FIRE INVESTIGATORS

857 TALLEVAST ROAD, SARASOTA, FLORIDA 34243

1-877-506-6234 941-359-2800

Certified Fire and Explosion Investigator Certification Application Materials Checklist

Applicant Name: _____

Original copies of the following application materials should be stapled together, in this order, and submitted via mail or express package delivery* to:

Executive Secretary -National Certification Board
National Association of Fire Investigators
857 Tallevast Road
Sarasota, Florida 34243

* Email and fax applications cannot be accepted.

_____ Completed Application Materials Checklist.
Page 15 (this page) of this packet.

_____ Completed Payment Authorization Form.
Page 16 of this packet.

_____ Completed NAFI Membership Application.
Page 17 of this packet.

_____ Completed and signed CFEI Application.
Pages 18-27 of this packet.

_____ Completed Proctor Designation Form.
Page 28 of this packet.

_____ Completed and signed Proctor Contract.
Page 29 of this packet.

_____ Copies of additional sheets of information (where applicable).

_____ Copies of Supporting Documents (where applicable).

NAFI Membership/CFEI Exam
Payment Authorization Form

Use the section below that applies to your testing circumstances. If you have any questions, contact Membership Services at 1-877-506-6234 or 941-359-2800 prior to submitting your application.

For CFEI Exams to be taken by proctor, a group testing session, at selected Public Agency Training Council Classes, at the NAFI Office, or at any other non-NAFI sponsored programs.

_____ I am applying for a new or reinstated membership in NAFI and the CFEI Examination. I am submitting $170.00 US in application fees. ($45.00 new NAFI Membership & 125.00 for CFEI Application Fee.)

_____ I am applying to take the CFEI Examination only. I am already a member in good standing of NAFI. I am submitting 125.00 US in application fees.

Payment Information

☐ Credit Card Payment

Visa or MasterCard Number _____

Exp Date MM/YY ___/___ C V V Code _____ Billing Zip Code _____

Name as it appears on the card _____

Cardholder Signature _____

☐ Check or money order in US funds enclosed.

For CFEI Exams to be taken at NAFI Co-Sponsored Training Programs.

I have a confirmed registration for a NAFI Co-Sponsored Training Programs:

_____ Location

_____ Dates

AND

_____ I am applying for a new or reinstated membership in NAFI and the CFEI Examination.

The $120.00 US in 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. It is not necessary to submit any payment with this application.

_____ I am applying to take the CFEI Examination only. I am already a member in good standing of NAFI.

The $75.00 US in 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. It is not necessary to submit any payment with this application.

Please note: The Application Fees for the CFEI program are non-refundable.

Submit this page

NATIONAL ASSOCIATION OF FIRE INVESTIGATORS

857 TALLEVAST ROAD, SARASOTA, FLORIDA 34243
1-877-506-6234 941-359-2800

FOR OFFICE USE ONLY: No. _____ Date: _____ Approval: _____ Payment: _____ Source: _____

I hereby make application for membership in the NATIONAL ASSOCIATION OF FIRE INVESTIGATORS and agree to be governed by its Constitution, By-Laws, and Rules.

I am of the opinion that I meet the requirements for membership: A representative of government or of a governmental agency and any representative of a law enforcement agency or fire department, an insurance company, an adjuster, or an employee of a business or industrial concern who is actively engaged or whose interests are concerned with the investigation, control, suppression, or prevention of fires, explosions, subrogations, or kindred and related occurrences is eligible for membership or application provided such person meets other qualifications of character and fitness as decided by the Board of Governors.

☐ I am a current member in good standing of NAFI. My Membership Number is _____.
No additional information is required. Please proceed to the CFEI application.
☐ I am applying for a new membership is NAFI - Please complete the application below.
☐ I am applying to reinstate a lapsed membership in NAFI - Please complete the application below

---

Please print or type

APPLICATION MUST BE COMPLETED IN FULL.

Name: _____
(First) (Middle) (Last)

Name as You Wish It to Appear on NAFI Records: _____

Date of Birth ____/____/____ Place of Birth: _____
(Month) (Day) (Year) (City/ Town, State/ Province & Country)

BUSINESS Your Current Title(s): _____

Company Name: _____

Address/Street: _____

_____

_____

(City/ Town) (State/ Province) (Zip/ Postal Code) (Country)

Telephone: (____)_____ Fax: (____)_____

Email Address: _____

Nature of Business: _____

Name and Title of Immediate Supervisor: _____

Number of Years and Months at Present Company: _____ Description of Duties: _____

_____

HOME Address/Street: _____

_____

(City/ Town) (State/ Province) (Zip/ Postal Code) (Country)

Telephone: (____)_____ Fax: (____)_____

Email Address: _____

CHECK PREFERRED MAILING ADDRESS: ☐ **BUSINESS** **OR** ☐ **HOME**

I have never been convicted of a felony. I qualify as one of the following: Attorney, Fire Fighter, Law Enforcement Officer, Government Employee, Insurance Claimsperson, Adjuster, Military Personnel, Engineer, Chemist, Metallurgist, Fire Investigator, Laboratory Analyst, or I am involved in some phase of the investigation, control, suppression, or prevention of fires and explosions or the legal trials which may result from this activity.

Signature of Applicant _____ **Date** _____

NATIONAL ASSOCIATION OF FIRE INVESTIGATORS

857 TALLEVAST ROAD, SARASOTA, FLORIDA 34243

1-877-506-6234 941-359-2800

Certified Fire and Explosion Investigator Application

Please print or type

1. Application Date	MM/DD/YYYY ___/___/_____			
2. Membership Information	☐ I am a **NAFI Member in Good Standing** My number is _____ ☐ I am applying for a **New Membership** Please complete the Membership Application on Page 17 of this packet ☐ I am applying to reinstate a **Lapsed Membership** in NAFI. My number was _____ Please complete the Membership Application on Page 17 of this packet			
3. Applicant Name	First Name	Middle Initial	Last Name	Suffix
4. Personal Identification Information	Date of Birth MM/DD/YYYY ___/___/_____			
	Last 4 Digits of SSN/SIN _____			
	Drivers License Number		Place of Issue	
5. Email Address	Email Address (required)			
6. Test Notifications	Test notifications should be sent to: Home _____ Business _____			
7. Home Address	Street, Postal box or other details			
	City	State/Prov.	Zip/Postal	Country
	Telephone			

For office use only – Action of the National Certification Board

Application Received _____ Application Fee Received _____

Board Review

Application Approval _____ Application Not Approved _____

Test Sent _____ Test Returned _____

Test Graded By _____ Pass / Fail

NAFI Number _____

8. Business Address	Company Name
	Street, Postal box or other details
	City / State/Prov. / Zip/Postal / Country
	Telephone
	Current Job Title
	Employment date MM/DD/YYYY __ __/ __ __/ __ __ __ __
	Name of Supervisor
	Nature of Business
	Description of Duties
9A. Previous Employment in fire investigation or related fields. *List most recent first*	Company Name
	Street, Postal box or other details
	City / State/Prov. / Zip/Postal / Country
	Telephone
	Job Title
	Employment dates From MM/YYYY ___/ _ _ _ _ to MM/YYYY __ __/ __ __ __ __
	Name of Supervisor
	Nature of Business
	Description of Duties

9B. Previous Employment, continued.	Company Name
	Street, Postal box or other details
	City / State/Prov. / Zip/Postal / Country
	Telephone
	Job Title
	Employment dates From MM/YYYY ___/_____ to MM/YYYY ___/_____
	Name of Supervisor
	Nature of Business
	Description of Duties
9C. Previous Employment, continued.	Company Name
	Street, Postal box or other details
	City / State/Prov. / Zip/Postal / Country
	Telephone
	Job Title
	Employment dates From MM/YYYY ___/_____ to MM/YYYY ___/_____
	Name of Supervisor
	Nature of Business
	Description of Duties
	Attach additional sheets as needed.

10. Personal Statement	How do you intend to use your CFEI certification in your professional practice? Attach additional sheets as needed.

11. Formal Education *List the schools you have attended.*	Name of School	# of Years Attended	Graduation Date MM/YYYY	Degree
	Grade School			
	High School			
	Colleges			
	Technical or Trade Schools			
	Attach additional sheets as needed.			

12. Formal Education Specific to Fire Field *List any fire related courses you have taken at accredited colleges and universities.*	Name of School	Course(s) Taken	Years Attended
	Attach additional sheets as needed.		

13. Formal Education in Related Fields *Examples are courses in Photography, Criminology, or Engineering.*	Name of School	Course(s) Taken	Years Attended
	Attach additional sheets as needed.		

14. Seminars and In-Service Training *Examples are NAFI, IAAI, PATC Courses, Corporate or Department Training, State Fire Colleges, NFA Courses.*	Course Title/Subject Area	Course Sponsor (organization)	Dates
	Attach additional sheets as needed.		

15. Licensing and/or Certifications *List the type of license or certification and whether or not it is required. PI Licenses, Engineering Licenses, Association Certifications should be listed here.*	License or certification	Issuing Authority	Required Y or N
	Attach additional sheets as needed.		

16. Association Memberships	Association		Membership Dates	
			From	To
	NAFI	National Association of Fire Investigators		
	NFPA	National Fire Protection Association		
	IAAI	International Association of Arson Investigators		
	IAFF	International Association of Fire Fighters		
	SFPE	Society of Fire Protection Engineers		
	IAFC	International Association of Fire Chiefs		
	ISFSI	Int'l Society of Fire Service Instructors		
	CAFI	Canadian Association of Fire Investigators		
	IFE	Institution of Fire Engineers - Branch _____		
	ASSE	American Society of Safety Engineers		
	IFSTA	International Fire Service Training Association		
	IACP	International Association of Chiefs of Police		
	ASTM	American Society for Testing and Materials		
	IFPA	International Fire Photographers Association		
	IABTI	International Association of Bomb Technicians and Investigators		
	Others:			
	Attach additional sheets as needed.			

17. Industry Committees & Association Leadership *List your Participation on industry committees and any leadership positions you hold in industry organizations.*	Organization	Office or Committee	Dates

18. Fire Investigation Experience *If you do not know the exact number, write "~" for approximately and then the estimated number.*	Total Number of Fires & Explosions Investigated			
	Breakdown:	Residential	Industrial or Commercial	Vehicle
	Number of **Fires**, Including Arson			
	Number of **Explosions**, Including Arson			
	Number of **Arsons**			
19. Courtroom Experience *If you do not know the exact number, write "~" for approximately and then the estimated number.*			Representing Plaintiff	Representing Defendant
	Number of **Depositions Given**			
	Number of **Times Testified in Court**			
	Number of **Other Testimonies** (Mediations, Binding Arbitrations)			
20. Awards & Commendations	Nature of the Award		Awarded By	Year
	Attach additional sheets as needed.			
21. Publications and Research *List any published articles, books, papers or research projects.*	Title		Published by/Presented at	Date
	Attach additional sheets as needed.			

22A. Personal References *You must list three individuals.*	Name			
	Company/Employer			
	Occupation and Title			
	Street, Postal box or other details			
	City	State/Prov.	Zip/Postal	Country
	Telephone			
22B. Personal References	Name			
	Company/Employer			
	Occupation and Title			
	Street, Postal box or other details			
	City	State/Prov.	Zip/Postal	Country
	Telephone			
22C. Personal References	Name			
	Company/Employer			
	Occupation and Title			
	Street, Postal box or other details			
	City	State/Prov.	Zip/Postal	Country
	Telephone			

23. Applicant Narrative You may also use this space to include any additional information regarding your background, training or experience that was not specifically requested in this application but will aid the Certification Board in considering you for the CFEI Certification exam.	Please write a short Narrative explaining why you are a good candidate for Certified Fire and Explosion Investigator. Attach additional sheets as needed.

Statement of Applicant

I hereby make application to The National Association of Fire Investigators, National Certification Board to be considered for certification as a Certified Fire and Explosion Investigator (CFEI) by signing this application and paying the 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 Guidelines and Instructions of the Certified Fire and Explosion Investigator (CFEI) Program. 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 and Explosion Investigator Certification.
2. The application fee is non-refundable because it covers the cost of application processing, testing, background investigation, certification processing, record keeping, Certified Fire and Explosion Investigator Certificate, Emblem, and Decal. I understand that payment of the application fee is non-refundable and 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 and Explosion Investigator.
4. National Fire and Explosion Investigator Certification is based upon the results of the examination and evaluation of my professional qualifications by the National Certification Board. I understand that the Board'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. The examination must be returned to the NAFI office postmarked within 2 weeks of receipt by the approved, designated proctor and within 3 days of the actual testing date. 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 and Explosion Investigators 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 and Explosion Investigator's Certification, and that all of the information included on this application is true and correct.

Signature of Applicant_____ **Date**_____

NATIONAL ASSOCIATION OF FIRE INVESTIGATORS

857 TALLEVAST ROAD, SARASOTA, FLORIDA 34243

1-877-506-6234 941-359-2800

Certified Fire and Explosion Investigator Certification
Proctor Designation 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 government official, a member of the clergy, a testing center, or a current Certified Fire and Explosion Investigator (CFEI).

Designated proctors may not be a relative, supervisor, co-worker, or subordinate of the CFEI Applicant.

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

Name of Applicant _____

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 (____) _____ Facsimile (____) _____

Email Address _____

NATIONAL ASSOCIATION OF FIRE INVESTIGATORS

857 TALLEVAST ROAD, SARASOTA, FLORIDA 34243

1-877-506-6234 941-359-2800

Certified Fire and Explosion Investigator Certification
Proctor Contract

The National 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 agree to be present during the entire duration of the examination.
2. I agree to not allow the applicant, while completing the written certification evaluation, to solicit any reference materials or outside assistance.
3. I agree that no copies of the examination or answer sheets will be made by myself or any other person.
4. I agree to not keep or allow others to keep any part of the examinations or answer sheets.
5. I agree to return both the written certification examination and the answer sheets to the National Certification Board at the completion of administering the written certification evaluations.
6. 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.
7. I agree to display the Proctor Approval Certificate at the testing site for the applicant to see.
8. I understand that if the Proctor Approval Certificate is not displayed the examination is invalid.
9. 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 and/or possible civil action.

Proctor Name _____

Proctor Signature _____ Date _____