



## NATIONAL ASSOCIATION OF FIRE INVESTIGATORS

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

1-877-506-NAFI 1-941-242-2323

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 International Certification Board, established in 1982, the National Association of Fire Investigators administers the Certified Fire and Explosion Investigator (CFEI), Certified Fire Investigation Instructor (CFII) and Certified Vehicle Fire Investigator (CVFI) 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 found on pages 3-12 of this packet. Retain the Guidelines for future reference.

Review and complete the Application Checklist, found on page 13.

Complete the Payment Authorization Form, found on page 14.

Complete the CFEI Application found on pages 16-24. Please complete each question on the form provided. Helpful tips are found on page 11.

Complete Credit Summary Worksheet page 15.

Copy your application materials (pages 13-26) for your records.

If you are attending a NAFI training program, applications should be submitted prior to the start of the program. We suggest bringing a copy of the application 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 pages 25-26. The proctor must include an express delivery address. We are sorry but we cannot deliver exams to PO Boxes.

If you are applying for a pre-registered group testing session, applications and payments must be sent to the organized body giving the group testing session.

Submit the original copies of pages 13-26 making certain that the Application Checklist (page 13) is on top.

Exam results will be emailed to you within 6 weeks of our receipt of your completed exam. Due to privacy issues, exam results cannot be given out over the phone. You may be able to see your exam results sooner by logging into your membership at [www.nafi.org](http://www.nafi.org). In some instances, non-US applicants will have their CFEI credentials emailed due to mailing restrictions and only at the International Certification Board's discretion.

### **Time Requirements for CFEI Program**

Application review and approvals can take up to **4 weeks**.

Upon notification that the exam has been delivered to your proctor, you will have **14 days** to contact the proctor, schedule an exam session, complete the exam session and have proctor mail exam back to NAFI.

Exam receipt, grading and credentials production can take up to **6 weeks**.

Allow up to 12 weeks (3 months) for the completion of the CFEI process, if taking through the mail with a Proctor. **Due to high exam volumes, expedited exam 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 14 days to schedule and complete your exam session. Your exam must be postmarked no more than 3 days from the date of completion. You are responsible for making sure that your proctor is available to administer the exam during the 14 day window.

If you plan to take the CFEI exam at a NAFI sponsored training program these times are expedited, and all applications will go through approvals in time for the exam.

## **Certified Fire and Explosion Investigator Certification (CFEI) Program Guidelines**

### **History, Intent, and Objectives**

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 International 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.

Since its inception in 1982, the International Certification Board has evaluated and certified fire and explosion investigation professionals throughout the world.

In fact, the certification activities of the International Certification board have been recognized by the National Fire Protection Association's National Fire Code NFPA 921, entitled Guide for Fire and Explosion Investigations. The Sources of Information chapter of NFPA 921 states, "The Association also originated and implemented the International 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." The Certified Fire and Explosion Investigator (CFEI) certification program is administered by the National Association of Fire Investigators' (NAFI) International Certification Board.

The intent of the International 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.

The objectives of the CFEI program 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.

### **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) International Certification Board (ICB). The International Certification Board is a standing committee and its members elected by the membership. For additional details please see the International Certification Board document, available by contacting the NAFI office.

## **Confidentiality of International Certification Board Records - See Member Inquiry Form**

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 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 two (2) limited exceptions. The International Certification Board will respond to written requests regarding an applicant's certification status. Only the information contained on the Member Inquiry Form will be released. This information is limited to status of membership, applicable certification dates and CFEI expiration dates. 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.

## **NAFI Record Retention Policy**

NAFI, to the best of its ability, aims to store; membership, certification applications and accompanying supporting documents, and recertification forms for the period of 10 years. Answer sheets for certification exams are kept for auditing purposes only for a period of one year. Answer sheets are not available for review and are not stored in a member's records.

## **Public Certification Registry and Membership Directory**

Members and CFEIs are automatically included in these directories but may opt out of one or both by logging into their NAFI membership. NAFI and the ICB provide a public registry of all current CFEIs. The registry provides full name, certifications, city, state and country. NAFI members have access to the NAFI membership directory. The directory provides full name, address, contact information, certification details and additional information about the member (volunteer proctor, NAFI involvement).

## **Overview of the Certified Fire and Explosion Investigator (CFEI) 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 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.

## **CFEI Certification through the International Certification Board is achieved via a two-part process**

Part 1 – 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 CFEI exam without an approved application. ***Enrollment in a NAFI sponsored, or co-sponsored training program does not guarantee that an applicant's application will be approved. Attendance at a NAFI Training Program is not a condition for certification.***

Part 2 – CFEI Examination.

Applicants with approved applications will be allowed to take the CFEI exam. Upon successful completion of the exam, CFEI certification will be issued.

There is no other process to achieve the CFEI certification. The International Certification Board does not grandfather any individuals for CFEI certification.

While certification by the International 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.

## **ADA Compliance and Special Accommodations**

NAFI provides special accommodations in accordance with the Americans with Disabilities Act of 1991 (ADA). If a disability prevents you from taking the examination under normal conditions, you may request special accommodations. A written request for special accommodations must accompany your application upon submission. This request must explain the name of the disability (i.e., the diagnosis) and the type of accommodations you feel are appropriate. NAFI reserves the right to ask for supporting documentation of the diagnosis from a qualified healthcare professional. After receiving the request and appropriate documentation, you will be contacted to make the special accommodation arrangements.

Alternative arrangements can also be made for individuals with sensory, visual, orthopedic, or other handicaps that would prevent them from taking the examination under standard conditions. A written request for special accommodations must accompany your application upon submission.

## **Non-Discrimination**

The International Certification Board evaluates all individuals applying without regard to race, color, religion, sex, sexual orientation, national origin, age or disability. This information is not collected or available to the International Certification Board when they make their evaluation of an individual's qualifications.

## **Application Fee**

Applications to the International 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). (This fee may be reduced in conjunction with a NAFI Sponsored Training Program). Application Fees are valid for 1 year from processing after which time an additional application fee is required with submission of CFEI applications or retests.

The required application fee may be submitted in the form of a check or money order (in US Funds drawn on a US bank) made payable to the National Association of Fire Investigators (NAFI) or by a MasterCard, Visa, American Express or Discover card utilizing the payment Authorization Form included in the application materials. **NAFI does not accept purchase orders (POs).**

## **Minimum Certification Requirements**

Consistent with the intent and objectives of the Certified Fire and Explosion Investigator (CFEI) 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 (NAFI) and membership must be kept current after certification to maintain CFEI status.
- 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 meet or exceed the minimum of 150 Credits and the absolute minimums set forth in the application.
- 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 (CFEI-p) is occasionally offered at the discretion of the International Certification Board to an applicant who has a minimum of 120 Credits but falls short on the absolute minimums set forth in this application.

In such cases, the International 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 demonstrates that the applicant now meets the Absolute Minimum Certification Requirements by submitting an Application for Removal of Provisional.

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

### **CFEI Appeals Process – See Certification Appeals Form**

An individual or CFEI who feels that their application for certification or recertification was unfairly denied or wrongfully failed the certification examination, may file a written appeal to the International Certification Board. The Certification Appeal Form must be received by NAFI no later than 14 days after receiving notice of denial or failure.

The International Certification Board will address all appeals within 14 days. The appeal is to be dealt with by the Chairman of the International Certification Board or the entire International Certification Board, at the discretion of the ICB Chairman. Confidentiality of records shall be in accordance with section "Confidentiality of International Certification Board Records" of this CFEI Guidelines. All appeal records include a copy of the initial appeal and decisions made by the ICB and NAFI Board of Governors shall be maintained by NAFI for a period of no less than five (5) years.

The appeals decision of the Chairman of the International Certification Board and the International Certification Board are final. If the International Certification Board feels the appeal is procedural in nature, they may bring it before the Board of Governors. In which the Board of Governors will have an additional 14 days to respond.

### **Member Grievances and Complaints – See Member Grievances and Complaint Form**

Complaints against NAFI members and CFEIs must be made in writing and provide supportive documentation. General complaints about character, reputations or rumors without supporting documentation will not be reviewed by the International Certification Board. The International Certification Board and NAFI will not conduct file reviews as part of a complaint. Fire Investigations are a complex activity and the amount of work required to appropriately and adequately review and analyze an investigator's findings and conclusions are beyond the scope of the ICB or NAFI. Complaints and disputes will be reviewed at the next upcoming International Certification Board meeting unless the situation requires immediate action, then a special International Certification Board meeting will be convened by the Chairman.

The ICB may decide if a complaint is within their scope on an individual basis. The ICB and NAFI will not involve themselves in complaints regarding issues that are currently in litigation, unless the ICB feels the complaint is so severe that it warrants immediate action.

### **Revocation of Certification**

Only in the most serious cases will a certification be revoked. The revocation of certifications will have an everlasting impact on an individual's career and reputation, therefore the International Certification Board will not take this action without a thorough investigation and possible hearing. Revocation of certification and related investigations will be conducted by the International Certification Board. Once an individual's certification is revoked, they will never again be eligible for any certification by the NAFI and may be eliminated as a NAFI member. Elimination of NAFI membership must be acted on by the Board of Governors, as stated in the NAFI's By Laws and Constitution.

The grounds for revocation or suspension must be for a supportable cause. These causes can be, but no limited to: attempted or successful fraud, misrepresentation, improper conduct, conviction for a felony of any type and/or any other activity that breaches the NAFI Code of Ethics.

### **Use of NAFI and Certification Logos**

As a member of NAFI or CFEI in good standing, you may use the appropriate logo for your membership status on business letterhead, business card, social media pages and other material you wish to show your association with NAFI. Remember that it is an individual that holds membership and certifications not an organization, department or company. You must follow the following guidelines when using NAFI and CFEI logos. The logo may not be revised or altered in any way.

The CFEI logo is meant for individuals who achieved the CFEI certification and no others within their organization, department or company. The phrase Certified Fire and Explosion Investigators and the initials CFEI are to be used by those individuals current, members in good standing. Failure to recertify voids the individual's right to use such logo and phrases.

Use of the NAFI or CFEI logo do not constitute an endorsement by NAFI and care should be taken when using the logos as to not imply such an endorsement exists.

To request a color and black and white electronic versions of the NAFI and CFEI logos, please email [info@nafi.org](mailto:info@nafi.org).

### **NAFI Training Programs**

NAFI offers a minimum of three training programs in a calendar year. The content of these programs varies from general fire investigation knowledge to more advanced topics including the International Symposium on Fire Investigation Science and Technology (ISFI), Vehicle Fire Investigation and Fire Investigation Instructor.

***These courses are not designed as CFEI exam prep courses. Enrollment in a NAFI sponsored, or co-sponsored training program does not guarantee that an applicant's application will be approved or that the applicant will pass the CFEI exam. Attendance at a NAFI Training Program is not a condition for certification.***

### **Pre-registered Group Testing Sessions**

Organizations wishing to offer the CFEI to a group of applicants must register on the NAFI website by visiting <https://www.nafi.org/learn/group/>. CFEI applications and payments must be submitted to the organizing body. The organizing body will then submit all applications and payments to the ICB for approval. Exams will be sent directly to the designated proctor.

## **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. The application package must be completed according to the written instructions.

Applicants are encouraged to provide as much detail as possible when completing the application package. The information provided therein by the applicant is the only basis by which the International Certification Board determines whether the applicant meets the 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.

Applicants with approved applications will be allowed to take the CFEI exam. Upon successful completion of the exam, CFEI certification will be issued.

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

Executive Secretary - International Certification Board  
National Association of Fire Investigators, International  
4900 Manatee Ave W  
Suite 104  
Bradenton, FL 34209

\* Email and fax applications will not 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 International Certification Board in only the following approved manners:

- is offered periodically as a group testing session each year in conjunction with NAFI sponsored training programs.
- by a proctor nominated by the applicant and approved by the International 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 International Certification Board reserves the right to reject a nominated proctor.
- group testing can be approved at the discretion of the International Certification Board and NAFI Membership Services. Group testing sessions must be registered at <http://www.nafi.org/learn/group/> and must follow the prescribed group testing procedures.
- by prearranged appointment at the NAFI Membership Services Office.

### **The CFEI Exam:**

- consists of one hundred (100) questions selected randomly from a question pool maintained by the International Certification Board. The questions are of the multiple-choice and true/false variety. All questions are based on the current edition of NFPA 1033 and taken from the current edition of NFPA 921.
- maximum of two (2) hours is allowed in which to complete the written certification evaluation.
- no reference materials or outside assistance are permitted.
- 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.

Applicants who fail to attain a passing score on the written certification exam must wait six (6) months following the date of the original exam date to apply for a retest. A CFEI retest application must be submitted. However, they must retest within 12 months of their original exam date. After 12 months the applicant must reapply.

### **Proof of Identity**

You are responsible for bringing a valid photo ID to take the CFEI exam. Proctors are required by the signed Proctor Contract to validate an individual's identity and those without a valid ID will be denied access to the examination. Valid ID must be a current government issued picture ID. Acceptable forms of government issued ID include a driver's license, passport, military ID, federal, state or county issued ID. **You will not be permitted to take the examination without a valid photo ID.**

## Recertification Criteria

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

CFEI recertification will be granted only to those applicants meeting the current recertification criteria written by the International Certification Board of the National Association of Fire Investigators. Recertification is obtained by providing sufficient documentation to verify that the recertification criteria have been met. Detailed recertification criteria can be found at <http://www.nafi.org/certification/recertification.cfm>

Members who fail to recertify within one year of their recertification date will be required to retest for CFEI Recertification. This is done by submitting an application to retest for CFEI Recertification, payment of the retesting fee of \$125, and successfully passing a written exam. See Recertification Guidelines and Form for additional information.

Members who have let their certification lapse for a period of 5-years or greater will be required to reapply for CFEI certification, this is done by submitting the full CFEI application and retesting. The member must meet the current CFEI criteria for certification and will be assessed the current application fee.

## CFEI Application Updates and Revisions

Voted Date	Effective Date	Update/Revision
	1/2008	Merged Guidelines and Handbook with the application to form one document
7/21/2016	8/1/2016	Updated CFEI guidelines language and implemented credit system for ease of application approval. Removed NAFI membership application.
	5/20/2017	Clerical - updated CFEI guidelines and application with new NAFI address
2/24/2018	2/25/2018	Added language to provide additional information to applicants. History, Non-discrimination, Special Accommodations
	8/1/2019	Clerical – <ul style="list-style-type: none"> <li>• Set Name and NAFI number as required fields</li> <li>• Added the “Credits from Application” and “Credits Allowed” columns on the Credit Summary Sheet</li> <li>• Added a line in Section 6</li> <li>• Updated the wording in Section 8 to minimize confusion on Absolute Minimums</li> <li>• Added page numbers to the document</li> </ul>
7/14/2019	8/1/2019	Updated the Minimum requirements in Sections 1 and 8. Removed Personal Narrative. Added requirement for documentation.
7/18/2022	8/1/2022	Added NAFI Record Retention Policy Removed Certificate program from Section 2 – Formal Education Clarification of Credit Summary Sheet. Changed Credits Allowed to Claimed Credits.
6/6/2023	9/1/2023	Updated NAFI Record Retention Policy - Membership and certification applications stored for 10 yrs. Group testing information.

## Helpful 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 before you apply. Once the exam reaches your proctor you have a 14 day window to schedule and complete your exam session. You are responsible for making sure that your proctor is available to administer the exam during the 14 day 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 guarantee that your application will be returned.
- 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 International Certification Board all the relevant information to make an informed decision regarding your application.
- Don't forget to sign. This is one of the top reasons for application rejection and processing delays.
- Include complete and accurate proctor information (not needed if taking at a NAFI sponsored training program.) 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, you may search Proctor volunteers on the NAFI member directory on NAFI.org. Exams will be delivered directly to the proctor via express carrier upon approval of your application by the International Certification Board. You will be notified by email of your approval and exam delivery.
- Payment for application fee must be included with your application if you are applying to take the exam with a Proctor.

## Certified Fire and Explosion Investigator Certification - Proctor

Proctor Designation Form (Do not include if applying to take the CFEI exam at NAFI sponsored training program):

- Complete the requested information.
- The proctor address should be a street address suitable for delivery services by an express carrier, PO Box addresses cannot be accepted.
- Submit this form with the rest of your application.

Proctor Contract (Do not include if applying to take the CFEI exam at NAFI training program):

- The proctor must read the rules regarding exam administration.
- The proctor should print his or her name.
- The proctor should sign the Proctor Contract.
- Submit this form with the rest of your application.

### **Approved Proctors**

Designated proctors for the Certified Fire and Explosion Investigator (CFEI) certification exam 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.

### **Instructions for attaching additional information**

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

### **Documentation – Required submissions**

The ICB requires sufficient documentation for credits claimed on the CFEI application for various sections. If an individual is unsure what type of documentation is sufficient please contact the NAFI office. Applications without appropriate documentation will be denied.

Sections 2A and 2B Formal Education – Copies of diplomas or transcripts showing degree earned. The following information should be included on these documents: individuals name, college or university, degree title, and date earned.

Section 3 College/University Courses – Transcripts showing class title. Class descriptions may be included if desired in addition to transcripts.

Section 4 Seminar and In-service Training – Documentation must show attendance and hours. Documentation can be any combination of the following; Certificates of Attendance, attendance roster, syllabus, paid registration receipt, letter from instructor or organizing company.

Section 5 Licensing and Certifications – Certificates or letter from certification body showing certifications, date earned and expiration dates.

Section 6 Association Membership – Membership certificates, proof of good standing, membership cards, letter from membership body showing current membership.

Section 7 Committees & Association Leadership – Certificates or letter from organization responsible for the committee or leadership activities.

Section 8 Fire Investigation Experience - No documentation is required to be submitted with your application.

Section 9 Courtroom Experience – Testimony list that includes case name, location and date of testimony.

Section 10 Awards & Commendations – Certificates or letters.

Section 11 Publications & Research – Full copies of books, articles and research are not needed. Please provide a list of title, author(s), and publication information (source, date, etc).

All attached documentation should be included after Section 13 of the CFEI application and labeled as to which section the documentation corresponds. Applications without sufficient documentation or documentation that is unorganized or not labeled will be denied.

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

Applicant's NAFI Membership Number: \_\_\_\_\_

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

Executive Secretary - International Certification Board  
National Association of Fire Investigators, International  
4900 Manatee Ave. West, Suite 104  
Bradenton, Florida 34209

**\*Email and fax applications cannot be accepted.**

**\*Please do not bind applications. Paper or binder clips are acceptable, no book, spiral or other binding.**

Completed Application Materials Checklist.  
Page 13 (this page) of this packet.

Completed Payment Authorization Form.  
Page 14 of this packet.

Completed Credit Summary Worksheet.  
Page 15 of this packet.

Completed and signed CFEI Application.  
Pages 16-24 of this packet.

Completed Proctor Designation Form.^  
Page 25 of this packet.

Completed and signed Proctor Contract.^  
Page 26 of this packet.

Copies of additional sheets of information (where applicable).

Copies of Supporting Documents - ***NOW REQUIRED***

^Not required if taking CFEI exam at a NAFI Training Program

Applicant Name:

NAFI Number:

**CFEI Application Fee  
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 941-242-2323 prior to submitting your application.

**NAFI Training Program**

I am applying to take the CFEI Examination at a NAFI sponsored training program. I am a member in good standing of NAFI. 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 Training Program:

\_\_\_\_\_ Location  
\_\_\_\_\_ Dates

**Proctored Exam**

I am applying to take the CFEI Examination with a proctor. I am submitting \$125.00 US in application fees.

**Pre-registered Group Testing Sessions**

I am applying to take the CFEI Examination at pre-registered group testing session. Completed applications and payment should be submitted directly to the organizing body of the testing session and should NOT be sent to the NAFI office. Applications will be submitted to NAFI as a group. For additional information visit <https://www.nafi.org/learn/group/>

**Payment Information for Proctored and Group  
Testing Sessions**

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.

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

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

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

<b>Section Number and Title</b>	<b>Credits from application</b>	<b>Claimed Credits</b> Not to exceed the max. credits per section
<b>1a. Total Employment Experience Credits:</b> <i>Min. of 15 Credits – Max. of 50 Credits</i>		
<b>2a. Total Formal Education Credits:</b> <i>Min. of 10 Credits – Max. of 50 Credits</i>		
<b>3. Total College/University Courses Credits:</b> <i>Max. of 27 Credits</i>		
<b>4. Total Seminar and In-Service Training Credits:</b> <i>Min. of 10 Credits - Max. of 25 Credits</i>		
<b>5. Total Licensing and Certifications Credits:</b> <i>Max. of 5 Credits</i>		
<b>6. Total Association Membership Credits:</b> <i>Max. of 10 Credits</i>		
<b>7. Total Committees &amp; Association Leadership Credits:</b> <i>Max. of 10 Credits</i>		
<b>8. Total Fire Investigation Experience Credits:</b> <i>Min. based on formal education - Max of 75 Credits</i>		
<b>9. Total Courtroom Experience Credits:</b> <i>Max. of 25 Credits</i>		
<b>10. Total Awards &amp; Commendations Credits:</b> <i>Max. of 10 Credits</i>		
<b>11. Total Publications &amp; Research Credits:</b> <i>Max. of 20 Credits</i>		
<b>Total credits claimed for this application</b>		
<b>Documentation Attached for credits claimed: See Page 23 for detailed instructions.</b>		

- ✓ **If you do not meet the Absolute Minimum credits in Sections 1a, 2a, 4 and 8 your application will automatically be denied.**
- ✓ **A total of 150 credits are necessary to be approved by the International Certification Board to sit for the CFEI exam.**
- ✓ **Applicants in the range of 120-149 credits may still qualify for a provisional CFEI (CFEI-p). See page 6 for additional information.**
- ✓ **All credit totals will be evaluated for accuracy, credits exceeding section maximums will not be included in application credit totals.**
- ✓ **Incomplete application will automatically be returned without evaluation.**

<b>For office use only – Action of the International Certification Board</b>	
Application Received _____	Application Fee Received _____
Application Approval _____	Application Not Approved _____
Provisional Approval _____	
Proctor Name _____	Training Program _____
Test Sent _____	Test Returned _____
Test Graded By _____	Pass / Fail _____
NAFI Number _____	CFEI Date _____

## Certified Fire and Explosion Investigator Application

Application must be completed in full. Incomplete applications will be returned and NO refunds will be issued.

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

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

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**

### 1a. Employment Experience

Full-Time Fire Investigator	10 Credits Per Year	_____
Part-Time Fire Investigator	8 Credits Per Year	_____
Direct Supervision of Fire Investigators Including attorneys, adjusters	8 Credits Per Year	_____
Fire Protection Engineers	6 Credits Per Year	_____
Manufacturers / Designers	6 Credits Per Year	_____
Misc. Fire Related Employment Including Firefighter, Fire or Police Officers, Evidence Technicians, Military	6 Credits Per Year	_____

**Total Employment Experience Credits:** \_\_\_\_\_  
***Min. of 15 Credits – Max. of 50 Credits***



**1b. Employment Experience Details** - Please list your employment experience to correspond with the Credits claimed in section 1a.

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

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Description of Duties \_\_\_\_\_

Employment Dates \_\_\_\_\_ Total Years \_\_\_\_\_ Credits Claimed \_\_\_\_\_

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

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Description of Duties \_\_\_\_\_

Employment Dates \_\_\_\_\_ Total Years \_\_\_\_\_ Credits Claimed \_\_\_\_\_

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

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Description of Duties \_\_\_\_\_

Employment Dates \_\_\_\_\_ Total Years \_\_\_\_\_ Credits Claimed \_\_\_\_\_

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

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Description of Duties \_\_\_\_\_

Employment Dates \_\_\_\_\_ Total Years \_\_\_\_\_ Credits Claimed \_\_\_\_\_

Attach additional sheets as needed.

## 2a. Formal Education

**Credits awarded once for highest achievement.** Degrees in Fire Sciences, Engineering, Engineering Technology, Law Enforcement and the Physical Sciences shall be considered to be Fire Related. Only list Degrees or Certificates that you have fully completed.

**(Select only 1 - highest level achieved)**

High School Graduate, G.E.D. Certificate or Equivalent	10 Credits	_____
Associate Degree in non-fire field	12 Credits	_____
Associate Degree in fire related field	20 Credits	_____
Bachelors Degree in non-fire field	20 Credits	_____
Bachelors Degree in fire related field	30 Credits	_____
Masters Degree in non-fire field	25 Credits	_____
Masters Degree in fire related field	40 Credits	_____
L.L.B. or J.D.	45 Credits	_____
Doctoral Degree in non-fire field	40 Credits	_____
Doctoral Degree in fire related field	50 Credits	_____

**Total Formal Education Credits:** \_\_\_\_\_  
***Min. of 10 Credits – Max. of 50 Credits***

**2b. Formal Education Details** - Please list your Formal Education Details to correspond with the Credits claimed in section 2a.

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

Degree Title \_\_\_\_\_

Graduation Date \_\_\_\_\_

**3. College, University Courses** – List any miscellaneous fire related courses you have taken without earning a degree. Only courses where you received a passing grade should be counted. Courses used to receive a degree (section 2b) may not be claimed here.

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

Course Name(s) _____	3 Credit per course	_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

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

Course Name(s) _____	3 Credit per course	_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

Attach additional sheets as needed.

**Total College University Courses Credits:** \_\_\_\_\_  
**Max. of 27 Credits**

**4. Seminar and In-Service Training** – List any training received.

NAFI/IAFI Training Program	2 Credits per hour
NAFI Co-sponsored Training Programs or tested training programs	1 Credit per hour
All other non-tested training programs	1/2 Credit per hour

Training Title \_\_\_\_\_ Credits \_\_\_\_\_

Training Sponsor (Organization) \_\_\_\_\_

Dates \_\_\_\_\_

Training Title \_\_\_\_\_ Credits \_\_\_\_\_

Training Sponsor (Organization) \_\_\_\_\_

Dates \_\_\_\_\_

Training Title \_\_\_\_\_ Credits \_\_\_\_\_

Training Sponsor (Organization) \_\_\_\_\_

Dates \_\_\_\_\_

Training Title \_\_\_\_\_ Credits \_\_\_\_\_

Training Sponsor (Organization) \_\_\_\_\_

Dates \_\_\_\_\_

Training Title \_\_\_\_\_ Credits \_\_\_\_\_

Training Sponsor (Organization) \_\_\_\_\_

Dates \_\_\_\_\_

Training Title \_\_\_\_\_ Credits \_\_\_\_\_

Training Sponsor (Organization) \_\_\_\_\_

Dates \_\_\_\_\_

Training Title \_\_\_\_\_ Credits \_\_\_\_\_

Training Sponsor (Organization) \_\_\_\_\_

Dates \_\_\_\_\_

Attach additional sheets as needed.

**Total Seminar and In-Service Training Credits:** \_\_\_\_\_  
**Min. of 10 Credits - Max. of 25 Credits**

**5. Licensing and Certifications - must be current and valid at time of application**

IAAI - CFI	5 Credits	_____
Private Investigator	4 Credits	_____
PE and Engineering Licensing	4 Credits	_____
IAAI – FIT	3 Credits	_____
Other Certifications		
_____	1 Credit each	_____
_____	1 Credit each	_____
_____	1 Credit each	_____
_____	1 Credit each	_____
_____	1 Credit each	_____

**Total Licensing and Certifications Credits:** \_\_\_\_\_  
*Max. of 5 Credits*

**6. Association Membership** – Only list current, active memberships.

National Association of Fire Investigators, International	3 Credits each	_____
_____	2 Credits each	_____
_____	2 Credits each	_____
_____	2 Credits each	_____
_____	2 Credits each	_____

**Total Association Membership Credits:** \_\_\_\_\_  
*Max. of 10 Credits*

**7. Industry Committees & Association Leadership** – List your participation on industry committees and any leadership positions you hold in industry organizations.

_____	2 Credits each	_____
_____	2 Credits each	_____
_____	2 Credits each	_____
_____	2 Credits each	_____
_____	2 Credits each	_____

**Total Committees & Association Leadership Credits:** \_\_\_\_\_  
*Max. of 10 Credits*

**8. Fire/Explosion Investigation Experience** - You do not need to be the lead investigator, but you must play a significant role in the Fire/Explosion Investigation to claim it here. If you do not meet the Absolute Minimums you will NOT be approved to sit for the exam. Absolute minimums in this section correspond to your educational experience.

Total # of Fires Investigated	1 Credit each	_____
Total # of Explosions Investigated	1 Credit each	_____

**Total Fire Investigation Experience Credits:** \_\_\_\_\_

**ABSOLUTE MINIMUMS** (corresponds to your educational experience)– **Max. of 75**

- Min. of 30 Credits with **No Formal Educational Experience**
- Min. of 25 Credits with **Associates in Fire Related Field**
- Min. of 25 Credits with **Bachelors in Non- Fire Related Field**
- Min. of 20 Credits with **5 years of Fire Service**
- Min. of 20 Credits with **Masters in Non- Fire Related Field**
- Min. of 20 Credits with **Doctoral in Non-Fire Related Field**
- Min. of 15 Credits with **Bachelors in Fire Related Field**
- Min. of 15 Credits with **10 plus years in the Fire Service**
- Min. of 15 Credits with **Masters in Fire Related Field**
- Min. of 15 Credits with **Doctoral in Fire Related Field**

**9. Courtroom Experience** – Only list Fire/Explosion Investigation related testimony.

Depositions	5 Credits each	_____
Trial Testimony	5 Credits each	_____
Other Testimonies	2 Credits each	_____

**Total Courtroom Experience Credits:** \_\_\_\_\_  
*Max. of 25 Credits*

**10. Awards & Commendations**

_____	2 Credits each	_____
_____	2 Credits each	_____
_____	2 Credits each	_____
_____	2 Credits each	_____
_____	2 Credits each	_____

**Total Awards & Commendations Credits:** \_\_\_\_\_  
*Max. of 10 Credits*

## 11. Publications & Research

Books 10 Credits each \_\_\_\_\_

Paper/Articles 3 Credits each \_\_\_\_\_

Research Papers 3 Credits each \_\_\_\_\_

**Total Publications & Research Credits:**  
***Max. of 20 Credits*** \_\_\_\_\_

## 12. Professional References – You must list three (3) references.

1. Name \_\_\_\_\_ Company Name \_\_\_\_\_

Address \_\_\_\_\_

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

2. Name \_\_\_\_\_ Company Name \_\_\_\_\_

Address \_\_\_\_\_

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

3. Name \_\_\_\_\_ Company Name \_\_\_\_\_

Address \_\_\_\_\_

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

### **13. Documentation - Required submissions**

Documentation should be attached after this section. Make sure that the attached documents are clearly marked as to which sections it corresponds with. Failure to do so may cause the application to be denied.

- Sections 2A and 2B Formal Education – Copies of diplomas or transcripts showing degree earned. The following information should be included on these documents: individuals name, college or university, degree title, and date earned.
- Section 3 College/University Courses – Transcripts showing class title. Class descriptions may be included if desired in addition to transcripts.
- Section 4 Seminar and In-service Training – Documentation must show attendance and hours. Documentation can be any combination of the following; Certificates of Attendance, attendance roster, syllabus, paid registration receipt, letter from instructor or organizing company.
- Section 5 Licensing and Certifications – Certificates or letter from certification body showing certifications, date earned and expiration dates.
- Section 6 Association Membership – Membership certificates, proof of good standing, membership cards, letter from membership body showing current membership.
- Section 7 Committees & Association Leadership – Certificates or letter from organization responsible for the committee or leadership activities.
- Section 9 Courtroom Experience – Testimony list that includes case name, location and date of testimony.
- Section 10 Awards & Commendations – Certificates or letters.
- Section 11 Publications & Research – Full copies of books, articles and research are not needed. Please provide a list of title, author(s), and publication information (source, date, etc).



## 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 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 Certified Fire and Explosion Investigator Certification.
2. The application fee is non-refundable because it covers the cost of application processing, examination, 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. Certified Fire and Explosion Investigator Certification is based upon the results of the examination and evaluation of my professional qualifications by the International 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 14 days of receipt by the approved, designated proctor and within 3 days of the actual exam 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 that knowingly providing misleading or false information on my CFEI application will lead to the immediate revocation of my CFEI and that I will be barred from reapplying for or obtaining certification for life.
9. 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.
10. 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.
11. I understand that recertification is required to maintain a valid CFEI certification.
12. 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

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 \_\_\_\_\_



# 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 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 \_\_\_\_\_