

# Fire/Arson Investigator RECERTIFICATION APPLICATION



NC Department of Insurance  
Office of State Fire Marshal  
NC Fire and Rescue Commission

Wayne Goodwin, Insurance Commissioner and State Fire Marshal

## **FIRE INVESTIGATOR RECERTIFICATION MANUAL**

In a continued effort to reduce the fire loss in the State of North Carolina, the State Legislature established GS 58-278.31.14b, which required the State Fire and Rescue Commission to establish voluntary minimum professional qualifications for all levels of fire and rescue service personnel. It is the intent of this manual to set forth requirements pertaining to Fire Investigator Recertification. The following guide was established to assist personnel in making application to the Fire Investigator Review Board to be approved for recertification.

-North Carolina Fire and Rescue Commission

## **FIRE ARSON INVESTIGATOR RECERTIFICATION APPLICATION**

Candidates for recertification are required to present 40 points, complete the attached application form and include with it a copy of supporting documentation. Additional information may be required by the Review Board. Please retain a copy for your records as the application packet will not be returned to you.

The type of training accepted for recertification must be that expected of a Certified Fire Arson Investigator. Examples of agency training meeting those guidelines are:

NC Department of Justice (SBI - NC Justice Academy)  
IAAI or one of its recognized chapters  
Alcohol, Tobacco and Firearms (ATF)  
Federal Law Enforcement Training Center (Georgia)  
National Fire Academy  
Federal Bureau of Investigation  
Equivalent training meeting NFPA 1031 Fire Investigations standards taught by appropriate individuals or recognized experts as approved by the Board.

**The recertification form must be submitted by the date indicated on the attached letter.** Failure to submit by the posted date could result in forfeiture of certification.

Mail application to:  
NC Fire and Rescue Commission  
Fire Investigator Review Board  
1202 Mail Service Center  
Raleigh, NC 27699-1202

**Note: Points applied for recertification must have been obtained in the last five years, or since your original certification.**

**Recertification Application  
Fire/Arson Investigator**

(Please type or print in blue or black ink)

Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Last 4 Digits of Social Security #: \_\_\_\_\_ DL #: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Work): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Current Employer \_\_\_\_\_

Job Title \_\_\_\_\_ Phone \_\_\_\_\_

Prior Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Years \_\_\_\_\_

***Please attach a copy of your resume and job description along with a letter from your supervisor outlining your duties.***

The information supplied on the following pages and submitted for credit must have been achieved in the last five years, since your original certification date. Credit cannot be given for items achieved before your original certification.

For example, if you received a bachelor's degree prior to your original certification, you cannot credit that toward recertification. However, if you have achieved it since your original certification, or in the last five years, you may take credit for it.

The same rules apply for experience, i.e., you may only take credit for experience, classes taken, etc., that have occurred within the last five years.

Training, whether tested, non-tested or internet based for training hour credit must be of a level expected for a certified Fire Arson Investigator. For example, a class on introduction to fire investigation taught through a local fire department for fire personnel would be considered below the level expected of a fire investigator. Classes on clandestine drug labs, advanced investigation techniques, etc. are the type of courses expected for recertification. The board will not credit classes if they fall below the training level a certified investigator is expected to maintain.

*Documentation applicable to this section must be attached to this page.*

**I. Level of Education Achieved**

Check only one of the following ten levels of education. Fields considered to be related to Fire Investigation are Engineering, Physical Sciences, Police Science and Criminal Justice. Fields not considered to be related are Education, Liberal Arts, etc. **Credit can only be taken for educational levels achieved in the last five years since your original certification date.**

- High School graduate, GED certificate or equivalent..... 10 points
- Associate Degree in field unrelated to fire investigation ..... 12 points
- Associate Degree in field related to fire investigation ..... 20 points
- Bachelors Degree in field unrelated to fire investigation ..... 20 points
- Bachelors Degree in field related to fire investigation ..... 30 points
- Masters Degree in field unrelated to fire investigation ..... 25 points
- Masters Degree in field related to fire investigation ..... 40 points
- Doctoral Degree in field unrelated to fire investigation ..... 30 points
- L.L.B. or J.D..... 45 points
- Doctoral Degree in field related to fire investigation ..... 50 points

**Total Education Points Claimed:** ..... \_\_\_\_\_

*Documentation applicable to this section must be attached to this page.*

## II. Professional Certifications

Check one category below for which you have completed the requirements for certification. The Review Board reserves the right to disallow any prior certification if it does not meet the accepted standards in that field. Firefighter Certification must be with the NC Fire & Rescue Commission or equivalent. **Credit may only be taken for certification levels achieved since your original certification date as a Fire Arson Investigator, or within the last five years.**

- Firefighter I Certification from accredited program ..... 10 points  
Certifying agency and date \_\_\_\_\_
- Firefighter II Certification from accredited program..... 20 points  
Certifying agency and date \_\_\_\_\_
- Basic Law Enforcement Officer training ..... 10 points  
Certifying agency and date \_\_\_\_\_
- Intermediate Law Enforcement Officer certification ..... 15 points  
Certifying agency and date \_\_\_\_\_
- Advanced Law Enforcement Officer certification ..... 20 points  
Certifying agency and date \_\_\_\_\_

**Total Certification Points Claimed:**..... \_\_\_\_\_

*Documentation applicable to this section must be attached to this page.*

### III. Training Record

Training credits are broken down into three categories: tested, non-tested and internet based. The Review Board reserves the right to disallow any submitted training if it does not meet accepted guidelines. No credit can be taken in this section for courses taken during a degree program in which you received the degree. Credit can only be taken for classes taken since your last certification, or within the last five years. Training credits or classes must be of a level above Basic Fire Investigator. The Board will not credit classes taken below the level of **Basic Fire Investigator**.

**Tested courses related to fire investigation**

*A passing grade is required. Attach additional pages if necessary.*

Title	Sponsor	Dates	Hours

**Total Hours of Tested Instruction:** \_\_\_\_\_ **x .50 points =** \_\_\_\_\_  
*Documentation applicable to this section must be attached to this page.*

**Non-tested courses related to fire investigation**

*Attach additional pages if necessary.*

Title	Sponsor	Dates	Hours

**Total Hours of Non-tested Instruction:** \_\_\_\_\_ x .25 points = \_\_\_\_\_  
*Documentation applicable to this section must be attached to this page.*



**INTERNET BASED INSTRUCTION RELATED TO FIRE INVESTIGATION**

<b>TITLE</b>	<b>SPONSOR</b>	<b>DATES</b>	<b>HOURS</b>

*(attach additional page, if necessary)*

**TOTAL HOURS OF INTERNET BASED INSTRUCTION:** \_\_\_\_\_ x .10 POINTS = \_\_\_\_\_ **(5 Points Maximum)**

*Documentation applicable to this section must be attached to this page.*

#### IV. Professional Experience

List the total number of years experience for each category achieved since your last certification date as a Fire Arson Investigator. **No one year of experience can be carried over into more than one category.** Complete the shown multiplication process to determine points for each category and calculate the total in the space provided to the right. Credit for full-time fire investigation experience requires that fire investigation be a primary function in your job description. Investigations performed as a line officer, patrolman or adjuster cannot be claimed. Credit for supervision experience requires that you must have directly supervised the activities of the fire investigators assigned to your department. A department head cannot claim the supervision experience unless the fire investigators within that department report directly to the department head. A complete job description and a letter of certification from a supervisor, or equivalent documentation, must be submitted with the application.

			<b>Points</b>	<b>Dates</b>
_____	years of full-time Fire Investigation public and/or private	x 10 points per year	= _____	_____
_____	years of part-time Fire Investigation	x 5 points per year	= _____	_____
_____	years of non-fire Criminal Investigation	x 4 points per year	= _____	_____
_____	years of supervision of full-time Fire Investigators (requires two or more full-time Fire Investigators under your supervision)	x 5 points per year	= _____	_____
_____	years of supervision of part-time Fire Investigators	x 2 points per year	= _____	_____
_____	years as Firefighter/Patrolman	x .5 points per year	= _____	_____
_____	years as Fire Lieutenant/Police Sgt. or above	x 1 point per year	= _____	_____
_____	years as Evidence/Crime Scene Technician	x 2 points per year	= _____	_____
_____	years as non-fire Private Investigator	x 2 points per year	= _____	_____
_____	years as Fire Insurance Adjustor	x 1 point per year	= _____	_____
_____	years as SIU/Fire Insurance Investigator	x 2 points per year	= _____	_____

**Total Experience Points Claimed:** \_\_\_\_\_

*Documentation applicable to this section must be attached to this page.*

**Expert Witness Testimony**

(Since your last Certification date)

**Documentation applicable to this section must be attached to this page.**

Defendant	Location	Charge	Docket #	Date

**Total Appearances for Expert Testimony: \_\_\_\_\_ x 4 points = \_\_\_\_\_**

*Documentation applicable to this section must be attached to this page.*

**Actual Fire Scene Participation**

As a certified Fire Investigator you are required to participate in a minimum of two fire scenes each year. Each fire scene participation is worth 1 point.

**A letter from your supervisor must be attached to this sheet to verify your attendance.**

Victim	Location	Date	= 1 Point

**Total Fire Scene Participation:** \_\_\_\_\_ **x 1 Point =** \_\_\_\_\_

*Documentation applicable to this section must be attached to this page.*

**POINT TOTAL from Individual Sections**

**I. Education**

Level of Education \_\_\_\_\_

Professional Certifications \_\_\_\_\_

**Total Education Points** \_\_\_\_\_

**II. Training**

Tested Instruction \_\_\_\_\_

Non-tested Instruction \_\_\_\_\_

Internet-based Instruction (5 points maximum) \_\_\_\_\_

**\* Total Training Points  
(10 pt. minimum required)** \_\_\_\_\_

**III. Experience**

Professional Experience \_\_\_\_\_

Expert Testimony \_\_\_\_\_

Actual Fire Scene Participation (10 Point  
Minimum required) \_\_\_\_\_

**Total Experience Points** \_\_\_\_\_

**Total Points Accumulated in Recertification  
Process:** \_\_\_\_\_

I certify that all information contained in this application, including attachments, is accurate and truthful to the best of my knowledge and I am aware that any false entry and/or statement will be considered sufficient cause for revocation of my certification at any time. I acknowledge that my certification can be revoked at any time by the Arson Review Board upon establishment of just cause. I agree to accept the decision of the Arson Review Board as to my eligibility for certification. I authorize any member of the Arson Review Board to certify the information provided on this application. I also release all parties from any liability arising from this application and the subsequent certification process.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name