



## Request for Training Guide

In order to provide quality training throughout the State of North Carolina in the field of fire investigation, the **North Carolina Chapter of the International Association of Arson Investigators**, hereinafter known as the **NCIAAI**, hereby adopts the following responsibilities and expectations for delivery of **NCIAAI** sponsored courses.

The **NCIAAI** will provide training in the field of fire investigation, at both the basic and advanced levels, to or for any agency in the State of North Carolina that has an interest and/or mission statement which is related to the field of fire investigation. Any agency which has the desire to receive this training and is willing to co-sponsor the training, should complete the attached **Application for Training** and forward it to the Chairman of the **NCIAAI** Training and Education Committee who can be reached at the numbers and/or e-mail address listed on the **NCIAAI** web site at [www.nciaai.com](http://www.nciaai.com).

The number, type and duration of training courses provided by and/or co-sponsored by the **NCIAAI** will be limited to the availability of quality instructors and the potential of conflict with training events produced and/or sponsored exclusively by the **NCIAAI**. The **NCIAAI** reserves the right to set minimum training and experience requirements for participants of any advanced training requested.

It is suggested that the Requesting Agency/Co-Sponsor contact the local community college and request assistance with this training. The local community college may be able to provide classrooms, audio/visual equipment, and financial aid for expenses incurred in providing the training. The students will receive Continuing Education Credits for the courses taken. This may allow the **NCIAAI** and the Requesting Agency/Co-Sponsor to provide the training at no cost to the students other than meals and lodging for those out of town students.

### **Requesting Agency/Co-Sponsor Responsibilities/Expectations:**

1. The Requesting Agency/Co-Sponsor will provide a point of contact who will be responsible for obtaining the local assets needed to provide the training and liaison with appropriate **NCIAAI** personnel in arranging the training. Additionally, the Requesting Agency/Co-Sponsor will provide a point of contact to be present at the training site during each day of instruction to assist in dealing with any issues or problems that surface during the training. This point of contact can be a student attending the training from the Requesting Agency/Co-Sponsor or several individuals assigned for periods of time convenient for the Requesting Agency/Co-Sponsor. If a student is used as the point of contact during the training and there is a live burn to be conducted during the training, a second point of contact for the live burn will be needed. If a local community college is involved the Requesting Agency/Co-Sponsor

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### **Requesting Agency/Co-Sponsor Responsibilities/Expectations—cont.:**

will provide the name(s) and contact information for local community college personnel who will serve as points of contact for issues involving the local community college assistance.

2. The Requesting Agency/Co-Sponsor will provide a classroom with a capacity of thirty five (35) students or more. The classroom should be equipped with a computer system, audio/visual equipment such as a VCR and monitor, projector for Power Point presentations (to include a spare bulb), slide projector and screen, overhead projector and if necessary a speaker system. If a local community college is involved, it may be able to provide all of the above. The type of equipment needed will be specified by the **NCIAAI** liaison for the training.
3. The Requesting Agency/Co-Sponsor will jointly share the instructors' expenses and any other expenses in providing the requested training. If a local community college is involved, it may provide funding for the training that will cover all training expenses. All money paid to the requesting Agency/Co-Sponsor and/or the **NCIAAI** by the local community college in excess of the expenses will be donated to the **NCIAAI** for use in other training activities.
4. The Requesting Agency/Co-Sponsor should attempt to provide a structure(s) suitable for a live training exercise(s) to be used in conjunction with the training course presented. This is not a mandatory requirement; however, the hands on application of the techniques learned during the classroom training is invaluable in the learning and retention process. If a structure(s) is available for burning, it will be the responsibility of the Requesting Agency/Co-Sponsor to obtain all proper permit(s) for the live burn in order that no ordinances or state laws be violated. The Requesting Agency/Co-Sponsor will provide a Live Burn Instructor if the **NCIAAI** does not have one available. The Requesting Agency/Co-Sponsor will arrange to have the proper fire fighting personnel and equipment present at the live burn on the day of the burn, as well as, coordinate the live burn with the fire fighting agency. The Requesting Agency/Co-Sponsor will obtain furniture and other items needed for the live burn. The **NCIAAI** liaison for this training will advise what type of furniture and other items are needed. The furniture and other items may be obtained through agencies such as Goodwill or the Salvation Army or if necessary purchased. The Requesting Agency/Co-Sponsor will provide a diagram and exterior and interior photographs of the structure(s) to be burned. The diagram and photographs will be used to determine the suitability of the structure(s) for the training exercise(s).

### **NCIAAI Responsibilities:**

1. The **NCIAAI** through the Training and Education Committee will provide a point of contact who will liaison with the Requesting Agency/Co-Sponsor to arrange the requested training. Additionally, a liaison(s) will be present at the training site during each day of training to assist with any issues that occur during the training. This liaison can be an instructor or any other appropriate person(s) designated by the Chairman of the Training and Education

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NCIAAI Responsibilities—cont.:**

Committee or his/her designee. If a live burn is to occur during the training, a second liaison will be designated as noted above to coordinate and be present at the burn.

2. The **NCIAAI** will provide and approve all instructors. The instructors will be certified by appropriate agencies or have an acknowledged expertise in the topic(s) to be taught by the instructor. The instructors will be drawn from an approved list maintained by the Chairman of the Training and Education Committee or his/her designee. Every effort will be made to limit the expenses of the instructor by obtaining the closest available and qualified instructor. The curriculum will adequately fill the time allotted for the training.
3. The instructors will use approved lesson plans and audio/visual aids provided either by the instructors, community college and/or the **NCIAAI**. The instructors will be professionally attired in at a minimum of “business casual”. “Business casual” for male instructors is defined as a collared shirt and casual pants. “Business casual” for female instructors is defined as a collared shirt/blouse and casual slacks or skirt. T-shirts, shorts and jeans are specifically deemed inappropriate attire while instructing for the **NCIAAI**. If the instructor is involved in the live burn exercise on the same day that he/she is instructing then appropriate fire scene clothing will be acceptable during any classroom training on that day.
4. The **NCIAAI** will advertise the class through all available means. The Requesting Agency/Co-Sponsor has the option of advertising or not. The **NCIAAI** will advertise utilizing the following mediums: **NCIAAI** web site, **NCIAAI** YahooGroups mail list, **NCIAAI** newsletter, IAAI YahooGroups mail list, IAAI web site and local news media if desired.
5. All **NCIAAI** instructors and/or facilitators will be required to lodge at the designated “host” hotel if **NCIAAI** training funds are being used during this training session. If other lodging is used by an instructor and/or facilitators, any additional cost will be the responsibility of that instructor/facilitator. Any exceptions to this policy can be authorized by the Chairman or his/her designee.