

**ARIZONA CHAPTER
INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS, INC.**

**EDUCATION COMMITTEE
STANDARD OPERATING PROCEDURES (SOP)**

REVISED DECEMBER 2010

1. The Education Committee (the “Committee”) is a standing committee comprised of a number of persons as determined by the Board of Directors. Committee members are appointed by the President of the Chapter with recommendations from the Committee Chairperson and approval of the Board of Directors. To ensure the efficient delivery of the Fire/Arson I-IV series the Chairperson shall serve a term that coincides with the delivery of a full series. The Chairperson can succeed him/herself.
2. The Committee shall facilitate delivery of all seminars that are financed or sponsored by the Chapter to include: curriculum, instructors, review and approval of instructor lesson plans, budget, and location. The date of such seminars and schools should be set far enough in advance to ensure all logistics can be completed prior to the class. The committee shall recommend to the Board a fee structure for each seminar. Registration fee details shall be posted in a manner determined by the Board, so that all prospective students have advanced notice. Nothing in this section shall be construed to prohibit co-sponsorship of seminars that are organized and facilitated by others.
3. The class Coordinators shall be chosen by the Education Committee and shall be responsible for keeping the Chairperson apprised of the following seminar tasks:
 - a. Ensure that expenses do not exceed established budget for the seminar
 - b. Obtain approval from the Board of any spending in excess of the established budget
 - c. Confirm in writing with each instructor the expenses, if any, that the Chapter will pay for, such as transportation, meals, lodging, and speaking fees.
 - i. All expenses reimbursed as part of the contract will require receipts to be submitted, unless it is part of the set fee as determined by the contract.
 - d. Set a deadline to require each instructor to submit class materials and biographical information so that such materials can be prepared for distribution to students.
 - i. Instructors shall also be informed that they will be required to prepare handouts at their own expense if they fail to comply with the deadline.
 - e. Prepare a course test based upon the questions submitted by the instructors
 - f. Ensure that the Seminar has been approved for Arizona Peace Officer Standards and Training (AzPOST) credit, if applicable

- g. Schedule an AzPOST designated individual to be present at applicable seminars and maintain an AzPOST sign in sheet each day
 - h. Facilitate delivery and timely grading of the test
 - i. Issue Certificates of completion to all qualifying students after the conclusion of the seminar in a manner to be determined by the Board
 - j. Coordinate with the treasurer to prepare a profit/loss statement which shall be submitted to the Chairperson as soon as practical after the seminar
- 4. Any Chapter Member in an Instructor, Mentor or Facilitator role shall sign a facilitator agreement with the chapter prior to the class. The executed documents shall be kept with the seminar records
 - a. The facilitator agreement shall be a form as approved by the Board of Directors
 - b. The Chairperson shall bring any complaints or negative critiques of instructors or facilitators from students or other associated with the event to the Board
- 5. The Chairperson shall submit the profit/loss statement to the Board one week prior to the following Board meeting
- 6. The Chairperson shall prepare a proposed budget for all seminars contemplated for the next fiscal year and submit them to the Finance and Audit Committee no later than the annual budget meeting
- 7. The committee shall require all students desiring to take Fire/Arson II, III or IV to have successfully completed the preceding class before being accepted into the next level class. The Committee shall accept the successful completion of the National Fire Academy's two week Fire Arson Investigation class in lieu of Fire Arson I and II. Such students shall be authorized to enroll in Fire/ Arson III without being required to take Fire/Arson I and II.
- 8. Scholarships may be made available to students by the Board subject to the following process:
 - a. Applicants for scholarship must be members in good standing of the IAAI and/or the Arizona Chapter.
 - b. Scholarships shall be requested in writing on a form approved by the Board
 - c. Scholarship applications shall be due at least 30 days prior to each seminar
 - d. The Committee shall review and make recommendation on each scholarship application to the Board
 - e. The Board may grant scholarships to those individuals who meet the criteria as outlined by this SOP
 - f. Exceptions to the Scholarship process as outlined above will require Board approval
 - g. Scholarships shall be evaluated on the following criteria:
 - i. Demonstrate a need based upon financial hardship
 - ii. Benefit for the Chapter

- h. The Board shall notify any applicant as soon as possible if their scholarship is denied
 - i. All scholarship paperwork shall be kept with seminar financial records(given to the Treasurer)
- 9. Additional Chapter or other functions which occur at or during a seminar shall be coordinated with the Education Chairperson and the class coordinator.
- 10. Class Sponsorships: any monies donated to the chapter through the Education Committee shall be sent to the Board