

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

**EDUCATION COMMITTEE
STANDARD OPERATING GUIDELINES (SOG)**

REVISED MAY 2011

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 appointed by the President of the Chapter and approved by the Board. The Chapter President shall also appoint a Chairperson from the selected members of the Committee. To ensure efficient delivery of the Fire/Arson **I-IV** training series, the Chairperson shall serve a term that coincides with 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 for each seminar and shall recommend a discounted fee for all Chapter Members. The Committee may also recommend an early registration deadline after which an additional fee shall be imposed for all registrations made. Registration fee details shall be posted in a manner determined by the board of directors, 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 Coordinator is responsible for and shall keep the Chairperson apprised of the following seminar tasks:
 - (a) Ensure that expenses do not exceed the established budget for the seminar.
 - (b) Obtain approval from the Board of any spending in excess of the established seminar budgets.
 - (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 in the contract.
 - ii. The standard compensation for most Chapter members assisting with class presentations, student instruction and seminar set up are listed below,

however, the board may change these based upon individual circumstances:

- (a) Mileage – given at the current Federal Rate or rate as determined by the board
 - (1) This is from home destination to seminar and typically does not include travel between hotels and seminar locations or errands
 - (2) This is also not given to individuals who are not using their own personal vehicle without specific approval
- (b) Lodging – For people outside the county in which the seminar is being held.
- (c) Per Diem- This is based on the Federal Per Diem rates for the event location. It is not given for local individuals or for meals which are provided by the chapter or the seminar.
 - a. We do not give 75% for first and last day unless they are travel days which are completed by air. The first and last day are calculated based on the time of your leaving to attend the seminar and your return to your location if you travel by vehicle.
- (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 handout material 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 of directors.

- (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 Education Chairperson shall bring any complaints or negative critiques of instructors or facilitators from students or others associated with the event to the board of directors.
 - (c) The Chairperson shall submit the profit/loss statement to the Board one week prior to the following Board meeting.
 - (d) The Chairperson shall prepare proposed budgets 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.
 - (e) 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 class level. The Committee shall accept successful completion of the National Fire Academy's 2-week Fire and 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.
 - (f) Scholarships: 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. The Committee shall review and make recommendation on each scholarship application to the Board not less than 30 days prior to the relevant seminar. The Board may grant scholarships to those individuals who meet the criteria as outlined by this SOP in the order of which they apply until the number of scholarships as designated by the Board has been reached.
 - d. Exceptions to the scholarship process as outlined above will require the Board to approve the scholarship.

- e) Scholarships shall be evaluated on the following criteria
 - i) Demonstrate a need based upon financial hardship.\
 - ii) A benefit for the chapter.
 - f) The Board shall notify any applicant as soon as possible if their scholarship application is denied.
 - g) All scholarship paperwork shall be kept with the seminar financial records. (Given to the Chapter treasurer.)
- 5. Additional Chapter or Other Functions at scheduled Seminars: All functions which occur at or during a seminar shall be coordinated with the Education Chairperson and the class coordinator
- 6. Class sponsorships – Any monies donated to the Chapter through the Education Committee shall be sent to the Board.
- 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 class level. The Committee shall accept successful completion of the National Fire Academy's 2-week Fire and 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. Definitions:
 - a. Scholarship: An award given to a student by the board based off the scholarship criteria in number 9 which includes an application form. It shall have a separate code to track in CVENT for each seminar.
 - b. Waived Registration: Registration waiver given to an individual by the Education Committee. This shall only be used for individuals who are assisting with the specific seminar for which they are getting the waived registration. A list of waived registrations shall be given to the Board of Directors prior to the seminar. This registration type may also be used by the Board for other persons at their discretion. This shall have a separate discount code in CVENT so that it can be tracked.
 - c. Board Comp: This shall be associated with a discount code within the CVENT system for the Board Members to register for a seminar.
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 - b. Scholarships shall be requested ~~in~~ writing on a form approved by the Board.
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11. Class sponsorships – any monies donated to the Chapter through the Education Committee shall be sent to the Board.