

ARIZONA CHAPTER
INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS, INC.
CERTIFICATION COMMITTEE
STANDARD OPERATING PROCEDURES
(SOPS)

for

THE CERTIFIED FIRE INVESTIGATOR PROGRAM
REVISED 09/06/91

EXISTING ARIZONA CERTIFIED FIRE INVESTIGATORS

Cert #	Name	Exp date	Tested
28-001	Bill Martin	3/4/92	
28-002	David Smith	3/4/92	
28-003	Thomas J. Pugh	3/4/92	
28-004	Hugh Anderson	3/4/92	
28-005	Martin D. Jones	8/1/92	
28-006	Robert Downer	8/1/92	
28-007	William E. Floring	8/1/92	
28-008	Daniel P. Gable	8/1/92	
28-009	Jeffrey B. Corey	8/1/92	
28-010	Kevin G. Largent	8/1/92	
28-011	Lawrence W. Smith	8/1/92	
28-012	Noble H."Red" Heller	8/1/92	
28-013	Donald Pruett	10/15/92	
28-014	Charles S. Schroder	8/6/93	YES
28-015	Robert B. Dwyer	8/6/93	YES
28-016	Ray E. Wilson	8/6/93	YES
28-017	Eric Cooper	2/23/94	YES
28-018	Dallas Lane	2/23/94	YES
28-019	Joe Noce	10/1/95	YES

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CHAPTER 1

ADMINISTRATION

The CERTIFIED FIRE INVESTIGATOR PROGRAM is administered by the ARIZONA CHAPTER of the INTERNATIONAL ASSOCIATION of ARSON INVESTIGATORS.

The ARIZONA CHAPTER CERTIFICATION COMMITTEE hereinafter is referred to as the (ACCC).

The ACCC has the full and final authority to judge the level of qualifications of each candidate for Certification and Recertification.

The CERTIFICATION COMMITTEE CHAIRPERSON is responsible for the total operation of the CERTIFICATION PROGRAM.

An EXAMINATION MONITOR will administer each examination. The responsibilities of this position will be carried out by a currently CERTIFIED Member selected by the ACCC.

CERTIFICATION as a FIRE INVESTIGATOR by the ARIZONA CHAPTER does not determine who shall engage in the practice of the investigation of fires and/or explosions, nor does it substitute for any licensing or registration required by law.

The ACCC has no intention of determining who shall engage in the practice and profession of Fire Investigation. That a person is not Certified by the ACCC as a Fire Investigator does not indicate that he or she is unqualified to perform fire investigations, only that such person has not fulfilled the requirements for, or has not applied for Certification. That an individual is Certified as a Fire Investigator by the ACCC denotes only that such individual has, in the opinion of the ACCC according to its certification program, acquired the minimum skills, training and experience necessary to conduct a proper and adequate fire investigation and should therefore be considered a qualified fire investigator.

Membership in the INTERNATIONAL ASSOCIATION of ARSON INVESTIGATORS and/or the ARIZONA CHAPTER is NOT required for eligibility for Certification, Certification, or Recertification. Residency in the State of ARIZONA is also not required.

The name and/or logo of the INTERNATIONAL ASSOCIATION of ARSON INVESTIGATORS and the name and/or logo of the ARIZONA CHAPTER of the INTERNATIONAL ASSOCIATION of ARSON INVESTIGATORS may NOT be used in or on any printed advertising.

The official mailing address of the CERTIFIED FIRE INVESTIGATOR PROGRAM is:

CHAIRMAN DAVID SMITH
ARIZONA CHAPTER I.A.A.I.
CERTIFICATION COMMITTEE
7400 N ORACLE RD., SUITE 115
TUCSON, ARIZONA 85704

The ACCC SECRETARY is authorized to respond to any written request for confirmation of Certification, or lack thereof, and the expiration date of such certification for any individual and must answer such queries using the authorized format or form.

CHAPTER 2

CERTIFICATION COMMITTEE DESCRIPTION

The Certified Fire Investigator Program is administered by a Committee of (9) nine active members and one alternate member, all of whom are Certified Fire Investigators of the ARIZONA CHAPTER and members of the ARIZONA CHAPTER. The ARIZONA CHAPTER of the INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS is chartered as a not-for-profit organization in the State of Arizona.

Each committee member is appointed by the President of the ARIZONA CHAPTER to a three year term, with three appointments expiring each year. The alternate member appointment shall expire every third year. A member may be appointed more than once and can serve for an unlimited number of terms of appointment. However, that member can be appointed to only one term at a time.

The President also appoints a Chairperson and Co-chairperson of the ACCC. Appointments are to be made at the annual meeting of the ARIZONA CHAPTER.

The Chairperson and Co-chairperson of the ACCC appoint the members of the ACCC to the following positions:

- 1) Testing Sub-Committee - Which has the responsibility of developing and conducting all examinations.
- 2) Review Sub-Committee - Which has the responsibility for all application reviews and approvals.
- 3) Secretary/Treasurer of the ACCC.

All of the remaining administration of the ACCC and all the decisions of the ACCC shall be made by a majority vote of the

ACCC as a whole, or by a quorum of the Standing Committee Members if all members cannot be present.

All of the functions of the ACCC are conducted according to the Standard Operating Procedures contained in this manual and by "Roberts Rules of Order". These Standard Operating Procedures of the ACCC shall supersede all other previously adopted/revised Standard Operating Procedures of the ACCC.

The ACCC shall make recommendations to amend, change, or modify the ACCC Standard Operating Procedures to the ARIZONA CHAPTER BOARD of DIRECTORS. The ARIZONA CHAPTER BOARD of DIRECTORS has the authority to approve/disapprove the recommendations by the ACCC to amend, change, or modify the ACCC Standard Operating Procedures.

All actions by the ACCC Sub-Committees must be approved by the Chairperson and Co-chairperson of the ACCC.

A separate checking account shall be established for the ACCC. This account shall be self sufficient from the ARIZONA CHAPTER account.

The Chairperson of the ACCC shall (verbally or written) report on the activities of the Committee at the Board and General meetings of the Chapter. A financial report on the ACCC account shall also be given at these meetings.

CHAPTER 3

APPLICATION REQUIREMENTS

To verify your eligibility for all credits claimed, a legible copy of all awards, certificates, diplomas and college transcripts MUST be furnished with your application for each applicable item. YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THE PROPER DOCUMENTATION. The Certification Committee may require an applicant to supply additional documentation and/or a consumer report. Applications and supportive documentation will become a permanent part of your file and WILL NOT be returned to you.

EDUCATION The highest level of education achieved must be noted on the application. Points for education vary from 10 for a High School Graduate, G.E.D., or Certificate of Equivalence, to 50 points for a Doctoral Degree in a field related to Fire Investigation. A minimum of 10 points is required and a maximum of 50 points is allowed.

To be eligible for any education credit, a copy of the official school transcript awarding the diploma or degree MUST

be furnished with the application. This copy will be retained in the applicant's file and will not be returned to the applicant.

Fields related to Fire Investigation include Fire Science, Engineering, Physical Sciences, and Law Enforcement.

If the degree is in a field related to fire investigation and is not in Engineering, Physical Sciences, Fire Science, or Law Enforcement, the applicant should furnish additional information from a course catalog or syllabus showing the relationship to Fire Investigation for the course or degree received. All other education should be taken in the fields unrelated to Fire Investigation. The final decision for the eligibility of that course or degree for the higher credit value will be made by the ACCC.

Courses taken towards the completion of requirements for any degree claimed in the application MAY NOT be claimed in any other section. Courses taken after the degree was awarded or for a degree not claimed, MAY be used for additional point eligibility, if applicable, in other sections of the application.

To receive credit for recognition as a Certified Firefighter I, II, or III or other such programs meeting the requirements of NFPA 1031, Chapters 7 & 8, the applicant must furnish a copy of the document(s) awarding that status, for verification of the achievement. The details of the requirements of Certified Firefighter I, II, and III are found in the publications of the Division of Personnel Standards and Education of the Arizona State Fire Marshal's Office. Applications from other states and countries possessing similar professional recognition should furnish a copy of the requirements of that Certification in their jurisdiction. The copies of the requirements furnished will be retained in the applicant's fill and will not be returned to the applicant. The final decision as to the eligibility for credit rests with the ACCC.

****TRAINING**** Points are earned for specialized training that the individual has received. The points vary from 1/16 point per hour of seminar attendance, to 20 points for Certified Firefighter III. The remaining categories of Training are listed on the application. A minimum of 20 points is required and a maximum of 40 points is allowed.

Applicants **MUST** list on a separate sheet of paper, the locations, dates of attendance, hours of attendance per date, the topic and other information applicable for all conferences, programs, seminars, courses, and schools claimed for credit. This documentation is in addition to the requirement of copies of certificates, diplomas, or transcripts received for that same training as noted above. Without these forms of documentation, credit in this section

will not be allowed.

ADDITIONAL TRAINING - If credit is claimed for a tested program, seminar or college level course (not a college level course claimed in the education section), the applicant must furnish proof of receipt of a passing grade in the claimed course. This proof may be in the form of a copy of a transcript from the institution, diploma, or certificate stating that the student achieved a passing grade in an examination(s) on that subject(s) or an affidavit from the instructor or teacher who gave the examination stating that the applicant received a passing grade. All such documentation must be in a form that can be retained in the applicant's file and will not be returned to the applicant or any other furnishing party.

EXPERIENCE - Points earned for experience vary from 1/2 point per year for a firefighter or patrolman, to 15 points per year for direct, active supervision of 2 or more FULLTIME Fire Investigators. The application contains other levels of experience for which points can be made, where necessary, for eligibility for credit. The job description should be illustrative of the reasons why the applicant feels that they should receive the noted credits.

To claim credit for full time participation in any work experience, the applicant must have been engaged in that work as primary duty and must have spent a minimum of 1800 hours per year in the discharge of that duty. If the applicant spent less than 1800 hours per year performing the primary duty or performed other duties in addition to fire investigation and did not spend at least 1800 hours per year in fire investigations, then the applicant cannot qualify for credit under the full time heading, but may qualify for credit under the part time heading, if the applicant meets the requirements stated in those sections.

To substantiate the applicant's claim that their responsibility was in a full time category, an affidavit from the employer will be accepted by the ACCC as documentation. This affidavit must include the previously outlined requirements and must be in a form suitable for retention in the applicant's file. This documentation will not be returned to the applicant or any other furnishing party. If self employed, verification of 1800 hours of fire investigation work must be produced.

To receive credit for the direct active supervision of full time and/or part time fire investigators, the supervisor-applicant must be able to document that they spent

at least as many hours in the supervision of two or more such fire investigators, as is claimed by the average of the total number of hours per year claimed by all of the investigators supervised by the applicant.

BOOKS/ARTICLES/PAPERS AUTHORED - The title and publisher's name and address shall be furnished for all books authored. To receive credit for all articles or papers published, a copy of that article clearly showing the name of the publication, name and address of the publisher, and date of publication must be furnished. This copy will be retained in the applicant's file and will not be returned to the applicant.

COURSES AND LECTURES TAUGHT - For each course or lecture taught, the location, dates, topics, and length of each session in hours should be furnished on a separate sheet of paper. In addition, the identification of each session as tested or untested should be made. If the session was tested, suitable documentation such as a copy of the final grade roster of the class, a copy of the examination(s) given, or other similar support data should be furnished to allow for verification of the credit claimed. At the written option of the ACCC, a signed affidavit can be substituted for all or part of such documentation required.

ORGANIZATION MEMBER - To receive credit for this area, the applicant must furnish a list, on a separate sheet of paper, showing the names and addresses of all organizations claimed and the applicant's dates of membership. The credit is limited to one-half point per year, for every year of membership in one or more organizations.

TRIALS AND DEPOSITIONS - The location, date, case identification number, and any other pertinent information should be furnished on a separate sheet of paper for each trial or deposition claimed for credit where the applicant qualified as an "expert witness" and allowed to render an opinion as to the cause and origin of the fire.

Where a deposition is claimed, the name and address of the deposing law firm should be furnished to allow verification of credit claimed. The applicant shall indicate whether their testimony was presented in (1) a court of non-record, (i.e. police court, municipal court, etc.); (2) a court of record, having jurisdiction over crimes punishable by imprisonment; or, (3) any other tribunal, administrative or otherwise, having the power of subpoena.

NOTE: - Many jurisdictions, including Arizona, have adopted, in some form or another, the FEDERAL RULES of EVIDENCE. See

Article VII (opinions and expert testimony) of the ARIZONA RULES of EVIDENCE. Although any witness is basically allowed to testify as to their observations, a witness is generally not allowed to give an opinion on a matter (i.e. cause and origin of a fire) unless the court is satisfied that the witness possesses such training and experience as to enable them to render such an opinion. See Rule 702 (Testimony by Experts), ARIZONA RULES of EVIDENCE. It is therefore important to know whether or not a particular applicant has so been qualified (as an "expert") and in what particular proceedings.

GENERAL INFORMATION - All of the information furnished by any applicant is open to verification by the ACCC and the applicant may be requested by the ACCC to furnish additional documentation for some or all items.

All of the documentation furnished and the application submitted becomes and remains the property of the ACCC. Access to these documents is only available to ACCC members and to any applicant who forwards a written request to review their file. An applicant may only be allowed to see their own file. The review of the file must take place at the ACCC headquarters and the subject file cannot be removed from the ACCC headquarters without the written permission of the ACCC Chairperson. All other access to the information will be provided and divulged only by a duly authorized subpoena, Court order, grand jury request or subpoena, or by an administrative tribunal having the power of subpoena.

Applications are only available from the ACCC headquarters and copies of applications are not acceptable, unless authorized in writing by the ACCC Chairperson. Requests for applications must be in writing and addressed to the Chairperson of the ACCC.

Any references contacted by the ACCC shall be in writing and all inquiries and responses documented.

CHAPTER 4

METHOD OF CERTIFICATION

As of 12/31/86, the only method of Certification available is Certification by examination. applicants who have properly completed their applications, submitted within deadlines, who can document at least 100 points, and meet the minimums in each subject category may test for Certified Fire Investigator.

Certification as a Fire Investigator will be awarded for a period of (5) five years from the date of the satisfactorily

challenged examination, or review hearing.

All existing Certified Fire Investigators that were certified by review by the ACCC, MUST challenge a Certification examination before the end of their 5 year Certification period to be eligible for recertification.

CHAPTER 5

APPLICATION REVIEW PROCEDURES

Applications will be dated with the date of receipt at ACCC headquarters and each applicant must have completed the review process with 60 calendar days after receipt.

Unless otherwise authorized by the ACCC, in writing, the cutoff date for receipt of applications for Certification by examination is 60 calendar days before the next scheduled examination.

The Certification fee check is to be deposited in the bank account of the ACCC within 5 business days after the receipt of the application. The cashing and/or depositing of that check does not indicate acceptance of the application.

Each application is to be checked by the ACCC Review Sub-Committee for the following:

- 1) application filled out correctly, including authorization forms.
- 2) Adequate supportive documentation furnished for all credit claimed.
- 3) Mathematical computation of credit points is accurate.

At the option of the ACCC Review Committee, a letter may be sent to educational institutions, references and organizations that are noted and/or claimed on the application, asking for verification of documentation regarding the applicant.

Each ACCC Review Committee member must sign the application check list and route sheet, FORM C-1, to show who reviewed each application and the date(s) of such review(s).

A log sheet, FORM C-18, will also be kept on the inside cover of each applicants file. Each time information or correspondence is received or sent, the date, time, and description of that information or correspondence will be entered on the log sheet.

All correspondence with the applicant will be kept in their file. Return receipts and the envelopes containing the

correspondence from the applicant will also be kept in the applicants file.

CHAPTER 6

APPLICATION ACCEPTANCE PROCEDURES

Within 60 calendar days after receipt of a properly completed and documented application for Certification, with payment of the fee, the ACCC shall determine whether the applicant and application are acceptable. If the applicant/application is acceptable, FORM C-2 (application Acceptance Notice) will be sent return receipt request mail, notifying the applicant of their acceptance.

Once the Examination date has been set by the ACCC, FORM C-3 (Notification of Examination) will be sent to the applicant, return receipt request mail, so that it is received at the mailing address noted on the application, no later than 30 calendar days prior to the Examination date.

FORM C-3 also includes a section for the applicant to return to ACCC headquarters, notifying the ACCC of the intent to challenge or not challenge the Examination. This response portion of FORM C-3 must be received at the ACCC headquarters no later than 15 calendar days prior to the Examination date.

CHAPTER 7

APPLICATION REJECTION PROCEDURES

Within 60 calendar days after receipt of a properly completed and documented application for Certification, with payment of the fee, the ACCC shall determine whether the applicant and application are acceptable. If the applicant/application are deemed to be unacceptable, by reason of incomplete information, lack of supportive documentation, lack of qualifying points or other reasonable disqualifying items, then FORM C-4 (Rejection Notice Based on Inquiry), or FORM C-5 (Rejection Notice based on Qualifications), will be sent to the applicant by return receipt request mail, notifying the applicant of the reason(s) for rejection. If FORM C-5 is sent, the applicant will also be notified of the necessary item(s) needed to be submitted to reopen the applicant/application review process.

If no response is heard from the rejected applicant within 30 calendar days from the receipt of the rejection notice, a check for the designated refund fee will be issued and mailed to the applicant.

If the applicant has not responded within the 30 calendar days, as noted above, any new requests for review or re-review must be accompanied by a new check for the appropriate application fees.

If the applicant wishes to appeal the rejection and/or review process, the procedures are outlined in Chapter 15 and FORM C-13, (Right of Appeal).

CHAPTER 8

EXAMINATION DATE AND SITE SELECTION

An examination will be offered to eligible applicants at the following locations:

- 1) Last day of FIRE INVESTIGATION I and/or II at whatever location said seminar is conducted.
- 2) Arizona State Fire School, on last day of conference.
- 3) At the annual Seminar/Conference/General Meeting of the ARIZONA CHAPTER, with the examination held the last day of the seminar.
- 4) At any location within the boundaries of the State of ARIZONA, where a sufficient number of eligible applicants warrant such an examination.

CHAPTER 9

EXAMINEE NOTIFICATION PROCEDURES

Within 60 calendar days after receipt of an application and after acceptance of an applicant and their application by the ACCC, the applicant will be sent a copy of FORM C-2, (Application Acceptance Form), and a copy of FORM C-3, (Notification of Examination). These forms will be sent to the applicant by return receipt request mail.

The applicant must return the lower portion of FORM C-3 to the ACCC headquarters no later than 15 calendar days prior to the applicant's selected examination date.

An applicant has 365 calendar days from the mailing date 0; the notice of an accepted application to challenge the examination.

CHAPTER 10

EXAMINATION PROCEDURES

At least two weeks prior to the scheduled date of examination, the Chairperson or Co-Chairperson of the ACCC shall request in writing from I.A.A.I. headquarters the correct number of examinations. Tests must be delivered to the ACCC headquarters or to the Examination Monitor prior to the examination date. Each exam will be received from I.A.A.I. headquarters in a sealed envelope that is identified by the examinee's name and Social Security number.

The request for exams must also include the identity of the Examination Monitors. These monitors must be Certified Fire Investigators and must be identified for each test furnished. The request must also include the name and Social Security number of each examinee. The date, time, and location of the examination shall also be furnished to I.A.A.I. headquarters.

An examination seating arrangement will be developed from the number of examinee's and the characteristics of the examination room. At no time should any examinee sit any closer than three feet to another examinee.

The test will be taken "closed book". No notes or aids may be used. No talking will be permitted during the examination. Examinees who have procedural questions, may raise their hand and a Monitor will assist them. Monitors will NOT answer questions regarding intent, meaning, or clarification of individual examination questions.

Examination Monitors will be supplied with the sealed envelopes containing each individual examination. Each Monitor will be supplied with an Examination Monitors Instructions, FORMS C-7, C-8. Monitors will also be supplied with a list containing the name and Social Security number of each applicant eligible to take the scheduled examination. Exam Monitors must also have enough of the following items to supply each examinee;

- 1) pencils with erasers
- 2) Examination Instructions, FORM C-6
- 3) Comments Sheet, FORM C-9

The examination monitor is to verify the exact identity of each applicant through the use of a drivers license or similar photographic identification card, that also contains a social security number on the card.

If at all possible, Exam Monitors should have a glass of water

and an ashtray available for each examinee wishing to use either during the Examination. Monitors should ask all of the examinees to use the restroom before the start of the Examination.

After all of the examinees are seated in their assigned seats, the Exam Monitors will pass out the following to each of the examinees;

- 1) Sealed envelope containing the exam
- 2) 2 pencils with erasers
- 3) Examination Instructions, FORM C-6
- 4) Comments Sheet, FORM C-9

Each examinee will then be instructed to read the Examination Instructions, FORM C-6, and sign that form. An Exam Monitor will then collect and retain FORM C-6 until the examinee turns in the completed Examination and Examination materials. When the examinee turns in the completed Examination and materials, the examinee MUST again sign FORM C-6 confirming that they did so. The Exam Monitor MUST also sign FORM C-6. The Monitor will then retain the examination and all forms and materials. After completion of this process, the examinee MUST leave the exam room.

The examination should be allowed to continue for at least 1 & 1/2 hours with no interruptions. If an examinee needs to use the restroom during the examination, an Exam Monitor MUST accompany them to and from the restroom, to ensure fairness to the other examinees.

If at all possible, a glass of water and an ashtray should be available for each examinee wishing to use either during the examination.

After the Examination session has been completed, the Examination Monitor should place all of Examinations back into the examinee's original envelope, reseal the envelope, and initial the envelope flaps. All of the remaining materials along with the resealed Examination envelopes should be placed into the master examination pouch and returned to ACCC headquarters as soon as possible.

The sealed and initialed examination envelopes must then be returned to I.A.A.I. headquarters within 24 hours after completion of the examination. FORM C-6, (Examination Instructions) will be retained in each applicants file.

The Chairperson of the ACCC will then receive the results of each examinee within 10 days from I.A.A.I. headquarters. The ACCC will then forward the results to the examinee's on FORM

C-10, C-11, or C-12.

After each Examination, the ACCC will review the Examination procedures, results, and the Comments Sheets, FORM C-9. The ACCC will then determine if;

- 1) There are weak subject areas of each examinee and all of the examinees as a whole.
- 2) The existence of any ambiguous or unanswerable questions.
- 3) Any information that would help to improve future Certification Examinations.

CHAPTER 11

EXAMINEE RESULTS NOTIFICATION

Within 24 hours after the examination the ACCC must send the completed examinations to IAAI Headquarters for grading. IAAI headquarters will grade the examinations and send the results back to the ACCC within 10 days.

Within 15 days after the results of the examination are received from IAAI Headquarters, the ACCC must send a notice to each applicant who challenged the Examination, advising the applicant that they passed the Examination, FORM C-10 or that they failed the Examination, FORMS C-11 or C-12, by return receipt request mail.

At no time is any applicant or any other individual to be told the individual applicant's score achieved. This information is only available to the ACCC and to the applicant who has failed the examination. applicants who fail the Examination may request in writing information pertaining to their weak area(s) on the Examination. Requests MUST be addressed to the Chairperson of the ACCC.

With 30 days after satisfactory completion of an examination, the applicant will be mailed their Certificate, FORM C-17 and a wallet card, FORM C-16, identifying them as "Certified Fire Investigator".

CHAPTER 12

FAILURE OF EXAMINATION

If an applicant receives a score of less than 70 on an examination, they have failed that examination. A copy of FORM C-11, (Notice of Failing Exam Grade) will be sent to that applicant within 15 days after the results of the examination are received by the ACCC. FORM C-13, (Right of Appeal), will also be sent with the notification.

The applicant has the option of challenging the NEXT scheduled examination and will be notified by return receipt request mail with FORM C-3, (Notification of Examination). Each applicant is allowed the initial challenge and one rechallenge to the Examination for the application fee.

If the applicant fails the rechallenge Examination or does not take their scheduled rechallenge Examination, the applicant MUST go through another application process and pay another application fee to be able to challenge another Examination.

The applicant also has the right of appeal after any failed Examination and will be furnished a copy of FORM C-13, (Right of Appeal).

When an applicant has failed the initial Examination, FORM C-11, (Notice of Failing Exam Grade), will be sent to them by return receipt request mail within 15 days after the results of the Examination are received by the ACCC. The applicant must then fill out the bottom portion of this form indicating whether they wish to rechallenge another Examination or waive their right to a rechallenge. This bottom portion of FORM C-11 must be returned to ACCC headquarters within 30 days after receipt by the applicant. Applicants who fail to return this bottom portion of FORM C-11 within 30 days will be considered by the ACCC to have waived their right to an Examination rechallenge.

When an applicant has failed the rechallenge Examination, FORM C-12, (Notice of a 2nd Failing Exam Grade) will be sent, return receipt request mail, to the applicant with 15 days after the results are received by the ACCC.

The applicant who has failed any Examination may make a request in writing to the ACCC for information on their weak areas on the Examination. The ACCC must respond back to the applicant, return receipt request mail, within 30 days with the requested information.

CHAPTER 13

RECERTIFICATION PROCEDURES

Certification as a Fire Investigator is awarded for a period of 5 years from the date of the successfully challenged examination or review hearing.

To be eligible for renewal of Certification, the applicant

must furnish documentation to the ACCC showing that they have earned at least 30 points, 10 of which must be training received since the last certification. An application and documentation supporting the claimed points along with the proper Recertification fee must be mailed and received at the ACCC headquarters during the last 6 months of the applicant's Certification period.

Applicants for Recertification MUST request an application in writing from the Chairman of the ACCC during the 6 month period before the expiration of their current Certification. Additional information is also available from:

CHAIRMAN DAVE SMITH
ARIZONA CHAPTER I.A.A.I, CERTIFICATION COMMITTEE
7400 N. ORACLE RD., SUITE 115
TUCSON, AZ 85704

The chairman of the ACCC will then send the applicant, return receipt request mail, a copy of the instructions (Forms A) and Recertification application (Forms B). The application and instructions shall consist of the following forms:

A - 1	A - 4	A - 7	AA - 10	B - 3	B - 6
A - 2	A - 5	AA - 8	BB - 1	B - 4	
A - 3	A - 6	AA - 9	B - 2	B - 5	

The completed Recertification application forms, FORMS BB-1, B-2 thru B-6 must be submitted to the above address, with the required fee, before the applicants expiration date.

Within 60 calendar days after receipt of a properly completed and documented application for Recertification, with payment of fee, the ACCC shall determine whether the applicant and application are acceptable. The ACCC will notify the applicant during this time period of acceptance and mail the applicant a new CFI certificate and ID card. The new certification period will begin on the expiration date of the old certification period without any lapse in certification.

An applicant who fails to meet the above requirements must reapply for Certification, following the most current ACCC rules and regulations governing Certification.

If the applicant or application is deemed to be unacceptable by the ACCC then procedures and notifications according to Chapter 7 of the ACCC SOPS shall be followed.

Certified Fire Investigators who were certified by review by the ACCC, must have successfully challenged an Examination to

be eligible for Recertification. These Certified Fire Investigators MUST have successfully challenged the examination prior to 3 months before their Certification expiration to maintain uninterrupted Certification. Failure to do so will result in the Recertification applicant being required to reapply for Certification under the most current ACCC rules and Regulations governing Certification.

The Certification Committee has the right to verify all items in the recertification application and/or interview the applicant. All details pertaining to applications and results concerning Certification will be handled on a confidential basis. The application will be a permanent part of the applicants file and WILL NOT be returned to the applicant.

CHAPTER 14

REVOCATION OF CERTIFICATION

The Revocation of Certification is the most serious stain upon the character of a Certified Fire Investigator and as such, it also reflects heavily upon all of the ARIZONA CHAPTER Certified Fire Investigators and the Fire Investigation profession as a whole.

The grounds for revocation must be for a supportable cause and shall be based upon any one or more of the following: Fraud or attempted fraud; Knowing or intentional misrepresentation; Improper conduct; Conviction of any felony; Conviction of any criminal misdemeanor offense involving moral turpitude, dishonesty, or deliberate false statements; or any other activity or conduct which adversely reflects upon or seriously questions the professional competency, honesty, integrity, or ability of the Certified Fire Investigator. The ACCC shall make a formal finding, by a preponderance of evidence, whether the grounds for revocation have or have not been substantiated.

A preponderance of evidence is a standard of proof that is utilized in various proceedings which do not require a full trial and in which the rules of evidence, etc., are relaxed, as in the case of probation revocation proceedings. The term preponderance of evidence simply means that a fact is more likely than not to be true; it refers to that quantum of evidence, when fairly considered, produces the stronger impression and has the greater weight, and is more convincing as to its truth when weighed against the evidence in opposition thereto. See Rule 27.7 (b) of the Arizona Rules of Criminal Procedure.

All revocation complaints must be in writing, signed by an identifiable individual who is willing to testify at an ACCC closed door hearing. Complaints MUST be delivered to ACCC headquarters. The complaint must be reviewed by the ACCC as a whole and if reasonably possible, acted on within 60 days after receipt. Upon receipt of a complaint about a Certified Fire Investigator that meets the formal complaint guidelines, the ACCC will schedule a revocation hearing. Written notices will be sent, return receipt request mail, to both the named Certified Fire Investigator and the complainant. This notice will include the nature of the complaint, the specific incident that the complaint is based on, the date, time and place of the hearing. The complaint may or may not include the name of the complainant at the discretion of the Committee. The complainant will be required to bring verification, and/or supportive documentation of their allegation(s) regarding the named Certified Fire Investigator, to the ACCC revocation hearing.

At the ACCC revocation hearing, charges will be heard from the complainant and a response from the named Certified Fire Investigator. The ACCC may then make any reasonable investigations of the complainant's charges and the named Certified Fire Investigator's defenses, not to exceed 30 days. The ACCC will then adjourn into executive session to determine their findings and a response.

A ACCC is authorized to clear the named Certified Fire Investigator of the charges or to revoke the Certified Fire Investigator's Certification. There is no other authority vested in the ACCC to provide any other penalties or censures.

A written notice of the decision will then be sent to both the complainant and the named Certified Fire Investigator by return receipt request mail. This notice must be sent 10 days after the decision of the ACCC is reached. Appeals of the decision of the ACCC shall conform to Chapter 15 of the ACCC SOPS.

The complaint and findings involving the revocation hearing will be permanent in the files of the ACCC and must be maintained in the strictest confidence at the ACCC headquarters. The investigation by the ACCC will be maintained for a period of two years at the ACCC headquarters. Both the investigation and findings of the ACCC may be released by a subpoena process only.

An individual whose Certification has been revoked, will never again be eligible for Certification by the ARIZONA CHAPTER

IAAI.

CHAPTER 15

APPEALS PROCESS

In the event that an applicant or Certified Fire Investigator feels that their rights, as outlined under the Standard Operating Procedures of the ACCC, have been denied or violated, including revocation of Certification, such applicant or Certified Fire Investigator may file an appeal to the ACCC.

The appeal MUST be filed in writing and MUST be received by the ACCC 30 days after the applicant is notified of a denial or alleged violation.

The ACCC shall forward a written acknowledgment within 30 days after the receipt of an appeal at ACCC Headquarters. This acknowledgment shall also include a date, time, and location for the Appeal Hearing. The Appeal Hearing MUST be scheduled within 90 days after receipt of the original appeal request.

The appeal is to be heard by an Appeals Board consisting of the members of the ACCC, plus 3 additional Active ARIZONA CHAPTER Members that are selected by the appellant. It shall be up to the appellant to see that the members that he/she picks are in attendance at the Appeal Hearing. If these members are not in attendance, the Appeal Hearing will start on schedule.

The ACCC Chairperson, or if absent, the Co-Chairperson shall preside over the Appeal Hearing. An ACCC quorum (6 ACCC members), MUST be present to conduct the appeal Hearing. All decisions by the Appeals Board shall be made by a majority vote of the Appeal Board members.

The appeal Hearing shall be a closed door session. The Appeals Board shall first review the appellants file. The appellant will then be called into the Appeal Hearing to present their appeal and answer questions. Witnesses may then be called into the Appeal Hearing to verify information and answer questions.

The final decision of the Appeals Board shall be made in an executive session following a reasonable investigation by the Appeals Board. The decision of the Appeals Board shall be forwarded by written notice, return receipt request mail, to the appellant within 10 days after the decision is reached. Reasons supporting the decision shall be stated and documented in the written notice. If a delay in reaching the decision

occurs, the appellant will be notified by return receipt request mail, explaining the reason for the delay.

All records of the Appeal process MUST be kept in the strictest confidence at ACCC Headquarters for at least 10 years following the Appeal Hearing date.

A copy of FORM C-13, (Right of Appeal), shall be attached to all notices of denial of application, examination failure notices, and to any formal written notices of ACCC decisions regarding any individual.

CHAPTER 16

FEE STRUCTURE

The current fee for application for Certification is \$35.00 in American currency. All payments for application fees, must be by a check or money order.

The fee for Recertification is \$35.00 in American currency. All payments for Recertification must be by check or money order.

All fees are non refundable. All checks and money orders for Certification and Recertification must be made out to:

INVESTIGATOR CERTIFICATION PROGRAM
ARIZONA CHAPTER IAAI

CHAPTER 17

FORMS DIRECTORY

FORM NUMBER	DESCRIPTION
A-1	Application Handbook
A-2	Application Handbook
A-3	Application Handbook
A-4	Application Handbook
A-5	Application Handbook
A-6	Application Handbook
A-7	Application Handbook
A-8 / AA-8	Application/Recertification Handbook
A-9 / AA-9	Application/Recertification Handbook
A-10	Recertification Application Handbook
A-11	Application Handbook
B-1 / BB-1	Application/Recertification Cover Sheet
B-2	Application Education Sheet
B-3	Application Training Sheet
B-4	Application Experience Sheet
B-5	Application Experience Sheet Con't
B-6	Application Reference Sheet
C-1	Application Checklist & Route Sheet
C-2	Application Acceptance Notice
C-3	Notification of Examination
C-4	Rejection Notice Based on Inquiry
C-5	Rejection Notice Based on Qualifications

C-6	Examination Instructions
C-7	Examination Monitors Instructions
C-8	Examination Monitors Instructions Con't
C-9	Comments Sheet
C-10	Notice of Passing Exam Grade
C-11	Notice of Failing Exam Grade
C-12	Notice of 2nd Failing Exam Grade
C-13	Right of Appeal
C-14	Reference Letter
C-15	Certification Scorecard
C-16	CFI Identification Card
C-17	CFI Certificate
C-18	Log Sheet