

CERTIFIED FIRE INVESTIGATOR BOARD POLICY AND PROCEDURES

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Certified Fire Investigator CE Course Approval Policy

Section: Certified Fire Investigator Board

EFFECTIVE: April 2021

Latest Revision: April 2021

Approved: **NC Fire and Rescue Commission**

REFERENCES:

NFPA 1033
NFPA 921

Forms:

Approved Course Submission Form

I. SCOPE

This policy shall establish guidelines for submission of re-certification courses to the Certified Fire Investigator Board.

A. General Definitions

1. North Carolina Fire and Rescue Commission - A Commission created by NC General Statute 58-78.1 to oversee voluntary certification programs to include the Certified Fire Investigator certification.
2. Certified Fire Investigator Board (CFIB) - Board established by the authority vested in the North Carolina Fire and Rescue Commission to assist in the management and processing of the Certified Fire Investigator Certification program.
3. Re-Certification - Process which is defined by the CFIB and approved by the Fire and Rescue Commission. Process defines in specific detail the steps that must be taken to be recertified and maintain the Certified Fire Investigator certification.
4. Sponsor- Entity or Individual that can submit re-certification training in accordance with CFIB policy to be approved for Certified Fire Investigator's required recertification.

B. Course Approval Process

1. The course submission process will follow the Course Submission Framework adopted by the CFIB.
2. For a course to be considered, two elements are considered by the CFI Board.
 - a. Are the topic(s) being submitted valuable to a CFI?
 - b. What knowledge topics of 1033 and or 921 are covered in the course.
3. To be approved for credit in the continuing education program, a course shall be directly related to the sixteen knowledge topics recognized in NFPA 1033 and or 921.
4. Credit shall be given only for courses that have been approved by the CFIB. Continuing education courses for the Certified Fire Investigator must be specifically approved to satisfy the North Carolina Fire and Rescue Commission's continuing education requirements. Courses from approved sponsors must be specifically approved before being offered.
5. Some courses shall be approved for credit in more than one area of the sixteen knowledge topics of 1033 and or 921. A CFI shall only receive credit for the same course once within any five-year period.

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6. Each approved course will have to be resubmitted for approval as the NFPA updates NFPA 1033 and 921.

C. Course Delivery

- a. A course sponsor is an organization or individual that has applied and has been approved by the CFIB and the North Carolina Fire and Rescue Commission to provide courses and instructors for continuing education. No retroactive approval of a sponsor shall be granted by the CFIB for any reason.
- b. A prospective sponsor of a continuing education course shall obtain written approval from the CFIB and the North Carolina Fire and Rescue Commission to conduct the course before offering or conducting the course and before advertising or otherwise representing that the course is or may be approved for continuing education credit.
- c. Sponsors may include community colleges; colleges and universities; associations; trade associations; self-paced or internet-based training programs; city, county, and state or other agencies. A prospective sponsor shall be approved by the CFIB and the North Carolina Fire and Rescue Commission as a course sponsor if, upon submission of a completed application under CFIB and the North Carolina Fire and Rescue Commission policy determines that at least one course proposed to be offered by the prospective sponsor meets the criteria for course approval under CFIB and the North Carolina Fire and Rescue Commission policy. Each instructor that is to offer course instruction for the prospective sponsor satisfies the requirements of this policy.