

**North Carolina**  
**Certified Fire Investigator (CFI)**  
**Application**  
**For**

**NC Department of Insurance**  
**Office of State Fire Marshal**  
**NC Fire and Rescue Commission**

## Instructions for CFI Application

These instructions are intended to guide and assist the CFI candidate with completing the form fillable application required for Certified Fire Investigator (CFI) certification. This application is divided into eleven sections. The document is set up to automatically calculate the amount of points. A total page has been supplied at the end of the document that will show the amount claimed as well as the maximum and minimum point values for the field. Make sure fields are completed and all supporting documentation is attached to the completed application. There are two ways to submit your application: 1.) Print the completed application and mail the document with all supporting documentation to 1202 Mail Service Center, Raleigh, NC 27699 Attn: CFI Certification or 2.) Save the completed application and email the document with all supporting documentation to [CFIcertifications@ncdoi.gov](mailto:CFIcertifications@ncdoi.gov) . Directions for each section is defined below:

### **Title Page and Biographical Information**

Skip the field on the title page. This block will automatically fill once the sections on the Biographical Information sheet are completed. Complete all the blocks. If information is already found within the form, you may click the "Clear All Fields" button on the top left side of the Biographical Page.

### **References**

You must include three references. The name and phone number are required. Effort should be made to also put the address for the reference but it is not required.

### **Section 1: Highest Level of Education Completed**

Choose one of the options shown. Note that a high school diploma or equivalent is no longer awarded points. The minimum score for education has also dropped to 0.

### **Section 2: Professional Certifications**

You may choose an option from the Fire Certifications and the Law Enforcement Certifications. The point value will remain at 0 unless the NC FIT is answered affirmative. Once the FIT question has been answered, the total will calculate from the top fields. There is a maximum score of 50 points for this section.

### **Section 3: Training Record**

Training credits are broken down into three categories: Tier I, Tier II, and Internet Based categories. In order for training to be counted in any category, it must have been completed within the last 10 years. FIT shall not be counted towards training points if already submitted as the prerequisite. List of the approved classes can be found at this link. <https://www.ncosfm.gov/fire-rescue/training-certification/certifications/certified-fire-investigator>

Tier I is advanced training directly related to fire investigations. A candidate must have a minimum of 20 points from Tier I courses to qualify for this section. Maximum of 40 points allowed for this section

Tier II is advanced training that was not directly related to fire investigations. Maximum of 10 points allowed for this section

Internet-based instruction refers to any online based training not listed in Tier I or II. Any CFITainer.net classes used for FIT certificate cannot be used again in this section. Maximum of 5 points allowed for this section.

### **Section 4: Professional Experience**

Candidate needs to put the total number of years of service in the top box. The total number of years below may not exceed number put into the top box. A year of service may not be used in more than one

category (For instance, a candidate may not count 1 year as a supervisor of fire investigation and also count that year as part time investigation. The candidate must choose which category to count that year.) A candidate may use decimals to indicate a partial year.

#### **Section 5: Published Articles/Papers/Books**

The candidate may count an article/paper/book that is published by a licensed publishing agency. A copy of the article should be included in the documentation.

#### **Section 6: Fire Investigator Instruction Experience**

This section is divided into three sections: Tested lectures, Non-tested lectures, and College level course instruction (as contained in NFPA 1033 and 921). The three sections are totaled and may not exceed 20 points.

#### **Section 7: Expert Testimony/Deposition**

The candidate may include expert witness testimony for court cases that he/she has been involved. The candidate may only count court cases where the subject matter included fire cause and origin.

#### **Section 8: Fire Investigation Scene Participation**

The candidate may total the amount of fire investigation scenes per year for this section. A candidate must have been directly involved with investigation process and not just on a scene for suppression purposes.

#### **Totals Page and Signature Page**

The candidate can use the totals page to see if they meet the minimum requirements for the CFI board to consider their application. The final page is a statement saying that everything is accurate. Please print and sign.

**\*\*\* MUST HAVE A TOTAL OF 90 POINTS MINIMUM**

## **Biographical Info:**

**Name (First Middle Last):**

**Date of Birth (MM/DD/YYYY):**

**Last 4 Digits of SSN:**

**Current Mailing Address:**

**City:**

**Zip:**

**Phone (Primary):**

**Email**

**Current Employer:**

**Employer Address:**

**Employer Phone:**

**Job Title:**

**Years in Position:**

**Have you ever been convicted of a felony? (Yes or No)**

**If “yes”, explain:**

**The following documents are required to validate positions, duties, and employment dates of service. Please include ALL of these documents with this application:**

- 1. Provide a current Job Description and/or previous job descriptions that are being used to reflect points relative to Years of Experience**
- 2. Provide a resume, curriculum vitae, or similar document that provides specific job duties that relate to fire investigations, places of employment, and dates of employment**
- 3. Provide a Letter of Recommendation from the Principle Officer of your organization (e.g. Fire Chief, Sheriff, Police Chief, etc.)**

## References

**Reference 1:**

**Name:**

**Address:**

**Phone:**

**Reference 2:**

**Name:**

**Address:**

**Phone:**

**Reference 3:**

**Name:**

**Address:**

**Phone:**

## **Section 1: Highest Level of Education Completed**

Check only (1) of the following (9) levels of education.

### **\*Fire Investigation Related Fields:**

\*\*\*HS Diploma/Equivalent - no points are awarded.....0 PTS.

Associates Degree: Field related to Fire Investigation.....20 PTS.

Bachelors Degree: Field related to Fire Investigation.....30 PTS.

Masters Degree: Field related to Fire Investigation.....40 PTS.

Doctoral Degree: Field related to Fire Investigation.....50 PTS.

### **\*\*Unrelated Fields:**

Associates Degree: Field unrelated to Fire Investigation.....12 PTS.

Bachelors Degree: Field unrelated to Fire Investigation.....14 PTS.

Masters Degree: Field unrelated to Fire Investigation.....16 PTS.

Doctoral Degree: Field unrelated to Fire Investigation.....18 PTS.

### **Total Education Points Claimed:**

***Documentation applicable to this section must be included***

*\*Fields considered to be related to Fire Investigation are: Engineering, Physical Sciences, and Police Science/ Criminal Justice*

*\*\*Fields not considered to be related are exemplified by degrees in Education, Liberal Arts, Biology, etc.*

*\*\*\*HS Diploma/Equivalent is required - by checking any of the degrees, candidate is stating that they completed this as well.*

**Section 2: Professional Certifications**

Check the fire and law enforcement categories in which you have completed the requirements for certification. The Review Board reserves the right to disallow any prior certification if it does not meet the accepted standards in that field.

**Fire Certifications:**

- Firefighter Certification.....20 PTS.
- Fire Officer I, II, or III Certification.....25 PTS.
- None.....0 PTS.

**Total Points for Fire Certifications:**

**Law Enforcement Certifications:**

- Basic Law Enforcement Training (Local, State, or Federal).....20 PTS.
- Private Investigator or Insurance Investigator.....20 PTS.
- Intermediate Law Enforcement Officer Training.....25 PTS.
- Advanced Law Enforcement Officer Training.....30 PTS.
- None.....0 PTS.

**Total Points for Law Enforcement Certifications:**

**Fire Investigation Technician (FIT) or Equivalent:                      Yes                      or                      No**

**Total Fire & Law Enforcement Certification Points Claimed:  
(20 Point Min, 50 Point Max)**

***Documentation applicable to this section must be included***



**Section 3: Training Record**

List of approved classes can be found at this link. <https://www.ncosfm.gov/fire-rescue/training-certification/certifications/certified-fire-investigator>

**Training credits are broken down into Tier I, Tier II, and internet-based categories.** *The Review Board reserves the right to disallow any submitted training if it does not meet accepted guidelines for training. No credit can be taken in this section for courses taken during a degree program in which you received a degree.*

**Tier I** is advanced training directly related to fire investigations. A candidate must have a minimum of 20 points from Tier I courses to qualify for this section. Maximum of 40 points allowed for this section.

Title	Sponsor Agency	Dates Attended	Total Hours

(Attach additional page, if necessary)

**Total Hours of Tier I Instruction:            X 0.50 Points =**

**(Minimum 20 Points, Maximum 40 Points)**

**Documentation applicable to this section must be included**

**Tier II** is advanced training that was not directly related to fire investigations. Maximum of 10 points allowed for this section

Title	Sponsor Agency	Dates Attended	Total Hours

(Attach additional page, if necessary)

**Total Hours of Tier II Instruction:            X 0.25 Points =**  
**(Max 10 Points)**

***Documentation applicable to this section must be included***

Internet-based instruction refers to any online based training. Maximum of 5 points allowed for this section.  
**Any CFITrainer.net classes used for FIT certification cannot be used again in this section.**

Title	Sponsor Agency	Dates Attended	Total Hours

(Attach additional page, if necessary)

**Total Hours of Internet-based Instruction:                        X 0.10 Points =**  
**(Maximum 5 Points)**

***Documentation applicable to this section must be included***

## **Section 4: Professional Experience**

List the total number of years of experience for each category.

No one year of experience can be claimed in more than one category.

Please list the total number of years experience:

<b>Years</b>	<b>Description of job</b>	<b>Points per year</b>	<b>Total Points</b>
	<b>Full-time Fire Investigation, Public and/or Private</b> <i>(Dedicated exclusively to Fire Investigations or the primary function)</i>	<b>10</b>	
	<b>Part-time Fire Investigation</b> <i>(May be a secondary function)</i>	<b>5</b>	
	<b>Non-fire Criminal Investigation</b> <i>(Investigations performed as a line officer, patrolman, and adjuster cannot be claimed)</i>	<b>4</b>	
	<b>Supervision of Fire Investigation</b> <i>(Requires direct supervision of 1 or more full-time investigators)</i>	<b>5</b>	
	<b>Supervision of Part-time Fire Investigation</b> <i>(Requires direct supervision of 1 or more part-time investigators)</i>	<b>2</b>	
	<b>Firefighter/Patrolman</b>	<b>0.50</b>	
	<b>Fire Lt./Police Sgt. Or above</b>	<b>1</b>	
	<b>Evidence/Crime Scene Tech</b>	<b>2</b>	
	<b>Non-fire Private Investigator</b>	<b>2</b>	
	<b>Fire Insurance Adjustor</b>	<b>1</b>	
	<b>SIU/Fire Insurance Investigator</b>	<b>2</b>	

*The job description for EACH position claiming points must accompany the application.*

**Total Hours Experience Points Claimed:  
(Must have a Minimum of 20 Points)**

**Total Years Claimed (Shall not exceed Total Number Years Experience from Above)**

**Section 5: Published Articles/Papers/Books Related to Fire/Bomb Investigation**

Title	Publisher	Date

(Attach additional page, if necessary)

**Total Articles/Books/Papers Published:**  
**(Maximum 20 Points)**

**X 5 Points =**

***Documentation applicable to this section must be included***

## **Section 6: Instruction (Teaching) Experience**

### **Tested Lectures**

<b>Topic</b>	<b>Location</b>	<b>Date(s)</b>	<b>Hours</b>

**(Attach additional page, if necessary)**

**Total Tested Lectures:                    X 1.5 Points =**

***Documentation applicable to this section must be included***



**College Level Course Instruction**

Topic	Location	Date(s)	Hours

(Attach additional page, if necessary)

**Total College Level Course Instruction:                            X 3.0 Points/8 hrs =**

**Total Instruction for Tested, Non-Tested, and College:**  
**(Maximum 20 Points)**

***Documentation applicable to this section must be included***



**Section 7: Expert Witness Testimony (Fires Only)**

Defendant	Location	Charge	Docket #	Date

(Attach additional page, if necessary)

**Total Appearances for Expert Testimony: X 4 Points =**  
**(Maximum 20 Points)**

***Documentation applicable to this section must be included***

**Section 8: Number of Fire Investigation Scene Participation**

A candidate must have been directly involved with investigation process and not just on a scene for suppression purposes.

<b>Year</b>	<b>Total Number of Fires</b>

(Attach additional page, if necessary)

**Total number of fires investigated:                    X 1 Points =**

**(Must have 10 Points)**

***Documentation applicable to this section must be included – Letter from Supervisor establishing proof of attendance***

**Totals Page: Minimum of 90 points required**

<b>Section</b>	<b>Min Points Required</b>	<b>Max Points Allowed</b>	<b>Points for Candidate</b>
<b>Section 1: Education</b>		<b>50</b>	
<b>Section 2: Professional Certifications</b>	<b>20</b>	<b>50</b>	
<b>Section 3: Tier I Instruction</b>	<b>20</b>	<b>40</b>	
<b>Tier II Instruction</b>		<b>10</b>	
<b>Internet-based Instruction</b>		<b>5</b>	
<b>Section 4: Professional Experience</b>	<b>20</b>		
<b>Section 5: Items Published</b>		<b>20</b>	
<b>Section 6: Instruction Experience</b>		<b>20</b>	
<b>Section 7: Expert Testimony</b>		<b>20</b>	
<b>Section 8: Total Fire Investigations</b>	<b>10</b>	<b>10</b>	
<b>Total Points Accumulated</b>	<b>90</b>		

**I certify that all information contained in this application, including attachments, is accurate and truthful to the best of my knowledge and I am aware that any false entry and/or statement will be considered sufficient cause for revocation of my certification at any time. I acknowledge that my certification can be revoked at any time by the Certified Fire Investigator (CFI) Review Board upon establishment of just cause. I agree to accept the decision of the CFI Review Board as to my eligibility for certification. I authorize any member of the CFI Review Board to certify information provided on this application. I also release all parties from any liability arising from this application and the subsequent certification process.**

**Printed Name:**

**Signature:**

**Date:**

## **Checklist for CFI**

**Completed**   **Non-Applicable**

- 1. Documentation of a current Job Description and/or previous job descriptions that are being used to reflect points relative to Years of Experience**
  
- 2. Documentation of resume, curriculum vitae, or similar document that provides specific job duties that relate to fire investigations, places of employment, and dates of employment**
  
- 3. Documentation of Letter of Recommendation from the Principle Officer of your organization (e.g. Fire Chief, Sheriff, Police Chief, etc.)**
  
- 4. Proof of highest level Education Completed**
  
- 5. Copys of Professional Certifications**
  
- 6. Copy of Fire Investigation Technician (FIT) Certificate or Equivalent**
  
- 7. Documentation of Training Records (Documentation for each Tier I, Tier II and Internet-based Training)**
  
- 8. Documentation of Published Articles/Papers/Books Related to Fire/Bomb Investigation**
  
- 9. Documentation of Instruction/Teaching Experience**
  
- 10. Documentation of Non-Tested Lectures**
  
- 11. Documentation of College Level Course Instruction**
  
- 12. Documentation of Expert Witness Testimony (Fires Only)**

**13. Documentation of Number of Fire Investigation Scene Participation  
(Call Report, investigation notes, etc.)**

**14. Completed CFI Application**