

**Standard Operating Procedures Manual**  
**For**  
**Master Certified Fire Investigator Program**  
**(M-CFI)**



**California Conference**  
**of**  
**Arson Investigators**

# Master Certified Fire Investigator Program

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## Purpose

The Master Certified Fire Investigator (M-CFI) designation was established by the California Conference of Arson Investigators (CCAI) in March 2017, and is intended to identify and recognize a fire investigator's superior experience conducting fire origin and cause investigations. This designation is hereafter known as the CCAI M-CFI.

## General

- A. The CCAI M-CFI designation is open only to qualified candidates.
- B. Membership in CCAI is required for application and re-certification.
- C. CCAI has no intention of determining who shall engage in the practice and profession of fire investigation. Lack of certification does not indicate that one is unqualified to perform fire investigations; rather, that such person may not have fulfilled the requirements for certification or has not applied to the program.
- D. CCAI strives to provide equal access of the M-CFI Program to all eligible persons, including those with any disabilities, and therefore provides the M-CFI program information online at [www.arson.org](http://www.arson.org). Should any accommodations need to be considered, please contact the CCAI office at the address and/or telephone number below:
- E. The official mailing address and contact telephone and fax numbers of the Master Certified Fire Investigator Program are:  

California Conference of Arson Investigators  
1279 North White Avenue  
Pomona, California 91768-1930  
Phone: 909-865-5004  
Fax: 909-865-5024
- F. The Business Manager of CCAI is authorized to respond to any written request for confirmation of certification, or lack thereof, the original date of certification as well as the expiration date of such certification for any individual. He or she may also answer other related questions that do not violate the confidentiality of the member.

## Administration

CCAI adheres to the following procedures governing the CCAI M-CFI Program:

- A. The "CCAI Standard Operating Procedures Manual for the Master Certified Fire Investigator Program" is on a three-year cycle. Anyone can submit proposals on any portion of the Standard Operating Procedures during the call for proposals. The call for proposals will be for 120 calendar days originating in the second year of the cycle, and to commence on the 1st of March of that year.
- B. At the end of the call for proposal period, the CCAI-CFI committee will act on each of the proposals as well as the committee's proposals prior to the CCAI spring training seminar of the following year. Any and all submitted proposals will

either be “accepted”, “accepted in principle”, or “rejected”. The committee will provide substantiation for each of the proposals that has not been accepted. The committee’s report on proposals must receive a minimum two-thirds approval vote by the committee, and the actions of the committee will be outlined in a report that will be published in print for any member requesting, as well as on the CCAI website, [www.arson.org](http://www.arson.org).

- C. Upon publication of the committee’s report on proposals, a 60-day time period will commence in which anyone can then submit comments on the proposed changes. Should any comments be received within the time period, a meeting will be called by the committee, and the comments acted upon in the same manner as the proposals listed above.
- D. During the CCAI fall training seminar in the third year of the cycle, the Board of Directors will meet to act on the proposed changes to the manual. Appeals of the committee’s actions may be requested to be heard by the Board of Directors at this meeting, and approval of the changes needs a two-thirds approval vote from the Board. Any changes would then be distributed and published.

## **Minimum Requirements**

- 1. Applicants must be a member in good standing with the California Conference of Arson Investigators.
- 2. Applicants must have possessed a CCAI-CFI for the last four years to be eligible to apply.
- 3. Applicants must have completed 750 verifiable investigations for origin.
- 4. Applicants must have completed 750 verifiable investigations for cause.

## **Application**

Applicants must submit the following:

- 1. Completed application along with a one-time fee of \$300.00.
- 2. Proof of the 750 Fire investigations.
- 3. Proof of membership (verified by CCAI office staff).
- 4. Proof of at least four years as a CCAI-CFI (verified by CCAI office staff).

## **Recertification/Continued Professional Training**

- A. The CCAI M-CFI shall satisfy the Continued Professional Training requirements outlined by CCAI-CFI SOP. These requirements will be reviewed and revised periodically as recommended by the CFI Committee to the Board of Directors.
- B. Those failing to meet these requirements are not considered to be certified in good standing and any inquiry into the investigator’s certification will reflect the failure to maintain an M-CFI certificate as recognized by CCAI.

- C. The CCAI M-CFI is valid for up to three (3) years from the date of issuance and expires on the investigators regular CFI expiration date. Recertification is automatically concurrent with the persons who hold a CFI designation.
- D. There is no additional re-certification fee for Master Certified Investigator.

### **Application Review**

- A. The CFI Chairperson or Committee of CCAI shall verify the applicants experience through phone calls, interviews and letters.
- B. The CFI Chairperson and the CFI Committee will review applications as quickly as possible. The CFI Chairperson may designate other committee members at a special meeting if the workload warrants.
- C. The CFI chairperson, a committee member or designee will notify the applicant of the results as soon as possible. In the event of denial, the reason will be stated in verbal and, if requested, in written form.

### **Appeals Process**

- A. Any applicant or current CCAI Certified Fire Investigator may request an appeal in any of the following areas, as well as any area in which he or she believes his or her rights have been denied, as outlined under the published rules and regulations of the California Conference of Arson Investigators.
  - 1. Denial of initial M-CFI application or any re-certification thereafter, including the processes and methodology under which those certifications are denied.
- B. The request of appeal must be in writing and submitted to the CCAI Business Office no later than 30 days after the original letter of denial. The CCAI-CFI committee or chairperson must respond to the appeal request within 30 days after the date of receipt, acknowledging the appeal. The appeal will then be reviewed and ruled on by the CCAI-CFI chairperson, or if necessary, the CCAI-CFI committee as a whole. Any records of the decision made the by the chairperson or committee are to remain closed door, and the records kept at the CCAI office for a period no less than seven (7) years following the appeal review date.
- C. The decision of the CCAI-CFI chairperson and/or committee is to be delivered to the appellee by registered mail within 10 days after the decision is reached.
- D. In the event that the individual is dissatisfied with the decision of the CCAI-CFI chairperson or committee regarding his or her appeal, that individual may then appeal the decision to the CCAI Board of Directors. The appeal request before the Board of Directors should be submitted no less than two weeks prior to the start of the next scheduled Board meeting, in order to be heard at set scheduled meeting.