



# NATIONAL ASSOCIATION OF FIRE INVESTIGATORS, INTERNATIONAL

4900 Manatee Ave. West, Suite 104  
Bradenton, FL 34209  
PHONE: 941-242-2323  
EMAIL: RECERT@NAFI.ORG



## RECERTIFICATION FORM CERTIFIED FIRE AND EXPLOSION INVESTIGATOR

Name \_\_\_\_\_

NAFI Membership Number \_\_\_\_\_ Check if this is a new address

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Recertification is obtained by providing sufficient documentation to verify that the member has earned a minimum of 40 credits during their current 5-year recertification period. Credits are earned by one or a combination of the following:

1. Attending a NAFI Training Program in its entirety. Members earn 2 credits per hour.
2. Obtaining professional education and training. Must focus on the field of fire and explosion investigation and analysis. Members earn 1 credit per hour.
3. Providing the instruction of professional education and training. Must focus on the field of fire and explosion investigation and analysis. Members earn 2 credits per hour of instruction.

- Read your recertification notice carefully.
- This form **MUST** be completed and returned to the NAFI office to obtain recertification. Incomplete forms will be returned.
- "See attached" will not be accepted, please fill out the form in its entirety.
- Documentation must be attached, forms submitted with insufficient documentation will be considered incomplete and returned.
- Recertification forms may be submitted no earlier than 1 year prior to the recertification date. If submitted early, the recertification form will be returned.
- If you are more than one (1) year past due on your recertification you can not use this form. You must apply to retest for recertification. See Application for Retest for Past Due Recertification.
- If you are more than five (5) years past due on your recertification you must reapply and retest for certification. See CFEI Guidelines and Application.
- You may attach additional sheets if necessary.
- See Recertification Guidelines for complete instructions.
- **There is NO fee for recertification.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

*I understand that by submitting this recertification form that I am reaffirming that I will abide by the current NAFI Code of Ethics, Constitution and By-laws and Rules.*

NAFI Office Use Only:
Processed by: _____
Date: _____

**RECERTIFICATION FORM  
CERTIFIED FIRE AND EXPLOSION INVESTIGATOR**

Name \_\_\_\_\_ NAFI Membership Number \_\_\_\_\_

Course Title	Sponsored By / Instructors Name	Location: City, State & Country	Dates	Credits	Documentation Attached

NAFI Training Programs: 1 hour = 2 Credits  
 Education and Training: 1 hour = 1 Credit  
 Instruction: 1 hour = 2 Credits

Total Credits



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## RECERTIFICATION GUIDELINES

To ensure that Certified Fire and Explosion Investigators (CFEI) certified by the International Certification Board (ICB) remain current with the theoretical and technological advancements in the field of fire and explosion investigation and analysis, the ICB requires recertification every five (5) years based upon the member's original date of certification. Fire Investigation is an ever-evolving industry and although annual continuing education is not a requirement, NAFI strongly recommends receiving a minimum of eight (8) credits of continuing education annually.

### **Submission of Recertification Form**

An individual can submit a recertification form 1 year prior to their recertification date, forms received earlier will be returned and asked to be submitted within the appropriate time frame. Completed forms and documentation may be mailed to the NAFI office or emailed to [recert@nafi.org](mailto:recert@nafi.org).

### **Recertification Fees**

Currently there is no fee for recertification.

### **Recertification Criteria**

CFEI recertification will be granted only to those members meeting the current recertification criteria written by the ICB of NAFI. Recertification is obtained by providing sufficient documentation to verify that the member has earned a minimum of 40 credits during their current 5-year recertification period. Credits are earned by one or a combination of the following:

1. Attending a NAFI Training Program in its entirety. Members earn 2 credits per hour.
2. Obtaining professional education and training. Must focus on the field of fire and explosion investigation and analysis. Members earn 1 credit per hour.
3. Providing the instruction of professional education and training. Must focus on the field of fire and explosion investigation and analysis. Members earn 2 credits per hour of instruction.

Education & Training or Instruction may be obtained from any of the following:

- Seminars,
- Training Programs,
- Lectures,
- Classroom Experiences at a college or university,
- Online webinars or other online learning platforms.

Education and Training Course Hour Conversion Standards

- 1 contact hour = 1 credit, do not include breaks or lunches
- 1 day = 8 credits
- 3 credit hour course at a college or university = 40 credits
- NAFI Co-Sponsored Training Program, 1 hour = 2 credits

Instruction Hour Conversion Standards

- 1 contact hour = 2 credits

There is no other process to obtain recertification. Work experiences, publications, technical committee work, and other activities not listed in the Recertification Guidelines do not meet the recertification criteria set forth by the ICB and there cannot be used to recertify.

## **Documentation**

It is the responsibility of the member to provide sufficient documentation to verify that the stated criteria have been met. The following will be accepted as sufficient documentation:

- Certificate of attendance or completion,
- Copy of your college transcript showing credit hours and passing grade.
- Payment verification and brochure or description of program,
- Program brochure listing you as an instructor,
- Letter from the instructor stating your attendance at the program and brochure or description of the program,
- Transcript of course or programs completed from an online learning platform.

## **Recertification Examples**

*John Johnson received his CFEI on January 1, 2021; his recertification date is January 1, 2026.*

*Example:* John Johnson took “Fire Statistics and Analysis” a 3-credit hour course at his local community college during the Fall 2019 semester. He also attended a 2-hour lecture on “computer Fire Modeling” in October of 2020. John does not qualify for recertification because neither of the courses are within his current 5-year recertification period (Jan 2, 2021 – Jan 1, 2026).

*Example:* John Johnson attended the NAFI sponsored 2021 International Fire, Arson & Explosion Investigation Training Program in July of 2021. John qualifies for recertification because he meets the minimum 40 credits for recertification. The 28-hour NAFI Co-sponsored training program earns John 56 credits within his current 5-year recertification period (Jan 2, 2021 – Jan 1, 2026).

*Example:* John Johnson used an online learning platform in 2021 and took several training blocks totaling 32 hours (32 credits). John also taught a 4-hour course on Expert Report Writing in October of 2021, for a total of 8 credits. John meets the criteria for recertification by using a combination of education & training and instruction to meet the minimum of 40 credits within his current 5-year recertification period.

## **Failure to Recertify**

CFEI credentials are immediately suspended once the recertification date has passed. Members who fail to recertify within one year of their recertification date will be required to retest for recertification. This is done by submitting an application to for Recertification and payment of the retesting fee of \$135 USD. The recertification exam will be an advanced exam and will reflect the current theoretical and technological advancements in the field of fire and explosion investigations. This option is only available to members who are a year past due (but no more than 5 years past due) and will not be granted to any other members as a means to recertify.

Members who have let their certification lapse for a period of 5-years or greater will be required to reapply for CFEI certification, this is done by submitting the full CFEI application and retesting. The member must meet the current CFEI criteria for certification and will be assessed the current application fee.

## **Recertification Extensions**

The ICB may grant a one-time extension of 3 months in the event of extenuating circumstances and the request is received prior to the recertification date. The request must be made directly to the NAFI office. Additional extensions are not often granted unless the ICB deem the circumstances warrant such an extension. In cases of world pandemics or other global or national incidents that restrict travel or in-person training the ICB will make the determination if they are going to offer custom extensions. NAFI strongly recommends receiving a minimum of eight (8) credits of continuing education annually, this may help members meet recertification criteria in case of such incidents.