



# Missouri Division of Fire Safety

A black and white photograph of a fire investigator in a dark, charred room. The investigator is wearing a dark jacket and a cap, and is using a tool to examine the ground. The room has a large opening in the wall, and the floor is covered in ash and debris.

# FIRE INVESTIGATOR CERTIFICATION PROGRAM



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***FIRE INVESTIGATOR CERTIFICATION PROGRAM***

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## **MISSION**

The Division of Fire Safety provides proactive statutory enforcement, regulatory oversight and education to protect all lives and property from the devastation of fires, explosions and life safety perils.



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***FIRE INVESTIGATOR CERTIFICATION PROGRAM***

**Certification Process**

The guidelines for Fire Investigator state certification program are designed to ensure the following: accountability, consistency, and credibility of instruction, testing, and certification of fire fighters and professionals in fields related to the fire service in the State of Missouri.

**Goals of the Certification Program:**

1. To raise the level of fire protection for the State of Missouri.
2. To improve training and education for the fire service of Missouri.
3. Establish minimum basic training standards for fire protection personnel.
4. Issuance of certificates to persons who complete requirements for certification and pass the required state examinations.
5. To maintain records of persons who have attained state certification.

Fire Investigator Certification is provided through the Missouri Department of Public Safety, Division of Fire Safety. The Missouri Division of Fire Safety shall certify Fire Investigators based on a combination of requirements and qualifications.

The Missouri Division of Fire Safety subscribes to the policy of nondiscrimination in areas of race, color, religion, sex, age, national origin, and the handicapped. Entry level qualifications are reviewed to ensure that each applicant meets the specified requirements.



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***FIRE INVESTIGATOR CERTIFICATION PROGRAM***

**Fire Investigator Course**

The Missouri Division of Fire Safety's Fire Investigator Course is designed to provide a comprehensive program of instruction for fire investigators and those desiring a knowledge of fire investigation. The requirements for Fire Investigator certification are based on the NFPA 1033-2003, *Standard for Professional Qualifications for Fire Investigator*.

Successful completion of the 40 hour course and practical skill is a requirement for eligibility to take the State Certification examination. There will be four (4) tests totaling 100 questions given during the course. The student will be required to score 70% cumulatively on these tests for successful completion of the course. In addition, students will be required to successfully complete a practical skill exercise during the course. This exercise consists of a fire scene examination. Students not passing the course will be issued an attendance certificate.

The course shall be offered in various locations of the state as often as resources permit. The course will be open to interested members of the fire service, law enforcement, and private industry involved in fire investigation. Those individuals whose primary duty is fire investigation and who reside in the area of the course shall be given priority admittance to the course.

The Division of Fire Safety has been approved by the Peace Officers Standards and Training Commission as an approved POST provider. This course is formatted to meet the requirements for POST Continuing Education Hours and all POST regulations will be adhered to. This course provides 23 hours for Technical Studies, 6.5 hours for Legal Studies, 4 hours for Skill Development and 6.5 hours for Interpersonal Perspectives. Students are required to be in full attendance during the course, and participate in group discussions and activities. POST certificates will be mailed to the student's home address following completion of the course.

Class size will be limited and preregistration is required for admittance to the course.

The applicant must complete a Fire Investigator Course Application and submit all required documentation as outlined in this booklet. Only complete applications will be accepted.



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***FIRE INVESTIGATOR CERTIFICATION PROGRAM***

**I. Applicants General Requirements for Fire Investigator Course**

Students will be selected by compliance with the following guidelines:

- A. Complete course application (enclosed).
- B. Prerequisite training courses (documentation of attendance must be attached to application)
  - 1. Completion of classes in the areas of Fire Behavior, Building Construction and Hazardous Material - Awareness, **OR** possess Division of Fire Safety Fire Fighter II certification, **OR** Division of Fire Safety's Fire Inspector certification.
  - 2. Equivalent training/experience (such as college or NFA classes) may be substituted at the discretion of the Division of Fire Safety. A minimum of 24 hours applicable to fire investigation and/or law enforcement will be considered for attendance to the course. (Supporting documentation must be attached.)
- C. A minimum of three years experience in some phase of fire service, fire prevention, fire investigation, or criminal investigation. Experience may be in public or private sector.
- D. A letter of recommendation for course attendance from the applicant's supervisor listing applicant's job description and length of service (attach to application).
- E. Applicant must be of good moral character and shall not have been convicted of or pleaded guilty to a felony.
- F. Applicant must complete an Authorization for Release of Information form (enclosed).



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***FIRE INVESTIGATOR CERTIFICATION PROGRAM***

**Certification of Fire Investigator**

Fire Investigator Certification is provided through the Missouri Department of Public Safety, Division of Fire Safety. The Missouri Division of Fire Safety shall certify fire investigators based on a combination of requirements and qualifications.

Certification is granted to those individuals who meet the required qualifications and successfully pass the written and practical skills certification examinations.

All qualifications must be met and documentation supplied to the Division of Fire Safety prior to admission to the examination.

**Applicants have one year from the time of course completion to complete the certification process.**



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***FIRE INVESTIGATOR CERTIFICATION PROGRAM***

**II. Applicants General Requirements for Fire Investigator Certification**

**Certification shall be granted to individuals who comply with the following guidelines:**

- A. Complete application for certification (enclosed).
- B. Prior to taking the Fire Investigator Certification Exam, the applicant must show documentation of completion of an approved Hazardous Materials First Responder Awareness class, as well as a Building Construction and Fire Behavior Class.
- C. A minimum of three years experience in some phase of fire prevention, fire investigation, or criminal investigation. Experience may be in public or private sector.
- D. The candidate shall possess a high school diploma or a GED certificate (attach copy to application).
- E. Submit a copy of a valid drivers license.
- F. Be at least 18 years of age.
- G. Have successfully completed an approved fire investigator training program and provided verification of completion.
- H. A letter from the applicant's supervisor listing applicant's job description and attesting to the fact that the applicant's primary duties include fire investigation and qualifications have been met. The supervisor letter should recommend the applicant for certification and verify the number of fires the applicant has investigated within the last 12 months (attach to application).
- I. Successful completion of the State Fire Investigator certification examination with a minimum score of 70%.
- J. Successful completion of the Practical Skills evaluation conducted during the course.
- K. Applicant must complete an Authorization for Release of Information Form (enclosed).
- L. Applicant must furnish a copy of two investigation reports that the applicant has investigated (1-accidental, 1-incendiary).



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***FIRE INVESTIGATOR CERTIFICATION PROGRAM***

**III. Examination Administration & Description**

The Division of Fire Safety Fire Investigator Certification examination will be given at least twice annually.

The applicant will have two hours to complete the 100 question certification examination. Each question is referenced to the material provided during the Investigator Course and to NFPA 1033-2003.

Preparation for the test should include a review of the course materials, materials from the Fire Behavior and Building Construction curriculum, and material from the Hazardous Materials - Awareness curriculum.

*Sample Test Question*

- A V-pattern on the exterior of a building may indicate:
- a. point of origin
  - b. area of origin
  - c. utilities were in service
  - d. nothing at all

Following completion of the written examination, applicants shall be notified by the Division of Fire Safety by letter as to whether they passed or failed. No record will be made or kept of an applicant's percentage score from the examination. Tests and scores shall be destroyed following scoring.

The student must score 70% or better on the exam in order to pass. In the event that an applicant fails the examination, the applicant may apply to retake the certification examination. The applicant has one year from the date of the course to complete the testing and certification process. Should the applicant fail the exam a second time, he or she must attend and successfully complete the Division of Fire Safety's Fire Investigator Course before taking the examination again.



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***FIRE INVESTIGATOR CERTIFICATION PROGRAM***

#### **IV. Recertification**

Fire Investigator Certification shall expire three years from the date of certification or from date of recertification.

Notification of approaching expiration will be sent to the individual's home address prior to the recertification date. The individual is responsible for supplying the Division with a current home address.

The investigator will be required to complete the following criteria in order to renew certification:

- A. Complete and submit the Recertification Application
- B. Provide documentation of 30 hours of training as a student or instructor, or any combination, in *fire investigation related courses or seminars*.

**Note: All courses or seminars are subject for approval by the Division of Fire Safety.**

- C. Submit a letter from the applicant's supervisor listing applicant's job description and attesting to the fact that the primary duty of the applicant is fire investigation. The supervisor shall verify the number of fires that the applicant has investigated during the three year period.

In the event an individual does not submit the required documentation for recertification as a Fire Investigator, his or her certification status will be revoked. In order to regain certification, that individual must retake the Division of Fire Safety Fire Investigator course and successfully pass the Fire Investigator certification examinations.

#### **V. Saving Clause**

The qualifications developed in this program shall not be used to render invalid any rank, qualification or appointment acquired previous to the adoption of this certification program.



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## ***FIRE INVESTIGATOR CERTIFICATION PROGRAM***

### **VI. Applying for Fire Investigator Equivalency/Reciprocity**

For both Equivalency and Reciprocity, the candidate must mail in all documentation. Application must be original; all other documentation may be copies. The Division of Fire Safety will not accept any faxed or emailed applications.

#### Equivalency

Individuals not holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) must comply with the following guidelines:

- A. Candidate must complete the appropriate application and attach supporting documentation.
- B. The candidate must be a member of a Missouri Fire Department and must have the signature of the Fire Chief in order to request reciprocity.
- C. Candidate must submit documentation of training and testing that complies with each component of the appropriate NFPA Standard for desired level of certification. Documentation must be dated within the last 5 years.
- D. Candidate must successfully pass the Division of Fire Safety's written exam with a minimum score of 70% for desired level of certification and practical skills exam, where applicable.
- F. Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.

#### Reciprocity

Individuals holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) must comply with the following guidelines:

- A. Candidate must complete the appropriate application and attach supporting documentation.
- B. Certificates must clearly indicate IFSAC Accreditation for the level of certification.
- C. Provide the Division with written verification from the non-Missouri certifying authority that the applicant's certification is current, valid and in good standing.
- D. The candidate must be a member of a Missouri Fire Department and must have signature of the Fire Chief in order to request reciprocity
- E. Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.

The Missouri Division of Fire Safety Training Division will review and verify all documentation. Once documentation has been reviewed and verified to meet the certification criteria, the candidate will be issued reciprocity. If documentation does not meet the certification requirements, the candidate will be denied reciprocity. The candidate would then be required to complete an approved training program and meet all certification requirements including but not limited to, passing written and practical skills certification exams.



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***FIRE INVESTIGATOR CERTIFICATION PROGRAM***

**VII. Fire Investigator Courses Submitted for Approval**

- A. The course must be approved by the Division of Fire Safety as meeting or exceeding NFPA 1033-2003.
- B. Course must be taught by an Instructor who is recognized and approved by an educational institution or state agency who has the approval of the Division of Fire Safety.
- C. The Fire Investigator Course will be delivered by approved institutions and organizations meeting the guidelines of the Division of Fire Safety.
- D. The general course content is identified in NFPA 1031-2003.

**VIII. Procedure for Course Approval**

A copy of the following will be submitted to the Division of Fire Safety for review:

- A. Instructors guide
- B. Text
- C. Student Workbook
- D. Tests
- E. A letter detailing when and where course is to be delivered, course completion date, course instructor, and the institution or agency responsible for record keeping.

The Division of Fire Safety will keep all material submitted on file after approval has been granted. The Division shall be notified of any change or revision in course content or support materials.



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***FIRE INVESTIGATOR CERTIFICATION PROGRAM***

**IX. Suspension, Revocation or Denial**

The Director of the Division of Fire Safety may suspend, revoke or deny certification to any fire investigator when it is found that the individual:

- A. Has knowingly made a material misrepresentation of any information required for any level of certification.
- B. Has knowingly by any means of false pretense, deception, fraud, misrepresentation or cheating, obtained training or certification.
- C. Has been convicted of or pleaded guilty to a felony.
- D. Fails to achieve a score of 70% on the certification examination or fails to successfully complete the practical skills exercise of the fire scene examination during the course.

All certifications currently held by the individual will be reviewed.



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***FIRE INVESTIGATOR CERTIFICATION PROGRAM***

**X. Appeal Process**

Upon the revocation or denial of a certification level, the decision may be appealed in writing to a Board of Appeals within 45 days of the date of the revocation or denial letter.

The Appeal Board will be made up of the following:

A representative of the Missouri Division of Fire Safety, Fire Safety Advisory Board appointed by the State Fire Marshal.

A representative of the Missouri Division of Fire Safety, Fire Education Commission appointed by the State Fire Marshal.



A representative of the Missouri Department of Public Safety appointed by the Department Director.

The Appeal Board may elect to:

1. Deny the appeal without action.
2. Make a recommendation to the Director of the Division of Fire Safety from the written appeal.
3. Hold an informal appeal hearing with the individual revoked or denied certification

The appeal board shall notify the Director of the Division of Fire Safety and the individual submitting the appeal of its decision within 90 days of receipt of the appeal.

Failure of any state certification exam **SHALL NOT** be grounds for appeal.

Date Received	 <b>Department of Public Safety</b> <b>Division of Fire Safety</b> PO Box 844, Jefferson City, MO 65102 (573) 751-2930 FAX (573) 751-1744		Date Approved
Received By			Approved By
<b>Application for Division of Fire Safety Course Enrollment</b>			

**Course Applying for:**

<b>Fire Officer</b>	<input type="checkbox"/> Fire Officer I	<input type="checkbox"/> Fire Officer II		
<b>Fire Service Instructor</b>	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II		<input type="checkbox"/> Evaluator
<b>Fire Inspector</b>	<input type="checkbox"/>			
<b>Fire Investigator</b>	<input type="checkbox"/>			

**Location of Course Applying for:**

**Date:**

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**Personal Information:**

Social Security #	Last Name	Suffix	First Name	Middle Name or Initial	
Home Address of Applicant			City	State	Zip Code

**Current Fire Department/Agency Information:**

FDID No.	Department Name	Department Phone Number (non-emergency)		
Street Address	City	State	Zip Code	
Job Title	Years of Service	POST Certified		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Division of Fire Safety Use Only**

Received	Yes	No	Date	Initials		Yes	No	Date	Initials
Driver's License					Passed Course				
Recommendation Letter					Passed Skills Exam				
Supporting Documentation					NFPA Standard:				
Certificate Issued					Explain:				
Years of Service:	FF1&2:			Data Entry Date:	Initials:				

<b>Please supply the following information:</b>				
<b>Driver's License #</b>	<b>D.L. State</b>	<b>Personal Phone #</b>	<b>Email Address</b>	
		<input type="checkbox"/> Home <input type="checkbox"/> Cell		
<b>Date of Birth</b>	<b>Sex</b>	<b>Fire Department Type</b>		
	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Volunteer FF	<input type="checkbox"/> Paid FF	<input type="checkbox"/> Private Industry
<b>High School Diploma?</b>	<b>If No, Highest Grade Completed?</b>	<b>GED?</b>	<b>College Degree?</b>	<b>If yes, which major?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Have you ever forfeited bond, entered a plea of guilt or been convicted of any criminal offense (other than minor traffic offenses)?</b>				
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, attach explanation</b> regarding the date of conviction, original charge, jurisdiction, disposition, and circumstances surrounding the offense.				
<b>Prerequisite Training Courses Attending (attach documentation):</b>				
Course and Location: _____ Hours: _____				
Course and Location: _____ Hours: _____				

**Authorization for Release of Information**

(Print Full Name) \_\_\_\_\_ hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.



I further authorize all law enforcement agencies, U.S. Military, Federal, State and/or Local government agencies to furnish the Missouri Division of Fire Safety, with any and all information regarding me in order to determine suitability for certification. I further release said agency or person from all liability for any damages whatsoever that may occur from furnishing such information to the Missouri Division of Fire Safety.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer or his designee of my organization. A photo-static copy of this authorization will be considered as effective and valid as the original.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

<b><u>To be completed by applicants Fire Chief or Academy Representative</u></b>	
I certify that the above applicant meets the physical requirements set down by the _____ (Authority Having Jurisdiction) to perform the duties of fire fighter.	
Signature: _____	Date: _____

**COMPLETED APPLICATION AND SUPPORT DOCUMENTATION MUST BE SUBMITTED NO LATER THAN 14 DAYS BEFORE COURSE BEGINS**

Date Received	 <b>Department of Public Safety</b> <b>Division of Fire Safety</b> PO Box 844, Jefferson City, MO 65102		Date Approved
Received By			(573) 751-2930      FAX (573) 751-1744
<b>Application for Testing and Certification</b>			

Location for Testing	Date

Personal Information:					
Social Security #	Last Name	Suffix	First Name	Middle Name or Initial	
Home Address of Applicant			City	State	Zip Code

Current Fire Department Information:			
FDID No.	Department Name	Department Phone Number (non-emergency)	
Street Address	City	State	Zip Code

Please supply the following information:			
Driver's License #	D.L. State	Personal Phone #	Email Address
Date of Birth	Sex	High School Diploma?	GED?
	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Fire Department Type
<input type="checkbox"/> Volunteer FD <input type="checkbox"/> Paid FD <input type="checkbox"/> Academy Student <input type="checkbox"/> Private <input type="checkbox"/> Other State or Federal Agencies
Have you ever been convicted of any criminal offense (other than minor traffic offenses)?
<input type="checkbox"/> Yes <input type="checkbox"/> No            If yes, attach explanation regarding the date of conviction, original charge, jurisdiction, disposition, and circumstances surrounding the offense.

Division of Fire Safety Use Only									
Received	Yes	No	Date	Initials		Yes	No	Date	Initials
Driver's License					Passed Written Exam				
Course Records					Copy of Skills				
Supporting Documentation					NFPA Standard Certified to:				
Certificate Issued					Explain:				

Certification Applied For:			
<b>Structure Fire Protection</b>	<input type="checkbox"/> Firefighter I	<input type="checkbox"/> Firefighter II	<b>Was Firefighter II taken online?</b>
			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Hazardous Materials</b>	<input type="checkbox"/> Awareness	<input type="checkbox"/> Operations	<b>Was Haz-Mat Awareness taken online?</b>
			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Fire Officer</b>	<input type="checkbox"/> Fire Officer I	<input type="checkbox"/> Fire Officer II	
<b>Fire Service Instructor</b>	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II	
<b>Driver/Operator</b>	<input type="checkbox"/> Pumper		
<b>Fire Inspector</b>	<input type="checkbox"/>		
<b>Fire Investigator</b>	<input type="checkbox"/>		

### Authorization for Release of Information

I, (Print Full Name) \_\_\_\_\_ hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.

I further authorize all law enforcement agencies, U.S. Military, Federal, State and/or Local government agencies to furnish the Missouri Division of Fire Safety, with any and all information regarding me in order to determine suitability for certification. I further release said agency or person from all liability for any damages whatsoever that may occur from furnishing such information to the Missouri Division of Fire Safety.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer or his designee of my organization. A photo-static copy of this authorization will be considered as effective and valid as the original.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

<u>To be completed by Lead Instructor</u>
It is hereby confirmed that the above applicant has attended and successfully completed an approved course as checked above.
Location: _____
Signature: _____ Date: _____

<b>FOR FIRE SERVICE USE ONLY</b>
<u>To be completed by applicants Fire Chief or Academy Representative</u>
I certify that the above applicant meets the physical requirements set down by the _____ (Authority Having Jurisdiction) to perform the duties of fire fighter.
Signature: _____ Date: _____

Testing will be scheduled by the State Fire Marshal's Office, Training and Certification Unit.

**COMPLETED APPLICATION AND SUPPORT DOCUMENTATION MUST BE RECEIVED NO LATER THAN 14 DAYS PRIOR TO TEST DATE**