



Canadian Association of Fire Investigators

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Phone: 613.241.9333

Canadian Certified Fire Investigator Level C Designation Application Information

Congratulations on your decision to pursue the Canadian Certified Fire Investigator Level C designation through the Canadian Association of Fire Investigators (CAFI).

The requirements for obtaining this designation have been designed in accordance with industry standards as outlined in the most current editions of *NFPA 921: Guide for Fire & Explosion Investigations* and *NFPA 1033: Standard for Professional Qualifications for Fire Investigator*.

The CCFI-C exam consists of 100 questions in a multiple choice and true or false format. The exam questions are based on information contained in the most current editions of *NFPA 921* and *NFPA 1033*. A minimum score of 75% correct answers is required to receive the CCFI-C designation.

CAFI Membership and CCFI-C Designation Requirements

To be eligible to apply for the CCFI-C designation you must be :

A representative of Federal, Provincial and Territorial Fire Commissioners or Fire Marshal's Office, Insurance Crime Prevention Bureau; Fire and Police Service; Independent Insurance Adjuster;

or

A full-time employee of a Canadian licensed insurance company engaged in the investigation, adjustment of fire claims; engineers; lawyers; and any other person who is actively engaged on a regular basis in fire investigation, adjustment or litigation matters.

Applicants for the CCFI-C designation must be a CAFI member in good standing and abide by the CAFI Code of Ethics, bylaws and rules. CAFI Membership applications can be completed [on-line](http://www.cafi.ca) from the CAFI website (www.cafi.ca).

TWO WAYS TO APPLY:

Application - Track A

Applicants applying to write the CCFI-C exam must be a CAFI member in good standing and write the exam in the presence of a CAFI approved proctor of their choice.

Acceptable proctors include:

- a) any member of the CAFI National Executive or Regional Director;
- b) university or college faculty members;
- c) a government official;
- d) a current Canadian Certified Fire Investigator Level C (CCFI-C);
- e) a current Certified Fire and Explosion Investigator (CFEI);
- f) a Chartered Insurance Professional (CIP);
- g) a Fire Chief or Assistant Fire Chief or Fire Marshal or Fire Commissioner;
- h) a Police Officer;
- i) a lawyer;
- j) or a certified testing center.

NOTE: Proctors may not include subordinates or relatives of the applicant.

Applicants will have a maximum of two hours to complete the closed book exam. Test results are recorded as “pass” or “fail” only.

Applicants failing to achieve the passing grade for the CCFI-C designation can apply to rewrite the examination after a period of 30 days.

The non-refundable application fee is \$100.00 and the designation is valid for five years.

Application - Track B

The CAFI National Training Committee has determined that applicants who have obtained the CFEI designation through the National Association of Fire Investigators (NAFI) may apply to grandfather the CCFI-C designation. Applicants wishing to grandfather the CCFI-C designation must be a member in good standing of both CAFI and NAFI and must provide their NAFI membership number with the CCFI-C application package.

The non-refundable application fee is \$60.00 and the designation is valid for five years.

Recertification

In order to maintain the CCFI-C designation, members are required to remain a member in good standing of CAFI. Any infractions are considered a serious issue and will be promptly addressed as per CAFI discipline bylaws and rules.

Recertification is required every five years from the original certification date. Recertification requirements include proof of a minimum of 40 hours tested training every five years or application to re-write the CCFI-C exam. For detailed information and instructions to apply for recertification, please review the **Recertification - Application, Policies and Guidelines.**

Steps to follow to apply for the CCFI-C Designation:

1. Go to the CAFI website – www.cafi.ca .
2. Are you already a member in good standing of the Canadian Association of Fire Investigators?
If yes, continue to #3.

If no, click on the “Membership” tab then click on the “New Membership/Membership Renewal” to complete the online CAFI membership application form.
3. Go to the tab “CCFI-C Designation”. Review all the information and materials to make sure you have all the appropriate information you need to proceed to your application submission.
4. Click on the link to the Applicant Declaration and CAFI Code of Ethics. Read the Declaration and the CAFI Code of Ethics to make sure that you can acknowledge (on the online application form) your agreement and consent to the terms and policies stated.
5. Click on the link to access the online [CCFI-C Application Form](#)
6. Enter the required applicant information – some fields are mandatory.
7. Confirm your Membership Status
8. Choose **Application Track A** or **Application Track B**.
9. Respond to the Consent acknowledgements.

10. **Application Track A**

Choose a proctor (in accordance with the acceptable proctor designations). Contact the proctor you have selected and ask the Proctor to go to the CAFI website /click on the CCFI-C tab / click on the link to access the Proctor Agreement / download and print the Proctor Agreement / complete and sign the Proctor Agreement, scan it and save it in pdf file format and send it to cafi@cafi.ca (The Proctor must include your name as the Applicant to ensure that we match your Application with the corresponding Proctor Agreement.)

PLEASE NOTE:

The CCFI-C exam can only be administered through a CAFI approved proctor. Upon receipt of the Application Form and Proctor Agreement, the CCFI-C exam will be forwarded directly to the proctor of your choice. Please allow up to two weeks for receipt of the exam package by the Proctor. CAFI will not assume any responsibility or liability for any fees or disbursements that the Proctor might claim. The applicant will be held responsible for any costs that may be associated with his/her participation in writing the exam i.e. travel or transportation, parking fees, other. The exam must be completed within 30 days of receipt by the Proctor.

11. **Application Track B**

Be sure to include your National Association of Fire Investigators (NAFI) membership number and CFEI designation information.

12. Submit the Application and payment online.

13. You will receive automatically a confirmation email message confirming that your application has been successfully submitted, including confirmation of receipt of payment of the application fee.

IF YOU EXPERIENCE ANY PROBLEMS WHILE TRYING TO SUBMIT YOUR APPLICATION, PLEASE CONTACT CAFI:

Email: cafi@cafi.ca / Tel. 613-241-9333.

PROCTOR DESIGNATIONS

Applicants applying to write the CCFI-C examination (Track A) must write the exam in the presence of a CAFI approved proctor of their choice.

Acceptable proctors include:

- k) any member of the CAFI National Executive or Regional Director;
- l) university or college faculty members;
- m) a government official;
- n) a current Canadian Certified Fire Investigator Level C (CCFI-C);
- o) a current Certified Fire and Explosion Investigator (CFEI);
- p) a Chartered Insurance Professional (CIP);
- q) a Fire Chief or Assistant Fire Chief or Fire Marshall or Fire Commissioner;
- r) a Police Officer;
- s) a lawyer;
- t) or a certified testing center.

NOTE: Proctors may not include subordinates or relatives of the applicant.

TRACK A - EXAM RESULTS:

The Proctor is required to send the exam to the CAFI National Office within three (3) business days of the exam taking place. Upon receipt of the exam, the exam will be verified and scored by one of the members of the National Training Committee. A minimum score of 75% correct answers is required to receive the CCFI-C designation. The exam results will be recorded by the CAFI National Office and a notification of “pass” or “failed” only will be sent to the applicant. -If the

applicant has achieved the required minimum 75% pass score, a Certificate will be prepared and sent as confirmation of successful achievement of the CCFI-C Designation.

TRACK B – CCFI-C DESIGNATION CONFIRMATION:

Upon receipt of the Application Form and payment, the CAFI National Office will verify that all the terms and conditions have been met. Once the application is approved, notification will be sent to the applicant along with a personalized CCFI-C Designation Certificate.

Notices in the CAFI Journal and CAFI Website:

Unless applicants elect NOT to have their name published in the CAFI Journal or on the CAFI website, the names of the new recipients of the CCFI-C Designation will be announced in the follow-up editions of the CAFI Journal and on the CAFI website.