

**ARIZONA CHAPTER
INTERNATIONAL ASSOCIATION OF ARSON INVESTIGATORS, INC.**

**EDUCATION COMMITTEE
STANDARD OPERATING GUIDELINES (SOG)**

REVISED AUGUST 2013

1. The Education Committee is a standing consensus driven committee comprised of the Education Chairperson (Chairperson) who is a dual member of the Arizona Chapter in good standing, appointed by the President of the Chapter, 3 current Board Members, appointed by the President of the Chapter, and 6 dual members of the Arizona Chapter who are in good standing, recommended by the Chairperson of the Education Committee and appointed by the President of the Chapter. At all times the Education Committee members shall remain dual members of the Arizona Chapter and be in good standing. To ensure efficient delivery of the Fire/Arson **I-IV** training series, the Chairperson shall serve a term that coincides with delivery of a full series (typically a 2 year term). The 3 Board Members of the Education Committee shall serve until their term ends and the 6 dual members shall serve at the pleasure of the Chairperson. The Chairperson and other positions of the Education Committee can succeed themselves. In general the term of the committee shall begin when the President of the Chapter appoints the Chairperson. Should any vacancy of a Board Member occur during their term, the President shall appoint a Board Member to the Education Committee. Should a vacancy of a dual member appointed to the Education Committee occur the Chairperson shall make recommendation of the dual member to fill the vacancy with the appointment being made by the President of the Chapter.
2. The Chairperson is one of the most important positions within the Chapter and as such has ultimate control of the educational content of the Chapter in that he or she makes final decision on the class curriculum, agenda, times, content so long as they do so in the consensus of the Education Committee. The Chairperson must always be mindful in that the classes must meet educational standards set by others (i.e. AZPOST, IAAI, colleges, universities etc.).
3. The Education Committee shall assist in facilitating delivery of all seminars. The date of such seminars and schools should be set far enough in advance to ensure all logistics can be completed prior to the class. The Chairperson shall recommend to the Board a Member and Non-Member fee for each seminar which takes into account the past profit and loss of seminars the Chapter has held and any projections of profit and loss for the particular seminar being held. Registration fee details shall be posted in a manner determined by the Board of Directors, so that all prospective students have advanced notice. Nothing in this section shall be construed to prohibit co-sponsorship of seminars that are organized and facilitated by others.
4. The Education Committee shall require all students desiring to take Fire/Arson II, III or IV to have successfully completed the preceding class before being accepted into the next class level. In lieu of Fire/Arson I and II the Education Committee

shall accept successful completion of the National Fire Academy's Fire/Arson Origin and Cause Investigations (R0206) and/or successful completion of the Maricopa Community Colleges District FSC209 and FSC210 classes. Such students shall be authorized to enroll in Fire/Arson III, without being required to take Fire/Arson I and II. The Education Committee shall consider the Maricopa Community Colleges District FSC209, FSC210, FSC211 and FSC212 as Arson 1-4 equivalents, respectively ordered. The Maricopa Community Colleges District Curriculum for fire investigations accepts the Chapter Arson 1-4 as equivalent for those students desiring to test for credit by examination.

5. The Chairperson is responsible for and shall keep the Board of Directors apprised of the following seminar tasks:
 - (a) Ensure that expenses do not exceed the established budget for the seminar.
 - (b) Obtain approval from the Board of any spending in excess of the established seminar budgets.
 - (c) Obtain a per-diem/mileage reimbursement form for each Dual Member of the Arizona Chapter who is assigned a role in delivery the seminar (i.e. Instructor, Mentor, Proctor, Class Coordinator).
 1. All expenses reimbursed as part of the contract will require receipts to be submitted, unless it is part of the set fee as determined in the contract.
 2. The standard compensation for most Chapter members assisting with class presentations, student instruction and seminar set up are listed below, however, the Board may change these based upon individual circumstances:
 - (a) Mileage – given at the current Federal Rate or rate as determined by the board
 - (i) This is from home destination to seminar and may include travel between hotels, seminar locations or errands accomplished for the purposes of seminar facilitation.
 - (ii) This is also not given to individuals who are not using their own personal vehicle without specific approval.
 - (b) Lodging – For people outside the county in which the seminar is being held, at the discretion of the Education and Training Chair, persons living inside the county may be provided lodging when in his/her discretion it would help to facilitate the seminar.

(c) Per Diem- This is based on the Federal Per Diem rates for the event location. It is not given for local individuals or for meals which are provided by the chapter or the seminar.

a. We do not give 75% for first and last day unless they are travel days which are completed by air. The first and last day are calculated based on the time of your leaving to attend the seminar and your return to your location if you travel by vehicle.

(d) Set a deadline to require each instructor to submit class materials and biographical information so that such materials can be prepared for distribution to students.

1) Instructors shall also be informed that they will be required to prepare handout material at their own expense if they fail to comply with the deadline.

(e) Prepare a course test based upon the questions submitted by the instructors or by a test bank relative to fire investigations.

(f) Ensure that the seminar has been approved for Arizona Peace Officer Standards and Training ("AZPOST") credit, if applicable.

(g) Schedule an AZPOST general instructor to be present at applicable seminars and maintain an AZPOST sign-in sheet each day.

(h) Facilitate delivery and timely grading of the test.

(i) Distribute a post class survey to the attendees of the seminar utilizing the survey system the chapter subscribes to. Within 30 days of the seminar end the Chairperson shall send the entire survey results including any and all comments to the Board for review.

(j) Issue certificates of completion to all qualifying attendees after the conclusion of the seminar and only after the attendee returns a completed survey.

(k) Coordinate with the treasurer to prepare a profit/loss statement which shall be submitted to the Board as soon as practical after the seminar.

(l) The Chairperson shall prepare proposed budgets for all seminars contemplated for the next fiscal year and submit them to the Finance and Audit Committee no later than the annual budget meeting.

(m) The Chairperson shall immediately as possible bring any complaints or negative critiques of instructors, mentors, proctors or class coordinators

from students or others associated with the seminar to the Board of Directors.

6. Any dual member of the Arizona Chapter in an Instructor, Mentor, Proctor or Class Coordinator role shall sign a facilitator agreement with the Chairperson prior to the seminar. The executed documents shall be kept with the Education Committee records.
 - (a) The facilitator agreement shall be a form as approved by the Board of Directors
 - (b) It is reasonable to have 1 signed facilitator agreement on file for all seminars during the year signed the Instructor, Mentor, Proctor or Class Coordinator is involved.
7. Scholarships: Scholarships may be made available to students by the Board of Directors, subject to the following process:
 - a. Applicants for scholarship shall be dual members in good standing of the IAAI and the Arizona Chapter.
 - b. Scholarships shall be requested in writing on a form approved by the Board of Directors.
 - c. The Education Committee shall review and make recommendation on each scholarship application to the Board not less than 30 days prior to the relevant seminar. The Board of Directors may grant scholarships to those individuals who meet the criteria as outlined by this SOP in the order of which they apply until the number of scholarships as designated by the Board of Directors has been reached.
 - d. Exceptions to the scholarship process as outlined above will require the Board of Directors to approve the scholarship.
 - e. Scholarships shall be evaluated on the following criteria
 - 1) Demonstrate a need based upon a personal financial hardship. Agency/company financial hardships will be evaluated by the Board on a case by case basis.
 - 2) A requester shall not have been approved for a scholarship in the 2 years preceding the current request.
 - f) The President shall notify any applicant as soon as possible if their scholarship application is approved or denied.

- g) All scholarship paperwork shall be kept with the seminar financial records. (Given to the Chapter treasurer.)
- 8. The Chairperson has the authorization to appoint as many Class Coordinators as necessary to ensure successful delivery of a Chapter seminar.
- 9. Additional Chapter or other functions at scheduled seminars shall be coordinated with the Chairperson.
- 10. Class sponsorship monies donated to the Chapter through the Education Committee shall be sent to the Board.
- 11. Instructors, Mentors or Proctors shall be dual members of the Arizona Chapter in good standing and shall be approved for the role they have been assigned. At no time shall a non-approved Instructor, Mentor or Proctor be utilized for any portion of a seminar for which they have not been approved.
- 12. Definitions:
 - a. Scholarship: An award given to a student by the board based off the scholarship criteria in number 9 which includes an application form. It shall have a separate code to track in CVENT for each seminar.
 - b. Waived Registration: Registration waiver given to an individual by the Education Committee. This shall only be used for individuals who are assisting with the specific seminar for which they are getting the waived registration. A list of waived registrations shall be given to the Board of Directors prior to the seminar. This registration type may also be used by the Board for other persons at their discretion. This shall have a separate discount code in CVENT so that it can be tracked.
 - c. Board Comp: This shall be associated with a discount code within the CVENT system for the Board Members, all Standing Committee Chairs and the Store Managers to receive a Waived Registration for all seminars provided by the Chapter.
 - d. Class Coordinator: These are dual members of the Arizona Chapter who are in good standing and are necessary to assist the Chairperson with delivery of a seminar in order to ensure success of that particular seminar.
 - e. Instructor, Mentor, and Proctor: These are dual members of the Arizona Chapter who are in good standing who have applied and been approved to be one or more of these roles and appear on the Mentor, Proctor or Instructor list maintained by the Chairperson.