

Office of the State Fire Marshal
Fire/Arson Recertification Information/Tally Sheet

1. Recertification is required every four years. Recertification is based on the accumulation of 100-points (training/work experience) which is maintained in department training records.
2. Application for recertification:
 - If utilizing the Division-supplied tally sheet, the tally sheet(s) shall be uploaded using the DPSE WebAccess Portal.
 - If not utilizing the tally sheet, a completion report meeting the same criteria as the tally sheet shall be uploaded using the DPSE WebAccess Portal.
 - Uploading a Vector Solutions credential summary report as a PDF, indicating a 100% completion, within the proper time frame is acceptable.
 - In lieu of uploading either the tally sheet(s) or completion report, recertification completion data shall be manually entered in the DPSE WebAccess Portal.
 - The application for recertification cannot be submitted more than 12 months prior to the date upon which certification is no longer considered current.
3. An individual who possesses both Fire and Arson Investigator certifications is only required to recertify at the Arson Investigator level.
4. For Fire and Arson Investigator certifications recertified at either level, the expiration dates will be changed for both levels to expire on the same date. The recertification date will be changed to the latter date.
5. OSFM notifies employing departments at one year and at 90 days prior to the recertification date.
6. The fire department may apply for recertification if training records indicate the accumulation of 100 points by completing the on-line tally sheet or through a Vector Solutions credential that includes activities based on NFPA 1033 JPRs indicating all requirements have been met, then submitting the tally sheet or credential summary report as part of the application for recertification.
7. When submitting for recertification you attest that all the requirements are met and affirm that:
 - This individual is an employee of my fire department meeting specification in 50 ILCS 740/2;
 - My department has training records on file to support this recertification available for review by OSFM; and
 - This record is true and accurate to the best of my knowledge.
8. When all requirements are met an updated certificate will be available on the DPSE WebAccess Portal.

Point System Criteria

The following training/employment criteria is allowed during the accumulation of points applicable to Fire/Arson Investigator recertification. The accrual of 100 points per 4-year period, through training and/or experience, will qualify an individual who is certified through the Office, to apply for recertification at either of these levels.

The documentation of all points is to be retained in the individual's training records and this documentation must be attested to by the employing Fire Chief. A tally sheet is supplied for submission online in the DPSE WebAccess Portal, with the original records being kept in the individual's training file.

1) Training:

1 point per hour over a 4-year recertification period. Training programs may include:

- Seminars/conferences and college level courses
- Internet training
- In-house training
- PowerPoint/video

Training must be conducted by a recognized agency or group covering NFPA 1033 Job Performance requirements (JPRs). Training sessions are awarded 1 point per hour of training. Instructors, including those assisting with delivery of a program, are awarded 2 points per hour of training.

2) Experience:

- 1 point per occasion over a 4-year recertification period for actual job-related investigations. If the individual is the lead investigator for an incident, s/he may claim 2 points per occasion; **and/or**
- 1 point per 4-hour ride-along program participation with a certified investigator who has at least 5 years' experience as a certified investigator; **and/or**
- 5 points per occasion for testimony. Testimony will include depositions, pre-trial hearings/preparations, and other court related testimony regarding point of origin or cause of fire or explosion(s); **and/or**
- 5 points per year, per recertification period, for direct supervision of 2 or more fire/arson investigators within their agency. This is for an assigned supervisory role, not supervision at a specific scene; **and/or**
 - 2 points per year for a total of 8 points per recertification period, for supervision of less than 2 fire/arson investigators within their agency. This is for an assigned supervisory role, not supervision at a specific scene.
- 1 point per hour for live hands-on experience dealing with scene investigation.

