

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

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

**REVISED DECEMBER 2016**

1. The Education Committee is a standing consensus driven committee comprised of the Education 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, AZIAAI, IAAI, AZCFSE, FESHE 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 set the Member and Non-Member fees for each seminar which considers 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 except that the Arson Series shall be exclusively taught by the Chapter.

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. The Education Committee shall accept successful completion of the National Fire Academy's 2-week Origin and Cause Investigation class in lieu of Fire/Arson I and II. Such students shall be authorized to enroll in Fire/Arson III, without being required to take Fire/Arson I and II.
  - a. Previous to December 31, 2016 the Chapter accepted Maricopa Community College District FSC209, FSC210, FSC211 and FSC212 as a like for like to the Chapter Arson 1-4 series. As of December 31, 2016, no other programs shall be considered as acceptable completion of Arson 1, 2, 3 or 4 except for the National Fire Academy Origin and Cause Investigation class as like for like to Arson 1 and Arson 2. Students of the Maricopa Community College District during years 2008-2016 who provide a transcript indicating a passing grade for FSC209, FSC210, FSC211, FSC212 during those years shall be considered to have completed a like for like Chapter Arson Series Class. These changes are due to the certification testing of the Chapter Arson Series through the Arizona Center for Fire Service Excellence (AZCFSE) that began with the 2016 Arson 1. There shall be no approvals for Fire Investigator 1 or Fire Investigator 2 testing or certification through the AZCFSE for programs the Chapter does not teach.
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).
    - i. 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.
    - ii. 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
        - (1) This is from home destination to seminar, seminar to home and typically does not include travel between hotels and seminar locations

or errands unless approved by the Chairperson due to reasons justifiable i.e. high personal vehicle usage to ensure seminar success. Persons towing any trailer for a Chapter training are paid 2x's the mileage for higher wear and tear due to towing which is not generally accounted for in standard mileage rates.

(2) 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. The Chairperson may provide lodging for persons in county for justifiable reasons such as safety or long travel times in the county.
- (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.
  - 1) 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) Shall ensure that any instructor or mentor is a dual member of the Arizona Chapter and has AZPOST General Instructor or Fire Instructor 1 certification. The Arson 1, 2, 3 and 4 classes require a Fire Instructor 2 to be listed as lead instructor per agreement with the Arizona Center for Fire Service Excellence (AZCFSE), and all other instructors to be at least AZPOST General Instructor or Fire Instructor 1. Persons who do not possess AZPOST General Instructor or Fire Instructor 1 shall not be allowed to instruct any portion of the Arson Arson Series unless designated as Subject Matter Experts (SME's). Examples of SME's are attorneys, engineers and other specialized para-professionals. If in doubt the chairperson shall consult with the liaisons to the AZCFSE.
- (e) 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.
- (f) Prepare a course test based upon the questions submitted by the instructors or by a test bank relative to fire investigations
- (g) Ensure that the seminar has been approved for Arizona Peace Officer Standards and Training ("AZPOST") credit, if applicable.

- (h) Schedule an AZPOST general instructor to be present at applicable seminars and maintain an AZPOST sign-in sheet each day.
  - (i) Facilitate delivery and timely grading of the test.
  - (j) 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 all comments to the Board for review.
  - (k) Issue certificates of completion to all qualifying attendees after the conclusion of the seminar and only after the attendee returns a completed survey.
  - (l) Coordinate with the treasurer to prepare a profit/loss statement which shall be submitted to the Board as soon as practical after the seminar.
  - (m) 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.
  - (n) The Chairperson shall immediately 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, Proctors or Class Coordinator is involved.
7. Scholarships: Scholarships may be made available to students by the Board, subject to the following process:
- a) Applicants for scholarship shall be dual members in good standing of the IAAI and the Arizona Chapter. Scholarships shall be requested in writing on a form approved by the Board.
  - b) 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.

- c) The Board 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 has been reached.
- d) Exceptions to the scholarship process as outlined above will require the Board to approve the scholarship.
- e) Scholarships shall be evaluated on the following criteria
- f) Demonstrate a need based upon financial hardship.
- g) A requester shall not have been approved for a scholarship in the 2 years preceding the current request.
- h) The Board shall notify any applicant as soon as possible if their scholarship application is approved or denied.
- i) All scholarship paperwork shall be kept with the seminar financial records. (Given to the Chapter treasurer.)

9. The Chairperson has the authorization to appoint as many Class Coordinators as necessary to ensure successful delivery of a Chapter seminar.

10. Additional Chapter or other functions at scheduled seminars shall be coordinated with the Chairperson.

11. Class sponsorship monies donated to the Chapter through the Education Committee shall be sent to the Board.

12. 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. An instructor and mentor must possess either AZPOST General Instructor or Certified Fire Instructor from the AZCFSE.

13. 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 to ensure success of that 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.