



## **Training Policy and Procedure**

In an attempt to set forth quality training throughout the State of North Carolina in the field of Fire and Arson Investigation, the **North Carolina Chapter of The International Association of Arson Investigators**, hereinafter known as the **NCIAAI**, hereby adopts the following **TRAINING POLICY and PROCEDURE** for delivery of NCIAAI sponsored courses.

The NCIAAI will provide training in the field of fire/arson investigation in any category and at any level of proficiency to or for any agency in the State of North Carolina that has an interest and/or a mission statement, which is related to the field of fire/arson investigation. Any agency, which has a desire to receive this training and is willing to co-sponsor the training, is encouraged to complete the attached **Training Request Form** and forward same to the Chairman of the Training and Education Committee.

The number, type and duration of training courses provided by and or co-sponsored by the NCIAAI will be limited to the availability of quality instructors and the potential of conflict with training events produced and/or sponsored exclusively by the NCIAAI.

Agencies, which are willing to act as co-sponsor, will be asked to provide a minimum amount of assistance. It will be the responsibility of the NCIAAI to provide the majority of the resources needed to provide the requested training.

### **Co-Sponsor Responsibilities/Expectations:**

**1.** Co-sponsors will be required to provide a classroom with a capacity of 35 students or more. This classroom should, if possible, be equipped with audio-visual equipment such as:

- a. VCR and monitor
- b. Slide projector and screen
- c. Overhead projector
- d. LCD Projector for computer presentations

**2.** The co-sponsor will be required to jointly share the instructors' expenses. It is suggested that the co-sponsor contact the local community college and request assistance through their local community college system. This accomplishes several very positive things:

- a. Students will receive Continuing Education Credits for courses taken
- b. Audio-visual aids will be made available.

c. Community colleges will budget up to \$2000.00 for the NC IAAI and the co-sponsor for expenses incurred, such as handouts and instructor expenses. This fee is dependent on class size and other factors negotiable between the co-sponsor and the community college.

d. All of the above allows the NCIAAI and the co-sponsor to provide this training at no cost (other than meals & lodging) to the students.

3. The co-sponsor should attempt to provide a structure, which is suitable for a live training exercise to be used in conjunction with the training courses presented. These courses include Basic and Advanced. This request is not imperative, and training will be presented regardless of the availability of such a structure. However, the benefits of having a live training exercise available in these courses is critical to providing hands on training for the students. Hands on training is critical in order that the course objects be met. It will be the sole responsibility of the Co-Sponsor along with any involved community college or technical institute to secure all proper permit(s) for the live burn in order that no ordinances or state laws be violated.

#### **NCIAAI Responsibilities:**

1. The NCIAAI through the Training and Education Committee will provide and approve all instructors. If at all possible, instructors holding one or more of the following certifications shall be utilized: Law Enforcement Training & Standards Commission , Fire Service Level II- or Department of Insurance approved. However, at the discretion of the NCIAAI Training and Education Committee, instructors whose experience and education are equal to and or greater than the instructor certifications listed above in a specified field may be approved for use. Qualified instructors will be enlisted for course delivery based on availability and instructor location as to limit the expenses incurred by both the NCIAAI and the Co-Sponsor.

2. The instructors will use approved lesson plans and audio-visual aids provided either by the instructors, community college and or the NCIAAI.

3. The NCIAAI will assist the co-sponsor in scheduling the training so that the training will be provided at the most convenient time for the co-sponsor, taking into consideration the availability of qualified instructors.

4. Preference will be given to the co-sponsor in the filling of class slots, even to the extent that the co-sponsor may fill the class completely.

5. The NCIAAI will advertise the class through all available means. The co-sponsor has the option of advertising or not. Advertising will be done by the NCIAAI utilizing the following mediums:

- a. NC IAAI web site
- b. NC IAAI eGroups mail list
- c. NC IAAI newsletter
- d. IAAI eGroups mail list
- e. IAAI web site
- f. Local news media, if desired

All money paid to the co-sponsor by the local community college in excess of expenses will be donated to the NCIAAI for use in other training activities.