

International Association of Marine Investigators

Certified Marine Investigator I (CMI-I) Membership

I. INTRODUCTION

To enhance the stature of IAMI and to provide an additional benefit to its members, IAMI has instituted a certification program and designated the first certification as Certified Marine Investigator I (CMI-I). IAMI contemplates an advanced certification program as part of its future expansion which shall be designated as Certified Marine Investigator II (CMI-II). Obtaining either certification shall not be an easy task.

The designation shall be limited to members in good standing who have experience and/or training in a wide range of areas including, but not limited to, the detection, prevention, and investigation of boat and related thefts, adjusting boat related insurance claims, marine surveying, admiralty law as it relates to recreational boating, cause and origin of fires, marine insurance policy interpretation, marine accident reconstruction, matters relating to hull construction, the operation and repair of motors, and the like.

Certified Marine Investigator I's have the experience in training, in addition to their own areas of expertise, to bring a new dimension and insight into their respective fields of endeavor. From the beginning of a boat theft or boating accident and the filing of an insurance claim, the CMI-I will be positioned to provide an insurer with much more than their specific area of expertise. The CMI-I will be able to assist in gathering evidence, taking statements, write reports, provide testimony, and otherwise assist the marine industry.

The certification program shall be under the supervision and direction of the CMI Committee as directed by the Board of Directors and as stated herein. The Committee shall be responsible for overseeing the application process, preparation, proctoring and grading the examination, revocation and suspension of certifications, enforcing continuing professional education requirements, re-certification, and other such matters as from time to time the Board of Directors may specify.

II. QUALIFICATIONS

Only active members of IAMI are eligible for certification. To achieve the CMI-I designation, a member must meet the following minimum requirements:

- A. Be of high moral character;
- B. Meet the minimum educational and experience requirements;
- C. Pass the uniform CMI-I examination, except for those members who may qualify for the designation based on prior education and experience;
- D. Maintain required continuing professional education;
- E. Pay annual association dues; and test application and certification fees.
- F. Agreed to abide by the IAMI bylaws and the code of professional ethics of the International Association of Marine Investigators.

EDUCATIONAL REQUIREMENTS

Academic performance at an institution of higher learning is recognized by IAMI as one measure of the skill and dedication of a marine industry professional. IAMI also recognizes that many of its members obtain their education from demonstrating the experience in the field working on cases and considers this another measure to be considered. Therefore, a degree is not required to be eligible for the designation.

EXPERIENCE REQUIREMENT

A minimum of three years experience is required to be certified as a CMI-I. The experience requirement must be related, directly or indirectly, to marine matters, criminology/law enforcement, or insurance.

III. ELIGIBILITY TO SIT FOR THE EXAMINATION

In order to ensure that only qualified members sit for the examination, an applicant must have a minimum of 250 credits earned through any combination of the following:

1. 40 credits upon showing proof of a recognized certification (e.g. SAMS, NAMS, CFE, CPCU, etc.);
2. 20 credits for a two-year college degree ;
3. 40 credits for a four-year college degree;
4. 20 credits for doctorate or equivalent postgraduate degree;
5. 100 credits (maximum) for experience calculated at 10 credits a year for up to 10 years in the field, directly or indirectly, related to marine matters, criminology/law enforcement, or insurance;
6. 100 credits (minimum) for training, at least 75% of which must be from IAMI sponsored training conferences. Attendance at an IAMI Annual Training Conference is counted as 30 credits and credit shall be given for prior Annual Training Conferences provided it has been within the last 5 years;
7. 20 credits (maximum) for courses or lectures taught within the last 2 years calculated at 5 credits for each with a maximum of 4; and,
8. 20 credits (maximum) for books, articles, or papers authored within the last 2 years calculated at 5 credits for each, with a maximum of 4.

Credits shall be claimed on the application to sit for the examination and proper proof of attendance must be submitted where required.

IV. APPLICATION PROCEDURES

The application may be obtained from IAMI Headquarters, completed online at the IAMI website, or in any of the IAMI Training Conferences. The application together with the application fee shall be forwarded to IAMI on the date of receipt. The application will be afforded to the CMI Committee for review and a determination of eligibility shall be made within 60 calendar days after the deed of receipt or for reasonable time thereafter its awarded.

The application will be reviewed by the CMI Committee to determine whether it was filled out correctly, whether adequate supporting documentation was provided for credits claims, and that the computation of credits was accurate.

A letter will be sent by the CMI Committee to notify the applicant of the acceptance of the application within 14 days of receiving notification of approval. Approved applications will be considered valid for one year from the deed of notice. The applicant must take the examination within that one year, unless good cause can be shown to the Board of Directors why the approval should be extended another year.

When the applicant or application are determined to be ineligible for any reason such as; incomplete information, lack of supporting documentation, lack of qualifying credits or other reasonable disqualifying reasons, the applicant will be sent a letter within 14 days after the determination explaining the reasons for the rejection.

An applicant may re-file the application within one year of the deed of rejection. No additional fees are required for the re-filing. If the second filing is rejected, the applicant must reapply by submitting a new application and fee. The rejected applicant shall have the right to appeal the rejection as described herein.

V. THE EXAMINATION

The examination is designed to test the applicant on a multitude of topics through the use of true/false and multiple-choice questions. It shall be considered a “closed book” examination and consist of no more than 150 questions.

Anyone caught cheating shall immediately be asked to leave the testing location and an immediate review shall be conducted by no less than three members of the CMI Committee. If it shall be determined that the applicant did not cheat, the applicant shall be permitted to resume taking the test and given an additional amount of time to complete the examination in proportion to time taken to conduct the review.

In the event it is determined that the applicant did cheat, the applicant shall forfeit their application fee and be precluded from reapplying for two years from the date of the test.

The examination shall be given at the Annual Training Conference and from time to time at other such locations, including Regional Training Seminars, or where as designated by the Board of Directors. Each examination shall be proctored and be no longer than three hours. Each applicant must present proper identification to be admitted into the testing room. There should be no talking during the examination and permission to leave the room to attend to personal needs must be obtained from the Proctor.

After completing the examination, the applicant should immediately leave the testing room in a professional and quiet manner. All examinations shall be handed to the Proctor and then placed together in a sealed envelope and given to the chairperson or the designee of the CMI Committee.

The examination shall be graded within 30 days of completion by a member of the CMI Committee and reviewed by another member for accuracy in scoring. The CMI Committee shall notify the Board of Directors within 14 days after completion of grading of all examinations, the names of the applicants and their scores. The Board of Directors shall notify the applicant within 14 days of receipt of the grading information, whether the applicant successfully completed the examination. This information shall be under exclusive control of IAMI and shall not be disseminated to anyone for any purpose.

In the event the applicant did not successfully complete the examination by scoring less than the cutoff score as determined by the committee, the applicant shall have the right to request a copy of their examination to determine the accuracy of the scoring and to challenge the integrity of questions asked. The applicant's right to request the examination must be made within 30 days of receipt of notification or such right shall be deemed void.

Any challenge to the accuracy of the scoring or the integrity of any questions must be made in writing detailing the contested scoring and the reason why the question(s) is being challenged, and mailed to the CMI Committee by first-class mail with return receipt requested no later than 30 days after receipt of the examination. Failure to abide by this deadline or process shall be deemed a waiver of the applicant's right to continue his/her review.

VI. WAIVER OF EXAMINATION

In the event an applicant submits an application which he/she believes establishes by proof their entitlement to credits in excess of 300, the applicant may also submit a request to waive the regular examination, and seek the designation based on 100 question test. Although the waiver may be approved, the applicant is still required to comply with the other qualifications for the designation as described above. The approval process as stated above shall apply to waiver cases.

VII. CONTINUING PROFESSIONAL EDUCATION

In order to maintain certification during the certification period, the applicant must maintain their IAMI membership, and provide proof on the anniversary date of their certification by first-class mail that they have taken 6 classes, of which at least 3 must be in the field of marine matters, criminology/law enforcement, insurance, or ethics. The classes should be listed by provider, contact information, date, topic, and location, and evidence of completion, such as a certificate or record of payment should be provided.

VIII. MANDATORY FIVE-YEAR RE-CERTIFICATION

Certification is awarded for a period of 5 years from the deed of certification as identified on the certificate. A re-certification application may be obtained from IAMI Headquarters, the IAMI website, or at the Annual Training Conference. The application should be submitted within 30 days of the expiration date and in no event later than 60 days after the certification has expired. After 60 days, the CMI may be required to take and pass the CMI-I examination within one year.

Recertification shall require the CMI to demonstrate that they have met the minimum continuing professional education requirements, that they are still an IAMI member in good standing, that they are still employed in the marine industry, criminology/law enforcement, or insurance, and a minimum of 100 credits as described above.

It is in the best interest of the CMI-I to seek recertification promptly and notice of the time in which it is required shall be sent no later than 60 days prior to the expiration date of the certification.

IX. REVOCATION/SUSPENSION OF CERTIFICATION

The revocation/suspension of the certification is a very serious matter not only to the CMI, but also to IAMI, its members and its reputation. Investigations relating to revocation and suspension issues shall be conducted by the CMI Committee and shall be of a private confidential nature. Although it may not be required, the investigation process shall be conducted with the principles of due process in mind. Witnesses may be interviewed, documents requested, and a hearing conducted. The CMI effected shall have the right to present testimonial and documentary evidence on their own behalf. The CMI is under a duty to cooperate in the process and failure to do so shall be immediate grounds for revocation.

The Committee will attempt to complete its investigation in as timely manner as permitted by the facts and circumstances of the investigation. The investigation process may be conducted in person, by telephone, e-mail, letters, fax, or any combination of them. The findings and recommendations of the CMI Committee shall be submitted in a report within 30 days after the completion of the investigation to the Board of Directors. The Board of Directors may accept or reject, in whole or in part, the findings and recommendations of the Committee or request further investigation or clarification.

The Board of Directors shall notify the CMI by first-class mail within 30 days of its receipt of the Committee's report the status of their certification.

The grounds for revocation or suspension include, but are not limited to: the attempt to or commission of fraud or dishonesty; improper conduct or conduct injurious to IAMI; lewd or lascivious conduct; conviction of any crime involving moral turpitude, fraud, dishonesty, or misrepresentation; material misrepresentation committed in the application process; and, defaming or otherwise injuring the reputation of another IAMI member, except as may be permitted by law such as being an adversarial expert witness and being asked to comment on the work of another member.

Revocation shall also result in the immediate expulsion as a member of IAMI. The member may reapply for IAMI membership after a one year waiting period from the date of exclusion. A member who has had their certification revoked shall be ineligible for certification again.

Suspension of a certification may also include that the CMI take curative measures for the complained of conduct, such as taking classes in ethics, making restitution, issuing an apology, seeking rehabilitative assistance, and the like. Complying with these measures

within the stated time period will be required before suspension is lifted and the certification reinstated.

X. THE APPEALS PROCESS

In the event a member thinks their certification has been improperly revoked or suspended, they must specify in writing their reasons and supporting evidence within 60 days of notification of the final resolution of the certification review process. If a telephonic or in person hearing is requested, it should be specified in the writing. The writing must be sent to IAMI Headquarters by first-class mail with a return receipt requested.

The Board of Directors or its designee(s) shall oversee the appeals process. If requested, the appeal may include telephonic or in person hearing that will be conducted in private. If no hearing is requested, the member will be required to provide whatever other information is requested to assist in determining the appeal.

The appeal shall be heard and resolved and notice provided within 60 days of receipt of the notice of appeal.

XI. CONFIDENTIALITY

All matters pertaining to an applicant seeking certification and post certification matters shall be confidential in nature. IAMI shall in good faith and in the exercise of functions shall use its best efforts to ensure confidentiality. Since information may be e-mailed, faxed, or otherwise available to uninterested parties, IAMI cannot guarantee nor does it guarantee that confidentiality can be preserved.

XII. FEES

The fee for filing the application and any re-application is \$95.00. The fee for taking the examination and any re-examination is \$200.00. The fee for re-certification is \$95.00. All fees are non-refundable and must be received in advance or at the time of the item to which they relate. There shall be a \$20.00 fee for any checks that are returned for insufficient funds and any applicant submitting such check may be immediately terminated from the certification program unless payment in full is made immediately.