

National Fire Academy Criteria for Contract Instructor Selection

Course: Fire Investigation: Interviewing (R0781)

Curriculum: Fire and Investigative Sciences Program

This 5-day course is an intense, interactive and realistic experience providing students with instruction on gathering information from various individuals through interviews. The course is offered in a blended format; students are assigned videos to view, discussion boards and other activities 2 weeks prior to arrival, along with corresponding coursework. Students will also be required to perform realistic, hands-on practicals of conducting interviews and relating the information gathered and giving verbal presentations.

Using a combination of classroom instruction, activities, written assignments and group projects, students will demonstrate the ability to conduct interviews as part of science-based fire investigations that culminate, when appropriate, in prosecution for the crime of arson.

Criteria for Contract Instructor Selection

All new contract instructors shall be evaluated during course deliveries in accordance with the National Fire Academy's (NFA's) Contract Instructor Evaluation program. **Existing contract instructors are subject to evaluation in accordance with this program.**

1. Academic Requirement

a. Minimum:

- Associate degree from a nationally or regionally accredited institution recognized by the Department of Education. The degree should be in a field closely related to the specific course's subject (e.g., fire science, fire/arson investigation, fire protection, applied science, criminal justice/law enforcement) or a similar program.
- An equivalent combination of college-level coursework and documented experience may be considered for meeting these requirements.

b. Preferred:

- Bachelor's degree from a nationally or regionally accredited institution recognized by the Department of Education. The degree should be in a field closely related to the specific course's subject (e.g., fire science, fire/arson investigation, fire protection, applied science, criminal justice/law enforcement) or a similar program.

- Certification as an International Association of Arson Investigators – Certified Fire Investigator (IAAI-CFI), National Association of Fire Investigators – Certified Fire/Explosion Investigator (NAFI-CFEI) or state certification program recognized by the National Board on Fire Service Professional Qualifications (Pro Board).

2. Instructional Requirement

Documented successful completion of a recognized adult educational methodology/fire service instructor course at the college/university, state or fire/law enforcement service academy level.

3. Documented Knowledge and Experience (All Instructors)

- a. Demonstrated current knowledge of the use of computer technology, learning management systems and related software for documentation, projects and classroom presentations.
- b. Instructors must provide their own computer for use during the course. It will be used for accessing the internet and the learning management system, grading assignments and providing feedback to students.

4. Continuing Practice or Education

Maintain currency in the field and the specific course by:

- a. Teaching a similar course at a training academy or at a college or university level.
- b. Completing, with 80% or better, a tested fire investigation continuing education course within the last 2 years.
- c. Teaching an NFA fire investigation course within the last 2 years.
- d. Current certification as an IAAI-CFI, NAFI-CFEI or instructor.

Failure to provide approved documentation of ongoing training or instruction may result in revocation of the contract instructor status.

5. Notice of Physical Requirements and Work Conditions

Physical requirements:

- a. Physical requirement: Instructors should be able to lift and move 20 pounds to facilitate the delivery of course materials and participate in student activities.
- b. Instructors are required to participate in the student activities/demonstrations in various capacities, including setup and presenting the demonstrations.

6. How to Submit an Application

The following documents are required with each submission:

- a. A current curriculum vitae.
- b. A letter/email listing the courses you want to teach.
- c. Three references from persons who are knowledgeable about your character as well as your teaching ability. One reference letter should be from the department or agency head in your organization or certifying organization.
- d. Include a current email address so we can communicate more efficiently with you.

Application package(s) must be submitted to:

National Fire Academy
fema-nfainstructorapp@fema.dhs.gov