

## **National Fire Academy Criteria for Contract Instructor Selection**

**Course: Presenting Effective Public Education Programs (R0116, R0826, N0116)**

**Curriculum: Fire Prevention: Public Education**

Candidates should submit a resume that includes at a minimum: name, address, phone numbers, email, employment history and references. Candidates should also address each of the following criteria in their submission.

### **Criteria for Contract Instructor Selection**

All new contract instructors shall be evaluated in three consecutive 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. Two instructors will be required to teach each offering of "Presenting Effective Public Education Programs."

#### **1. Academic Requirement**

The candidate should possess a bachelor's degree from an institution that is accredited. Credit is not given for completion of an associate degree or a partially completed bachelor's degree. An attached copy of candidate's transcript or diploma is appreciated. Candidates are urged to successfully complete this course as a student prior to the candidate's submission.

#### **2. Documented Knowledge and Experience in the Subject Area**

Candidates must address in the submission their own knowledge and experience in each of the following course topical areas:

- a. Ability to determine whether fire safety education programs support an organization's mission.
- b. Ability to identify pertinent characteristics of a fire or life safety problem and target audience required for planning and delivering a prevention education presentation.
- c. Collaborate effectively in groups and individually to enhance the development and delivery of fire safety education.
- d. Ability to select safety behaviors to be taught and the appropriate presentation that best addresses the program.
- e. Ability to select the appropriate evaluation method for a safety presentation and identify resources to assist in developing evaluation instruments and results.
- f. Ability to provide appropriate feedback on instructional techniques, principles of learning, basics of public fire prevention and life safety education assessment and evaluation.

### **3. Instructional Experience**

Candidates must have successfully completed a recognized educational methodology course and must demonstrate successful instructional delivery to adult learners at local, regional, federal and/or state fire training academies, colleges or universities. Instructor II level certification (National Fire Protection Association 1041) or equivalent satisfies this requirement. Candidates must be proficient in the facilitation of intensive, small work groups.

### **4. Continuing Practice or Education**

Ability to maintain currency in the field and the specific course by:

- a. teaching a similar course at the college or university level;
- b. taking a similar course within the last five years;
- c. teaching the course at the NFA or in the field within the last two years; or
- d. writing and researching a paper or article related to the course topic for at least one of the fire service or related disciplines' trade journals within the last two years.

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

### **Submit cover letter, resume and documentation to:**

National Fire Academy  
Deputy Superintendent for Curriculum and Instruction  
16825 South Seton Ave.  
Emmitsburg, Maryland 21727  
[fema-nfainstructorapp@fema.dhs.gov](mailto:fema-nfainstructorapp@fema.dhs.gov)