

National Fire Academy Criteria for Contract Instructor Selection

Course: Politics and the White Helmet (F/W0121)

Curriculum: Leadership and Executive Development

Effective Date: April 1, 2016

This two-day course is aimed at providing the chief officers in both fire service and Emergency Medical Services (EMS) agencies with an overview of the ways to succeed and work within the local, county and state level political system to achieve positive results for their department. It will give the officer an improved insight into better ways to relate and speak to citizens and others to gain support and understanding of their needs for bond issues, tax votes, and general elections. Participants learn about successful approaches appropriate for government employees and volunteers. The course identifies successful tools needed to address the challenge necessary to bring about change and how a department's culture of power, influence, negotiation, and coalition building is important to success.

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.

1. Academic/Training Requirement

A minimum of a bachelor's degree from an accredited institution of higher learning. The degree should be in a field closely related to course subject matter. A master's degree is preferred.

2. Instructional Requirement

Experience in facilitated adult learning processes to include use of the Socratic method of instructional delivery and student centered learning preferably at the baccalaureate level or higher.

3. Documented Knowledge and Experience in the Subject Area

a. A minimum of five years documented experience within the most recent 10 years as a fire chief, city/town or county manager, fire executive board director; **or**

A minimum of four years documented experience within the most recent 10 years as a city/town/state/federal elected official.

b. A minimum of five years documented experience within the most recent 10 years presenting facilitated adult learning processes to include use of the Socratic method of instructional delivery and student centered learning.

- c. Successfully completed the course as a student or attended the course as a student-instructor (at own expense) within the last three years.

4. Continuing Practice and Education

Contract instructors must maintain both work experience and academic relevancy specific to this series. Contract instructors may be required on a periodic basis but no more than every three years to submit verification of both work experience and academic relevancy by evidence of the following:

Academic Relevance

- a. teaching any one of the courses in the series at the NFA or in the field (“F” code course) within the last three years;
- b. successfully completing a similar course of instruction within the last three years through an accredited institution of higher learning or a nationally recognized organization providing certified continuing education credits; or
- c. writing an article or research paper related to the course content within the last three years and published in a peer reviewed journal or content-related journal.

Work Experience

- a. continue to meet the work experience requirement of a minimum of five years of documented experience within the most recent 10 years as a fire chief, city/town or county manager, or fire executive board director; or
- b. a minimum of four years of documented experience within the most recent 10 years as a city/town/state/federal elected official.

5. Revisions to Criteria

These criteria are subject to revision as based on course changes and/or NFA needs. Potential instructors will be subject to the criteria effective at date of application. Existing contract instructors may be subject to reapplication for failure to submit verification of the continuing practice and education requirements. Additionally, existing contract instructors may be subject to reapplication and meeting revised criteria as determined by the NFA based on revisions to course content.

Submit cover letter, resume and documentation to:

National Fire Academy
Deputy Superintendent
16825 South Seton Ave.
Emmitsburg, Maryland 21727
fema-nfainstructorapp@fema.dhs.gov