

National Fire Academy Criteria for Contract Instructor Selection

Course: Fire Service Course Design (R0129)

Curriculum: Training Programs

This one-week course teaches fire/rescue personnel and allied professionals how to design training courses for delivery in their fire organization. The purpose of this course is to learn how to apply training design principles to courses that will be used by other instructors. Students identify a training need within their organization as a pre-course assignment.

During the class, students apply principles to create the design of the training program that meets their identified training needs (from the pre-course assignment) for their jurisdiction or organization. In designing their own training program, students conduct a needs assessment, develop a job task analysis, establish goals and objectives, design an evaluation plan, determine instructional methods and activities to be used, and plan for media and instructional materials.

Criteria for Contract Instructor Selection

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

1. Academic Requirement

The candidate should possess a bachelor's degree from an institution that is accredited. Consideration will also be given to those candidates who do not meet the academic requirement but verify broad, progressive administrative and leadership experience related to the subject area. Candidates are urged to successfully complete "Fire Service Course Design" as a student prior to the candidate's submission.

2. 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.

3. Documented Knowledge and Experience in the Subject Area

- a. Candidates must verify work as an instructional designer, preferably in a fire organization, using an instructional systems design process.

- b. Candidates must address their own knowledge and experience in each of the following course topical areas:
- Conducting a needs assessment for designing/developing a training course.
 - Conducting job task analysis in designing a training course.
 - Writing goals and objectives for a training course.
 - Determining course organization and content considerations for a training course.
 - Determining a course evaluation plan for a training course.
 - Selecting instructional methods and creating learning activities for a training course.
 - Selecting instructional media for a training course.

4. Continuing Practice or Education

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

- a. teaching a similar course at a training academy, college or university;
- 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 and documentation to:

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