National Fire Academy Criteria for Contract Instructor Selection

Course: **Campus Fire and Life Safety II: Public Education (F/W0194)**

Curriculum: Fire Prevention: Technical

This two-day course strives to empower the student with the ability to create and implement a comprehensive campus fire and life safety public education program. There will be a focus on looking at the on-campus and off-campus fire risks and educating students, personnel and stakeholders about these risks. An additional outcome will be the ability to adapt or enhance an existing program so it meets the needs of the local campus community.

Criteria for Contract Instructor Selection

Instructor candidates will need a background as a prevention/risk-reduction practitioner. 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 Requirement**

       The candidate should possess a bachelor's degree from an institution that is accredited in fire protection, fire administration, fire science, risk/emergency management, or similar program. Consideration will also be given to those candidates with an associate degree from an institution that is accredited in public administration, education, fire administration, fire science, or similar program. Candidates are encouraged to successfully complete this course in the last three years and/or serve as an adjunct instructor (in training) in the course.

2.   **Documented Knowledge and Experience**

       a.   Accepted formal instructional training, such as:

              -     state fire training certificate;
              -     college teacher's credential;
              -     college education courses; or
              -     thirty-two hours of documented, successful fire/emergency services instruction.

       b.   The candidate should be experienced, proficient and knowledgeable of current issues in the field of expertise for the content of this course.

       c.   The candidate should have the necessary experience to be capable of presenting all units of the course. It is recognized that exceptions may occur where courses are of such a technical nature that no one person may be technically competent to instruct all units.

3. **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.　developing a similar course within the last five years;
d.　teaching the course at the NFA or in the field within the last two years;
e.　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; or
f.　attending and/or speaking at a conference related to the field at the local, state, tribal or national level within the last three years.

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

4. **How to Submit an Application**

The following documents are required with each submission:

a.　A cover letter listing the courses you want to teach.
b.　Your résumé.
c.　Documentation that clearly addresses how you meet the instructor selection criteria for each course you are seeking to teach (e.g., academic requirement, instructional experience, knowledge and experience in the subject matter, and continuing practice or education). This document needs to be written in that order. Incomplete packages will not be processed.
d.　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.
e.　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