

National Fire Academy Criteria for Contract Instructor Selection

Mediated Online Course

Course: Code Administration Fundamentals (C0248)

Curriculum: Fire Prevention: Technical

This course examines the underlying principles involved in the building and fire code administrative provisions so students can analyze the legal authorities, responsibilities and permissions needed to enforce the codes in their jurisdictions.

At the end of this course, students will be able to:

- Identify the duties and powers of the code official/authority having jurisdiction.
- Recognize owner/occupant responsibilities to comply with the codes.
- Identify the code officials' legal authorities and liabilities related to inspections.
- Analyze the use of permits and documentation in code administration.
- Outline steps to accomplish code enforcement and condemnation proceedings.

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 Contract Instructor Evaluation program. Existing contract instructors are subject to evaluation in accordance with this program.

Special Note Regarding Course Delivery: An online instructor mediated course balances self-study components with interactions and discussions among the students and the instructor. This course is done in an asynchronous fashion. Students and the instructor likely will be online at different times and will post and respond to discussions on their own schedule. After reviewing the self-study materials, the students will have the opportunity to participate in discussions with other students on various assigned topics. The instructor will open each module, provide feedback on assignments, summarize discussions, and provide mentoring to meet the unique needs of individual students.

1. Academic Requirement

The candidate should possess a bachelor's degree from an institution that is accredited in higher education. The degree should be in a discipline closely related to the subjects covered in this course, building or fire code enforcement, zoning code enforcement, and building construction law.

2. Instructional Experience

International Fire Service Accreditation Congress or Professional Qualifications Board Fire Service Instructor II certification is recommended.

3. Documented Knowledge, Ability and Experience

- a. Current knowledge of the development, use and interpretation of model building and fire codes and standards.
- b. Knowledge of the United States Constitution, legislative and executive powers and federalism.
- c. Ability to explain the purpose and scope of model codes or standards to a diverse student population with a broad range of training and experience.
- d. Ability to instruct asynchronous online courses or materials similar to the course content, demonstrated by experience within the last five years of adult education courses taught with similar topics.
- e. Experience in facilitating online discussion forums with the students' written construction of their own knowledge.
- f. Experience grading college baccalaureate-level student writing ranging from 200 to 3,000 words.
- g. Knowledge of and experience with the "Publication Manual of the American Psychological Association," sixth edition (also known as the APA Style Guide).

4. Additional Requirements

For asynchronous courses, the instructor must:

- a. Expect to spend greater amounts of time reading posts, providing feedback to students, and facilitating online course discussions than occur in a classroom environment.
- b. Have the ability to facilitate and moderate synchronous and asynchronous discussions.
- c. Have the ability to manage progress and respond to students in a timely manner.
- d. Place emphasis on course materials, reading assignments, and independent study.

5. 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 specific course 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