

National Fire Academy Criteria for Contract Instructor Selection

Course: Safety for Hazardous Materials Incidents (F/W0256)

Curriculum: Hazardous Materials

This 2-day course focuses on the role of the safety officer in preparing for, responding to and recovering from hazardous materials and weapons of mass destruction (WMD) incidents.

Criteria for Contract Instructor Selection

All new contract instructors shall be evaluated in 3 consecutive course deliveries in accordance with the National Fire Academy's (NFA's) Contract Instructor Evaluation program. Existing contract instructors are subject to evaluation at least every 3 years.

1. Academic Requirement

- a. Minimum requirement: associate degree or equivalent (60 credit hours) from an accredited institution in fire science, health science, chemistry or related science with a strong emphasis in chemistry, toxicology, physiology or related courses.

Preferred requirement: bachelor's degree from an accredited institution in fire science, health science, chemistry or related science or unrelated degree with significant course work and a strong emphasis in chemistry, toxicology, physiology or related courses.
- b. Certification as a hazardous materials technician.
- c. Completion of Incident Command System (ICS) 100, ICS 200, ICS 300, ICS 400 or equivalents.
- d. Completion of training program in adult education. International Fire Service Accreditation Congress or Professional Qualifications Board Fire Service Instructor II certification is recommended.
- e. Course attendance as a contract instructor trainee upon preliminary approval of the application.

2. Instructional Experience

- a. Documented ability to explain the role of the safety officer as related to hazardous materials and WMDs to a diverse student population with a broad range of training and experience.

- b. Ability to instruct courses or materials similar to the course content, at the college, state or regional level. A copy of student and/or supervisor evaluations may be required.

3. Documented Knowledge and Experience in the Subject Area

- a. Current knowledge about the role of the safety officer in hazardous materials and weapons of mass destruction as demonstrated by documentation of experience or equivalent training or a combination of both experience and training.
- b. Current knowledge of National Fire Protection Association 470, *Hazardous Materials/Weapons of Mass Destruction Standard for Responders* as demonstrated by documentation of work experience and training.
- c. Current knowledge of the standard of care related to safety affecting hazardous materials and WMDs, including ongoing preparedness initiatives, standards development and technological advances as they relate to responder health and safety.

4. Additional Submittals

- a. For 1 subject or course related to the subject matter, provide a 12- to 18-minute digital video demonstrating your instructional style. This video will be used to evaluate your teaching style in a student-centric adult learning environment. **Or** attend the course you are seeking to teach and successfully teach a component of the course that is designated and evaluated by the training specialist or their designee.
- b. Submission of a written essay not to exceed 500 words explaining how the instructor candidate has contributed to the body of knowledge within the fire/emergency medical services field at the local/regional/national level.

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 3 years.
- c. Teaching the course at the NFA or in the field.
- d. Writing and researching a paper or article related to the course topic for at least 1 of the fire service or related disciplines' trade journals within the last 2 years.
- e. Current certification as a certified safety professional or certified hazardous materials manager or other associated certifications requiring currency.

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

6. **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 resume.
- 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. 3 references from persons who are knowledgeable about your character as well as your teaching ability.
- e. A current email address so we can communicate more efficiently with you.

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

Application package(s) must be submitted to:

National Fire Academy
fema-nfainstructorapp@fema.dhs.gov