

National Fire Academy Criteria for Contract Instructor Selection

Course: **Training Operations in Small Departments (F/W0290)**

Curriculum: Training Programs

This two-day course is designed to provide students with some basic tools and skills to coordinate training in a fire/Emergency Medical Services (EMS) organization. The course is more typically aimed for organizations in a small fire/EMS department whose community may be small and whose department may be volunteer or combination. It can also be tailored for volunteer/combination departments that are part of large city or suburban areas. A training function in a smaller department typically includes conducting training drills and coordinating training with a nearby larger city or state training function. Course content includes:

- Leadership issues in fire service training, such as the local training officer's role as a catalyst for change, and personal motivators within the department.
- Identifying the legal issues affecting the training function, including an understanding of standard of care, and the impact of Occupational Safety and Health Administration and National Fire Protection Association (NFPA) standards.
- Safety considerations in training.
- Marketing training internally.
- Identifying ways to justify training needs.
- Resolving training conflicts using appropriate conflict resolution techniques.
- Selecting and evaluating training curriculum and materials from outside sources.
- Evaluating training.

Target Audience

- Fire and rescue personnel who coordinate training in small departments.
- Volunteer firefighters and officers who instruct in small fire and rescue departments.
- Fire personnel serving on training committees.
- Training officers in volunteer fire departments.

NOTE: Students who have taken the National Fire Academy's (NFA's) "Challenges for Local Training Officers" (CLTO) through the Volunteer Incentive Program or through NFA's Regional Delivery Program are not encouraged to take NFA's "Training Operations in Small Departments" (TOSD).

ACE Recommendation

In the vocational certificate or lower division baccalaureate/associate degree category, one semester hour in education, public administration, fire service, EMS, management, human resource management, or vocational/technical education.

Criteria for Contract Instructor Selection

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 either TOSD or CLTO as a student prior to the candidate's submission. **NOTE:** CLTO is similar to TOSD; however, it is a six-day course offering.

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 (NFPA 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 document evidence of professional growth in a career focused in fire and emergency training operations. A substantial portion of the candidate's fire service experiences should be in the supervision and/or management of programs and personnel addressing fire and emergency services training. The candidate must demonstrate an ability to relate the course material to students in a variety of fire service training venues — volunteer, career, combination, etc.
- b. Candidates must address in the submission their own knowledge and experience in each of the following course topical areas:
 - Leadership in training within small fire departments.
 - Legal issues and solutions encountered in fire training.
 - Training needs assessment in small fire departments.
 - Obtaining and managing finances for training in small departments.
 - Making training work in small departments — marketing, safety and conflict resolution.
 - Incorporating delivery and evaluation decisions in training.

4. Continuing Practice or Education

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

- a. teaching a similar course at the college or university level;
- 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