

National Fire Academy Criteria for Contract Instructor Selection

Course: **Training Program Management (R0342)**

Curriculum: Training Programs

This 10-day course is designed to provide fire and emergency training officers with the essential tools and skills to lead and manage a training function in a local, state or federal fire/Emergency Medical Services organization. It is not designed to enhance development or presentation (training delivery) skills nor is it related to the public education function.

Target Audience

The course's target audience consists of those people who have management and supervisory responsibility for the organization's training function. The training function typically includes responsibilities for obtaining and managing training personnel, fiscal and facility management, program planning and delivery coordination. These people coordinate a training schedule and the management of various training records. They are also responsible for recruiting and evaluating training impact.

Course Requirements

Course content focuses on the job responsibilities as listed above. In addition, training liability and new methods to reach students are featured. Course requirements include successful completion of home community exercises, successful completion of three course examinations, research and an individual course project. A basic instructor training program is required as a course prerequisite.

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 "Training Program Management" (TPM) 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 employment in a fire service organization (i.e., a fire department) with responsibility for all training operations in the organization. A substantial portion of the candidate's career experiences should be in the supervision and/or management of programs addressing fire and emergency services training with emphasis and serious consideration given to those who are currently employed in fire service training management positions. **NOTE:** A majority of the TPM students manage recruit firefighter/officer training operations for their training functions.
- b. Candidates must address their own knowledge and experience with each of the following course topical areas:
 - Using new and innovative approaches in fire service training (i.e., using multiple intelligences).
 - Understanding legal issues in fire service training and applying solutions.
 - Managing a needs assessment process in a training organization.
 - Obtaining and managing finances in a training organization.
 - Effectively dealing with personnel issues in a training function.
 - Determining or managing fire service training needs for an organization.
 - Managing design and development of training.
 - Legal issues in training.
 - Marketing and evaluating fire and emergency services 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.

Send 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