

National Fire Academy Criteria for Contract Instructor Selection

Course: **Methods of Enhancing Safety Education (F/W0344)**

Curriculum: Fire Prevention: Public Education

This two-day course is offered in the National Fire Academy's (NFA's) state weekend and field delivery modes. Content for this course is similar to NFA's "Community Education Leadership" course but modified for appropriate volunteer audiences.

Target Audience

This course is designed for people who coordinate or assist their organization in public education. The course does not teach people how to deliver safety programs; rather, it supports efforts to enhance safety education in their organizations and in their communities. Content is ideal for students from smaller or volunteer organizations who wish to enhance their public education and prevention efforts. Students will outline ideas and plans that they would like to apply when they return home. Students will be able to determine if public education is valued in their organizations and in their communities. Course content emphasizes three simple methods for establishing "roots" in public fire and life safety education.

Candidates should submit a resume that includes at a minimum: name, address, phone numbers, employment history and references. Please note that resumes do not necessarily provide adequate responses to each criterion listed below. Candidates should address each of the requirements below.

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 matter of the course. Candidates are urged to successfully complete the course 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

Candidates must address in the submissions their own knowledge and experience with each of the following course topical areas:

- a. Personal commitment to public education.
- b. Determining and improving the organization's role in public education.
- c. Enhancing prevention efforts through greater community support.

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, resume and documentation that you meet these criteria to:

National Fire Academy
Deputy Superintendent for Curriculum and Instruction
16825 South Seton Ave.
Emmitsburg, Maryland 21727
fema-nfainstructorapp@fema.dhs.gov