

## **National Fire Academy Criteria for Contract Instructor Selection**

**Course:**        **Changing American Family at Risk (R0348)**

**Curriculum: Fire Prevention: Public Education**

Applicants 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**

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

Two contract instructors will be required to teach each offering of "Changing American Family at Risk." Applicants not meeting the basic criteria as listed on the general requirements section will not qualify.

#### **1. Academic Requirement**

The candidate should possess a bachelor's degree from an institution that is accredited. Candidates without a college degree may qualify by illustrating four additional years of experience in fire/life safety education, public health education, or community prevention activities, as identified. If the NFA does not have a copy of candidate's transcript or diploma on file, candidate will be asked to submit one.

#### **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 address in the submission their own knowledge and experience in each of the following course topical areas:
  - Changing communities and family demographics in the U.S. Fire Administration.
  - Analyzing a fire event by stages in order to identify primary prevention interventions.
  - Applying social marketing in community safety education.
  - Establishing relationships with the family regarding community and organizational equity.
  - Developing sustainable strategies to reduce risk.
- b. Successful completion of the course by the applicant within two years provides further justification of the applicant's knowledge and experience in the course subject areas.

### **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 to:**

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