

National Fire Academy Criteria for Contract Instructor Selection

Course: 21st Century Training for Fire/EMS Training Officers (R0354)

Curriculum: Training Programs

This six-day course seeks to improve the 21st century training skills of training officers in a fire/Emergency Medical Services organization. Specifically, students will formulate a plan to integrate innovative methods, technologies and safety measures into an existing local training program. The students themselves will model and demonstrate many of the course concepts and then make decisions as to whether and how these concepts could be integrated. For example, students will learn about emerging roles for students and instructors through a lesson taught using these same concepts.

As the course progresses, students develop justifications for making the case for change in their training program and within their organization. The course promotes ideas for change and innovation as a method to move the fire service training into the 21st century.

In keeping with the 21st century training, the computer is the primary platform from which students will receive and process learning materials, activities and resources. The class is also highly interactive with opportunities to share and learn from others. The National Fire Academy (NFA) will provide the students with a stationary computer during the class; however, students must bring their own portable computer for evening assignments. Also, there is a short pre-course assignment.

Target Audience

The course's target audience consists of those people who have current or future responsibility for their organization's (department wide) training function. **NOTE:** This should be noted in Block 16 on the application.

Course Requirements

Course requirements include successful completion of a basic instructor training program from a local, state or national organization. Such programs may include Instructor I or higher state certification programs. NFA's former "Fire Service Instructional Methodology" or current "Fire Service Course Design" (one or two week) or a local college or university "methods of teaching" course are some qualifying examples. This instructor training prerequisite must be noted on the application in Block 10.

ACE Recommendation

This course has not yet been reviewed by ACE.

Instructor Roles for Teaching

The 21st Century Training class will be taught by two instructors under contract. Two distinct instructor roles have been established for this course — the instructional technologist role and the fire trainer role. A contract will be awarded to a person for each role each time the course is taught. Criteria for each instructional role follow.

Criteria for Instructional Technologist Role

The NFA is seeking instructional technologists who have experience in instructional technology in a training or educational organization. The instructional technologist should have hands-on experience with educational users who will be integrating technology into their courses and programs. Research technologists will not be considered within the scope of this requirement. The successful candidate must be in a position to bid on co-teaching a six-day course delivered in Emmitsburg, Maryland.

1. Academic Requirement

The candidate should possess a bachelor's degree from an institution that is accredited. The candidate should have a concentration in or coursework in instructional technology, computer science, curriculum, instruction, educational leadership, or a related field.

2. Instructional Experience

- a. Candidates must document successful instructional delivery to adult learners preferably as it relates to digital age learning experiences.
- b. Candidates must be able to advance or instruct the following training standards. Candidates must address their experience in relation to the following standards.
 - Demonstrated ability to present and provide professional development and training.
 - Ability to facilitate and motivate student-centered learning.
 - Experience in developing training materials in a variety of formats.
 - Ability to engage learners in electronic, digital and advanced technologies for training and learning situations.
- c. Candidates must be proficient in the facilitation of intensive, small work groups.

3. Documented Knowledge and Experience in the Subject Area

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

- a. Demonstrated knowledge and experience in the area of instructional technology.
- b. Experience in providing professional development using instructional technology.
- c. Ability to provide instructional support services and professional development to instructors.

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.

Criteria for Contemporary Fire Trainer Role

1. Academic Requirement

The candidate should possess a bachelor's degree from an institution that is accredited. The candidate's concentration or coursework is preferred in education and technology. 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.

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 document evidence of professional growth in a career focused on fire and emergency training operations. A substantial portion of the candidate's fire and emergency service experiences should be in the supervision and/or management of programs and personnel addressing fire and emergency services training.
- b. The candidate must provide evidence of using/teaching various contemporary methods and models such as but not limited to:
 - Advanced simulations, possibly table top.
 - Various computer software.
 - Distance learning training.
- c. Candidates must demonstrate an ability to relate the course material to training officers in the following fire service training venues — volunteer, career combination and career.
- d. Candidates must address in the submission their own knowledge and experience with each of the following course topical areas:
 - Experience in using the new roles of student learning with the instructor as a facilitator.
 - Experience with contemporary fire services issues and challenges such as generational gap training.
 - Experience in ensuring safety through training and innovation.
 - Experience in using contemporary training technologies.
 - Experience in making the case for change in fire service 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.

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Submit cover letter and documentation to:

National Fire Academy
Deputy Superintendent for Curriculum and Instruction
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