

National Fire Academy Criteria for Contract Instructor Selection

Course: Initial Fire Investigation for First Responders (F/W0379)

Curriculum: Fire/Arson and Explosion Investigation

This course is designed specifically to provide a clear definition of the role of first responders in arson detection and provide essential knowledge to enable them to recognize the potential of intentionally set fires, preservation and protection of evidence, and proper reporting of information to appropriate officials. By strengthening the partnership between first responders and investigators, the chances for successfully solving arson-related crimes will increase. The course includes topics such as fire behavior, critical observations of the first responder, fire causes, scene security and evidence preservation, legal considerations, and documentation of findings.

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.

1. Academic Requirement

- a. The candidate should possess a minimum of an associate degree (bachelor's preferred) from an institution that is nationally or regionally accredited in fire science, fire/arson investigation, fire protection, applied science, criminal justice/law enforcement, or course content in a related area.

NOTE: An equivalent combination of college-level coursework and documented experience may be considered for meeting these requirements.

- b. Documentation of successful completion of ICS-100 and ICS-200.
- c. Documentation of successful completion of the following Certified Fire Investigator (CFI) Trainer modules (TESTED):
 - How First Responders Impact the Fire Investigation;
 - NFPA 1033 and Your Career;
 - Ethics and the Fire Investigator;
 - Effective Investigation and Testimony; and
 - Search and Seizure.

NOTE: Documentation must be in the form of a transcript indicating successful completion of these **TESTED** modules.

- d. Course attendance or attendance as a contract instructor trainee upon preliminary approval of the application.

2. Instructional Experience

- a. Documented successful completion of a recognized adult educational methodology/fire service instructor course at the college/university, state, or International Fire Service Accreditation Congress, or National Board on Fire Service Professional Qualifications level (e.g., National Fire Protection Association (NFPA) 1041). International Fire Service Accreditation Congress or National Board on Fire Service Professional Qualifications Fire Service Instructor II certification is recommended.

NOTE: Current instructor certification by the International Association of Arson Investigators (IAAI) or the National Association of Fire Investigators (NAFI) in accordance with their program criteria is sufficient to satisfy this requirement.

- b. Documented ability to instruct courses or materials similar to the course content at the community college, state or regional level, demonstrated by documentation of experience to include at least three student or supervisor evaluations of instructional ability from courses taught with similar content. Copies of the course description, objectives and syllabus must also be provided.

3. Documented Knowledge and Experience in the Subject Area

- a. Current knowledge and significant experience in fire/arson and explosion investigation demonstrated by documented experience or equivalent training or a combination of both experience and training. Experience must be supported by documentation and should indicate sustained and significant investigative authority/responsibility in a formal fire service, state or local fire marshal's organization, arson task force, district attorney's/state's attorney, prosecutor's office, law enforcement agency, or private fire investigative organizational setting.
- b. Current knowledge and documented ability to explain current and emerging standards and practices for fire/arson investigation, legal decisions affecting fire/arson investigation, and investigative techniques, specifically those related to the requirements and guidelines outlined in NFPA 1033, *Standard for Professional Qualifications for Fire Investigator* and NFPA 921, *Guide for Fire and Explosion Investigations*, to a diverse student population with a broad range of training and experience.
- c. Documentation of experience and certification as a CFI or Certified Fire and Explosion Investigator by the IAAI, NAFI or a state-sponsored fire/arson investigator certification program recognized by the National Board on Fire Service Professional Qualifications (ProBoard).

- d. Successful completion, supported by documentation, of the U.S Fire Administration's NFA course "Fire/Arson Origin-and-Cause Investigations."
- e. Demonstrated current knowledge of the use of computer technology and related software for documentation, projects and classroom presentations.

4. Additional Submittals

- a. For one subject or course related to the course content, provide a 10- to 15-minute video or digital video disk demonstrating your instructional style. This video will be used to evaluate your teaching style in a student-centric adult learning environment, **or** attend the "Courtroom Preparation and Testimony for First Responders" course and successfully teach a component(s) of the course that is designated and evaluated by the Training Specialist and/or Instructional Systems Specialist.
- b. Submission of a written essay not to exceed 500 words explaining current issues, trends and research that directly relates to the course content.
- c. Curriculum vitae indicating level and extent of knowledge, training, education and experience in the course subject matter.
- d. Provide three references from individuals in organizations where you have delivered training. Do not include the NFA staff as one of these organizational representatives.

5. 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;
- 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; or
- e. current certification as a fire investigator or IAAI certified instructor or NAFI CFI instructor or other associated professional certifications or continuing education requirements.

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
16825 South Seton Ave.
Emmitsburg, Maryland 21727
fema-nfainstructorapp@fema.dhs.gov