

National Fire Academy Criteria for Contract Instructor Selection

Course: Contemporary Training Concepts for Fire and EMS (R0386)

Curriculum: Training Programs

Instructor Roles

This course will be taught by two instructors. 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 from each role for each course offering.

Criteria for Instructional Technologist Role

The instructional technologist will 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. The successful candidate must be in a position to bid on co-teaching a six-day course delivered at the National Fire Academy (NFA) in Emmitsburg, MD.

1. Academic Requirement

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 have (and document on the submission) broad, progressive administrative and leadership experience related to the subject area.

2. Instructional Requirement

- a. Candidates must document 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 (NFPA) 1041) or equivalent satisfies this requirement, preferably as it relates to digital age learning experiences.
- b. 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 applicant'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 kinds of computer software; and
 - distance learning training.
- c. The candidate 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 within 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 service 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

The 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.

Criteria for Contemporary Fire Trainer Role

The successful candidate must be in a position to bid on co-teaching a six-day course delivered at the NFA in Emmitsburg, MD.

1. Academic Requirement

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 have (and document on the submission) broad, progressive administrative and leadership experience related to the subject area.

2. Instructional Requirement

- a. Candidates must document successful instructional delivery to adult learners at local, regional, federal, and/or state fire training academies, colleges or universities. Instructor II level certification (NFPA 1041) or equivalent satisfies this requirement, preferably as it relates to digital age learning experiences.
- b. 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 applicant'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 kinds of computer software; and
 - distance learning training.
- c. The candidate 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 service 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

The 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 on-going 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