

National Fire Academy Criteria for Contract Instructor Selection

Course: Applications of Leadership in the Culture of Safety (R0388)

Curriculum: Responder Health and Safety

This course is designed to provide students with the fundamental skills and knowledge to apply the risk management model to health and safety aspects of emergency services operations, including program management, day-to-day operations and incident safety.

The course is appropriate for field supervisors or company-level officers, chief officers, and civilian managers who have department-level health and safety responsibilities.

Areas of study include firefighter fatality and injury data, the risk management process, regulations, standards and policies, health and wellness, communications, investigations, operational risk management, situation-specific hazards, and post-incident analysis.

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. A bachelor's degree from a regionally or nationally accredited institution of higher education in Fire or Emergency Services Management or Administration, Emergency Management, Human Resources Management, or a similar program. Consideration will also be given to those candidates with an associate degree from a regionally or nationally accredited institution combined with additional education, training and experience in closely related professional subject areas.
- b. Documentation of successful completion of ICS-100; ICS-200; National Incident Management System, An Introduction (IS-700); ICS-300; and National Response Framework, An Introduction (IS-800).
- c. Documented completion of an adult instructional methodology course (i.e., International Fire Service Accreditation Congress, Professional Qualifications Board Fire Service Instructor, or National Emergency Medical Services Educator Certification)
- d. Successful R0388 "Applications of Leadership in the Culture of Safety" course completion (of current version) or attendance as a contract instructor trainee upon preliminary approval of the application.

- e. Successful course completion of NFA Leadership I, II, and III or Leadership in Supervision series is recommended.

2. Instructional Experience

- a. Documented knowledge of team building, group dynamics, stress management, time management, leadership, communications, conflict resolution and organizational development and effectiveness.
- b. Documented ability to explain safety-oriented management and leadership concepts, theory, and application to a diverse student population with a broad range of training and experience in a student-centered learning environment.
- c. 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 and a copy of at least three student or supervisor evaluations of instructional ability from courses taught with similar content.

3. Documented Knowledge and Experience in the Subject Area

- a. Knowledge of the current and emerging standards and practices related to responder safety, occupational safety and health, and the Incident Command System as demonstrated by documentation at the field supervisor or company officer level or higher.
- b. Progressive experience in fire and Emergency Medical Services (EMS) operations, including one or more specialized operations including hazardous materials, technical rescue, urban search and rescue, mobile integrated healthcare, tactical medical support, etc., to include company officer-level/rank experience within the last five years.
- c. Current knowledge and recent experience in the application of safety officer responsibilities at a company officer level, including Incident Safety Officer and Health and Safety Officer roles and responsibilities.
- d. Current knowledge of applicable rules, regulations and standards (including National Fire Protection Association) in the areas of departmental health and safety and incident safety, and experience within the last five years implementing application of same.
- e. Current knowledge and recent experience in the development and implementation of responder health and safety policy/procedure at a departmental level.
- f. Current knowledge in the use of computers and related software for documentation, projects and presentations as demonstrated by documentation of experience or equivalent training, or a combination of both experience and training.

4. Additional Submittals

- a. A 12- to 18-minute video on digital video disk demonstrating your instructional style for one subject or course related to the “Applications of Leadership in the Culture of Safety” curriculum content. This video will be used to evaluate your teaching style in a student-centric adult learning environment. Alternatively, attend the “Applications of Leadership in the Culture of Safety” course and successfully teach a component of the course that is designated and evaluated by the training specialist, instructional systems specialist, and/or NFA manager.
- b. Submission of a written essay not to exceed 500 words explaining how the instructor candidate has affected successful company-level organizational change within the fire service and/or EMS.

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.

Failure to provide approved documentation of ongoing training or instruction may result in revocation of the contract instructor status.

6. How to Submit an Application

The following documents are required with each submission:

- a. A cover letter listing the courses you want to teach.
- b. Your resume.
- c. Documentation that clearly addresses how you meet the instructor selection criteria for each course you are seeking to teach (e.g., academic requirement, instructional experience, knowledge and experience in the subject matter, and continuing practice or education). This document needs to be written in that order. Incomplete packages will not be processed.
- d. Three references from persons who are knowledgeable about your character as well as your teaching ability. One reference letter should be from the department or agency head in your organization or certifying organization.
- e. Include a current email address so we can communicate more efficiently with you.

Application package(s) must be submitted to:

National Fire Academy
fema-nfainstructorapp@fema.dhs.gov