

National Fire Academy Criteria for Contract Instructor Selection

Course: Fire Inspection Principles 1 (R/N0390)

Curriculum: Fire Prevention: Technical

This foundational-level, 6-day course has been designed to provide the student with the fundamental knowledge, skills and attitudes to conduct basic fire safety inspections effectively and confidently. This course is appropriate for fire prevention or code enforcement officials and other allied professionals with limited fire inspection and code enforcement experience who have the responsibility for conducting fire safety inspections. Students will be introduced to various codes and standards to develop a working knowledge of their application in the inspection process. Areas of study include the inspector's role in code enforcement, the relationship between fire and codes, general fire safety, life safety, and hazardous materials and processes. All of the course activities have been designed to allow the student to complete them from the perspective of the code being enforced in their local jurisdiction.

Criteria for Contract Instructor Selection

All new contract instructors or those existing instructors wishing to expand their teaching portfolio must be instructionally dedicated to the Fire Prevention: Technical curriculum and cannot cross boundaries teaching in other National Fire Academy (NFA) curricula. Interest with other curricula will signal a voluntary withdrawal of teaching privileges from the Fire Prevention: Technical courses.

This curriculum teaches finely detailed and meticulously specific content concerning construction and maintenance codes, standards, guides, recommended practices, testing criteria, and manufacturers' specifications for the built environment. Instructors must be national subject matter experts, as compared to a local, fundamentally strong code enforcer, since the country has a geographically diverse array of students and code requirements.

A major characteristic necessary to serve in this instructional capacity is the willingness to coach the student cadre to success. The philosophy of the instructor is to mentor less knowledgeable individuals by transferring highly detailed information, using verbal skills coupled with visual graphics, to propel them to excellence. This curriculum does not support self-absorbed instructors appeasing their own interests but is squarely focused on the student-centered learning outcome.

All new contract instructors shall be evaluated in 3 consecutive course deliveries in accordance with the NFA's Contract Instructor Evaluation program. Existing contract instructors are subject to evaluation in accordance with this program.

1. Academic Requirement

- a. Bachelor's degree from an institution that is accredited in fire protection technology, fire administration, fire science or similar program. Candidates are encouraged to have successfully completed this course in the last 3 years and/or served as an adjunct instructor (in training) in the course.
- b. Candidates with an associate degree from an institution that is accredited in fire protection technology, fire administration, fire science or similar program will be entertained on a case-by-case basis. Additional formal education consisting of 1 semester each of college-level algebra, fire protection hydraulics and physics must have been successfully completed. Candidates are encouraged to have successfully completed this course in the last 3 years and/or served as an adjunct instructor (in training) in the course.

2. Documented Technical Knowledge and Relevant Experience

- a. The candidate must have extensive experience as a fire inspector for a local, state or national entity that is legally responsible for the enforcement of building and/or fire codes. Provide specific, quantifiable and qualifiable (simplistic to complex) examples of work performed and the codes and standards (editions) utilized. List the examples in a tabular format such as:

Project name	Value, square footage or description	Codes and editions	Year
Acme Hotel	7-story high-rise hotel including swimming pool, restaurant and integrated parking garage, \$50 million	2018 IBC, 2018 IFC, 2018 LSC	2020
ACME Hardware and Warehouse	500,000-square-foot mercantile store and warehouse	2021 IBC, 2018 NFPA 1	Current

- b. The candidate should be experienced, proficient and knowledgeable of current issues in the field of expertise for the content of this course. Active participation with relevant national code and/or standard committees, such as National Fire Protection Association (NFPA) and International Code Council (ICC) committees or state committees for adoption of building and fire codes, is highly recommended. List the examples in a tabular format such as:

Committees	Year(s)
NFPA 1, Building Systems and Special Occupancies subcommittee (alternate)	2016-present
Maryland State Fire Prevention Committee — Code Update	2018

- c. The candidate should have the necessary education and experience to be capable of presenting all units of the course. It is recognized that exceptions may occur where courses are of such a technical nature that no one person may be technically competent to instruct all units. Verifiable examples of professional licensure such as Professional Engineer, Registered Architect and Certified Safety Professional can be provided. Professional certificates such as Certified Fire Protection Specialist, Certified Building Official, Certified Fire Marshal, and ICC or NFPA Fire Inspector can be submitted. State fire inspector certificates have differing requirements which may or may not be recognized nationally. Only national certificates will be recognized.

Licenses	Regulatory body	Dates
Professional Engineer	Maryland	1994-current
Certified Safety Professional	ASSE	2005-2015
Certifications	Organization	Dates
Certified Building Official	ICC	2000-current
Certified Fire Protection Specialist	NFPA	2001-current

- d. Current knowledge of general fire safety conditions of a site including access and maintenance for fire apparatus and exterior fire hazards. Provide a narrative to support your knowledge and experience.
- e. Knowledge of general fire safety pertaining to a structure's use; special storage problems; special requirements for high-rise, underground and windowless structures; and ignition control methods. Provide a narrative to support your knowledge and experience.
- f. Expert-level knowledge of occupancy classifications and associated hazards, occupant life safety components, building exiting systems arrangements, occupant load and egress width calculations, and human behavior in fire situations. Provide a narrative to support your knowledge and experience.
- g. Extensive knowledge of electrical systems wiring arrangements; heating, ventilating and air conditioning systems; and cooking equipment with the associated system hazards. Provide a narrative to support your knowledge and experience.
- h. Current knowledge of fire behavior and its effects on building materials and systems, heat and smoke spread and travel in a structure, and fire dynamics. Provide a narrative to support your knowledge and experience.

- i. Current expertise of building construction classifications including mixed construction materials; podium construction and tall mass timber construction; passive fire protection methodology; fire/smoke barrier penetration installation and integrity to include fire doors, fire dampers and firestopping; researching and confirming fire rating of assemblies; and industry means for testing of fire resistance. Provide a narrative to support your knowledge and experience.
- j. Experience with recognition systems for hazardous materials, understanding of hazardous materials properties, and principles of controlling fire hazards associated with hazardous materials. Provide a narrative to support your knowledge and experience.

3. Documented Educational Instruction and Experience

Accepted formal instructional training, such as:

- a. State fire training certificate. List the information in a tabular format such as:

Certificates	Year completed
Fire Instructor I (PA)	2015
Fire Instructor II (MD)	2016
IFSAC Fire Service Instructor I	2015
Pro Board Fire Instructor II	2017

- b. College instructor/professor’s credential with courses designed/instructed. List the information in a tabular format such as:

Institution	Credential	Courses
University of Maryland	Lecturer	Fire Protection Hydraulics
Oklahoma State University	Adjunct Faculty	Building Construction Components

- c. College education instruction courses with a transcript supplied. List the information in a tabular format such as:

Institution	Course number	Course name
University of Maryland	TLPL 101	Inquiry Approach to Teaching STEM
University of Maryland Global Campus	EDTP 600	Foundations of Teaching for Learning

- d. A minimum of 48 hours of detailed, documented and successful fire/emergency services instruction listing each course and dates of delivery. List the information in a tabular format such as:

Courses	Frequency/history
Firefighter I (120 hours)	Once/January 2015-May 2015
Fire Inspector 1 (40 hours)	October 2016, April 2017, August 2017, January 2018

- e. Speaking engagements and/or presentations at national/state conferences for the fire service or other relevant professional organizations with a listing of topics and dates.

Conference	Topic	Year
NFPA Annual Conference	NFPA 25 Proposed Changes	2020
ICC Expo and Code Hearings	Marijuana Code Concerns	2019

4. Continuing Practice or Education

Ability to maintain currency in the field and the specific course by:

- a. Teaching a similar course at a training academy, college or university.
- b. Taking a similar course within the last 5 years.
- c. Developing a similar course within the last 5 years.
- d. Teaching the course at the NFA or in the field within the last 2 years.
- e. Writing and researching a paper or article related to the course topic for at least 1 of the fire service or related disciplines' trade journals within the last 2 years.
- f. Attending and/or speaking at a conference related to the field at the local, state, tribal or national level within the last 3 years.
- g. Active participation with local/state/national building/fire code(s) or standard(s) committee(s).

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

5. How To Submit a Portfolio

Follow the instructions located on the website:

https://www.usfa.fema.gov/training/nfa/instructors_officials/criteria.html.

A portfolio addressing all of the previous items must be submitted to: fema-nfainstructorapp@fema.dhs.gov.