

National Fire Academy Criteria for Contract Instructor Selection

Course: Fire Inspection Principles (R0390)

Curriculum: Fire Prevention Technical

This ten 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 the fire prevention or code enforcement official 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 in order 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, hazardous materials and processes, and special hazards and fire protection systems and equipment. 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 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. Minimum of an associate's degree , from an accredited institution, in fire protection technology, fire administration, fire science or similar program; one semester of college-level algebra and one semester of college-level physics; and candidates are encouraged to successfully complete this course in the last three years and/or serve as an adjunct instructor (in training) in the course.
- b. Preferred bachelor's degree, from an accredited institution, in fire protection technology, fire administration, fire science or similar program.

2. Documented Knowledge and Experience in the Subject Area

Accepted formal instructional training, such as:

- a. state fire training certificate;
- b. college teacher's credential;
- c. college education courses;
- d. 32 hours of documented, successful fire/emergency services instruction;
- e. experienced, proficient, and knowledgeable of current issues in the field of expertise for the content of this course;

- f. have 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;
- g. current knowledge of general fire safety conditions, occupancy classifications and hazards, occupant life safety, building exiting systems, electrical heating and cooking equipment and system hazards;
- h. current knowledge of automatic sprinkler systems, special hazard fire suppression systems, water supply requirements for fire suppression systems, standpipe systems, fire alarm/detection systems and portable fire extinguishers; or
- i. current knowledge of the behavior of fire and its effects on building materials and systems, human behavior in fire situations, fire heat and smoke spread and travel in a structure, building construction classifications, and principles of controlling fire hazards associated with hazardous materials.

3. 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. developing 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/emergency services or related disciplines' trade journals within the last two years; or
- e. attending and/or speaking at a conference related to the field at the local, state, tribal or national level within the last three years.

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

4. 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 résumé.
- 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