

## **National Fire Academy Criteria for Contract Instructor Selection**

**Course: Preparation for Initial Company Operations (F/W0458)**

### **Curriculum: Incident Management**

This course is designed for company officers, acting company officers, or senior firefighters responsible for the management of a single fire company at an emergency incident — those officers who are responsible for company readiness, personnel safety, and leadership as it relates to company operations.

### **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**

##### Minimum

- a. One year of college or equivalent from an institution that is regionally or nationally accredited, preferably in the fire science field.
- b. Must have successfully completed ICS-100, ICS-200, ICS-300 and ICS-400 or equivalents.

##### Preferred

- a. Associate degree or equivalent from an institution that is regionally or nationally accredited with a strong emphasis in the fire science field. (Please provide copies of certificates, diplomas, transcripts or equivalent training material in order to satisfy this requirement.)
- b. Must have successfully completed ICS-300 and ICS-400 or equivalents.

#### **2. Documented Knowledge and Experience in the Subject Area**

##### Minimum

- a. Candidate must have experience in a progressive fire and emergency service department. Candidate must have experience as a senior officer with a fire and rescue department having "Preparation for Initial Company Operations." Candidate must have demonstrated teaching experience in mid-level fire service

courses and knowledge in the use of computers. Candidate must have demonstrated experience in or a thorough knowledge of:

- National Incident Management System (FIRESCOPE) Incident Command System (ICS).
  - Use of ICS Forms.
  - Unified Command (UC)/Area Command. Describe this in no more than one paragraph for each area.
- b. Candidate must provide information that demonstrates this knowledge and response experience as an incident commander or member of the general staff at incidents where at least three general staff positions were used. Candidate must describe three incidents where this occurred and describe why those general staff positions were implemented. (Describe this in no more than one-half page per incident.)

Preferred

Prefer additional experience in conducting simulation exercises. Candidate should have a strong background in the application of ICS in mutual-aid and UC situations.

### 3. Additional Considerations or Submittals

- a. Demonstrated effectiveness instructing at the fully professional level in an active training environment. For a course in which you were a primary instructor:
- Provide course description, objectives and syllabus.
  - Provide three references from individuals in organizations where you have delivered training. **Do not include the NFA as one of these organizational representatives.**
- b. Resume indicating level and extent of responsibility and authority, include three references.
- c. A one-page synopsis of current issues, trends and research that directly relates to the fire service and/or specific course.
- d. Must have attended the course as a student within the past three years (or latest version).
- e. Must shadow or “student teach” with the given course.

#### **4. Continuing Practice or Education**

Instructors must maintain currency in the relevant subject matter. This requirement may be satisfied in one or more ways including:

- a. Continuing education on an annual basis (documentation required).
  - Certification of completion of in-service training at the senior staff level within an existing fire and rescue department; (This is to be maintained every two years.) or
  - Certification of completion or satisfactory attendance at a nationally recognized fire service conference or state and local training conference. (Must be within the program area and will be required every two years. This can be in lieu of training within an existing fire and rescue department.)
- b. Continuing activity and application of relevant concepts through employment with a recognized emergency response agency.
- c. Delivery of course, as designed by the U.S. Fire Administration, at least once every two years.

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

#### **5. 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](mailto:fema-nfainstructorapp@fema.dhs.gov)