

National Fire Academy Criteria for Contract Instructor Selection

Course: National Fire Incident Reporting System: Program Management (R0491)

Curriculum: Planning and Information Management

This six-day course provides a participant with the management level knowledge, skills and tools to develop, implement, and deliver a comprehensive performance-based fire incident reporting system. Information about the National Fire Incident Reporting System (NFIRS) systems capabilities, data collection and analysis tools, along with available reporting features are employed to collect, compile, and analyze local, state, and national fire and life safety trends. This course is designed to provide administrative officers, data systems management/administration staff, state, regional and local NFIRS Program Managers, allied individuals and NFIRS staff trainers with framework, process, procedures and tools to manage collection, analysis and reporting of NFIRS data. Groups of up-to four individuals from the same organization are encouraged to attend the same session.

Topics include National Fire Data Center's national focus on data, research and legislation to identify the nature and scope of the fire problem in the United States; NFIRS existing and evolving technology, tools and applications for local, state and national reporting and quality assurance. Legal and ethical use of data, standards, codes, the NFIRS data tool and third party software; data analysis, performance measures, and decision packages, using data to support community risk reduction and grant proposals.

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.

Two instructors are used when offering this six-day course.

1. Academic Requirement

- a. The candidate should possess a graduate level degree from a regionally or nationally accredited institution of higher education. The specific nature of NFIRS requires demonstrated teaching experience in a data based technology course, and indication of a strong mathematic/statistical training component in your degree area and completion of one of the following:
 - an 80-hour instructional methodology course from an educational institution; or
 - International Fire Service Accreditation Congress or Professional Qualifications Board Fire Service Instructor II certification.

- b. Attendance within the last three years at the “National Fire Incident Reporting System: Program Management” course.

2. Instructional Experience

- a. A content developer is a full performance candidate who will present an expert level knowledge of the NFIRS system and have the ability to explain, demonstrate and instruct in the best practices, processes and procedures used in data program management, analysis and reporting.
- b. An instructor will present five years of extensive experience in reporting, collecting and providing NFIRS training to state and regional audiences.

3. Additional Submittals

Submission of a written essay that demonstrates how and why fire/EMS standards, data and performance-based outcomes are both related to NFIRS and influence all-hazard risk-reduction and organizational change.

4. Continuing Practice or Education

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

- a. teaching a similar course at the college, state or regional level;
- b. teaching the course at the NFA or in the field within the last two years; or
- c. 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.

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