

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

**Course: Partnering for Fire Defense and Emergency Services Planning (R0508)**

### **Curriculum: Planning and Information Management**

This course is designed to provide individuals and interagency teams of fire/Emergency Medical Services (EMS) chief officers, along with their staff and allied professionals, with the knowledge, skills and ability required to tie comprehensive community planning to a sustained collaborative team effort aimed at improving effectiveness and reducing community risk. Participants explore issues and identify an array of adaptive solutions to complex issues that impact community and regional planning dynamics. Groups of up to four individuals from the same organization are encouraged to attend the same session.

Topics include applying a decision-making/consensus-building process to organize and prepare to plan; data collection and analysis techniques that support identifying partnership capability, efficiency and needs; methods to identifying and prioritize efforts to reduce trends that indicate greater future risk; and tools for comprehensive community planning.

### **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. The candidate should possess a minimum of a bachelor's degree from a regionally or nationally accredited institution of higher education; have documented subject knowledge of both fire/EMS administration and comprehensive all-hazards community planning; and complete 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 in the "Partnering for Fire Defense and Emergency Services Planning" course or upon preliminary approval of the application, attendance as a contract instructor trainee.
- c. Completion of one of the following: the 10-day or six-day "National Fire Incident Reporting System: Program Management" course.

## **2. Instructional Experience**

Three years of local or state level experience teaching diverse public/private organizations planning and collaborative approaches to local/regional problems. The specific nature of this course requires demonstrated teaching experience in areas of fire/EMS community planning, strategic and contingency planning, and all-hazard emergency management principles and practices.

## **3. Additional Submittal**

Submission of a written essay expressing how and why fire/EMS interagency collaboration and regional planning will support sustainability and all-hazard risk reduction.

## **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.

### **Submit cover letter and documentation to:**

National Fire Academy  
Deputy Superintendent for Curriculum and Instruction  
16825 South Seton Ave.  
Emmitsburg, Maryland 21727  
[fema-nfainstructorapp@fema.dhs.gov](mailto:fema-nfainstructorapp@fema.dhs.gov)