

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

**Course:** Training Program Design (M0576)

### **Curriculum: Training**

Training Program Design is a six-week online course offered by the National Fire Academy (NFA) to provide the knowledge and skills needed to design and develop effective training programs. Attendees will identify a training need in their organization and create a Course Design Document based on that need as a final course project.

Candidates not meeting the basic NFA criteria outlined in the general qualification criteria established by the NFA will not receive further consideration.

### **Criteria for Contract Instructor Selection**

All new contract instructors shall be evaluated in three consecutive course deliveries in accordance with the NFA's Instructor Evaluation program. Existing contract instructors shall also be evaluated in accordance with this program and shall be evaluated no less than one time every three years. All current instructors wishing to be considered for this course will be evaluated during their first program delivery. Based on the observation, they will be authorized to serve as a contract instructor, be denied contract instructor status, or be provided with performance improvement criteria and re-evaluated during a subsequent offering prior to final decision.

All instructor candidates must meet or exceed the published course instructor criteria and meet the general and administrative requirements before being approved to bid.

#### **1. Academic Requirement**

##### **a. Minimum.**

Bachelor's degree that is from a nationally or regionally accredited institution recognized by the Department of Education. Preferred degree fields shall be in education, vocational training or similar fields. In addition, candidates shall submit proof of continuing education and practice within the field of education and training that demonstrates currency in the field. This requirement may be waived depending on the experience and background of the applicant.

##### **b. Preferred.**

Master's or doctorate degree from a nationally or regionally accredited institution recognized by the Department of Education. Preferred degree fields shall be in education, vocational training or similar fields. In addition, candidates shall submit proof of continuing education and practice within the field of education and training that demonstrates currency in the field.

## **2. Instructional Experience**

The candidate must demonstrate a history of significant instructional and facilitation experience with adult learners in the fire and emergency services field. Experience shall include the development and delivery of training in the online learning environment within the past three years. The candidate must provide a minimum of at least five occurrences of experience with reference information. Significant instructional experience at the undergraduate level must be demonstrated.

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

- a. The candidate must demonstrate exceptional facilitation skills in the online instructional arena.
- b. The candidate must demonstrate the use of the ADDIE model of instructional systems design to develop adult education or training curricula. The candidate shall submit at least one course design document supporting this requirement and a statement explaining the application of the ADDIE model during the course development process.
- c. The candidate must demonstrate currency of research in adult educational methodology.
- d. The candidate must demonstrate mastery of instructional systems design, preferably having a minimum of three years' experience developing courses, from 10 to 100 hours in length, that are focused on professional development programs.
- e. The candidate must demonstrate development of training programs, based on a comprehensive organizational training needs analysis, to meet performance needs of an organization.
- f. The candidate must demonstrate development of return-on-investment calculation related to training and experience relaying relevant information to policy- and decision-making bodies.
- g. Candidates must maintain currency in the field through practice, education or other relevant activities.

Failure to annually provide approved documentation of ongoing practice, training and/or instruction may result in revocation of contract instructor status.

#### **4. Continuing Practice and Education**

Contract instructors must maintain both work experience and academic relevance specific to the course(s) for which they are approved. To maintain eligibility to instruct the course, contract instructors will be required to submit verification of both work experience and academic relevancy on a periodic basis, but no more than every three years. Work experience may be verified through submission of a work resume.

#### **5. Academic Relevancy**

Instructor candidates must have academic relevance by evidence of one or more of the following:

- a. Teaching the course at least one time within the last two years.
- b. Teaching a similar course at an accredited institution of higher learning at least one time within the last two years.
- c. Completing a similar course of instruction within the last three years at an accredited institution of higher learning or a nationally recognized organization providing certified continuing education credits.

#### **6. Revisions to Criteria**

These criteria are subject to revision as based on course changes and NFA needs. Potential instructors will be subject to the criteria effective at the date of application. Existing contract instructors are subject to reapplication and shall submit verification of the continuing practice and education requirements when requested. Additionally, existing contract instructors are subject to reapplication and to meeting revised criteria as determined by the NFA based on revisions to course content.

#### **7. 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 resume.
- 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. A current email address and contact information 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)