

National Fire Academy Criteria for Contract Instructor Selection

Course: Wildland Urban Interface: Fire-Adapted Communities — Developing a Community Wildfire Protection Plan, Course III (F/W0639)

Curriculum: Fire Prevention: Technical

This two-day course is for persons who have organizational responsibility for wildland urban interface (WUI) risk-reduction operations in their agency or jurisdiction. The course will enable the student with the ability to create and sustain a fire-adapted community (FAC) located within a WUI.

Course outcomes will include:

- Develop a local community coalition to address the WUI and create FACs.
- Create a Community Wildfire Protection Plan (CWPP).
- Facilitate partnerships, improve networking and enhance resource allocation abilities that address WUI fire risks/issues.
- Pre-fire communication and planning between government agencies, local jurisdictions and the community at-large is essential in creating an FAC.
- Improve quality of life and vitality within the local community.

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. A minimum of one year of college or equivalent experience from an accredited institution. Candidates are encouraged to successfully complete this course and/or serve as an adjunct instructor in the course.
- b. Preferred associate degree from an accredited institution.

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. facilitative Instructor (M0410 National Wildfire Coordinating Group (NWCG) course, etc.) or 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; or
- 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.

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;
- d. teaching the course at the NFA or in the field within the last two years; or
- e. 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.

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