

National Fire Academy Criteria for Contract Instructor Selection

**Course: Advanced Science for Hazardous Materials/Weapons of Mass
 Destruction Response (R/N0655)**

Curriculum: Hazardous Materials

This six-day course is designed to facilitate comprehension, analyzing and implementation of the facts and science given the circumstances associated with risk-based response/decision-making.

This scenario-based course is intended to facilitate students gaining and sharing the knowledge, skills and abilities to effectively make and verbalize justifiable risk-based decisions and sharing those outcomes with others involved in the response decision-making process.

Criteria for Contract Instructor Selection

All new contract instructors shall be evaluated in three consecutive course deliveries in accordance with the National Fire Academy (NFA) Contract Instructor Evaluation program. Existing contract instructors are subject to evaluation in accordance with this program.

1. Academic Requirement

- a. A minimum of an associate degree from a regionally accredited institution of higher education. The degree should be in a discipline closely related to the subjects covered in this course, i.e., Fire Service, Risk Management, Occupational Safety, Fire/Emergency Medical Services Management, Emergency Management, etc.

A bachelor's-level degree from a regionally accredited institution of higher education, in a discipline closely related to the subjects covered in this course, is preferred.

- b. Documentation of successful completion of ICS 100, ICS 200, NIMS Orientation (IS700), ICS 300 and National Response Framework Orientation (IS800).
- c. Course attendance or attendance as a contract instructor trainee upon preliminary approval of the application.

2. Instructional Experience

- a. Documented ability to explain current and emerging standards and practices for fire and emergency services, specifically those related to the interpretation of the science associated with hazardous materials/weapons of mass destruction (WMD) response in developing a risk-based response plan that is briefable and understandable to the non-technical member of the decision-making process and to a diverse student population with a broad range of training and experience.
- b. Documented successful completion of a recognized adult educational methodology course at the college/university, state, International Fire Service Accreditation Congress or Professional Qualifications Board level.
- c. Ability to deliver student-centered, instructor-facilitated classroom delivery at the state or regional level. Demonstrated expertise by documentation of experience and a copy of at least three student or supervisor evaluations of instructional ability from courses taught with similar content.

3. Documented Knowledge and Experience in the Subject Area

- a. Current knowledge of emerging trends, standards and practices related to hazardous materials/WMD response and risk-based decision-making as demonstrated by documentation.
- b. Current knowledge in the use of computers and related software for documentation, projects and presentations as demonstrated by documentation of experience or equivalent training, or a combination of both experience and training.

4. Additional Submittals

- a. For one subject or course related to the *Advanced Science for Hazardous Materials/Weapons of Mass Destruction Response* course, provide a 12 to 18 minute video or digital video disk demonstrating your instructional style. This video will be used to evaluate your teaching style in a student-centric adult learning environment.

OR

- b. Attend the *Advanced Science for Hazardous Materials/Weapons of Mass Destruction Response* course and successfully teach a component of the course that is designated and evaluated by the Training Specialist, Instructional Systems Specialist, or/and NFA Manager.

5. Continuing Practice or Education

The demonstration of maintenance of 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.
- c. Teaching the course at the NFA or a sanctioned NFA field delivery.
- d. Writing and researching a paper or article related to the course topic for at least one of the fire service's 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:

Curriculum and Instruction Branch
United States Fire Administration
16825 S. Seton Avenue
Emmitsburg, Maryland 21727
Telephone: 301-447-1362
E-mail: fema-nfainstructorapp@dhs.gov