

National Fire Academy Criteria for Contract Instructor Selection

Course: Health and Safety Officer (F/W0730)

Curriculum: Responder Health and Safety

This course is designed to provide students with the fundamental skills and knowledge to apply in identifying, evaluating and implementing policy and procedures that affect health and safety aspects for emergency responders as the department Health and Safety Officer.

The course is appropriate for individuals who have department level Health and Safety Officer responsibilities.

Areas of study include principles of risk management, managing risk, duties and responsibilities of the Health and Safety Officer, health maintenance, safety areas of concern, and systems-based change.

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 bachelor's degree from a regionally or nationally accredited institution of higher education, in a discipline closely related to the subjects covered in this course, risk management, occupational safety, public health, fire/Emergency Medical Services (EMS) management, emergency management, etc. Consideration will also be given to those candidates with an associate degree from a regionally or nationally accredited institution. The degree should be in a discipline closely related to the subjects covered in this course.
- b. Certification as a Certified Safety Professional or Certified Health and Safety Manager is beneficial.
- c. Documentation of successful completion of ICS-100, ICS-200, National Incident Management System, An Introduction (IS-700), ICS-300, and National Response Framework, An Introduction (IS-800).
- d. 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 EMS, specifically those related to responder safety, occupational safety and health, and Incident Command System (ICS) 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 instruct courses or materials similar to the course content, at the community college, state or regional level, demonstrated 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. Knowledge of the current and emerging standards and practices related to responder safety, occupational safety and health, applicable regulations and standards, and ICS as demonstrated by documentation at the field supervisor or company officer level or higher.
- 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 unit related to the responder health and safety curriculum, 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** attend the “Health and Safety Officer” course and successfully teach a component of the course that is designated and evaluated by the Training Specialist, Instructional Systems Specialist, and/or NFA Manager.
- b. Submission of a written essay not to exceed 500 words explaining how the instructor candidate has effected successful organizational change within the emergency services.

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