

## National Fire Academy Criteria for Contract Instructor Selection

**Course: Fire Investigation: Essentials (R0772)**

**Curriculum: Fire and Investigative Sciences Program**

This 10-day course is the foundation of the fire investigation curriculum. The course utilizes National Fire Protection Association (NFPA) 921, *Guide for Fire and Explosion Investigations*, and NFPA 1033, *Standard for Professional Qualifications for Fire Investigator*, and other professional documents to address the technical and scientific knowledge and skills needed to conduct successful fire/arson investigations.

Using a combination of classroom instruction, activities, written assignments and group projects, students will demonstrate the ability to conduct science-based fire investigations that culminate, when appropriate, in prosecution for the crime of arson.

### Criteria for Contract Instructor Selection

All new contract instructors shall be evaluated during 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. Minimum:

- Associate degree that is from a nationally or regionally accredited institution recognized by the Department of Education. The degree should be in a field closely related to the specific course's subject (e.g., fire science, fire/arson investigation, fire protection, applied science, criminal justice/law enforcement) or a similar program.
- An equivalent combination of college-level coursework and documented experience may be considered for meeting these requirements.

b. Preferred:

- Bachelor's degree that is from a nationally or regionally accredited institution recognized by the Department of Education. The degree should be in a field closely related to the specific course's subject (e.g., fire science, fire/arson investigation, fire protection, applied science, criminal justice/law enforcement) or a similar program.
- Certification as an International Association of Arson Investigators (IAAI) Certified Fire Investigator **or** state certification program recognized by the National Board on Fire Service Professional Qualifications (ProBoard).

## **Legal Module Instructor**

- a. Law degree from an institution that is accredited by a nationally recognized regional accrediting organization for higher education and recognized by the American Bar Association.
- b. An attorney or judge responsible for litigating criminal and/or civil cases involving fire losses, arson, and explosives.

### **2. Instructional Requirement**

Documented successful completion of a recognized adult educational methodology/fire service instructor course at the college/university, state, or fire service academy level.

### **3. Documented Knowledge and Experience (All Instructors)**

- a. Demonstrated current knowledge of the use of computer technology, learning management systems, and related software for documentation, projects, and classroom presentations.
- b. Instructors must provide their own computer for use during the course. It will be used for accessing the internet and the learning management system, grading assignments, and providing feedback to students.

### **4. Continuing Practice or Education**

Maintain currency in the field and the specific course by:

- a. Teaching a similar course at a training academy or at the college or university level.
- b. Completing, with 80% or better, a tested fire investigation continuing education course within the last two years.
- c. Teaching an NFA fire investigation course within the last two years.
- d. Current certification as an IAAI-certified fire investigator or instructor.

Failure to provide approved documentation of ongoing training or instruction may result in revocation of the contract instructor status.

## **5. Notice of Physical Requirements and Work Conditions**

Physical requirements:

- a. Instructors (excluding legal) must be able to lift and move up to 50 pounds to facilitate the delivery of course materials and participate in student activities. Instructors are responsible for assisting with the placement (lifting, carrying, rolling, moving, stacking/unstacking) of furniture, furnishings, carpet, and other items in each burn cell and preparing individual burn cells for use by the students. Instructors may be required to use short ladders (under 16 feet), hand trucks, carts, small power tools, hand tools, and shovels and to demonstrate the use of other scene-processing tools.
- b. Instructors are required to participate in the student activities/demonstrations in various capacities, including setup and presenting the demonstrations.
- c. Instructors are required to work outdoors and should be capable of working in various weather conditions, including inclement weather, during periods of rain, heat, snow and ice.

## **6. How to Submit an Application**

The following documents are required with each submission:

- a. A current curriculum vitae.
- b. A letter/email listing the courses you want to teach.
- c. 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.
- d. 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](mailto:fema-nfainstructorapp@fema.dhs.gov)