

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

**Course: Fire Cause Determination for Company Officers (R/N0811)**

### **Curriculum: Fire/Arson and Explosion Investigation**

This six-day course addresses the basic skills needed to conduct initial fire cause determinations. Upon successful completion of this course, students will be better prepared to make observations and gather information that will assist in identifying area(s) of origin, and assess the need for additional assistance to accurately determine the cause of a fire and subsequent follow-up investigations. Subjects include, but are not limited to, scene security and safety, behavior of fire, determining area of origin, accidental and incendiary fire cause determination, fire scene examinations, motives of the firesetter, vehicle fires, legal aspects (court testimony), and handling/preservation of evidence.

### **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 minimum of an associate degree (bachelor's preferred) from an institution that is accredited in fire science, fire/arson investigation, fire protection, applied science, criminal justice/law enforcement, or course content in a related area.

**NOTE:** An equivalent combination of college-level coursework and documented experience may be considered for meeting these requirements.

- b. Documentation of successful completion of ICS-100 and ICS-200.
- c. Documentation of successful completion of the following Certified Fire Investigator (CFI) Trainer modules (TESTED):
  - NFPA 1033 and Your Career;
  - The Practical Application of the Relationship Between NFPA 1033 and NFPA 921;
  - The Scientific Method for Fire/Explosion Investigations;
  - Introduction to Evidence; Physical Evidence at the Fire Scene;
  - Documenting the Event;
  - Writing the Initial Origin and Cause Report;
  - Investigating Motor Vehicle Fires;
  - Ethics and the Fire Investigator;

- Effective Investigation and Testimony;
- Introduction to Fire Dynamics and Modeling;
- A Ventilation-Focused Approach to the Impact of Building Structures and Systems on Fire Development;
- Postflashover Fires;
- Investigating Fatal Fires;
- Search and Seizure;
- Fundamentals of Residential Building Construction; and
- Fire Protection Systems.

**NOTE:** Documentation must be in the form of a transcript indicating successful completion of these **TESTED** modules.

- d. Course attendance or attendance as a contract instructor trainee upon preliminary approval of the application.

## **2. Instructional Experience**

- a. Documented successful completion of a recognized adult educational methodology/ fire service instructor course at the college/university, state, or International Fire Service Accreditation Congress, or National Board on Fire Service Professional Qualifications level (e.g., National Fire Protection Association (NFPA) 1041). International Fire Service Accreditation Congress or National Board on Fire Service Professional Qualifications Fire Service Instructor II certification is recommended.

**NOTE:** Current instructor certification by the International Association of Arson Investigators (IAAI) or the National Association of Fire Investigators (NAFI) in accordance with their program criteria is sufficient to satisfy this requirement.

- b. Documented ability to instruct courses or materials similar to the course content at the community college, state or regional level, demonstrated by documentation of experience to include at least three student or supervisor evaluations of instructional ability from courses taught with similar content. Copies of the course description, objectives and syllabus must also be provided.

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

- a. Current knowledge and significant experience in fire/arson origin and cause investigation demonstrated by documented experience or equivalent training or a combination of both experience and training. Experience must be supported by documentation and should indicate sustained and significant investigative authority/responsibility in a formal fire service, state or local fire marshal's organization, arson task force, district attorney's/state's attorney, prosecutor's office, law enforcement agency, or private fire investigative organizational setting.

- b. Current knowledge and documented ability to explain current and emerging standards and practices for fire/arson origin and cause investigation, legal decisions affecting fire/arson investigation, and investigative techniques, specifically those related to the requirements and guidelines outlined in NFPA Standard 1033, *Standard for Professional Qualifications for Fire Investigator* and NFPA 921, *Guide for Fire and Explosion Investigations*, to a diverse student population with a broad range of training and experience.
- c. Documentation of experience and certification as a CFI or Certified Fire and Explosion Investigator by the IAAI, NAFI or a state-sponsored fire/arson investigator certification program recognized by the National Board on Fire Service Professional Qualifications (ProBoard).
- d. Successful completion, supported by documentation, of the United States Fire Administration's NFA course "Fire Cause Determination for Company Officers."
- e. Demonstrated current knowledge of the use of computer technology and related software for documentation, projects and classroom presentations.

#### **4. Additional Submittals**

- a. For one subject or course related to the course content, provide a 10- to 15-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 "Fire Cause Determination for Company Officers" course and successfully teach a component(s) of the course that is designated and evaluated by the Training Specialist and/or Instructional Systems Specialist.
- b. Submission of a written essay not to exceed 500 words explaining current issues, trends and research that directly relates to the course content.
- c. Curriculum vitae indicating level and extent of knowledge, training, education and experience in the course subject matter.
- d. Provide three references from individuals in organizations where you have delivered training. Do not include the NFA staff as one of these organizational representatives.

#### **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;

- 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; or
- e. current certification as a fire investigator or IAAI certified instructor or NAFI CFI instructor or other associated professional certifications or continuing education requirements.

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](mailto:fema-nfainstructorapp@fema.dhs.gov)