

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

**Course: Community Education Leadership — One Week (VIP) (R0816)**

### **Curriculum: Fire Prevention: Public Education**

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. Two contract instructors will be required to teach each offering of "Community Education Leadership (CEL) — One Week" and "CEL — One Week (VIP)."
2. Applicants not meeting the basic criteria as listed on the general requirements section will not qualify.
3. Successful applicants for CEL — One Week and CEL — One Week (VIP) will also be placed on the qualified bidders list for two additional two-day courses. These courses include "Methods of Enhancing Safety Education" (MESE) and "Community Risk Issues and Prevention Interventions" (CRIPI). Content for MESE and CRIPI are similar to CEL but modified for appropriate volunteer audiences.
4. Applicants should submit a resume that includes at a minimum: name, address, phone numbers, employment history and references. Please note that resumes do not necessarily provide adequate responses to each criterion listed below.

### **Criteria for Contract Instructor Selection**

#### **1. Academic Requirement**

The candidate should possess a bachelor's degree from an institution that is accredited. Consideration will also be given to those candidates who do not meet the academic requirement but verify broad, progressive administrative and leadership experience related to the subject area. Candidates are urged to successfully complete the course as a student prior to the candidate's submission.

#### **2. Instructional Experience**

Candidates must have successfully completed a recognized educational methodology course and must demonstrate successful instructional delivery to adult learners at local, regional, federal and/or state fire training academies, colleges or universities. Instructor II level certification (National Fire Protection Association 1041) or equivalent satisfies this requirement. Candidates must be proficient in the facilitation of intensive, small work groups.

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

Candidates must address their own knowledge and experience with each of the following course topical areas:

- a. Leadership in community safety education.
- b. Gaining internal support for community education.
- c. Coalition development and maintenance.
- d. Analyzing people, messages and media.
- e. Planning for community risk.
- f. Evaluating community education and sharing results.
- g. Funding and resource strategies in prevention education.

### **4. 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, resume 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)