

TABLE OF CONTENTS

Table of Contents	1
Training Specialist Designations.....	2
General Information	3
Executive Development Curriculum	4
Executive Development	
Executive Leadership	
Leadership & Administration	
Management Science Curriculum	7
Fire Service Communications	
Interpersonal Dynamics in Fire Service Organizations	
Organizational Theory in Practice	
Emergency Medical Services Curriculum	10
Advanced Leadership Issues in Emergency Medical Services	
Advanced Life Support Response to Hazardous Materials Incidents	
Advanced Safety Operations and Management	
Emergency Medical Services: Management of Community Health Risk	
Emergency Medical Services: Special Operations	
Management of Emergency Medical Services	
Planning and Information Management Curriculum	16
Executive Planning	
Fire Service Financial Management	
Fire Service Planning Concepts for the 21 st Century	
National Fire Incident Reporting Systems	
Hazardous Materials Curriculum	27
Chemistry for Emergency Response	
Hazardous Materials Incident Management	
Hazardous Materials Operating Site Practices	
Incident Management Curriculum.....	31
Command and Control of Fire Department Operations at Multi-Alarm Incidents	
Command and Control of Fire Department Operations at Natural and Manmade Disasters	
Command and Control of Fire Department Operations at Target Hazards	
Command and Control of Incident Operations	
Executive Analysis of Fire Service Operations in Emergency Management	
Fire Prevention: Technical Curriculum.....	40
Evaluating Performance-Based Designs	
Fire Inspection Principles	
Plans Review for Inspectors	
Principles of Fire Protection: Structures and Systems	
Fire Prevention: Management Curriculum.....	45
Code Management: A Systems Approach	
Leading Community Risk Reduction	
Management of Fire Prevention Programs	
Strategic Analysis of Community Risk Reduction	
Fire Prevention: Public Education and Training Programs Curriculum	50
Developing Fire and Life Safety Strategies	
Presenting Effective Public Education Programs	
Training Programs Curriculum	55
Fire Service Course Design	
Training Program Management	
Arson Curriculum.....	61
Fire Arson Investigation	
Fire Cause Determination for Company Officers	
Initial Fire Investigation	
Interviewing and Interrogation Techniques for Courtroom Testimony	
Management for Arson Prevention and Control	
Courtroom Preparation and Testimony for First Responders (2-day course)	

Training Specialist Designation

The following is a list of Training Specialists responsible for each curriculum area. The curriculum areas and the courses within those areas are listed on the Table of Contents page. This page lists the curriculum areas and the Training Specialist's name, phone number, and email address. For content questions, please contact the Training Specialist.

Fire Prevention: Public Education Curriculum Training Programs Curriculum

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Executive Development Curriculum

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Hazardous Materials Curriculum

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Fire Prevention: Management Curriculum

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Arson Curriculum

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The following pages contain selection criteria for individuals interested in being considered for contract instructor positions with the Resident Programs Division of the National Fire Academy. These criteria are specific for each course offered on the NFA campus in Emmitsburg, Maryland. A short description of each course precedes the identification of the selection criteria.

Please note that some courses have unique sections, each requiring a specialized type of experience. The Qualification Statement should indicate the specific section for which applied.

GENERAL CRITERIA

- AGE:** Age is not a factor, however, the instructor must be mature enough to relate well with a wide range of adult learners.
- EXPERIENCE:** It is important that the instructor have sufficient experience in the subject area to relate to the students. It is even more important that the instructor have proven successful teaching experience which is necessary to properly deliver the subject in an organized professional manner.
- EDUCATION:** Education requirements are specified for each course. All degree requirements must be from an institution that is accredited by a nationally recognized Regional Accrediting Organization for Higher Education.
- REFERENCES:** All applicants should supply three references from persons who are knowledgeable about their character as well as their teaching ability. All contract instructors are required to work with NFA staff and faculty and other contract instructors. Their ability to work with others in a structured teaching environment and to follow instructions and lesson plans will be a trait that is verified through references and observation. One reference letter should be from the department or agency head in the instructor's organization or certifying organization.
- CERTIFICATION:** It is desirable that applicants be certified through:
- an established training organization or association;
 - having successfully completed the Academy's former *Fire Service Instructional Methodology* course;
 - or have completed an Instructional Methods course from a college or university.
- NOTE:** In order to be retained, contract instructors must perform well in all aspects of their responsibilities to include both on and off the "platform" duties. Administrative duties are required beyond normal teaching responsibilities. Other duties are explained in the contract statement of work which is included in each bid package.

EXECUTIVE DEVELOPMENT CURRICULUM

- **Executive Development**
- **Executive Leadership**
- **Leadership & Administration**

EXECUTIVE DEVELOPMENT

Two instructors will staff each Executive Development Course (ED), one of which will be designated by the program manager as the Lead instructor. Each ED course also requires an instructor to facilitate a module entitled “*Legal Issues*”. For the instructor requirements for the legal module, please refer to the specific sections.

The following qualifications must be **demonstrated** within written application materials by the two-week instructor candidates.

Academic Requirement - The applicant must possess a Master’s Degree from a regionally accredited institution of higher learning. Preferred degrees are Masters in Public Administration (MPA), Masters in Business Administration (MBA), or a Masters in Human Resource Development.

Instructional/Facilitation Experience - The applicant must have significant instructional and facilitation experience with adult learners at the executive level. This experience can be in either private or public sector settings. The candidate must provide a minimum of at least five occurrences with reference information. The candidate must also be proficient in the following areas (Information must be provided to document each of the experience areas):

- Facilitation (providing feedback) of self/observer based psychological assessment instrumentation.
- Applied research. Since the ED course contains significant curriculum on designing and writing applied research, it is critical that applicants demonstrate their familiarity with academic research design, types of research, and familiarity with *American Psychological Association* (APA) style.
- Facilitation of executive development competency areas to include professional development, organizational culture, service quality (quality management), ethics, contemporary followship and leadership theories, and the management of creativity.

Scholarly/Professional Activities - The applicant must have demonstrated significant activity at regional/national levels within the areas of executive and management development. Papers authored and published, consulting experiences and other professional activity should be cited.

EXECUTIVE LEADERSHIP

Two instructors, one of which will be designated by the program manager as the Lead instructor, will staff each Executive Leadership course. The following qualifications must be **demonstrated** within written application materials by the contract instructor candidate.

Academic Requirement - The applicant must possess a (minimum of) Master’s Degree from a regionally accredited institution of higher learning. Preferred degrees are Masters in Public Administration (MPA), Masters in Business Administration (MBA), or a Masters in Human Resource Development.

Instructional/Facilitation Experience - The applicant must have significant instructional and facilitation experience with adult learners at the executive level. This experience can be in either private or public sector settings. The candidate must provide a minimum of at least five occurrences with reference information. The candidate must also be proficient in the following areas (Information must be provided to document each of the experience areas):

- Facilitation (providing feedback) of self/observer based psychological assessment instrumentation.
- Applied research.

- Facilitation of executive leadership competency areas to include decision skills, contemporary leadership theories, influencing, power, story-telling, managing multiple roles, public vs. private sector management, persuasion, and using feedback.

Scholarly/Professional Activities - The applicant must have demonstrated significant activity at regional/national levels within the areas of executive and management development. Papers authored and published, consulting experiences and other professional activity should be cited.

LEADERSHIP & ADMINISTRATION **Volunteer Incentive Program**

The following qualifications must be **demonstrated** within written application materials by the contract instructor applicant:

- A minimum of ten years fire service experience, half of which must be with a Volunteer Emergency Service Organization (VESO). This experience must include functioning at a senior officer level, preferably as Chief or President of the VESO.
- Experience in planning, executing, and assessing VESO recruitment and retention programs.
- Experience in organizational and program planning, with an emphasis on funding, financing, and budgeting.
- An understanding of the legal requirements and environment facing today's VESO.
- Experience in the training and education of adult learners, preferably at the Associate Degree program level. This experience should include, but not be limited to actual instruction, program design, program evaluation and feedback and program management. A minimum of 5 years of adult instruction must be demonstrated, excluding experience within the applicant's own VESO.
- A record of public speaking and publishing is desirable, particularly relative to VESO related issues and topics.
- A minimum academic credential of a Bachelor's Degree from a regionally accredited institution of higher learning. This requirement may be waived by the Training Specialist if the applicant demonstrates superior qualifications within the areas previously cited.
- Women and minority applicants are encouraged to apply.

MANAGEMENT SCIENCE CURRICULUM

- **Fire Service Communications**
- **Interpersonal Dynamics in Fire Service Organizations**
- **Organizational Theory in Practice**

FIRE SERVICE COMMUNICATIONS

Fire Service Communications focuses on verbal and written communication skills for fire service managers. The course is based on a survey of writing duties, practices, skills and the analysis of many types of fire service documents used in large and small fire departments around the country.

Student-directed learning, using computer-based instruction, is used to diagnose and develop writing and language art skills. The content areas covered include: grammar and usage, punctuation, spelling, sentence structure, and paragraphs.

The first week is devoted to developing skills in writing. Course units include: organization and outlining of documents; writing procedures, regulations, and training materials; correspondence with the public; preparation of incident or investigative reports, preparation, and justification or proposals for funding and equipment.

Oral communication is the focus of the second half of the course. Students will gain an understanding of the bases of effective speech communication as well as barriers to communication. The course focuses on: one/two-way feedback; verbal and non-verbal components of spoken messages; models of communication; understanding self and others; listening; personal image; public speaking and conducting interviews/meetings.

CRITERIA FOR CONTRACT INSTRUCTOR SELECTION:

1. Bachelor's (minimum) or Graduate Degree (preferred) from an institution that is a nationally recognized Regional Accrediting Organization for Higher Education in communications field, e.g., English, Writing, Speech, Journalism, Language, etc.
2. Knowledge of writing, grammar, composition, oral communications, and public speaking.
3. Experience in instructing adults in remedial writing and public speaking courses; demonstrated ability to correct a large number of essays (20-25) quickly and accurately and evaluate public speaking skills.
4. Course attendance not required.

INTERPERSONAL DYNAMICS IN FIRE SERVICE ORGANIZATIONS

Designed to prepare fire service managers to understand the dynamics of human behavior within an organizational environment. Participants begin with a critical self-assessment of their individual managerial strengths and weaknesses which result in a specific plan for their own professional development. Techniques for creating effective organizational environments are defined. Components of a successful human resource development plan are examined.

Course modules include: Managerial Style, Stress Management, Conflict Resolution, Time Management, Counseling, Communication, Group Dynamics, and Human Resource Development (HRD).

CRITERIA FOR CONTRACT INSTRUCTOR SELECTION:

1. Bachelor's Degree (minimum) or Graduate Degrees (preferred) from an institution that is a nationally recognized Regional Accrediting Organization for Higher Education in Behavioral Science or HRD.
2. Knowledge of: team building, group dynamics, stress management, time management, counseling, leadership, communications, conflict resolution, and Organizational Development/Organizational Effectiveness.

3. Extensive experience providing HRD training and/or HRD consulting services in public sector managers. Minimum of 2 years experience in a public sector HRD position.
4. Course attendance not required.

ORGANIZATIONAL THEORY IN PRACTICE

Organizational Theory in Practice is designed to prepare fire service managers and executives to understand organizational theory as it relates to practice in the fire service.

During the course, students acquire the knowledge and develop the skills and abilities to efficiently and effectively operate an organization. Theories, principles, and analytical tools are applied in workshop exercises to the strategic organizational issues associated with planning, organizing, staffing, directing, and controlling.

Units of instruction include: organization definition and structure; explanation and application of theory; planning in an organization; theories of organization and management; control and evaluation within an organization; organizational analysis; leadership styles and supervisory practices; decision-making; and organizational communication.

A course project report requires students to identify a problem in their department or division over which they have some influence, develop a solution to the problem, and write a post-course report on the various organizational theories they have learned. The report is due 6 months after completion of the course.

CRITERIA FOR CONTRACT INSTRUCTOR SELECTION

1. Bachelor's (minimum) or Graduate Degree (preferred) from an institution that is a nationally recognized Regional Accrediting Organization for Higher Education in management or administration field, e.g., business, public, organizational, etc.
2. Knowledge of theory related to planning, organizing, staffing, directing, and controlling.
3. Experience teaching adults qualitative and quantitative organizational theory and practices.
4. Course attendance not required.

EMERGENCY MEDICAL SERVICES CURRICULUM

- **Advanced Leadership Issues in Emergency Medical Services**
- **Advanced Life Support Response to Hazardous Materials Incidents**
- **Advanced Safety Operations and Management**
- **Emergency Medical Services: Management of Community Health Risk**
- **Emergency Medical Services: Special Operations**
- **Management of Emergency Medical Services**

ADVANCED LEADERSHIP ISSUES IN EMERGENCY MEDICAL SERVICES

What is required is not merely an instructive style in which the instructor routinely asks questions of the class, but one in which the instructor disappears into the discussion - coaching only where necessary to allow students to pursue their own questions and to discover their own answers, especially in the more advanced course, ALIEMS. Students will learn from attempting to apply the theory introduced in the readings and class discussions, and from the individual feedback that the instructor and their peers are able to provide them.

Daily activities expected of the instructors in these courses are: Using feedback techniques as a simulation progresses to prompt selected students to uncover a better alternative; observing the interactions of a small group and discussing the implications of the readings from the individual playing the role of EMS manager; and points out further resources that may be helpful to students who are researching a particular legal/ethical issue. In summary, successful instructors will be very student-focused, with an awareness of the content objectives, as opposed to the other way around.

This student-centered orientation and the ability to provide clear objective feedback on the managerial approach taken by any given student in the in-basket and role play exercises is critical. Such a personal skill cannot be guaranteed by any amount of management, EMS or teaching experience. Because of the difficulty inherent in documenting a qualification like this, it is best demonstrated and evaluated in an actual teaching experience, with the identical course materials and target audience.

CRITERIA FOR CONTRACT INSTRUCTOR SELECTION:

1. All instructors must have prior attendance as a student or instructor trainee in MEMS. Those who wish to teach ALIEMS must also have prior attendance as a student or instructor trainee in ALIEMS.
2. EMS and EMS management experience:
 - a. Two years (within the last five) of operational experience in an EMS management position, and
 - b. At least two years EMS street level experience as a direct provider of patient care.
- 3.* Education:
 - a. Masters or other earned graduate-level Degree from an institution that is a nationally recognized Regional Accrediting Organization for Higher Education.
 - b. Twelve credits of formal management course work.

* Equivalent experience in EMS management may be combined with educational levels to meet degree requirements: Bachelors Degree plus 4 years additional EMS Management experience.

ADVANCED LIFE SUPPORT RESPONSE TO HAZARDOUS MATERIALS INCIDENTS

Individuals interested in becoming a contract instructor for the *Advanced Life Support Response to Hazardous Materials Incidents* course will complete the following criteria.

1. Minimum of Associates Degree, preferably a Bachelor Degree from an institution that is a nationally recognized Regional Accrediting Organization for Higher Education, in Fire Science, Health Science or Chemistry or related science or equivalent with a strong emphasis in Chemistry, Toxicology, Physiology or related courses.
2. Must have three years demonstrated experience as an instructor for upper-level adult education fire service courses in technical content areas.

3. Must be currently certified as an EMT-Paramedic (or higher) and as a Hazardous Materials Technician. (Provide copies of certificates.)
4. Must have significant experience in providing Advanced Life Support (ALS) level care at hazardous materials incidents.
5. Must have significant experience in hazardous materials emergency response and demonstrated knowledge about weapons of mass destruction.
6. Continuing education, certification of attendance at formal education courses, National or State training conferences in the area of hazardous materials.
7. Must attend the course *Advanced Life Support Response to Hazardous Materials Incidents* and successfully teach a component of the course that is designated and evaluated by the Training Specialist.
8. Evaluation of teaching ability: assessment will be made of instructional ability for new instructors during the instructor-training phase. A significant aspect of this criterion is the ability to present material in a manner that achieves the transfer of meaningful information while considering the human dignity of those exposed to the learning experience. Failure to achieve this will be cause for ineligibility.
9. Knowledge/experience in the use of computers and related software.

ADVANCED SAFETY OPERATIONS AND MANAGEMENT

Individuals interested in becoming a contract instructor for the *Advanced Safety Operations and Management* course will complete the following criteria.

1. A minimum of Associates Degree or equivalent, preferably a Bachelor Degree from an institution that is a nationally recognized Regional Accrediting Organization for Higher Education in Fire Science, Occupational Safety, or related field.
2. Must have three years demonstrated experience as an instructor for upper-level adult education fire service courses in technical content areas.
3. At least 10 years experience in a volunteer department with at least 5 years at a Chief Officer level; or 10 years experience in a paid department with at least 5 years at the Company Officer Level or higher and a demonstrated knowledge of volunteer department operations.
4. Must have significant experience in the field of hazardous materials emergency response as it relates to the First Responder Operational Level or above and demonstrated knowledge about weapons of mass destruction.
5. Must have:
 - a. Demonstrated emergency response command experience at the Command or General Staff level, including specific experience as Safety Officer.
 - b. Demonstrated through knowledge or experience in:
 1. FIREScope Incident Command System
 2. National Interagency Incident Management System

The candidate must provide information that demonstrates this experience and knowledge. This can be satisfied by identifying three incidents that the candidate was involved in while using incident command. (No more than one page.)

- c. Continuing Education: Certification of completion or satisfactory attendance at a nationally recognized fire service conference, or State and local training conference. (Must be within the responder safety or Incident Command program area and will be required every two years.)
 - d. Must attend the course *Advanced Safety Operations and Management* and successfully teach a component of the course that is designated and evaluated by the Training Specialist.
 - e. Evaluation of teaching ability: assessment will be made of instructional ability for new instructors during the instructor-training phase. A significant aspect of this criterion is the ability to present material in a manner that achieves the transfer of meaningful information while considering the human dignity of those exposed to the learning experience. Failure to achieve this will be cause for ineligibility.
 - f. Knowledge/experience in the use of computers and related software.

EMERGENCY MEDICAL SERVICES: MANAGEMENT OF COMMUNITY HEALTH RISKS

Individuals interested in becoming a contract instructor for the *Emergency Medical Services Management of Community Health Risks* course will complete the following criteria.

1. The candidate must possess an earned graduate level degree from a regionally accredited institution of higher education. Consideration will be given to those applicants who possess a Bachelor's Degree from a regionally accredited institution of higher education and have completed the Executive Fire Officer Program of the National Fire Academy, or those applicants who possess a Bachelor's Degree from a regionally accredited institution of higher education and have broad progressive administrative experience related to reducing risks faced by the community. Academic degrees should be in a discipline closely related to those subjects covered in this course; i.e., Risk Management, Public Health, Fire or Safety Engineering, EMS Management, Public Administration, Emergency Management, etc.
2. Must have three years demonstrated experience as an instructor for upper-level adult education courses in technical content areas. Candidates must have successfully completed a recognized educational methodology course and must demonstrate successful instructional delivery to adult learners at local, regional, state, and/or federal fire service, EMS, or allied health training academies, colleges or universities. Candidates must be proficient in the facilitation of intensive small work groups.
3. Candidates must provide evidence of personal and professional growth in a career focused on: fire and burn prevention, public safety education, fire and safety code development, implementation and enforcement, application of fire protection or safety engineering technology, occupational safety and health, residential and workplace injury prevention, or other areas related to personal and community risk reduction. A substantial portion of the applicant's career experiences must be in the supervision and/or management of programs addressing the above-mentioned areas.
4. Continuing education, certification of attendance at formal education courses, National or State training conferences in the area of EMS, public health, and/or community safety.
5. Must attend the course *Emergency Medical Services Management of Community Health Risks* and successfully teach a component of the course that is designated and evaluated by the Training Specialist.
6. Evaluation of teaching ability: assessment will be made of instructional ability for new instructors during the instructor-training phase. A significant aspect of this criterion is the ability to present material in a manner that achieves the transfer of meaningful information while considering the human dignity of those exposed to the learning experience. Failure to achieve this will be cause for ineligibility.

7. Knowledge/experience in the use of computers and related software.

EMERGENCY MEDICAL SERVICES: SPECIAL OPERATIONS

Individuals interested in becoming a contract instructor for the *Emergency Medical Services Special Operations* course will complete the following criteria.

1. Minimum of Associates Degree, preferably a Bachelor Degree from an institution that is a nationally recognized Regional Accrediting Organization for Higher Education, in Fire Science, Health Science or EMS Management or related field or equivalent.
2. Must have three years demonstrated experience as an instructor for upper-level adult education fire service courses in technical content areas; prefer additional experience in conducting large scale simulation exercises.
3. Must have significant experience in the field of emergency medical services and hazardous materials emergency response, and must have demonstrated knowledge about weapons of mass destruction.
4. Must have:
 - a. Experience as a field supervisor/chief officer assigned to field operations. Minimum qualification shall be at the district/battalion chief level with at least four years experience at the field operations level.
 - b. Demonstrated through knowledge or experience in:
 1. FIREScope Incident Command System
 2. National Interagency Incident Management System
 3. Integrated Emergency Management System
 4. Incident Command System/Emergency Operations Center Interface
 - c. Demonstrated experience involving mutual aid operations, disaster operations, and mass gatherings.
 - d. Demonstrated emergency response experience as an incident commander at two multiple casualty incidents (MCIs). The command structure for these incidents shall reflect a fully employed incident command system where the command and general staff were implemented.

The candidate must provide information that demonstrates this experience and knowledge. This can be satisfied by identifying three incidents that the candidate was involved in while using incident command. Descriptions of the incidents should explain the relationship the command and general staff positions had on the outcome of these incidents. (No more than one page.)

5. Continuing education, certification of attendance at formal education courses, National or State training conferences in the area of EMS Special Operations and/or incident command.
6. Must attend the course *Emergency Medical Services Special Operations* and successfully teach a component of the course that is designated and evaluated by the Training Specialist.
7. Evaluation of teaching ability: assessment will be made of instructional ability for new instructors during the instructor-training phase. A significant aspect of this criterion is the ability to present material in a manner that achieves the transfer of meaningful information while considering the human dignity of those exposed to the learning experience. Failure to achieve this will be cause for ineligibility.
8. Knowledge/experience in the use of computers and related software.

MANAGEMENT OF EMERGENCY MEDICAL SERVICES

What is required is not merely an instructive style in which the instructor routinely asks questions of the class, but one in which the instructor disappears into the discussion - coaching only where necessary to allow students to pursue their own questions and to discover their own answers, especially in the more advanced course, ALIEMS. Students will learn from attempting to apply the theory introduced in the readings and class discussions, and from the individual feedback that the instructor and their peers are able to provide them.

Daily activities expected of the instructors in these courses are: Using feedback techniques as a simulation progresses to prompt selected students to uncover a better alternative; observing the interactions of a small group and discussing the implications of the readings from the individual playing the role of EMS manager; and points out further resources that may be helpful to students who are researching a particular legal/ethical issue. In summary, successful instructors will be very student-focused, with an awareness of the content objectives, as opposed to the other way around.

This student-centered orientation and the ability to provide clear objective feedback on the managerial approach taken by any given student in the in-basket and role play exercises is critical. Such a personal skill cannot be guaranteed by any amount of management, EMS or teaching experience. Because of the difficulty inherent in documenting a qualification like this, it is best demonstrated and evaluated in an actual teaching experience, with the identical course materials and target audience.

CRITERIA FOR CONTRACT INSTRUCTOR SELECTION:

1. All instructors must have prior attendance as a student or instructor trainee in MEMS.
2. EMS and EMS management experience:
 - a. Two years (within the last five) of operational experience in an EMS management position, and
 - b. At least two years EMS street level experience as a direct provider of patient care.
- 3.* Education:
 - a. Bachelors Degree from an institution that is a nationally recognized Regional Accrediting Organization for Higher Education.
 - b. Six credits of formal management course work.

* Equivalent experience in EMS management may be combined with educational levels to meet degree requirements: Associates Degree plus 2 years additional EMS Management experience.

PLANNING AND INFORMATION MANAGEMENT CURRICULUM

- **Executive Planning**
- **Fire Service Financial Management**
- **Fire Service Planning Concepts for the 21st Century**
- **National Fire Incident Reporting Systems**

EXECUTIVE PLANNING

The Executive Planning course provides fire chiefs, senior department staff, department decision-makers, EFOP graduates, management information system project managers, and persons responsible for planning the department's future with the necessary skills and knowledge to perform planning, project management, implementation, contracting, and problem solving. The course prepares the management of a department to make decisions regarding the department's future, select project teams, current efficiency, keys to successful contracting, guides to successfully implementing and evaluating projects, and day-to-day department operations.

Executive Planning is a two-week course. The course will probably be offered a maximum of five times per year using two instructors per offering. ACE recommendation for this course is three semester hours at the upper division baccalaureate degree level. To ensure instructional quality at this performance level instructors will be selected based on criteria that supports demonstrated performance at the fully professional level. A cadre of instructors, significant enough in number, to ensure a diversity of instructors is required.

Applicants for Contract Instructor positions in the Executive Planning course would be expected to have extensive knowledge and demonstrate abilities in the following course content areas:

- Project Leadership/Management
- Strategic Planning
- Analysis of Organizational Needs
- Acquisition Process
- Legal and Ethical Issues
- Planning a System's Implementation
- Project Evaluation

CONTRACT INSTRUCTOR SELECTION CRITERIA

1. Applicants not meeting the basic criteria outlined in the general requirements section of this document will not qualify for consideration.

2. Application packages from individuals meeting the basic criteria will be reviewed based on:

Education – credentials must include transcripts from a nationally recognized regional accrediting authority.

Documented knowledge and experience in subject area.

*Resume indicating level and extent of responsibility and authority, include three references.

*A one-page synopsis of current issues, trends and research that directly relates to the fire service and/or the specific course content.

Demonstrated effectiveness instructing at the fully professional level in a student centered training environment.

For a course in which you were a primary instructor:

- * Provide course description, objectives and syllabus
- * Provide a 20-30 minute video. Specific information about the content of the video is discussed in the "Demonstrated Effectiveness" section.
- * Provide three references from individuals in organizations where you have delivered training. **Do not include the National Fire Academy as one of these organizational references.**

Education

Preferred

Graduate level degree in a content related area and completion of an 80-hour instructional methodology course.

Demonstrated Subject Experience

Preferred

Five years or more of current administrative experience, to be considered as current administrative experience, a minimum of five of the last eight years of work experience would have to qualify as administrative experience.

Experience must be supported by documentation and should indicate sustained and significant/progressive administrative authority and responsibility in an organizational setting.

Evidence of extensive knowledge of the management and administration of fire and emergency medical service systems.

Minimum

Five years of administrative experience, but less than five years of current administrative experience. This level of experience indicates that some, but not all, of your five years of administrative work experience occurred within the past eight years.

Experience must be supported by documentation and should indicate significant and/or progressive administrative authority and responsibility in an organizational setting.

Evidence of extensive knowledge of the management and administration of fire and emergency medical service systems.

Demonstrated Effectiveness

All applicants must provide a 20-30 minute videotape (1/2" VHS) demonstrating their use of active training techniques in an adult learning environment.

The purpose of the video is to demonstrate the methods employed by the applicant to accomplish learning objectives in a student centered learning environment. The focus of the review of your video will be on the active training processes and not on subject content

Selection Process

Qualifying applicants will be scheduled to attend a course as a student. Upon successful completion of a course, qualifying applicants will be required to attend a course offering and teach several modules or parts of modules for the purpose of peer and Training Specialist evaluation. Only applicants successfully completing both the student and instructor phases of the process will be selected for the instructor cadre. At the discretion of the Training Specialist, an in-service training for the Executive Planning course's qualifying applicants may be substituted for attendance at a course offering, when the purpose for attending would be instructing in one or more modules.

Contract Instructor Performance Requirement

Contract Instructors must maintain a cumulative minimum rating of 90% on peer and student evaluations in the following areas:

Knowledge of subject

Encouraged student participation

Provided relevant responses to student questions

Supplemented course content with current examples of issues and trends

Facilitated exercises in a way that enhanced development of the student's skills.

Supported course materials with engaging lectures

FIRE SERVICE FINANCIAL MANAGEMENT

The Fire Service Financial Management course provides fire and emergency medical service chiefs, senior staff, department decision-makers, and persons responsible for the department's budget decisions with the necessary skills and knowledge to effectively prepare, justify and manage a financial system. Planning, developing, presenting, funding and implementing a budget are addressed and analyzed.

Fire Service Financial Management is a two-week course. The course will probably be offered a maximum of five times per year using two instructors per offering. The ACE recommendation for this course is three semester hours at the upper division baccalaureate degree level. To ensure instructional quality at this performance level, instructors will be selected based on a set of criteria that supports demonstrated performance at the fully professional level. A cadre of instructors, significant enough in number, to ensure a diversity of instructors is required.

Applicants for Contract Instructor positions in the Financial Management course would be expected to have extensive knowledge and demonstrate abilities in the following course content areas:

- The Budget Process
- Financial Planning
- Organizational Budgeting
- Forecasting
- Authorities and strategies
- Analysis and decision making
- Alternative Funding
- Lease-Purchase Financing
- Budget Management
- Data presentation

CONTRACT INSTRUCTOR SELECTION CRITERIA

1. Applicants not meeting the basic criteria outlined in the general requirements section of this document will not qualify for consideration.

2. Application packages from individuals meeting the basic criteria will be reviewed based on:

Education – credentials must include transcripts from a nationally recognized regional accrediting authority.

Documented knowledge and experience in subject area.

*Resume indicating level and extent of responsibility and authority, include three references.

*A one-page synopsis of current issues, trends and research that directly relates to the fire service and/or the specific course.

Demonstrated effectiveness instructing at the fully professional level in an active training environment.

For a course in which you were a primary instructor:

- * Provide course description, objectives and syllabus
- * Provide a 20-30 minute video. Specific information about the content of the video is discussed in the “Demonstrated Effectiveness” section.
- * Provide three references from individuals in organizations where you have delivered training. **Do not include the National Fire Academy as one of these organizational references.**

Education

Preferred

Graduate level degree in a content related area and completion of an 80-hour instructional methodology course.

Demonstrated Subject Experience

Preferred

Five years or more of current administrative experience, to be considered as current administrative experience, a minimum of five of the last eight years of work experience would have to qualify as administrative experience.

Experience must be supported by documentation and should indicate sustained and significant/progressive administrative authority and responsibility in an organizational setting.

Evidence of extensive knowledge of the management and administration of fire and emergency medical service delivery systems.

Minimum

Five years of administrative experience, but less than five years of current administrative experience. This level of experience indicates that some, but not all, of your five years of administrative work experience occurred within the past eight years.

Experience must be supported by documentation and should indicate significant and/or progressive administrative authority and responsibility in an organizational setting.

Evidence of extensive knowledge of the management and administration of fire and emergency medical service delivery systems.

Demonstrated Effectiveness

All applicants must provide a 20-30 minute videotape (1/2" VHS) demonstrating their use of active training techniques in an adult learning environment.

The purpose of the video is to demonstrate the methods employed by the applicant to accomplish learning objectives in a student centered learning environment. The focus of the review of your video will be on the active training processes and not on subject content.

Selection Process

Qualifying applicants will be scheduled to attend a course as a student. Upon successful completion of a course, qualifying applicants will be required to attend a course offering and teach several modules or parts of modules for the purpose of peer and Training Specialist evaluation. Only applicants successfully completing both the student and instructor phases of the process will be selected for the instructor cadre. At the discretion of the Training Specialist, an in-service training for the Financial Management course's qualifying applicants may be substituted for attendance at a course offering, when the purpose for attending would be instructing in one or more modules.

Contract Instructor Performance Requirement

Contract Instructors must maintain a cumulative minimum rating of 90% on peer and student evaluations in the following areas:

Knowledge of subject

Encouraged student participation

Providing relevant responses to student questions

Supplemented course content with current examples of issues and trends

Facilitated exercises in a way that enhanced development of the student's skills.

Supported course materials with engaging lectures

FIRE SERVICE PLANNING CONCEPTS FOR THE 21ST CENTURY
Volunteer Incentive Program

This is a Volunteer Incentive Program (VIP) Master Planning course designed to meet the needs of the volunteer fire service.

Fire Service Planning Concepts for the 21st Century is a course in **Master Planning**. This intensive course six-day course allows volunteer fire chiefs, commissioners, directors, administrators and fire officers to experience the process of producing a comprehensive community fire protection master plan. Participants gain skills and knowledge in strategic planning, long-range planning, forecasting and resource management.

Two contract instructors will be required to teach each six-day offering. Selection will be based on expertise in one of two primary areas, *Public Sector Planner/Administrator* or *Volunteer Fire Service Officer with master planning experience*. ACE Recommendation for this course is three semester hours at the upper division baccalaureate degree level. To ensure instructional quality at this performance level, instructors will be selected based on criteria that supports demonstrated performance at the fully professional level. A cadre of instructors, significant enough in number, to ensure a diversity of instructors is required.

Applicants for Contract Instructor positions in the Fire Service Planning course would be expected to have extensive knowledge and demonstrate abilities in the following course content areas:

- Organizational decision processes that support planning concepts
- Master Planning purpose and methodology
- Organizational structure
- Political issues
- Data collection and analysis
- The ISO rating system and it's impact on community planning
- Risk analysis
- Evaluation of current issues and ethics
- Resource identification and alternatives
- Effective presentations

Contract Instructor Selection Criteria

1. Applicants not meeting the basic criteria outlined in the general requirements section of this document will not qualify for consideration.
2. Application packages from individuals meeting the basic criteria will be reviewed based on:

Education – credentials must include transcripts from a nationally recognized regional accrediting authority.

Documented knowledge and experience in the subject area.

Provide a resume, indicate the level and extent of your responsibility and authority, in narrative form relate your experience to the course content and include three references.

Demonstrated effectiveness instructing at the fully professional level in an active training environment.

For a course in which you were a primary instructor:

- * Provide course description, objectives and syllabus.
- * Provide a 20-30 minute video. Specific information about the content of the video is discussed in the “Demonstrated Effectiveness” section.

- * Provide three references from individuals in organizations where you have delivered training. **Do not include the National Fire Academy as one of these organizational references.**

Education

Preferred

Graduate level degree in a content related area and completion of an 80-hour instructional methodology course.

Minimum

Bachelor's Degree in Fire Science or content related area, and completion of an 80-hour instructional methodology course.

Demonstrated Subject Experience

Applicants are to select one of the two areas of expertise, *Public Sector Planner/Administrator* or *Fire Service Officer with Strategic Planning experience* and provide documentation and information required for only the selected category of applicant.

Public Sector Planner/Administrator

1. A minimum of five years of experience as an executive city/town administrator and/or five years experience as a public sector professional planner.
2. Significant participation in the development of a comprehensive community master plan to include:
Demonstrated knowledge and experience in data collection and analysis
Plan writing and presentation
3. Submit a one page summary of the methodology used to develop the master plan
4. Submit a master plan index
5. Submit a segment of the master plan, which demonstrates the quality of the document.
6. Submit at least three professional references from the agency(s) for which the plan(s) were developed.
7. Submit a one-page synopsis of current issues, trends and research that directly relates to the fire service and/or the specific course content.

Preferred applicants

Five years or more of current administrative experience, to be considered as current administrative experience, a minimum of five of the last eight years of work experience would have to qualify as administrative experience.

Experience must be supported by documentation and should indicate sustained and significant/progressive administrative authority and responsibility in an organizational setting.

Evidence of a good working knowledge of the management and administration of fire and emergency medical service delivery systems.

Minimum requirements for applicants in this category

Five years of administrative experience, but less than five years of current administrative experience. This level of experience indicates that some but not all of your five years of administrative work experience occurred within the past eight years.

Experience must be supported by documentation and should indicate significant and/or progressive administrative authority and responsibility in an organizational setting.

Evidence of a working knowledge of the management and administration of fire and emergency medical service delivery systems.

Fire Service Expertise

1. Five years of fire service experience at the officer level

2. Demonstrated planning experience related to:
 - a. problem identification
 - b. ISO rating system and its influence on the planning process.
 - c. risk analysis and fire flow
 - d. data collection and analysis
 - e. identification and generation of alternative funding
 - f. writing a proposal
 - g. presenting a proposal
3. Submit a one- page summary of the methodology used to develop the plan.
4. Submit an outline of the plan, which was developed.
5. Submit a segment of the plan demonstrating the quality of the document.
6. Submit at least three professional references from individuals responsible for review, sign-off, or implementation of the plan(s).
7. Submit a one-page synopsis of current issues, trends and research that directly relates to the fire service and this course's specific content.

Preferred applicant

Five years or more of **current fire service experience at the officer level**. To be considered current experience, a minimum of five of the last eight years of fire service experience would have to qualify at the officer level.

Experience must be supported by documentation and should indicate sustained and significant/progressive authority and responsibility in an organizational setting.

Evidence of extensive knowledge of the management and administration of fire and emergency service delivery systems.

Minimum requirements for applicants in this category

Five years of fire service experience at the officer level, but less than five years of current fire service officer level experience. This level of experience indicates that some, but not all, of your five years of officer level experience occurred within the past eight years.

Experience must be supported by documentation and should indicate significant and/or progressive administrative authority and responsibility in an organizational setting.

Evidence of extensive knowledge of the management and administration of fire and emergency service delivery systems.

Demonstrated Effectiveness

All applicants must provide a 20-30 minute videotape (1/2" VHS) demonstrating their use of active training techniques in an adult learning environment.

The purpose of the video is to demonstrate the methods employed by the applicant to accomplish learning objectives in a student centered learning environment. The focus of the review of your video will be on the active training processes and not on subject content.

Selection process

Qualifying applicants will be scheduled to attend a course as a student. Upon successful completion of a course, qualifying applicants will be required to attend a course offering and teach several modules or parts of modules for the purpose of peer and Training Specialist evaluation. Only applicants successfully completing both the student and instructor phases of the process will be selected for the instructor cadre. At the discretion of the Training Specialist, an in-service training for the course's qualifying applicants may be substituted for attendance at a course offering, when the purpose for attending would be instructing in one or more modules.

Contract Instructor Performance Requirement

Contract Instructors will be evaluated during each course offering. To maintain instructional quality at the desired level, contract instructors must maintain a cumulative minimum rating of 90% on peer and student evaluations in the following areas:

Knowledge of subject
Encouraged student participation
Provided relevant responses to student questions
Supplemented course content with current examples of issues and trends
Facilitated exercises in a way that enhanced development of the student's skills.
Supported course materials with engaging lectures

NATIONAL FIRE INCIDENT REPORTING SYSTEMS (NFIRS) **PROGRAM MANAGEMENT**

To be considered for selection as a contract instructor for R 499 NFIRS Program Management candidates must submit a detailed response to each of the following criteria:

1. Documentation that indicates a minimum of 3 years experience as a program manager using version 5.0 of the National Fire Incident Reporting System at the State, metropolitan, or local fire department level. Include a job description or narrative indicating authority and responsibility levels for the management of NFIRS. Experience in operating the system in a main-frame and/or micro computer environment and your degree of familiarity with version 4.1 of NFIRS and the conversion processes.
2. Submit information which demonstrates specific content experience in each of the following areas:
 - Procedures involved with loading, operating, and maintaining the NFIRS version 5.0 software.
 - The collection (up loading) of data from remote sites, utilizing a variety of transfer medium including nine tract tapes, diskettes, and modems.
 - Provision of technical assistance to system participants utilizing a variety of automated data processing equipment, configurations, and associated applications.
 - Quality control and edit routines of the program.
 - The full range of data analysis and presentation methods common to effective information transfer techniques.
3. Individuals must have previously attended and successfully completed the pilot or regular offerings of the NFIRS Program Management course (R499), or demonstrate the successful completion of comparable NFIRS version 5.0 offering provided by a State certified training facility. Comparability of other training will be assessed by evidence of the individual completion of an offering of equal or greater

Instructor Name: _____

Video Evaluation Tool

Communication techniques	1	2	3	4	5	6	7	8	9	10
Clear verbal messages										
Sufficient eye contact										
Appropriate paraverbal messages										
Effective interpretation and use of nonverbals										
Questioning techniques	1	2	3	4	5	6	7	8	9	10
Overhead questions used appropriately										
Directed questions used appropriately										
Rhetorical questions used appropriately										
Introduction to lesson	1	2	3	4	5	6	7	8	9	10
Gave motivation for lesson										
Appropriate for level of students										
Stated lesson objectives	1	2	3	4	5	6	7	8	9	10
Formally/Informally										
Delivery of information/skills demonstration	1	2	3	4	5	6	7	8	9	10
Instructor knows subject matter/effective presentation										
Information presented in some organized manner										
Control of classroom environment	1	2	3	4	5	6	7	8	9	10
Arrangement effective for lesson content										
Presentation aids organized and planned for use										
Control of distractions										
Visual aid use	1	2	3	4	5	6	7	8	9	10
Appropriate AV choice/effective usage										
Opportunity for application of info./skills	1	2	3	4	5	6	7	8	9	10
Students involved										
Sufficient materials for application										
Complete directions for activities given										
Time period for practice stated before activity										
Evaluation period	1	2	3	4	5	6	7	8	9	10
Students advised of evaluation method and occasion										
Measures progress on the objectives										
Valid for the objectives										
Feedback to students - timely										
Informative and developmental										
Conclusion to lesson presented	1	2	3	4	5	6	7	8	9	10
Organized and delivered as planned										

Evaluator: _____

Video Score: _____

HAZARDOUS MATERIALS CURRICULUM

- **Chemistry for Emergency Responders**
- **Hazardous Materials Incident Management**
- **Hazardous Materials Operating Site Practices**

CHEMISTRY FOR EMERGENCY RESPONSE

Individuals interested in becoming a contract instructor for the *Chemistry for Emergency Response* course will complete the following criteria.

10. Minimum of Associates Degree, preferably a Bachelor Degree from an institution that is a nationally recognized Regional Accrediting Organization for Higher Education, in Fire Science or Chemistry or related science or equivalent with a strong emphasis in Chemistry or related courses.
11. Must have three years demonstrated experience as an instructor for upper-level adult education fire service courses in technical content areas.
12. Must have significant experience in the field of hazardous materials emergency response and demonstrated knowledge about weapons of mass destruction.
13. Continuing education, certification of attendance at formal education courses, National or State training conferences in the area of hazardous materials.
14. Must attend the course *Chemistry for Emergency Response* and successfully teach a component of the course that is designated and evaluated by the Training Specialist.
15. Evaluation of teaching ability: assessment will be made of instructional ability for new instructors during the instructor-training phase. A significant aspect of this criterion is the ability to present material in a manner that achieves the transfer of meaningful information while considering the human dignity of those exposed to the learning experience. Failure to achieve this will be cause for ineligibility.
16. Knowledge/experience in the use of computers and related software.

The applicant can submit their request to the Hazardous Materials Training Specialist either in electronic or paper copy. The applicant should tailor the resume in order to respond to the criteria in **detail**. The general information associated with resume submission should also be included. All of the above information will be evaluated and the most qualified candidates will be selected.

HAZARDOUS MATERIALS INCIDENT MANAGEMENT

Individuals interested in becoming a contract instructor for the *Hazardous Materials Incident Management* course will complete the following criteria.

- g. A minimum of Associates Degree or equivalent, preferably a Bachelor Degree from an institution that is a nationally recognized Regional Accrediting Organization for Higher Education in Fire Science, or equivalent with a strong emphasis on hazardous materials sciences.
- h. Must have three years demonstrated experience as an instructor for upper-level adult education fire service courses in technical content areas.
- i. Must have significant experience in the field of hazardous materials emergency response as it relates to the First Responder Operational Level or above and demonstrated knowledge about weapons of mass destruction.
- j. Must have significant Incident Command System related experience at hazardous materials responses or must be an experienced hazardous materials technician with coordinator or team leader responsibilities.
- k. Demonstrated through knowledge or experience in:

2. FIRESCOPE Incident Command
3. National Interagency Incident Management System
4. Integrated Emergency Management System
5. Incident Command System/ Emergency Operations Center Interface

1. Continuing Education, certification of attendance at formal education courses, national or state training conferences in hazardous materials and Incident Command.

m. Must attend the course *Hazardous Materials Incident Management* and successfully teach a component of the course that is designated and evaluated by the Training Specialist.

1. Evaluation of teaching ability: assessment will be made of instructional ability for new instructors during the instructor-training phase. A significant aspect of this criterion is the ability to present material in a manner that achieves the transfer of meaningful information while considering the human dignity of those exposed to the learning experience. Failure to achieve this will be cause for ineligibility.

2. Knowledge/experience in the use of computers and related software.

The applicant can submit their request to the Hazardous Materials Training Specialist either in electronic or paper copy. The applicant should tailor the resume in order to respond to the criteria in **detail**. The general information associated with resume submission should also be included. All of the above information will be evaluated and the most qualified candidates will be selected.

HAZARDOUS MATERIALS OPERATING SITE PRACTICES

Individuals interested in becoming a contract instructor for the *Hazardous Materials Operating Sites Practices* course will complete the following criteria.

3. Minimum of Associates Degree, preferably a Bachelor Degree from an institution that is a nationally recognized Regional Accrediting Organization for Higher Education, in Fire Science or Chemistry or related science or equivalent with a strong emphasis in hazardous materials related courses.

4. Must have three years demonstrated experience as an instructor for upper-level adult education fire service courses in technical content areas.

5. Must have significant experience in the field of hazardous materials emergency response and demonstrated knowledge about weapons of mass destruction.

6. Continuing Education, certification of attendance at formal education courses, National or State training conferences.

7. Must attend the course *Hazardous Materials Operating Sites Practices* and successfully teach a component of the course that is designated and evaluated by the Training Specialist.

8. Evaluation of teaching ability: assessment will be made of instructional ability for new instructors during the instructor-training phase. A significant aspect of this criterion is the ability to present material in a manner that achieves the transfer of meaningful information while considering the human dignity of those exposed to the learning experience. Failure to achieve this will be cause for ineligibility.

9. Knowledge/experience in the use of computers and related software.

The applicant can submit their request to the Hazardous Materials Training Specialist either in electronic or paper copy. The applicant should tailor the resume in order to respond to the criteria in **detail**. The

general information associated with resume submission should also be included. All of the above information will be evaluated and the most qualified candidates will be selected.

INCIDENT MANAGEMENT CURRICULUM

- **Command and Control of Fire Department Operations at Multi-Alarm Incidents**
- **Command and Control of Fire Department Operations at Natural and Manmade Disasters**
- **Command and Control of Fire Department Operations at Target Hazards**
- **Command and Control of Incident Operations**
- **Executive Analysis of Fire Service Operations in Emergency Management**

COMMAND AND CONTROL OF FIRE DEPARTMENT OPERATIONS AT MULTI-ALARM INCIDENTS

This two-week course is simulation intensive and focuses on the command officer's responsibility while conducting major operations involving multi-alarm units. Emphasis is placed on rapid fireground decision making, advanced incident command, command and control, safety, personnel accountability and communications.

Through the use of simulations, the student will be taught to recognize critical cues that are specific to various types of complex emergency incidents. The student will also be taught the proper command and control procedures necessary to bring these incidents to closure. A wide range of simulations will be used to duplicate emergency incidents that will require the student to evaluate multiple hazards. Fire department emergencies involving multi-family occupancies, hotels, commercial occupancies, large shopping malls, railroad incidents, wildland, and highrise are just some of the incidents that will be simulated.

The course is interactive utilizing lecture, simulations, and student participation as instructional media. A pre-course self-study module on the incident command system will be forwarded to the student prior to attendance. Demonstrated experience in incident command is a prerequisite and the student will be tested to measure his/her proficiency in this area on the first day of class.

Student Selection Criteria: Command officers or company officers who have multi-alarm command responsibilities. Additionally, officers who may eventually have this responsibility and are upwardly mobile in their organization may be considered. A letter by their fire chief and/or placement on an eligibility list will be required for these candidates.

ACE Recommendation: In the upper division baccalaureate category, 3 semester hours in Fire Science.

CONTRACT INSTRUCTOR SELECTION CRITERIA

1. A minimum of an Associate Degree or equivalent in the Fire Science Field from an institution that is a nationally recognized Regional Accrediting Organization for Higher Education. (Please provide certificates, diplomas, transcripts, or equivalent training material in order to satisfy this requirement).
2. Must have demonstrated teaching experience in the fire service field. Prefer additional experience in conducting fire command training utilizing simulations.
3. Must have sufficient experience at the operational command level with lead responsibilities at multi-alarm incidents within a major fire and rescue department.
 - a. Must have minimum qualifications of 4 years at the battalion chief level or an equivalent combination of rank and experience that is commensurate with the operational responsibilities at the battalion chief level. (EXAMPLE: two years acting battalion chief and two years as a battalion chief).
 - b. Preferred qualifications, 4 years operational experience at a rank above battalion chief or an equivalent combination of experience and rank that is commensurate with the operational responsibilities at the next level above operational battalion chief. (EXAMPLE: two years acting assistant or deputy chief and two years in a rank above battalion chief).
4. Demonstrated emergency response command experience dealing with multi-alarm incidents. The candidate must describe three multi alarm incidents and explain his/her role in these incidents while identifying components of the incident command structure utilized.
5. Demonstrated emergency response experience in, or a thorough knowledge of:

- a. Firescope Incident Command
- b. National Interagency Incident Management System
- c. Incident Management System Model Procedures for Structural Firefighting

The candidate must provide information that demonstrates this experience or knowledge. This can be satisfied by identifying three additional incidents that the candidate was involved in while using incident command. (No more than three paragraphs). Additionally, in lieu of the preceding, one may, in no more than one page, describe the relationship between the three systems and explain what incident complex and area command are.

6. Continuing education:

- a. Certification of completion of in-service training at the command officers level within an existing fire and rescue department. (This is to be maintained every two years).

or

- b. Certification of completion or satisfactory attendance at a nationally recognized fire service conference, or State and local training conference. (Must be within the program area and will be required every two years. This can be in lieu of training within an existing fire and rescue department).

If there is any question about the applicability of such training, consult the Training Specialist prior to attendance.

7. Must attend the course *Command and Control of Fire Department Operations at Multi-Alarm Incidents* and successfully teach a component of the course that is designated by the Training Specialist. The second phase of this requirement may be waived for existing instructors unless there is material that requires existing instructor to demonstrate instructional proficiency.

8. Evaluation of teaching ability: Assessment will be made of instructional ability for new instructors during the instructor training phase. Assessment of existing instructors past ratings will be the component used for their criteria. A significant aspect of this criterion is the ability to present material in a manner that achieves the transfer of meaningful information while considering the human dignity of those exposed to the learning experience. Failure to achieve this will be cause for ineligibility.

9. Knowledge in the use of computers.

The applicant should tailor his/her resume in order to respond to these criteria in detail. The general information associated with resume submission should also be included. The most qualified candidates will be selected.

COMMAND AND CONTROL OF FIRE DEPARTMENT OPERATIONS AT NATURAL AND MANMADE DISASTERS

This 2-week course addresses fire and rescue department operations at natural and man-made disasters that may require interagency or interjurisdictional coordination. Earthquakes, hurricanes, blizzards, civil disturbances, terrorism, hazardous materials releases, tornadoes, and floods are some of the topics covered.

The primary focus for this course is directed at the operational component of a fire department's response to these incidents. Emphasis is placed on command and control decision making skills and the interrelationship of the operational function to hazard preparedness, mitigation, response, and recovery.

Advanced applications of the Incident Command System (ICS), command and control, the ICS/EOC interface, the IEMS, evacuation, and sheltering and communications are just a few of the areas covered. The course is interactive, using lecture, simulations, scenarios, and student participation as instructional media.

Student Selection Criteria: Chief officers or other fire officers who command fire department operations at catastrophic disasters. Demonstrated experience in the ICS is a prerequisite. Additionally, officers who eventually may have this responsibility and are upwardly mobile in their organizations may be considered. A letter from the fire chief and/or placement on an eligibility list is required for these candidates.

ACE Recommendation: In the upper division baccalaureate degree category, 3 semester hours in Emergency Management, Fire Science, or Environmental Science.

CONTRACT INSTRUCTOR SELECTION CRITERIA:

1. A minimum of an Associate Degree or equivalent from an institution that is a nationally recognized Regional Accrediting Organization for Higher Education preferably in the fire science field. Preferred qualifications: Bachelor Degree or equivalent from an institution that is a nationally recognized Regional Accrediting Organization for Higher Education with a strong emphasis in the fire science field. (Please provide certificates, diplomas, transcripts, or equivalent training material to satisfy this requirement.)
2. Must have demonstrated teaching experience in upper-level fire service courses. Prefer additional experience in conducting large-scale simulation exercises.
3. Must have experience as a chief officer with a fire and rescue department. (Please provide organizational chart.)
 - a. Minimum qualifications shall be at a Division or Deputy chief level, or acting in this position, with functional responsibilities that are commensurate with the management of a major function within a fire and rescue department. (Example: Battalion chief with operations division responsibilities.)
 - b. Preferred qualifications: Operational experience at the Division/Battalion Chief level or higher, with demonstrated experience involving mutual aid operations, disaster operations, and Emergency Operations Center operations. Type 1 or 2 Overhead Team assignment, Federal disaster experience, or interface with United States Forest Service Operations.
 - c. Must have experience in developing an incident action plan. Please provide one or describe an incident where you utilized this component of the ICS.
4. Must have demonstrated emergency response experience in a command or general staff function during a catastrophic incident in which at least three of the general staff positions within the Incident Command System were utilized. The candidate must describe a catastrophic incident where this occurred and describe, as well as explain, why the general staff sections were implemented. (No more than one page.)
5. Demonstrated experience in or a thorough knowledge of:
 - a. FIRESCOPE Incident Command
 - b. Integrated Emergency Management System
 - c. Incident Command System/Emergency Operations Center Interface/Federal Response Plan
 - d. FIRESCOPE ICS Forms and their utilization.The candidate must provide information that demonstrates this experience or knowledge from the role of a chief officer. Identifying three situations in which the candidate was involved while using these systems, concepts, or centers can satisfy this. (No more than three paragraphs.)
6. Continuing education:

- a. Certification of completion of in-service training at the senior staff officer level within an existing fire and rescue department. (This is to be maintained every two years.
 - b. Certification of completion or satisfactory attendance at a nationally recognized fire service conference, or State and local training conference. (Must be within the program area and will be required every two years; THIS can be in lieu of training within an existing fire and rescue department.)
7. Most qualified candidates will be selected to attend the *Command and Control of Fire Department Operations at Natural and Manmade Disasters* course and successfully teach a component of the course that is designated by the Training Specialist. The second phase of this requirement may be waived for existing contract instructors, unless there is new material that requires existing instructors to demonstrate instructional proficiency.
8. Evaluation of teaching ability: Assessment will be made of instructional ability for new contract instructors during the contract instructor-training phase. Assessment of past ratings of existing instructors will be the component used for his/her criteria. A significant aspect of this criterion is the ability to present material in a manner that achieves the transfer of meaningful information, while considering the human dignity of those exposed to the learning experience. Failure to achieve this will be cause for ineligibility.
9. Knowledge in the use of computers.

The applicant should tailor his/her resume in order to respond to these criteria in detail. The general information associated with resume submission should also be included. The most qualified candidates will be selected.

COMMAND AND CONTROL OF FIRE DEPARTMENT OPERATIONS AT TARGET HAZARDS

This 6-day course is designed to introduce command officers to the complexities involved in commanding incidents at high risk areas. Students are confronted with a number of fire and rescue incidents that are influenced by high life hazard, multiple exposure, and unusual occupancy risk considerations.

The students are taught advanced applications in incident command, command and control, decision making, strategic and tactical considerations, pre-incident preparation, documentation, and post-incident analysis.

Several simulation and case studies are used to depict and review incidents in various types of target hazards. Some examples of these are penal institutions, bulk oil storage facilities, nursing homes, colleges, chemical/agricultural manufacturing plants, and grain elevators.

The course is very comprehensive and uses lecture, case study, simulation and student participation as instructional media.

CONTRACT INSTRUCTOR SELECTION CRITERIA

1. Must have a minimum of an Associate Degree or equivalent from an institution that is a nationally recognized Regional Accrediting Organization for Higher Education preferably in the Fire Science field; preferred qualifications are: Bachelor Degree or equivalent from an institution that is a nationally recognized Regional Accrediting Organization for Higher Education with a strong emphasis in the Fire Science field. (Please provide copies of certificates, diplomas, transcripts, or equivalent training material in order to satisfy this requirement).
2. Must have demonstrated teaching experience in upper level fire service courses; prefer additional experience in conducting large scale simulation exercises.
3. Must have experience as a chief officer assigned to field operations.
 - e. Minimum qualification shall be at the district/battalion level with a minimum of four years experience at the field operations level.
 - f. In addition to the above, operational experience at the division chief level or higher with demonstrated experience involving mutual aid operations, disaster operations, and target hazard operations. (Please describe your experience in this area in on more than one page).
4. Must have demonstrated emergency response experience as an incident commander at two target hazard incidents. The command structure for these incidents shall reflect a fully employed incident command system where the command and general staff were implemented. The candidate must describe these incidents and explain the relationship the command and general staff positions had on the outcome of these incidents. The candidate must have experience involving incidents in penal institutions, bulk oil storage facilities, nursing homes or hospitals, college dormitory facilities, chemical or agricultural manufacturing plants, and grain elevators. The two incidents described shall be from the list previously referenced or be from other high risk occupancies that are complex in nature and are commensurate with the target hazards listed. (No more than one page).

Additionally, the candidate must provide information that demonstrates his/her knowledge or experience in developing an incident action plan. The candidate must provide the actual documentation that the candidate would use to develop this incident action plan. Either an actual or phantom incident may be selected by the candidate to satisfy the material necessary to develop this plan. Regardless of the type of incident chosen, it shall be complex enough to extend beyond one operational period. Furthermore, the candidate must describe how he/she would conduct a planning section briefing for the command and general staff. (Submit as many pages as necessary to fulfill this requirement).

5. Demonstrated experience in, or a thorough knowledge of
 - a. FIRESCOPE Incident Command
 - b. Integrated Emergency Management System
 - c. IMS Model Procedures Guide for Structural FirefightingNote: Describe this in no more than one paragraph for each area.
6. Continuing education:
 - a. Certification of completion of in-service training at the senior staff or operations officer level within an existing fire and rescue department. (This is to be maintained every two years).
OR
 - b. Certification of completion or satisfactory attendance at a Nationally recognized fire service conference, or State and local training conference. (Must be within the program area and will be required every two years. This can be in lieu of training within an existing fire and rescue department).

If there is any question about the applicability of such training, consult the Training Specialist prior to attendance.

7. Must attend the course *Command and Control of Fire Department Operations at Target Hazards* and successfully teach a component of the course that is designed by the Training Specialist. The second phase of this requirement may be waived for existing instructors unless there is material that requires existing instructors to demonstrate instructional proficiency.

8. Evaluation of teaching ability: Assessment will be made of instructional ability for new instructors during the adjunct training phase. Assessment of existing instructors' past ratings will be the component used for this criteria. A significant aspect of this criterion is the ability to present material in a manner that achieves the transfer of meaningful information while considering the human dignity of those exposed to the learning experience. Failure to achieve this will be cause for ineligibility.

9. Knowledge in the use of computers.

NOTE: The applicant should tailor his/her resume in order to respond to these criteria in detail. The general information associated with resume submission should also be included. The most qualified candidates will be selected.

COMMAND AND CONTROL OF INCIDENT OPERATIONS **Volunteer Incentive Program**

This course offers volunteer fire officers the opportunity to learn proper fire command techniques for control and extinguishment of fires ranging from the small residential structure to the multi-occupancy commercial complex. The volunteer officer has the opportunity to expand his skills in fireground management by studying a fireground management system, strategic planning, size-up, and by using a fireground simulator.

MINIMUM REQUIREMENTS:

1. Working knowledge of the Incident Command System (FIRESCOPE).
2. Must have taken the course in the last 18 months.
3. At least 10 years experience in a volunteer department with at least 5 years at a Chief Officer level.

or

10 years experience in a paid department with at least 5 years at the Company Officer Level or higher, and with a knowledge of volunteer department operations.

4. Documented formal instructional experience in a classroom setting.

EXECUTIVE ANALYSIS OF FIRE SERVICE OPERATIONS **IN EMERGENCY MANAGEMENT**

CONTRACT INSTRUCTOR SELECTION CRITERIA

1. A minimum of an Associate Degree or equivalent preferably in the fire science field. Preferred qualifications: Bachelor's Degree or equivalent from an institution that is a nationally recognized Regional Accrediting Organization for Higher Education with a strong emphasis in the fire science field. (Please provide certificates, diplomas, transcripts, or equivalent training material in order to satisfy this requirement.)

2. Must have demonstrated teaching experience in upper level fire service courses. Prefer additional experience in conducting large scale simulation exercises.
3. Must have experience as chief of department or be a member of the senior executive staff of a fire and rescue department. (Please provide organizational chart.)
 - a. Minimum qualifications shall be at a division or deputy chief level, or acting in this position, with functional responsibilities that are commensurate with the management of a major staff function within a fire and rescue department. (EXAMPLE: Two years battalion chief with acting deputy chief responsibilities for the operations division and one year as deputy chief in charge of the operations division.)
 - b. Preferred qualifications: In addition to the above, operational experience at the division chief level or higher with demonstrated experience involving mutual aid operations, disaster operations, and Emergency Operations Center operations. (Please describe your experience in this area.)
4. Must have demonstrated emergency response experience as an incident commander that deals with a multi-alarm incident in which at least three of the general staff positions within the Incident Command System were utilized. The candidate must describe one multi-alarm incident where this occurred and describe as well as explain why the general staff sections were implemented. (No more than one page.)
5. Demonstrated experience in, or a thorough knowledge of:
 - a) FIRESCOPE Incident Command
 - b) Integrated Emergency Management System
 - c) Incident Command System/Emergency Operations Center Interface

The candidate must provide information that demonstrates this experience or knowledge from the role of a senior staff member. This can be satisfied by identifying three situations that the candidate was involved in while using these systems, concepts or centers. (No more than three paragraphs.) Additionally, in lieu of the preceding, one may, in no more than one page, describe the relationship between the Incident Command System and the Integrated Emergency Management System.

6. Continuing education:
 - a) Certification of completion of in-service training at the senior staff officer level within an existing fire and rescue department. (This is to be maintained every two years).

or

 - b) Certification of completion or satisfactory attendance at a nationally recognized fire service conference, or State and local training conference. (Must be within the program area and will be required every two years. THIS can be in lieu of training within an existing fire and rescue department.)

If there is any question about the applicability of such training, consult the Training Specialist prior to attendance.

7. Most qualified candidates will be selected to attend the course *Executive Analysis of Fire Service Operations in Emergency Management* and successfully teach a component of the course that is designated by the Training Specialist. The second phase of this requirement may be waived for existing

contract instructors unless, there is new material that requires existing instructors to demonstrate instructional proficiency.

8. Evaluation of teaching ability: Assessment will be made of instructional ability for new contract instructors during the contract instructor training phase. Assessment of existing instructor's past ratings will be the component used for his/her criteria. A significant aspect of this criterion is the ability to present material in a manner that achieves the transfer of meaningful information while considering the human dignity of those exposed to the learning experience. Failure to achieve this will be cause for ineligibility.

9. Knowledge in the use of computers.

The applicant should tailor his/her resume in order to respond to these criteria in detail. The general information associated with resume submission should also be included. The most qualified candidates will be selected.

FIRE PREVENTION: TECHNICAL CURRICULUM

- **Evaluating Performance-Based Designs**
- **Fire Inspection Principles**
- **Plans Review for Inspectors**
- **Principles of Fire Protection: Structures and Systems**

EVALUATING PERFORMANCE-BASED DESIGNS

This course is designed to provide fire professionals responsible for the review and/or approval of building and fire/life safety design in the regulatory process with the fundamental skills, knowledge and attitudes to assess performance-based fire safe building designs. The course is appropriate for the fire prevention officer, code enforcement official or allied professional who has the responsibility for approving performance-based designs of buildings and facilities, or evaluating alternate methods and materials within the framework of a prescriptive building or fire code. Areas of study include the differences between prescriptive and performance-based design, fire modeling, fire dynamics, the Society of Fire Protection Engineers design process method, the importance of adequate documentation, and on-going maintenance. Knowledge of prescriptive and performance-based design is essential.

CRITERIA FOR CONTRACT INSTRUCTOR SELECTION:

1. A minimum of an Associate Degree in Fire Protection Technology, Fire Administration, Fire Science or similar program. You may be asked to submit a copy of your college transcript with the application. Experience in the field of performance-based design, or project review and approval may be substituted at the discretion of the Training Specialist.
2. Current knowledge of the development of model codes and recognized standards as demonstrated by work experience, training or a combination of both.
3. Current knowledge of national codes and standards pertaining to performance-based fire safe building design, or evaluation of alternate materials and methods proposals as demonstrated by at least 5 years of experience or equivalent training, or a combination of both.
4. Current knowledge of the National Fire Protection Association *Life Safety Code*® Chapter 5, and the *ICC Performance Code for Buildings and Facilities*, and at least one model building, mechanical, and fire code, as demonstrated by work experience, training or a combination of both.
5. Current knowledge of the behavior of fire and its effects on building materials and systems, fire, heat and smoke spread and travel in structures, building construction classification, and principles of controlling fire conditions in buildings as demonstrated by at least 5 years of experience or equivalent training, or a combination of both.
6. Current knowledge of fire modeling methods to be able to explain the capabilities and limitations of the models and their relationship to performance-based fire safe design.
7. Familiarity with the Society of Fire Protection Engineers *Engineering Guide to Performance-Based Fire Protection Analysis and Design of Buildings*.
8. Ability to explain technical fire protection and design concepts or standards to a diverse student population with a broad range of training and experience.
9. Ability to self-motivate, organize and instruct classes or topics similar to the Performance-based Fire Safe Building Design curriculum at the community college, state or regional level, as demonstrated by at least three years of teaching experience in the field of fire protection or building design.
10. Course attendance within the last three years, or attendance as a contract instructor trainee (CIT) upon preliminary approval of your application.

FIRE INSPECTION PRINCIPLES

This course has been designed to provide the student with the fundamental knowledge, skills and attitudes to conduct basic fire safety inspections effectively and confidently. This course is appropriate for the fire prevention or code enforcement official and other allied professionals with limited fire inspection and code enforcement experience, who have the responsibility for conducting fire safety inspections. Students will be introduced to various codes and standards in order to develop a working knowledge of their application in the inspection process. Areas of study include the inspector's role in code enforcement, the relationship between fire and codes, general fire safety, life safety, hazardous materials and processes, and special hazards and fire protection systems and equipment. All of the course activities have been designed to allow the student to complete them from the perspective of the code being enforced in their local jurisdiction.

CRITERIA FOR CONTRACT INSTRUCTOR SELECTION:

1. A minimum of an Associate Degree in Fire Protection Technology, Fire Administration, Fire Science or similar program You may be asked to submit a copy of your college transcript with the application.
2. Current knowledge of code enforcement and administration systems in fire codes as demonstrated by at least 5 years experience or equivalent training, or a combination of both.
3. Current knowledge of codes and standards and the application of same related to general fire safety conditions, occupancy classifications and hazards, occupant life safety, building exiting systems, electrical heating and cooking equipment and system hazards, as demonstrated by at least 5 years of experience or equivalent training, or a combination of both.
4. Current knowledge of codes and standards and the application of same related to hazardous materials and processes, controlling hazardous materials storage, handling and use, as demonstrated by at least 5 years of experience or equivalent training, or a combination of both.
5. Current knowledge of codes and standards and the application of same related to automatic sprinkler systems, special hazard fire suppression systems, water supply requirements for fire suppression systems, standpipe systems, fire alarm/detection systems and portable fire extinguishers, as demonstrated by at least 5 years of experience or equivalent training, or a combination of both.
6. Current knowledge of codes and standards related to the inspecting, testing, and maintenance of automatic fire protection systems, as demonstrated by at least 5 years of experience.
7. Current knowledge of the development of model codes and recognized standards as demonstrated by work experience, training or a combination of both.
8. Current knowledge of the National Fire Protection Association standards and at least one model building, mechanical, and fire code, as demonstrated by work experience, training, or a combination of both.
9. Current knowledge of the behavior of fire and its effects on building materials and systems, human behavior in fire situations, fire heat and smoke spread and travel in a structure, building construction classifications, and principles of controlling fire hazards associated with hazardous materials as demonstrated by at least 5 years experience or equivalent training or a combination of both.
10. Ability to instruct courses or materials similar to the Fire Inspection Principles course content, at the community college, State or Regional level, demonstrated by at least 3 years of experience, and a copy of at least 3 student evaluations of instructional ability from courses taught with similar content within the last 5 years.

11. Course attendance within the last three years, or attendance as a contract instructor trainee (CIT) upon preliminary approval of your application.

PLANS REVIEW FOR INSPECTORS

This course has been designed for those personnel who are charged with the responsibility of verifying that construction documents comply with applicable fire codes and fire protection requirements of building codes. The course is also appropriate for those individuals who manage or administer the plans review process, as well as architects, building officials, designer, engineers and technicians.

The course provides the participant with a systematic approach to verify that a complete set of construction documents complies with applicable codes. Subjects addressed in this course include: review of site plans for emergency apparatus access, water supply and hydrant locations; review of architectural drawings for construction requirements, means of egress for life safety, and fire resistive compartmentalization; evaluation of HVAC and smoke control/exhaust systems; evaluation of exit illumination and emergency power supplies; and review and evaluation of fire protection systems focusing on alarm/detection and fixed automatic fire suppression systems.

CRITERIA FOR CONTRACT INSTRUCTOR SELECTION:

1. A minimum of an Associate Degree in Fire Protection Technology, Fire Administration, Fire Science or similar program. You may be asked to submit a copy of your college transcript with the application.
2. Current knowledge of plan review and administration systems related to both fire and building codes as demonstrated by at least 5 years experience or equivalent training, or a combination of both.
3. Current knowledge of the development of model codes and recognized standards as demonstrated by work experience, training or a combination of both.
4. Current knowledge of the National Fire Protection Association standards and at least one model building, mechanical, and fire code, as demonstrated by work experience, training or a combination of both.
5. Current knowledge of plans interpretation, review and understanding of architectural and engineering concepts, as demonstrated by at least 5 years of experience or equivalent training, or a combination of both.
6. Current knowledge of the behavior of fire and its effects on building materials and systems, human behavior in fire situations, fire heat and smoke spread in structures, building construction classification, parameters affecting allowable building area, height, and principles of controlling fire hazards associated with hazardous materials, as demonstrated by at least 5 years experience or equivalent training or a combination of both.
7. Current knowledge of codes and standards, and application of same related to occupancy classifications, occupant life safety, building exiting system, interior finish requirements, building compartmentalization, fire resistive design and construction requirements and storage, handling and use of hazardous materials, as demonstrated by at least 5 years of experience or equivalent training, or a combination of both.
8. Current knowledge of codes and standards, and application of same related to emergency apparatus access, water supply testing and requirements for fire protection, heating, air conditioning and cooking systems installation, and smoke control and exhaust systems, as demonstrated by at least 5 years of experience or equivalent training, or a combination of both.

9. Current knowledge of codes and standards, and application of same related to installation and design of: Automatic sprinkler systems, special hazard fire suppression systems, water supply requirements, standpipe systems and fire alarm/detection systems; as demonstrated by at least 5 years of experience or equivalent training, or a combination of both.
10. Ability to instruct courses or materials similar to the Plans Review for Inspectors course content, at the community college, State or Regional level, demonstrated by at least 3 years of experience, and a copy of at least 3 student evaluations of instructional ability from courses taught with similar content within the last 5 years.
11. Course attendance within the last three years, or attendance as a contract instructor trainee (CIT) upon preliminary approval of your application.

PRINCIPLES OF FIRE PROTECTION: STRUCTURES AND SYSTEMS

This course is designed to provide the student with the fundamental knowledge, skills and attitudes to conduct inspections and tests of building construction components and fire protection systems effectively and confidently. The course is appropriate for the fire prevention officer, code enforcement official or allied professional who has the responsibility for building construction and fire protection system inspections. Areas of study include national standards for the design and installation of fire alarm systems, fire sprinkler systems, standpipe systems, fixed hazard suppression systems and new technologies. A thorough knowledge of water-based fire protection systems is essential.

CRITERIA FOR CONTRACT INSTRUCTOR SELECTION:

1. A minimum of an Associate Degree in Fire Protection Technology, Fire Administration, Fire Science or similar program. You may be asked to submit a copy of your college transcript with the application.
2. Current knowledge of national codes and standards pertaining to design, installation and maintenance of fire protection systems, and the application of same related to general and specific fire hazards, as demonstrated by at least 5 years of experience or equivalent training, or a combination of both.
3. Current knowledge of the development of model codes and recognized standards as demonstrated by work experience, training or a combination of both.
4. Current knowledge of the National Fire Protection Association standards and at least one model building, mechanical, and fire code, as demonstrated by work experience, training or a combination of both.
5. Current knowledge of the behavior of fire and its effects on building materials and systems, fire, heat and smoke spread and travel in structures, building construction classification, and principles of controlling fire conditions in buildings as demonstrated by at least 5 years of experience or equivalent training, or a combination of both.
6. Ability to explain technical fire protection concepts or standards to a diverse student population with a broad range of training and experience.
7. Ability to self-motivate, organize and instruct classes or topics similar to the Principles of Fire Protection: Structures and Systems curriculum at the community college, state or regional level, as demonstrated by at least three years of teaching experience.
8. Course attendance within the last three years, or attendance as a contract instructor trainee (CIT) upon preliminary approval of your application.

FIRE PREVENTION: MANAGEMENT CURRICULUM

- **Code Management: A Systems Approach**
- **Leading Community Risk Reduction**
- **Management of Fire Prevention Programs**
- **Strategic Analysis of Community Risk Reduction**

CODE MANAGEMENT: A SYSTEMS APPROACH

The management of code development, evaluation, and the enforcement process is the focus of this course. Students participate in an extensive simulation exercise which allows them to experience firsthand the intricacies and politics involved in the legislative process. A second exercise involves amendment of a existing code.

The goals of this course are to: 1) develop an awareness of the code management function as an integrated system; and 2) enhance managerial skills in the areas of system analysis, knowledge of codes, code development and adoption, code management, and evaluations of code functions.

CRITERIA FOR INSTRUCTOR SELECTION: In addition to meeting the General Criteria for the instructor selection process, the potential instructor must meet the following requirements.

ACADEMIC REQUIREMENT: The candidate must possess a Bachelor's Degree from a regionally accredited institution of higher education. The academic degree should be in a discipline closely related to those subjects covered in this course; i.e., Fire or Safety Engineering, Engineering Technology, Public Administration, etc. Preference will be given to candidates possessing Professional Registration or Certifications. Consideration will also be given to those candidates who do not meet the Academic Requirement but have broad progressive administrative experience related to the subject area.

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 service training academies, colleges or universities.

RELATED CAREER EXPERIENCES: Candidates must provide evidence of personal and professional growth in a career focused on: fire or building code development, implementation, interpretation, or enforcement. A substantial portion of the applicant's career experiences must be in the supervision and/or management of programs addressing the above mentioned areas.

APPLICATION PROCEDURE: Candidates must submit a letter of intent, a current resume, and documentation in support of the General Criteria, the Academic Requirement, the Instructional, and Related Career Experiences. These should be sent to:

National Fire Academy
Attn: Jo Ann Boyd
16825 South Seton Avenue
Emmitsburg, MD 21727

LEADING COMMUNITY RISK REDUCTION

The community risk reduction process involves all four phases of emergency management: preparedness, mitigation, response and recovery. Any effective community risk reduction strategy integrates emergency response; code enforcement; legislative processes to adopt codes, standards and prevention-related ordinances; plan review and design; fire and life safety education; public information and relations; risk reduction-related economic incentives; and other mitigation activities. The role of the chief executive officer is to lead and facilitate the community risk reduction process. This 2-week course is part of the Executive Fire Officer Program and instills in the students the personal belief that community risk reduction is an essential tool in reducing and minimizing risk from fire and other hazards in a community. Subject areas covered will include: all-hazards management, coalition building, community changes, data analysis and application, legal issues, and program evaluation.

CRITERIA FOR INSTRUCTOR SELECTION: In addition to meeting the General Criteria for the instructor selection process, the potential instructor must meet the following requirements.

ACADEMIC REQUIREMENT: The candidate must possess an earned graduate level degree from a regionally accredited institution of higher education. Consideration will be given to those applicants who possess a Bachelor's Degree from a regionally accredited institution of higher education and have completed the Executive Fire Officer Program of the National Fire Academy. Academic degrees should be in a discipline closely related to those subjects covered in this course; i.e., Risk Management, Fire or Safety Engineering, Public Administration, Emergency Management, etc. Consideration will also be given to those candidates who do not meet the Academic Requirement but have broad progressive administrative experience and the vision of the essential nature of a fire executive's responsibility for reducing risks faced by the community.

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 service training academies, colleges or universities. Candidates must be proficient in the facilitation of intensive small work groups.

RELATED CAREER EXPERIENCES: Candidates must provide evidence of personal and professional growth in a career focused on: fire suppression operations, fire and burn prevention, public safety education, fire and safety code development, implementation and enforcement, application of fire protection engineering technology, residential and workplace accident and injury prevention, or other areas related to personal and community risk reduction. A substantial portion of the applicant's career experiences must be in the supervision and/or management of programs addressing the above mentioned areas.

APPLICATION PROCEDURE: Candidates must submit a letter of intent, a current resume, and documentation in support of the General Criteria, the Academic Requirement, the Instructional, and Related Career Experiences. These should be sent to:

National Fire Academy
Attn: Jo Ann Boyd
16825 South Seton Avenue
Emmitsburg, MD 21727

MANAGEMENT OF FIRE PREVENTION PROGRAMS

This 2-week course uses proven management concepts as a basis for the efficient operation of a fire prevention organization. The course focuses on planning, promoting, and executing fire prevention functions. Topics include management techniques; evaluation; legal responsibilities; needs assessment; negotiation; planning and case study.

The course content and delivery methodology are suitable for senior representatives of fire prevention bureaus/units of all sizes and organizational complexities. Management of Fire Prevention Programs is structured to give fire prevention managers the requisite knowledge and skills, given a finite amount of resources, to effectively plan, promote, and execute fire prevention functions within their respective communities.

CRITERIA FOR CONTRACT INSTRUCTOR SELECTION: In addition to meeting the General Criteria for the instructor selection process, the potential instructor must meet the following requirements.

ACADEMIC REQUIREMENT: The candidate must possess a Bachelor's Degree from a regionally accredited institution of higher education. The academic degree should be in a discipline closely related to those subjects covered in this course; i.e., Business Management, Risk Management, Fire or Safety Engineering, Public Administration, Emergency Management, etc. Preference will be given to candidates possessing Professional Registration or Certifications. Consideration will also be given to those candidates who do not meet the Academic Requirement but who have broad progressive administrative experience in a fire prevention organization.

INSTRUCTIONAL EXPERIENCE: Candidates must have successfully completed a recognized educational methodology course and must demonstrate successful instructional delivery to adult learners at local, regional, state, and/or federal fire service training academies, colleges or universities.

RELATED CAREER EXPERIENCES: Candidates must provide evidence of personal and professional growth in a career focused on: application, interpretation, and enforcement of fire and building codes, public fire safety education, and the application of fire protection engineering principles. A substantial portion of the applicant's career experiences must be in the supervision and/or management of programs addressing the above-mentioned areas.

APPLICATION PROCEDURE: Candidates must submit a letter of intent, a current resume, and documentation in support of the General Criteria, the Academic Requirement, the Instructional, and Related Career Experiences. These should be sent to:

National Fire Academy
Attn: Jo Ann Boyd
16825 South Seton Avenue
Emmitsburg, MD 21727

STRATEGIC ANALYSIS OF COMMUNITY RISK REDUCTION

This powerful 2-week course provides senior fire executives with vital information necessary to implement community-wide risk reduction activities including the fire department's role in injury prevention. Presented are contemporary approaches that emergency services organizations can use successfully to compete for dwindling resources, mechanisms to gather and analyze critical life safety data, proven actions to target community injury reduction, and how to build coalitions to better accomplish the changing mission of the fire service and safety services.

The course reflects current trends and practices suitable for immediate use by course participants. It features group activities, evening research, role-playing, and in-depth review of highly successful risk intervention strategies. Strategic Analysis of Community Risk Reduction examines attitudes and values of senior fire agency executives and their relationship to creative, innovative, and effective fire and injury prevention activities. The course stresses the importance of building coalitions, alliances, and partnerships to accomplish far more than often can be done by a fire department on its own. It provides insights into how to develop important working relationships with other community groups not traditionally viewed in the past as partners. Participants use case study and research methodology in their educational process.

CRITERIA FOR CONTRACT INSTRUCTOR SELECTION: In addition to meeting the General Criteria for the instructor selection process, the potential instructor must meet the following requirements.

ACADEMIC REQUIREMENT: The candidate must possess an earned graduate level degree from a regionally accredited institution of higher education. Consideration will be given to those applicants who possess a Bachelor's Degree from a regionally accredited institution of higher education and have completed the Executive Fire Officer Program of the National Fire Academy. Academic degrees should be in a discipline closely related to those subjects covered in this course; i.e., Risk Management, Fire or Safety Engineering, Public Administration, Emergency Management, etc. Consideration will also be given to those candidates who do not meet the Academic Requirement but have broad progressive administrative experience related to reducing risks faced by the community.

INSTRUCTIONAL EXPERIENCE: Candidates must have successfully completed a recognized educational methodology course and must demonstrate successful instructional delivery to adult learners at local, regional, state, and/or federal fire service training academies, colleges or universities. Candidates must be proficient in the facilitation of intensive small work groups.

RELATED CAREER EXPERIENCES: Candidates must provide evidence of personal and professional growth in a career focused on: fire suppression operations, fire and burn prevention, public safety education, fire and safety code development, implementation and enforcement, application of fire protection engineering technology, residential and workplace injury prevention, or other areas related to personal and community risk reduction. A substantial portion of the applicant's career experiences must be in the supervision and/or management of programs addressing the above-mentioned areas.

APPLICATION PROCEDURE: Candidates must submit a letter of intent, a current resume, and documentation in support of the General Criteria, the Academic Requirement, the Instructional, and Related Career Experiences. These should be sent to:

National Fire Academy
Attn: Jo Ann Boyd
16825 South Seton Avenue
Emmitsburg, MD 21727

FIRE PREVENTION: PUBLIC EDUCATION CURRICULUM

- **Developing Fire and Life Safety Strategies**
- **Presenting Effective Public Education Programs**

DEVELOPING FIRE AND LIFE SAFETY STRATEGIES

1. Two contract instructors will be required to teach each offering of Developing Fire and Life Safety Strategies. Selected instructors will be placed in one of two groups--public health education/injury prevention or fire/life safety education. One person from each list will be contracted through a competitive bidding process. The Procurement Office will notify each instructor of the dates of course offerings; instructors may then submit a proposal to teach.
2. Applicants not meeting the basic criteria as listed on the general requirements sheet will not qualify.
3. Applications must include: transcript from university or college, videotape, resume, and specific responses to the first six items from the requirement sheet.

CRITERIA FOR CONTRACT INSTRUCTOR SELECTION

1. A Bachelor's Degree from an institution that is accredited. Persons without a college degree may qualify by illustrating four additional years of experience in fire/life safety education, public health education, or community prevention activities, as identified in item #2. If the National Fire Academy (NFA) does not have a copy of your transcript or diploma on file, you will be asked to submit one.
2. Minimum of 5 years of experience in the field of fire/life safety education, public health, community prevention activities (i.e. development or instructor of programs, management of the organization's public education function.) Nine years experience is necessary for person without a Bachelor's Degree. A combination of experience in all these areas totaling 5 or 9 years (depending on applicant's degree status) is acceptable. Note: It is not uncommon to find students attending this class with at least 5 years of experience in the field of public education.

Note that a year of experience is based on a full year of work in the professional area although a person may not necessarily be a full time employee (i.e. a combination inspector/public fire educator who has been working for 10 years may only be able to justify 5 years of full-time equivalent work in safety education).

3. Applicant must illustrate work experience in the following course content areas:
 - a. Evidence of work which demonstrate the applicant utilizes an enlarged perspective of fire prevention issues (i.e. injury prevention) through planning and program development (if from a fire department)

or

Evidence of work in public health education or injury prevention which can be utilized or related to public fire education.

 - b. Evidence of work experience and leadership involving community development skills
 - c. Demonstration of strong development skills, including product review.
 - d. Demonstration of instructional ability to relate complex concepts and tie-in several major course themes in an instructional setting.

Applicants should have attained a fully professional level in each item. Factors under consideration include: experience, level and extent of activity, relative articles published, unique programs, leadership skills, involvement with comparable instructional programs not sponsored by NFA and speaking engagements at a major public education conferences. It is important for the applicant to provide this type of information on each item.

4. Applicants should submit a resume which includes as a minimum: names, address, phone numbers, employment history and references. Please note that resumes do not necessarily provide adequate responses to each criterion.

5. Each applicant not having previously taught in the NFA residential curriculum will be required to provide a 20-minute videotape of a lesson they are teaching. Applicants must meet the videotape specification as stated in the enclosure. (Please know that there is no in-service training requirement for new candidates, therefore, items such as videotaping a lesson taught have been added to the requirement in lieu of in-service training).

The Academy's judgment of applicants will be based on the information which the applicants submit not on our inherent knowledge of each applicant. The Academy reserves the right to select the most qualified applicants should more people apply than can be selected. The Academy may elect to establish rating criteria and have applications reviewed by a committee if a large number of applications are received and/or when it becomes difficult to rate based on the information submitted.

6. Each applicant must have successfully completed Developing Fire and Life Safety Strategies as a student. A certificate or transcript is necessary for documentation.

Read all information before preparing your response.

Send responses to: National Fire Academy
 Attn: Jo Ann Boyd
 16825 South Seton Avenue
 Emmitsburg, MD 21727

Videotape Presentation Requirements (DFLSS)

All contract instructor candidates who have not taught in the NFA residential curriculum must prepare and submit a 20-minute videotape (1/2"-VHS) of a lesson they are teaching. The purpose of this is to demonstrate the candidate's instructional abilities. The topic may be any subject matter, e.g. Injury Prevention; Stop, Drop and Roll; Using Media to Teach, etc. It is preferred that the videotape show students who are taking the lesson as well.

All tapes become the property of NFA and are not returnable. The Academy is not looking for broadcast quality videotape, only that the applicant demonstrates good instructional abilities. Evaluation criteria will be made available upon request.

PRESENTING EFFECTIVE PUBLIC EDUCATION PROGRAMS

1. A Bachelor's Degree from an institution that is accredited or by demonstrating 4 additional years of experience as identified in item #2. Credit is not given for completion of an Associate Degree or a partially completed Bachelor's Degree. You must submit a copy of your transcript or diploma.

2. Minimum of 4 years of experience in the field of fire/life safety education, public health education, community prevention activities or injury prevention; or 8 years of experience is necessary for persons without a Bachelor's Degree. A combination of experience in any of these fields totaling 4 or 8 years (depending on individual's degree status) is acceptable.

Note that a year experience is based on full year of work in the professional area although a person may not necessarily be a full-time employee (i.e. a combination inspector/public fire educator who has been working for 10 years may only be able to justify 5 years of full-time equivalent work in safety education).

3. Individuals must have 2 years of experience in the following areas. Typical responses should indicate type of programs, role that individual played, level of involvement, and/or outcomes if applicable:

- a. Safety education work which utilizes community resources, networking or the development of community strategies.
- b. Experience that deals with the delivery of safety education programs.
- c. Work in evaluating instructors and/or public educators in the fire safety/EMS/injury prevention field.

4. Individuals shall be required to provide a videotape of a lesson they are teaching. Former or current NFA resident instructors and persons who have previously submitted a video are excluded. Videotape specifications are stated in the enclosure.

5. Each individual must successfully complete PEPEP as a student.

The Academy's judgment of the criteria will be based on the information which each person submits not on our inherent knowledge of that individual.

Send responses to: National Fire Academy
c/o Jo Ann Boyd
16825 South Seton Avenue
Emmitsburg, Maryland 21727
(301) 447-1157

Videotape Presentation Requirement (PEPEP)

All individuals who have not taught in the NFA residential curriculum must prepare and submit a videotape (1/2"-VHS) of a lesson they are teaching. The videotape should range between 15 and 20 minutes. The purpose of this is to demonstrate the individual's instructional abilities not their content capability. The topic may be any subject matter, e.g. Injury Prevention; Stop, Drop and Roll; Using Media to Teach, etc. It is preferred that the videotape show students who are taking the lesson as well, not "a talking head."

Each individual's videotape will be reviewed and evaluated to determine that the individual possesses an acceptable level of instructional capability. Individuals who do not submit a videotape will not be considered.

All tapes become the property of NFA and are not returnable. You are encouraged to keep a personal copy of the tape. The Academy is not looking for broadcast quality videotape, only that the applicant demonstrates good instructional abilities.

Instructor Name: _____

Video Evaluation Tool

Communication techniques	1	2	3	4	5	6	7	8	9	10
Clear verbal messages										
Sufficient eye contact										
Appropriate paraverbal messages										
Effective interpretation and use of nonverbals										
Questioning techniques	1	2	3	4	5	6	7	8	9	10
Overhead questions used appropriately										
Directed questions used appropriately										
Rhetorical questions used appropriately										
Introduction to lesson	1	2	3	4	5	6	7	8	9	10
Gave motivation for lesson										
Appropriate for level of students										
Stated lesson objectives	1	2	3	4	5	6	7	8	9	10
Formally/Informally										
Delivery of information/skills demonstration	1	2	3	4	5	6	7	8	9	10
Instructor knows subject matter/effective presentation										
Information presented in some organized manner										
Control of classroom environment	1	2	3	4	5	6	7	8	9	10
Arrangement effective for lesson content										
Presentation aids organized and planned for use										
Control of distractions										
Visual aid use	1	2	3	4	5	6	7	8	9	10
Appropriate AV choice/effective usage										
Opportunity for application of info./skills	1	2	3	4	5	6	7	8	9	10
Students involved										
Sufficient materials for application										
Complete directions for activities given										
Time period for practice stated before activity										
Evaluation period	1	2	3	4	5	6	7	8	9	10
Students advised of evaluation method and occasion										
Measures progress on the objectives										
Valid for the objectives										
Feedback to students - timely										
Informative and developmental										
Conclusion to lesson presented	1	2	3	4	5	6	7	8	9	10
Organized and delivered as planned										

Evaluator: _____

Video Score: _____

TRAINING PROGRAMS CURRICULUM

- **Fire Service Course Design**
- **Training Program Management**

FIRE SERVICE COURSE DESIGN

The National Fire Academy (NFA) is currently seeking individuals to serve as contract instructors for its on-campus 2-week course, Fire Service Course Design. The course description and instructor selection criteria for the fire trainer and adult educator/instructional designer are attached.

NFA is interested in seeking applications from women and minorities and encourages graduates of both classes to apply. A response which addresses each of the criteria listed must be submitted.

Fire Service Course Design teaches fire/rescue personnel and allied professional how to design courses. The process of instructional design is taught from the perspective of designing a course to be used by other instructors. A systems design approach is emphasized.

Students identify a local training need as a pre-course assignment. During the class, they apply to principles to the design of their own training program which meets a need for their organization. To successfully complete this course, the final design of the student course must be submitted for evaluation within six months following attendance at the Academy.

Course Student Selection Criteria: Students must be Fire/EMS personnel with course development responsibilities. Students must successfully complete Fire Service Instructional Methodology or an equivalent basic training presentation course or have State level certification of level II Instructor.

ACE Recommendation: In the upper division baccalaureate category, 3 semester hours in Curriculum Development or Instructional Design.

CRITERIA FOR CONTRACT INSTRUCTOR SELECTION

Fire Trainers

1. A minimum of a Bachelor's Degree from an institution that is accredited, desirable within the field of Education. Appropriate combinations of relevant college and work experience, plus the demonstrated ability to relate well to a fire service audience, are all important consideration undertaken by the National Fire Academy (NFA).
2. Fire Service experience or equivalent - 10 years. At least five of those years shall have been in increasingly progressive professional growth experiences including positions of responsibility for supervision of: instructors or public educators, or course design and development functions. A mix of these types of work experiences increases an individual's chance of appointment to the contract instructor ranks.
3. Candidates must provide examples of their ability to relate well to mixed audiences with respect to age, gender, education background, and ethnic and cultural differences. Sensitivity to issues of cultural diversity and other similar work place changes occurring in the Nation's career and volunteer fire forces is of utmost importance.
4. Candidates must provide information on one of the following requirements:
 - a. The candidate must have successfully completed NFA's Fire Service Instructional Methodology and Fire Service Course Design programs as a student.
 - or
 - b. The candidate must have completed additional and appropriate level educational or instructional courses either from a college or university curriculum and/or from a State Fire Academy.

- c. The candidate must be certified at a minimum of Instructor Level III of the National Fire Protection Association's Professional Qualification 1041 Series. Documentation required.
5. The candidate must have at least three years of teaching training programs at a State, Regional or National level. Preference is given to candidates who teach these subjects outside their organization.
6. Candidates must have at least three years of active experience in designing and developing courses using an instructional systems design process.
7. Candidates must demonstrate ability to facilitate complex, small group process and role-playing scenarios. Teaching assignments routinely require evening, and some outside, class work, as well as individual tutoring and/or counseling sessions with students.
8. Each applicant must attend this course as a student and receive a Certificate of Attendance at graduation.

The above criteria are general minimum selection factors designed to assist the NFA in the evaluation of potential candidates and should not be considered as the sole basis upon which the contract instructor appointment decisions are made. Concerns for wide geographic instructor representation, balance of organizational structures represented (size/type), along with an individual's references, are also taken into consideration.

Candidates meeting these criteria will be placed on a bidding list with other successful candidates. The National Emergency Training Center's Procurement Office will send periodic course and bidding information from which each person may submit quotations.

Adult Educator/Instructional Designer

1. Minimum of a Master's Degree from an accredited institution in Adult Education, Human Resource Management, Instructional Systems Design, or other directly related field is required.
2. Adult Education, Human Resource Management and/or Instructional design experience or equivalent - 10 years. At least five of those years shall have been in increasingly progressive professional growth experiences, including positions of responsibility for supervision of: education or training function, public education, instructional systems design and/or human resources management. A mix of these types of work experiences increases an individual's chances of appointment to contract instructor ranks.
3. Candidates must provide examples of their ability to relate well to mixed audiences with respect to age, gender, educational background, and ethnic and cultural differences. Sensitivity to issues of cultural diversity and other similar work place changes occurring in the Nation's career and volunteer fire forces is of utmost importance.
4. Candidates should demonstrate at least 3 years of active, successful teaching experience at local, regional and/or State fire service training academies, colleges or universities or equivalent teaching/training credentials. Preference is given to those candidates whose training is outside their organization.
5. Candidates must demonstrate ability to facilitate complex, small work group process and role-playing scenarios. Teaching assignments routinely require evening, and some outside, class work, as well as individual tutoring and/or counseling sessions with students.

6. Candidates must have at least three years of active experience in designing and developing courses using an instructional systems design process.
7. Each applicant must successfully complete this course as a student.

The above criteria are general minimum selection factors designed to assist the NFA in the evaluation of potential candidates and should not be considered as the sole basis upon which contract instructor appointment decisions are made. Concerns for wide geographic instructor representation, balance of organizational structures represented (size/type), along with an individual's references, are also taken into consideration.

Candidates meeting these criteria will be placed on a bidding list with other successful candidates. NFA will send periodic course and bidding information from which each person may submit quotations.

TRAINING PROGRAM MANAGEMENT

1. A Bachelor's Degree (must submit a copy of transcript or diploma) and at least 10 years of progressive fire and emergency services experience
OR
At least 14 years of progressive fire and emergency services experience without a Bachelor's Degree.
2. Must document 7 years of experience in instructing fire service/EMS personnel.
3. Must meet one of the following (documentation required):
 - a. Must be state certified instructor level II
OR
 - b. Must have successfully completed NFA's Fire Service Course Design course or a similar equivalent of 40 classroom hours.
OR
 - c. Must have successfully completed college or university course in methods of teaching or instructional design. Course must be minimum of 40 hours.
4. Submit a narrative description of your instructional experience, including the subjects of the courses you have taught.
5. Must be currently or previously responsible for the operation of the training function for an organization, including management of budget and personnel.
6. From the following list of training subjects, applicants must:
 - list specialist courses which they have attended on three of the subjects below within the previous five years
OR
 - cite specialized knowledge on three of the subjects through use of research or case study, etc.

Training Subjects

- determining or managing training needs for an organization
- effectively dealing with training personnel
- financial management in a training office
- legal issues in training
- marketing training within and outside the organization

- scheduling solutions for delivery of local training
- effectively evaluating a training function
- using new training approaches such as multiple intelligences
- using technologies in training
- leadership in the training function

7. Videotape Presentation Requirement (TPM)

All individuals who have not taught in the NFA residential curriculum must prepare and submit a videotape (1/2"-VHS) of a lesson they are teaching. The videotape should range between 15 and 20 minutes. The purpose of this is to demonstrate the individual's instructional abilities not their content capability. The topic may be any subject matter appropriate for fire/emergency services personnel in the classroom. It is preferred that the videotape show students who are taking the lesson as well, not "a talking head."

Each individual's videotape will be reviewed and evaluated to determine that the individual possesses an acceptable level of instructional capability. Individuals who do not submit a videotape will not be considered.

All tapes become the property of NFA and are not returnable. You are encouraged to keep a personal copy of the tape. The Academy is not looking for broadcast quality videotape, only that the applicant demonstrates good instructional abilities.

8. Each applicant must successfully complete the Training Program Management course as a student. A copy of the certificate should be sent.

Instructor Name: _____

Video Evaluation Tool

Communication techniques	1	2	3	4	5	6	7	8	9	10
Clear verbal messages										
Sufficient eye contact										
Appropriate paraverbal messages										
Effective interpretation and use of nonverbals										
Questioning techniques	1	2	3	4	5	6	7	8	9	10
Overhead questions used appropriately										
Directed questions used appropriately										
Rhetorical questions used appropriately										
Introduction to lesson	1	2	3	4	5	6	7	8	9	10
Gave motivation for lesson										
Appropriate for level of students										
Stated lesson objectives	1	2	3	4	5	6	7	8	9	10
Formally/Informally										
Delivery of information/skills demonstration	1	2	3	4	5	6	7	8	9	10
Instructor knows subject matter/effective presentation										
Information presented in some organized manner										
Control of classroom environment	1	2	3	4	5	6	7	8	9	10
Arrangement effective for lesson content										
Presentation aids organized and planned for use										
Control of distractions										
Visual aid use	1	2	3	4	5	6	7	8	9	10
Appropriate AV choice/effective usage										
Opportunity for application of info./skills	1	2	3	4	5	6	7	8	9	10
Students involved										
Sufficient materials for application										
Complete directions for activities given										
Time period for practice stated before activity										
Evaluation period	1	2	3	4	5	6	7	8	9	10
Students advised of evaluation method and occasion										
Measures progress on the objectives										
Valid for the objectives										
Feedback to students - timely										
Informative and developmental										
Conclusion to lesson presented	1	2	3	4	5	6	7	8	9	10
Organized and delivered as planned										

Evaluator: _____

Video Score: _____

ARSON MITIGATION CURRICULUM

- **Fire Arson Investigation**
- **Fire Cause Determination for Company Officers**
- **Initial Fire Investigations**
- **Interviewing-Interrogation Techniques and Courtroom Testimony**
- **Management for Arson Prevention and Control**

- **Courtroom Preparation and Testimony for First Responders (2-day course)**

FIRE ARSON INVESTIGATION

The Fire/Arson Investigation (FAI) course addresses those skills needed to conduct fire investigations. Utilizing the Arson Burn Laboratory located on campus, successful methods are demonstrated for conducting legal fire investigations that culminate, when appropriate, in prosecution for arson. Subjects covered include: chemistry and physics of fire behavior, building construction and its components, determining point of origin, accidental and incendiary fire cause determination, indicators of incendiarism, incendiary devices, explosives and explosions, automobile fires, injury and fatal fire investigations, fire scene investigation, collection and preservation of evidence, motivation of the fire-setter, legal considerations, report writing, interviews and interrogations and burn simulation exercise.

Criteria for Contract Instructor Selection:

Applicants not meeting the basic criteria outlined in the general requirements section of this document will not qualify for consideration.

Application packages from individuals meeting the basic criteria will be reviewed based on:

Education – ALL degree requirements for each course (Associates, Bachelor's, Masters, etc;) must be from an institution that is accredited by a nationally recognized Regional Accrediting Organizations for Higher Education and may require transcripts.

Documented knowledge and experience in subject area.

*Resume indicating level and extent of responsibility and authority, include three references.

*a one-page synopsis of current issues, trends and research that directly relates to the fire service and/or specific course.

Demonstrated effectiveness instructing at the fully professional level in an active training environment. For a course in which you were a primary instructor:

- Provide course description, objectives and syllabus
- Provide a 20-30 minute video. Specific information about the content of the video is discussed in the "Demonstrated Effectiveness" section.
- Provide three references from individuals in organizations where you have delivered training. **Do not include the National Fire Academy as one of these organizational representatives.**

Education

Preferred

Bachelors Degree in fire science, fire investigation, fire protection, applied science or content related area, and documented completion of an 80-hour instructional methodology course.

Minimum

Associate Degree in fire science, fire investigation, fire protection, applied science or content related area, and documented completion of an 80-hour instructional methodology course.

Demonstrated Subject Experience

Preferred

Presently serving as a fire investigator with at least five years or more of current experience at this level, to be considered current experience, a minimum of five of the last eight years of work experience would have to qualify as fire investigator experience.

Experience must be supported by documentation and should indicate sustained and significant investigative authority/responsibility in a formal fire service, fire marshal, law enforcement or private fire investigative organizational setting.

Evidence of extensive knowledge of the fire investigative field/process.

Documentation as to serving as an expert witness within last three years

Documentation as to being a current Certified Fire Investigator

Successful completion, supported by documentation, of the USFA-NFA Fire/Arson Investigation course.

Practical experience in the use of PC/laptop computers in an instructional environment

Minimum

Five years of fire investigation experience, but less than five years of current fire investigation experience. This level of experience indicates that some, but not all, of your five years of fire investigation experience occurred in the past eight years.

Experience must be supported by documentation and should indicate sustained and significant investigative authority/responsibility in a formal fire service, fire marshal, law enforcement or private fire investigative organizational setting.

Evidence of a good working knowledge of the fire investigation field/process.

Documentation as to serving as an expert witness within last three years

Documentation as to being a current Certified Fire Investigator

Knowledge of PC/laptop computers in an instructional environment

Successful completion, supported by documentation, of the USFA-NFA Fire/Arson Investigation course.

Demonstrated Effectiveness

All applicants must provide a 20-30 minute videotape (1/2" VHS) demonstrating their use of active training techniques in an adult learning environment.

The purpose of the video is to demonstrate the methods employed by the applicant to accomplish learning objectives in a student centered learning environment. The focus of the review of your video will be on the active training processes and not on the subject content.

Selection Process

Qualifying applicants will be scheduled to attend an offering of the course as an instructor trainee.

As an instructor trainee, you will be required to teach several modules or parts of modules for the purpose of peer and Training Specialist review/evaluation. Only those applicants who successfully complete the instructor trainee phase of the process will be selected for the instructor cadre. At the discretion of the Training Specialist, an in-service training for the Fire/Arson Investigation course's qualifying applicants may be substituted for attendance at a course offering, when the purpose for attending would be instructing in one or more modules.

Contract Instructor Performance Requirement

Contract instructors must maintain a cumulative minimum rating of 90% on peer and student evaluations in the following areas:

- Knowledge of subject
- Encourages student participation
- Provides relevant responses to student questions
- Supplemented course materials with current examples of issues/trends

- Facilitated exercises in a manner that enhanced development of students skills
- Supported course materials with engaging lectures

FIRE CAUSE DETERMINATION FOR COMPANY OFFICERS

Fire Cause Determination for Company Officers (FCDCO) addresses basic skills needed to conduct initial fire cause determination. This course is designed for company officers to better prepare them to make observations and gather information that will assist in identifying area(s) of origin, cause(s) of common fires, and assessing the need for additional assistance and probable cause of a fire.

Criteria for Contract Instructor Selection:

Applicants not meeting the basic criteria outlined in the general requirements section of this document will not qualify for consideration.

Application packages from individuals meeting the basic criteria will be reviewed
Based on:

Education – ALL degree requirements for each course (Associates, Bachelor’s, Masters, etc;) must be from an institution that is accredited by a nationally recognized Regional Accrediting Organizations for Higher Education and may require transcripts.

Documented knowledge and experience in subject area.

*Resume indicating level and extent of responsibility and authority, include three references.

*a one-page synopsis of current issues, trends and research that directly relates to the fire service and/or specific course.

Demonstrated effectiveness instructing at the fully professional level in an active training environment. For a course in which you were a primary instructor:

- Provide course description, objectives and syllabus
- Provide a 20-30 minute video. Specific information about the content of the video is discussed in the “Demonstrated Effectiveness” section.
- Provide three references from individuals in organizations where you have delivered training. **Do not include the National Fire Academy as one of these organizational representatives.**

Education

Preferred

Associate Degree in Fire Science, Fire Protection, Arson Investigation or content related area, and documented completion of an 80-hour instructional methodology course

Minimum

High School Diploma/GED; documented completion of an 80-hour instructional methodology course.

Demonstrated Subject Experience

Preferred

Presently serving as a company officer with at least five years or more of current experience at this level, to be considered current experience, a minimum of five of the last eight years of work experience would have to qualify as company officer experience.

Experience must be supported by documentation and should indicate sustained and significant progressive authority/responsibility in an organizational setting.

Evidence of extensive knowledge of the management and administration of fire and emergency medical service delivery systems.

Successful completion, supported by documentation, of the Fire Cause Determination for Company Officers course.

Practical experience in the use of PC/laptop computers in an instructional environment

Minimum

Five years of company officer experience, but less than five years of current company officer experience. This level of experience indicates that some, but not all, of your five years of company officer experience occurred in the past eight years.

Experience must be supported by documentation and should indicate sustained and significant progressive authority/responsibility in an organizational setting.

Evidence of a good working knowledge of the management and administration of fire and emergency medical service delivery systems.

Successful completion, supported by documentation, of the Fire Cause Determination for Company Officers course.

Knowledge of PC/laptop computers in an instructional environment

Demonstrated Effectiveness

All applicants must provide a 20-30 minute videotape (1/2" VHS) demonstrating their use of active training techniques in an adult learning environment.

The purpose of the video is to demonstrate the methods employed by the applicant to accomplish learning objectives in a student centered learning environment. The focus of the review of your video will be on the active training processes and not on the subject content.

Selection Process

Qualifying applicants will be scheduled to attend an offering of the course as an instructor trainee.

As an instructor trainee, you will be required to teach several modules or parts of modules for the purpose of peer and Training Specialist review/evaluation. Only those applicants who successfully complete the instructor trainee phase of the process will be selected for the instructor cadre. At the discretion of the Training Specialist, an in-service training for the Fire Cause Determination for Company Officer course's qualifying applicants may be substituted for attendance at a course offering, when the purpose for attending would be instructing in one or more modules.

Contract Instructor Performance Requirement

Contract instructors must maintain a cumulative minimum rating of 90% on peer and student evaluations in the following areas:

- Knowledge of subject
- Encourages student participation
- Provides relevant responses to student questions
- Supplemented course materials with current examples of issues/trends
- Facilitated exercises in a manner that enhanced development of students skills
- Supported course materials with engaging lectures

INITIAL FIRE INVESTIGATION

Initial Fire Investigations (IFI) is designed to meet the needs of personnel, in both the public and private sectors, whose duties include determining origin, cause and responsibility for fires and explosions based primarily on the examination of the incident scene.

Criteria for Contract Instructor Selection:

Applicants not meeting the basic criteria outlined in the general requirements section of this document will not qualify for consideration.

Application packages from individuals meeting the basic criteria will be reviewed
Based on:

Education – ALL degree requirements for each course (Associates, Bachelor's, Masters, etc;) must be from an institution that is accredited by a nationally recognized Regional Accrediting Organizations for Higher Education and may require transcripts.

Documented knowledge and experience in subject area.

*Resume indicating level and extent of responsibility and authority, include three references.

*a one-page synopsis of current issues, trends and research that directly relates to the fire service and/or specific course.

Demonstrated effectiveness instructing at the fully professional level in an active training environment. For a course in which you were a primary instructor:

- Provide course description, objectives and syllabus
- Provide a 20-30 minute video. Specific information about the content of the video is discussed in the "Demonstrated Effectiveness" section.
- Provide three references from individuals in organizations where you have delivered training.

Do not include the National Fire Academy as one of these organizational representatives.

Education

Preferred

Associate Degree in Fire Science, Fire Protection, Arson Investigation, Applied Science or content related area, and completion of an 80-hour instructional methodology course

Minimum

High School Diploma/GED; documented completion of an 80-hour instructional methodology course.

Demonstrated Subject Experience

Preferred

Presently serving as a fire investigator with at least five years or more of current experience at this level, to be considered current experience, a minimum of five of the last eight years of work experience would have to qualify as fire investigator experience.

Experience must be supported by documentation and should indicate sustained and significant investigative authority/responsibility in a formal fire service, fire marshal, law enforcement or private fire investigative organizational setting.

Evidence of extensive knowledge of the fire investigative field/process.

Documented completion of an 80-hour instructional methodology course.

Successful completion, supported by documentation, of the Initial Fire Investigation course

Practical experience in the use of PC/laptop computers in an instructional environment

Minimum

Five years of fire investigation experience, but less than five years of current fire investigation experience. This level of experience indicates that some, but not all, of your five years of fire investigation experience occurred in the past eight years.

Experience must be supported by documentation and should indicate sustained and significant investigative authority/responsibility in a formal fire service, fire marshal, law enforcement or private fire investigative organizational setting.

Evidence of a good working knowledge of the fire investigation field/process.

Successful completion, supported by documentation, of the Initial Fire Investigation course.

Knowledge of PC/laptop computers in an instructional environment

Demonstrated Effectiveness

All applicants must provide a 20-30 minute videotape (1/2" VHS) demonstrating their use of active training techniques in an adult learning environment.

The purpose of the video is to demonstrate the methods employed by the applicant to accomplish learning objectives in a student centered learning environment. The focus of the review of your video will be on the active training processes and not on the subject content.

Selection Process

Qualifying applicants will be scheduled to attend an offering of the course as an instructor trainee.

As an instructor trainee, you will be required to teach several modules or parts of modules for the purpose of peer and Training Specialist review/evaluation. Only those applicants who successfully complete the instructor trainee phase of the process will be selected for the instructor cadre. At the discretion of the Training Specialist, an in-service training for the Initial Fire Investigation course's qualifying applicants may be substituted for attendance at a course offering, when the purpose for attending would be instructing in one or more modules.

Contract Instructor Performance Requirement

Contract instructors must maintain a cumulative minimum rating of 90% on peer and student evaluations in the following areas:

- Knowledge of subject
- Encourages student participation
- Provides relevant responses to student questions
- Supplemented course materials with current examples of issues/trends
- Facilitated exercises in a manner that enhanced development of students skills
- Supported course materials with engaging lectures

INTERVIEWING AND INTERROGATION TECHNIQUES FOR COURTROOM TESTIMONY

The Interviewing-Interrogation Techniques and Courtroom Testimony course provides the necessary tools for fire/arson investigators to conduct sound legally supported interviews and interrogations with witnesses and suspects in preparation for court testimony. The course also provides essential and critical skills for investigators in courtroom testimony preparation and presentation, with the intent that the trained student can provide expert testimony.

Criteria for Contract Instructor Selection:

Applicants not meeting the basic criteria outlined in the general requirements section of this document will not qualify for consideration.

Application packages from individuals meeting the basic criteria will be reviewed based on:

Education – ALL degree requirements for each course (Associates, Bachelor's, Masters, etc;) must be from an institution that is accredited by a nationally recognized Regional Accrediting Organizations for Higher Education and may require transcripts.

Documented knowledge and experience in subject area.

*Resume indicating level and extent of responsibility and authority, include three references.

*a one-page synopsis of current issues, trends and research that directly relates to the fire service and/or specific course.

Demonstrated effectiveness instructing at the fully professional level in an active training environment. For a course in which you were a primary instructor:

- Provide course description, objectives and syllabus
- Provide a 20-30 minute video. Specific information about the content of the video is discussed in the "Demonstrated Effectiveness" section.
- Provide three references from individuals in organizations where you have delivered training. **Do not include the National Fire Academy as one of these organizational representatives.**

Education

Preferred

Bachelors Degree in fire science, fire investigation, fire protection, criminology, management or content related area, and documented completion of an 80-hour instructional methodology course.

Minimum

Associates Degree in fire science, fire investigation, fire protection, criminal justice, applied science or content related area, and documented completion of an 80-hour instructional methodology course.

Demonstrated Subject Experience

Preferred

Presently serving as a investigator, supervisor/manager within/of a fire investigative unit or arson task force with at least five years or more of current experience at this level, to be considered current experience, a minimum of five of the last eight years of work experience would have to qualify as investigative, supervisory/managerial fire investigation experience.

Experience must be supported by documentation and should indicate sustained and significant supervisory/managerial and investigative authority/responsibility in a formal fire service, fire marshal, or law enforcement organizational setting.

Documentation as to being a current Certified Fire Investigator

Successful completion, supported by documentation, of the USFA-NFA *Interviewing-Interrogation Techniques and Courtroom Testimony* course.

Practical experience in the use of PC/laptop computers in an instructional environment

Minimum

Five years of fire investigation experience, but less than five years of current fire investigation experience. This level of experience indicates that some, but not all, of your five years of fire investigation experience occurred in the past eight years.

Experience must be supported by documentation and should indicate sustained and significant investigative authority/responsibility in a formal fire service, fire marshal, law enforcement or private fire investigative organizational setting.

Evidence of a good working knowledge of the fire investigation field/process.

Documentation as to serving as an expert witness within last three years

Documentation as to being a current Certified Fire Investigator

Knowledge of PC/laptop computers in an instructional environment

Successful completion, supported by documentation, of the USFA-NFA Interviewing-Interrogation Techniques and Courtroom Testimony course

Demonstrated Effectiveness

All applicants must provide a 20-30 minute videotape (1/2" VHS) demonstrating their use of active training techniques in an adult learning environment.

The purpose of the video is to demonstrate the methods employed by the applicant to accomplish learning objectives in a student centered learning environment. The focus of the review of your video will be on the active training processes and not on the subject content.

Selection Process

Qualifying applicants will be scheduled to attend an offering of the course as an instructor trainee.

As an instructor trainee, you will be required to teach several modules or parts of modules for the purpose of peer and Training Specialist review/evaluation. Only those applicants who successfully complete the instructor trainee phase of the process will be selected for the instructor cadre. At the discretion of the Training Specialist, an in-service training for the Fire/Arson Investigation course's qualifying applicants may be substituted for attendance at a course offering, when the purpose for attending would be instructing in one or more modules.

Contract Instructor Performance Requirement

Contract instructors must maintain a cumulative minimum rating of 90% on peer and student evaluations in the following areas:

- Knowledge of subject
- Encourages student participation
- Provides relevant responses to student questions
- Supplemented course materials with current examples of issues/trends
- Facilitated exercises in a manner that enhanced development of students skills
- Supported course materials with engaging lectures

MANAGEMENT FOR ARSON PREVENTION AND CONTROL

Management for Arson Prevention and Control (MAPC) focuses on innovative concepts and practical skills for managing a synergistic response to arson prevention and control. Students are provided with an assortment of building block activities, videos, and lectures designed to provide a foundation for development of a comprehensive Arson Prevention and Control Plan (AP&CP). Activities provide specifics such as statistics and skills and revolve around a simulated community. As the overall AP&CP is built, students are required to present, discuss and justify their portion of the plan. Following work on the overall document, students are required to use information from their own communities to author an AP&CP Executive Summary independently that can be applied in their home jurisdiction. Methodology also includes activities in role-play, demonstration, discussion, writing, brainstorming and case studies.

Criteria for Contract Instructor Selection:

Applicants not meeting the basic criteria outlined in the general requirements section of this document will not qualify for consideration.

Application packages from individuals meeting the basic criteria will be reviewed
Based on:

Education – ALL degree requirements for each course (Associates, Bachelor’s, Masters, etc;) must be from an institution that is accredited by a nationally recognized Regional Accrediting Organizations for Higher Education and may require transcripts.

Documented knowledge and experience in subject area.

*Resume indicating level and extent of responsibility and authority, include three references.

*a one-page synopsis of current issues, trends and research that directly relates to the fire service and/or specific course.

Demonstrated effectiveness instructing at the fully professional level in an active training environment. For a course in which you were a primary instructor:

- Provide course description, objectives and syllabus
- Provide a 20-30 minute video. Specific information about the content of the video is discussed in the “Demonstrated Effectiveness” section.
- Provide three references from individuals in organizations where you have delivered training. **Do not include the National Fire Academy as one of these organizational representatives.**

Education

Preferred

Masters Degree in fire science, fire investigation, public administration, human resource management or content related area, and documented completion of an 80-hour instructional methodology course.

Minimum

Bachelors Degree in fire science, fire investigation, fire protection, management or content related area, and documented completion of an 80-hour instructional methodology course.

Demonstrated Subject Experience

Preferred

Presently serving as a supervisor/manager of a fire investigative unit or arson task force with at least five years or more of current experience at this level, to be considered current experience, a minimum of five of the last eight years of work experience would have to qualify as supervisory/managerial fire investigation experience.

Experience must be supported by documentation and should indicate sustained and significant supervisory/managerial investigative authority/responsibility in a formal fire service, fire marshal, or law enforcement organizational setting.

Evidence of extensive knowledge of arson prevention and control programs coupled with arson task force operations.

Documentation as to serving as an expert witness within last three years

Documentation as to being a current Certified Fire Investigator

Successful completion, supported by documentation, of the USFA-NFA Management for Arson Prevention and Control course.

Practical experience in the use of PC/laptop computers in an instructional environment

Minimum

Five years of fire investigation experience, but less than five years of current fire investigation experience. This level of experience indicates that some, but not all, of your five years of fire investigation experience occurred in the past eight years and included managerial/supervisory responsibilities.

Experience must be supported by documentation and should indicate sustained and significant investigative authority/responsibility in a formal fire service, fire marshal, law enforcement or private fire investigative organizational setting.

Evidence of a good working knowledge of the fire investigation field/process.

Documentation as to serving as an expert witness within last three years

Documentation as to being a current Certified Fire Investigator

Knowledge of PC/laptop computers in an instructional environment

Demonstrated Effectiveness

All applicants must provide a 20-30 minute videotape (1/2" VHS) demonstrating their use of active training techniques in an adult learning environment.

The purpose of the video is to demonstrate the methods employed by the applicant to accomplish learning objectives in a student centered learning environment. The focus of the review of your video will be on the active training processes and not on the subject content.

Selection Process

Qualifying applicants will be scheduled to attend an offering of the course as an instructor trainee.

As an instructor trainee, you will be required to teach several modules or parts of modules for the purpose of peer and Training Specialist review/evaluation. Only those applicants who successfully complete the instructor trainee phase of the process will be selected for the instructor cadre. At the discretion of the Training Specialist, an in-service training for the Management for Arson Prevention and Control course's qualifying applicants may be substituted for attendance at a course offering, when the purpose for attending would be instructing in one or more modules.

Contract Instructor Performance Requirement

Contract instructors must maintain a cumulative minimum rating of 90% on peer and student evaluations in the following areas:

- Knowledge of subject
- Encourages student participation
- Provides relevant responses to student questions
- Supplemented course materials with current examples of issues/trends
- Facilitated exercises in a manner that enhanced development of students skills

COURTROOM PREPARATION AND TESTIMONY FOR FIRST RESPONDERS

The Courtroom Preparation and Testimony for First Responders course provides the necessary tools for all emergency first responders who may be called upon for depositions and/or courtroom testimony

relevant to the facts upon arrival, and during operations, at a incident scene as a first responder. Emphasis is placed on the importance of reporting factual events. Course also addresses the need for improved report writing skills after witnessing an event, and oral presentation skills if asked to describe those events in a court of law.

Criteria for Contract Instructor Selection:

Applicants not meeting the basic criteria outlined in the general requirements section of this document will not qualify for consideration.

Application packages from individuals meeting the basic criteria will be reviewed based on:

Education – ALL degree requirements for each course (Associates, Bachelor’s, Masters, etc;) must be from an institution that is accredited by a nationally recognized Regional Accrediting Organizations for Higher Education and may require transcripts.

Documented knowledge and experience in subject area.

*Resume indicating level and extent of responsibility and authority, include three references.

*a one-page synopsis of current issues, trends and research that directly relates to the fire service and/or specific course.

Demonstrated effectiveness instructing at the fully professional level in an active training environment. For a course in which you were a primary instructor:

- Provide course description, objectives and syllabus
- Provide a 20-30 minute video. Specific information about the content of the video is discussed in the “Demonstrated Effectiveness” section.
- Provide three references from individuals in organizations where you have delivered training.
Do not include the National Fire Academy as one of these organizational representatives.

Education:

Preferred

Associates Degree in fire science, fire investigation, fire protection, applied science or content related area, and documented completion of an 80-hour instructional methodology course.

Minimum

High School diploma/GED; documented completion of an 80-hour instructional methodology course

Demonstrated Subject Experience

Preferred

- Presently serving as an active full-time investigator with 5 years experience.
- Certified Fire Investigator – documentation of certification required
- Must have qualified/testified as an expert witness on fire and/or arson cases within previous 2 years.

Minimum

- Presently serving as an active full-time investigator with 3 years experience.
- Certified Fire Investigator – documentation of certification required
- Must have qualified/testified as an expert witness on fire and/or arson cases within previous 2 years.

Demonstrated Effectiveness

All applicants must provide a 20-30 minute videotape (1/2" VHS) demonstrating their use of active training techniques in an adult learning environment.

The purpose of the video is to demonstrate the methods employed by the applicant to accomplish learning objectives in a student centered learning environment. The focus of the review of your video will be on the active training processes and not on the subject content.

Selection Process

Qualifying applicants will be scheduled to attend an offering of the course as an instructor trainee.

As an instructor trainee, you will be required to teach several modules or parts of modules for the purpose of peer and Training Specialist review/evaluation. Only those applicants who successfully complete the instructor trainee phase of the process will be selected for the instructor cadre. At the discretion of the Training Specialist, an in-service training for the Initial Fire Investigation course's qualifying applicants may be substituted for attendance at a course offering, when the purpose for attending would be instructing in one or more modules.

Contract Instructor Performance Requirement

Contract instructors must maintain a cumulative minimum rating of 90% on peer and student evaluations in the following areas:

- Knowledge of subject
- Encourages student participation
- Provides relevant responses to student questions
- Supplemented course materials with current examples of issues/trends
- Facilitated exercises in a manner that enhanced development of students skills
- Supported course materials with engaging lectures