

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

**Course:** Special Operations Program Management and Leadership (R0254)

### **Curriculum: Hazardous Materials**

This course is about the issues surrounding the management of a special operations program. It is not an on-scene operations course. It relates the components that may be involved in the program and the means to identify and justify need through a communitywide, risk-based analysis. The course walks through conducting a risk analysis and identifying threats, hazards, vulnerabilities and likelihood including historical data analysis. This process leads to a picture that will enable the program manager to understand and support the needs of the community and justify needed resources and assets necessary to fulfill those needs on a local, regional or statewide basis.

The course examines the ability of the organization and its culture to develop and sustain the program. Students examine the influences of the larger organization as well as the community on team(s) and program dynamics. Throughout the course, the groups perform a needs/gap analysis using a fictitious city and deliver a presentation to the class on the findings, which identify and justify their program.

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

All new contract instructors shall be evaluated in 3 consecutive course deliveries in accordance with the National Fire Academy's (NFA's) Contract Instructor Evaluation program. Existing contract instructors are subject to evaluation at least once every 3 years.

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

- a. Minimum requirement: associate degree or equivalent from an accredited institution in fire science, health science, chemistry or related science with a strong emphasis in chemistry, toxicology, physiology or related courses.

Preferred requirement: bachelor's degree from an accredited institution in fire science, health science, chemistry or related science or unrelated degree with significant course work and a strong emphasis in chemistry, toxicology, physiology or related courses.

- b. Completion of training program in adult education. International Fire Service Accreditation Congress or Professional Qualifications Board Fire Service Instructor II certification is recommended.
- c. Course attendance or attendance as a contract instructor trainee upon preliminary approval of the application.

## **2. Instructional Experience**

- a. Documented ability to explain management and administrative concepts, theory and application as well as technical science topics related to special operations to a diverse student population with a broad range of training and experience in a student-centered learning environment.
- b. Ability to instruct courses or materials similar to the course content, at the community college, state or regional level, demonstrated by documentation of experience and a copy of at least 3 student or supervisor evaluations of instructional ability from courses taught with similar content.

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

- a. Serving or having served as a supervisor/manager of a special operations program. Experience must be supported by documentation and should indicate significant supervisory/managerial responsibility for the development, deployment and sustainment of special operations resources.
- b. Supervisory/managerial experience with technician-level certification in a special operations discipline supported by documentation.
- c. Current knowledge of the standard of care affecting special operations response including ongoing preparedness initiatives, standards development and technological advances as they relate to responder health and safety.

## **4. Additional Submittals**

- a. For 1 subject or course related to the subject matter, provide a 12- to 18-minute digital video demonstrating your instructional style. This video will be used to evaluate your teaching style in a student-centric adult learning environment. **Or** attend the course you are seeking to teach, and successfully instruct/facilitate a component of the course that is designated and evaluated by the training specialist, instructional systems specialist or NFA manager.
- b. Submission of a written essay not to exceed 500 words explaining how the instructor candidate has contributed to the body of knowledge within the fire/emergency medical services field at the local/regional/national level.

## **5. Continuing Practice or Education**

Ability to maintain currency in the field and the specific course by:

- a. Teaching a similar course at a training academy, college or university.
- b. Taking a similar course within the last 5 years.
- c. Teaching the course at the NFA or in the field.

- d. Writing and researching a paper or article related to the course topic for at least 1 of the fire service or related disciplines' trade journals within the last 2 years.
- e. Current certification as a certified safety professional or certified hazardous materials manager or other associated certifications requiring currency.

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

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

The following documents are required with each submission:

- a. A cover letter listing the courses you want to teach.
- b. Your resume.
- c. Documentation that clearly addresses how you meet the instructor selection criteria for each course you are seeking to teach (e.g., academic requirement, instructional experience, knowledge and experience in the subject matter, and continuing practice or education). This document needs to be written in that order. Incomplete packages will not be processed.
- d. 3 references from persons who are knowledgeable about your character as well as your teaching ability.
- e. A current email address so we can communicate more efficiently with you.

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

Application package(s) must be submitted to:

National Fire Academy  
[fema-nfainstructorapp@fema.dhs.gov](mailto:fema-nfainstructorapp@fema.dhs.gov)