

National Fire Academy Criteria for Contract Instructor Selection

Course: Incident Command for High-Rise Operations (F/W0321)

Curriculum: Incident Management

This course is designed to assist emergency response officers who have responsibility for managing high-rise incidents. This includes organizing resources, developing strategies, and managing tactical operations to protect life and to minimize damage during an incident.

Criteria for Contract Instructor Selection

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

1. Academic Requirement

Minimum

- a. One year of college or equivalent from an institution that is nationally or regionally accredited, preferably in the fire science field.
- b. Must have successfully completed ICS-100, ICS-200, ICS-300 and ICS-400 or equivalents.

Preferred

- a. Associate degree or equivalent from an institution that is nationally or regionally accredited 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.)
- b. Must have successfully completed ICS-300 and ICS-400 or equivalents.

2. Documented Knowledge and Experience in the Subject Area

Minimum

- a. Candidate must have experience in a progressive fire and emergency service department. Candidate must have experience as a chief officer with a fire and rescue department having structural high-rise responsibility. Candidate must have demonstrated teaching experience in mid-level fire service courses and knowledge in the use of computers. Candidate must have demonstrated experience in or a thorough knowledge of:

- National Incident Management System (FIRESCOPE) Incident Command System (ICS).
 - Use of ICS Forms.
 - Application of ICS to technical rescue operations. Describe this in no more than one paragraph for each area.
- b. Candidate must have demonstrated emergency response experience in a command or general staff function during at least two high-rise incidents in which at least two of the general staff positions within ICS were used. Candidate must describe the two high-rise incidents and explain his or her role as well as why the general staff sections were implemented. (Describe this in no more than one-half page per incident.)

Preferred

Prefer additional experience in conducting simulation exercises.

3. Additional Considerations or Submittals

- a. 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 three references from individuals in organizations where you have delivered training. **Do not include the NFA as one of these organizational representatives.**
- b. Resume indicating level and extent of responsibility and authority, include three references.
- c. A one-page synopsis of current issues, trends and research that directly relates to the fire service and/or specific course.
- d. Must have attended the course as a student within the past three years (or latest version).
- e. Must shadow or “student teach” with the given course.

4. Continuing Practice or Education

Instructors must maintain currency in the relevant subject matter. This requirement may be satisfied in one or more ways including:

- a. Continuing education on an annual basis (documentation required).

- Certification of completion of in-service training at the senior staff level within an existing fire and rescue department; (This is to be maintained every two years.) or
 - 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.)
- b. Continuing activity and application of relevant concepts through employment with a recognized emergency response agency.
- c. Delivery of course, as designed by the U.S. Fire Administration, at least once every two years.

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

5. 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 résumé.
- 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. Three references from persons who are knowledgeable about your character as well as your teaching ability. One reference letter should be from the department or agency head in your organization or certifying organization.
- e. Include a current email address so we can communicate more efficiently with you.

Application package(s) must be submitted to:

National Fire Academy
fema-nfainstructorapp@fema.dhs.gov