

National Fire Academy Criteria for Contract Instructor Selection

Course: Analytical Tools for Decision Making (R0387)

Curriculum: Planning and Information Management

As part of the National Fire Academy's (NFA's) Managing Officer Program, the "Analytical Tools for Decision-Making" (ATDM) course is designed to introduce company level officers to tools and techniques used in emergency planning, preparedness and response decision-making. Candidates not meeting the basic NFA criteria outlined in the general qualification criteria established by the NFA will not receive further consideration.

Criteria for Contract Instructor Selection

All new contract instructors shall be evaluated in three consecutive course deliveries in accordance with the NFA's Instructor Evaluation program. Existing contract instructors shall also be evaluated in accordance with this program and shall be evaluated no less than one time every three years. All current instructors wishing to be considered for this course will be evaluated during their first program delivery. Based on the observation, they will be authorized to serve as a contract instructor, be denied contract instructor status, or be provided with performance improvement criteria and re-evaluated during a subsequent offering prior to final decision.

All instructor candidates must meet or exceed the published course instructor criteria and meet the general and administrative requirements before being approved to bid.

1. Academic Requirement

a. **Minimum**

The candidate must have a minimum of a bachelor degree from a nationally or regionally accredited institution recognized by the Department of Education.

b. **Preferred**

A bachelor degree from a nationally or regionally accredited institution recognized by the Department of Education. Preferred degree fields shall be in computer science, geography and/or spatial sciences, emergency management, business or related fields. In addition, candidates shall submit proof of continuing education and practice within the field of education, training and technology application which demonstrates current knowledge in the field. It is preferred that candidates attend as a contract instructor trainee upon preliminary approval of the application. This requirement may be waived depending on the experience and background of the applicant.

2. Instructional Requirement

The candidate must demonstrate a history of significant instructional and facilitation experience with adult learners with the fire and emergency services field, and experience applying technology to the planning, preparedness and response functions of emergency services. The candidate must provide a minimum of at least five occurrences of experience with reference information. Significant instructional experience at the technical, undergraduate and/or college level must be demonstrated.

3. Documented Knowledge and Experience

- a. The candidate must demonstrate exceptional facilitation skills in the instructional arena.
- b. The candidate must demonstrate current knowledge in emergency services planning, preparedness and response.
- c. The candidate must demonstrate mastery of the use of geographic intelligence software in prevention, planning, preparedness and response activities.
- d. The candidate must demonstrate current knowledge in managing training programs, as demonstrated by at least three years' experience utilizing technology in the development of emergency plans and/or annexes and support documents.
- e. Candidates must maintain currency in the field through practice, education or other relevant activities.

4. Continuing Practice or Education

Contract instructors must maintain both work experience and academic relevance specific to the course(s) for which they are approved. To maintain eligibility to instruct the course, contract instructors will be required on a periodic basis, but no more than every three years, to submit verification of both work experience and academic relevancy. Work experience may be verified through submission of a work resume.

Verify ability to maintain current knowledge in the field by submitting evidence of one or more of the following:

- a. Teaching the course at least one time within the last two years.
- b. Teaching a similar course at an accredited institution of higher learning at least one time within the last two years.
- c. Completing a similar course of instruction within the last three years at an accredited institution of higher learning or a nationally recognized organization providing certified continuing education credits.

Failure to annually provide approved documentation of ongoing practice, training and/or instruction may result in revocation of contract instructor status.

5. Revisions to Criteria

These criteria are subject to revision as based on course changes and NFA needs. Potential instructors will be subject to the criteria effective at the date of application. Existing contract instructors are subject to reapplication and shall submit verification of the continuing practice and education requirements when requested. Additionally, existing contract instructors are subject to re-application and to meeting revised criterions as determined by the NFA based on revisions to course content.

How to Submit an Application

The following documents are required with each submission:

1. A cover letter listing the courses you want to teach.
2. Your résumé.
3. 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.
4. 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.
5. 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