

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

**Course:** Hazardous Materials Code Enforcement (R/N0615)

**Curriculum:** Hazardous Materials

This course is designed to guide students in gaining and sharing the knowledge and skills to effectively recognize and analyze hazardous materials risk; classify materials; and apply codes, standards and regulations to prevent incidents and mitigate threats to life and property.

Upon completion of the course, students learn how to analyze the level of fire and life safety inside and outside of occupied and unoccupied structures or in facilities that handle, use, store, transport and/ or dispose of hazardous materials. Learning is accomplished through interactive lecture, group activities and testing. Students will:

- Identify and classify hazardous materials.
- Apply codes and control methods.
- Analyze risk and vulnerability.
- Demonstrate risk-reduction techniques.
- Demonstrate intra-agency and interagency risk communication.

### **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 in accordance with this program.

#### **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 “Hazardous Materials Code Enforcement” (HMCE) concepts, theories and application as well as technical science related to hazardous materials risk management 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. A copy of student and/or supervisor evaluations may be required.

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

- a. Serving or having served as a hazardous materials code enforcement officer/inspector. Experience should indicate significant responsibility for the enforcement of hazardous materials codes and interagency risk communication.
- b. Current knowledge of the standard of care affecting hazardous materials code enforcement, including ongoing preparedness initiatives, standards development and technological advances as they relate to risk management, mitigation and control.

## **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 HMCE course 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 3 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. 1 reference letter should be from the department or agency head in your organization or certifying organization.
- 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)