

National Fire Academy Criteria for Contract Instructor Selection

Course: Youth Firesetting Program Manager (F/W0634)

Curriculum: Fire Prevention: Management

This two-day course provides students with the job performance requirements of a program manager for a Youth Firesetting Prevention and Intervention Program to meet the needs of children, adolescents and families involved in firesetting. These job performance requirements are based on knowledge and skills essential to meet the Youth Firesetter Program Manager which is part of the National Fire Protection Association (NFPA) 1035, *Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist, and Youth Firesetter Program Manager Professional Qualifications*, 2015 Edition.

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 Contract Instructor Evaluation program. Existing contract instructors are subject to evaluation in accordance with this program.

1. Academic Requirement

- a. The candidate should possess a minimum of a bachelor's degree from an accredited institution of higher education. The degree should be in a discipline closely related to the subjects covered in this course, psychology, sociology, criminal justice, fire science, etc. Graduate degree is preferred related to the subject area.
- b. Course attendance within the last three years or attendance as a student or contract instructor trainee.

2. Instructional Experience

- a. Documented ability to explain concepts relevant to youth firesetting prevention and intervention to a diverse student population with a broad range of training and experience.
- b. Documented ability to instruct courses or materials similar to the course content at the community college, state or regional level.

3. Documented Knowledge and Experience in the Subject Area

- a. Experience in managing or collaborating on a Youth Firesetting Prevention and Intervention Program. This experience must embrace all facets including identification, intake, screening, interventions, program management and evaluation.
- b. Demonstrate through experience a current knowledge of NFPA 1035.

4. Continuing Practice or Education

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

- a. managing or collaborating on a Youth Firesetting Prevention and Intervention Program;
- b. teaching a similar course at the college or university level;
- c. taking a similar course within the last five years;
- d. writing and researching a paper or article related to the course topic for at least one of the fire service or related disciplines' trade journals within the last two years; or
- e. attending and/or speaking at a conference related to the field at the local, state or national level within the last three 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