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

**Course:** **Health and Safety Program Manager (F/W0722)**

**Curriculum: Responder Health and Safety**

This two-day course identifies the department Health and Safety Program Manager's (HSPM's) job responsibilities. The HSPM manages the safety, health and wellness of all department members and leads in the organization's efforts to develop, maintain, improve and implement a risk management plan; applies the laws, regulations and standards that impact the development of a safety-focused environment; values the importance of advocating the idea that safety is an organization-supported individual responsibility; and is able to develop and implement an organizational risk-management plan.

The course uses instructor-led discussion, multimedia activities, and small group discussions to convey instructional points.

## 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.

All instructor candidates must meet or exceed the published course instructor criteria and meet the general and administrative requirements including:

1.     **Academic/Training Requirement**

    a.     A minimum of a bachelor's degree from an organization recognized by the U.S. Department of Education. The degree should be in a discipline closely related to the subjects covered in this course, i.e., public safety/business/public health management or administration, occupational or environmental safety, etc.

        -     A graduate-level degree from an organization recognized by the U.S. Department of Education, in a discipline closely related to the subjects covered in this course, is preferred.

        -     An equivalent combination of college-level coursework and experience may be considered for meeting this requirement.

    b.     Documentation of successful completion of current versions of ICS-100, ICS-200 and National Incident Management System orientation (IS-700).

  c.  NFA "Health and Safety Program Manager" (F/W0722) course attendance, participation and completion with an "A" or "B" grade during a current version offering.

2.  **Instructional Requirement**

  a.  A minimum of five years' experience in facilitated adult learning processes within the last ten years, to include the use of the Socratic method of instructional delivery and student-centered learning, preferably at the baccalaureate level or higher.

  b.  Documented successful completion of a recognized adult educational methodology course at the college/university level; state level; International Fire Service Accreditation Congress, Professional Qualifications Board level; or National Association of EMS Educators Instructor Course.

3.  **Documented Knowledge and Experience**

Instructor candidates must have the following:

  a.  Experience and knowledge in facilitating/instructing in the designated course subject areas.

  b.  A minimum of five years, within the last ten years, of documented organizational public safety work experience at the level of supervisor, or above, with experience in the department's health and safety programs.

4.  **Additional Submittals**

Submission of a written essay not to exceed 500 words explaining how the instructor candidate has affected successful implementation or improvement of a health or safety program activity for the current department.

5.  **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 any of the courses in this series, contract instructors will be required to submit verification of both work experience and academic relevancy on a periodic basis, but no more than every three years. Work experience may be verified through submission of a work resume.

5.  **Academic Relevancy**

Instructor candidates must have academic relevance by evidence of one or more of the following:

a.    Teaching the course(s) at the NFA ("W" or "R" course code) or in the field ("F" or "N" course code) at least once within the last three years.

b.    Teaching a similar course at an accredited institution of higher learning at least once within the last three years.

c.    Completing a similar course of instruction within the last three years through an accredited institution of higher learning or a nationally recognized organization providing certified continuing education credits.

**6.    Request to Criteria**

These criteria are subject to revision 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 for failure to submit verification of the continuing practice and education requirements when requested. Additionally, existing contract instructors are subject to reapplication and meeting revised criteria as determined by the NFA based on revisions to course content.

**7.    How to Submit an Application**

The following documents are required for each application:

a.    A cover letter listing the courses you want to teach.
b.    Your resume or curriculum vitae.
c.    Documentation that clearly addresses how you meet the instructor selection criteria for each course you want to teach (e.g., academic requirement, instructional experience, knowledge and experience in the subject matter, and continuing practice or education). The document must be written in that order. Incomplete packages will not be processed.
d.    Additional submittals as identified above.
e.    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.
f.    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