

National Fire Academy Criteria for Contract Instructor Selection

Course: Fire Investigation: Case Preparation and Testimony (R0790)

Curriculum: Fire and Investigative Sciences Program

This six-day course is an intense, interactive, and realistic experience providing students with case development, case review, and the knowledge and skills to prepare to testify as an expert. This course is offered in a blended format; students are assigned a cold case file two weeks prior to arrival with corresponding course work. Once students arrive on campus, they will use the case file to complete an expert origin and cause report from which the students will provide testimony in a courtroom setting.

Criteria for Contract Instructor Selection

All new contract instructors shall be evaluated during 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:

- Associate degree that is from a nationally or regionally accredited institution recognized by the Department of Education. The degree should be in a field closely related to the specific course's subject (e.g., fire/arson investigation, fire protection, applied science, criminal justice/law enforcement) or a similar program.
- An equivalent combination of college-level coursework and documented experience may be considered for meeting these requirements.

b. Preferred:

- Bachelor's degree that is from a nationally or regionally accredited institution recognized by the Department of Education. The degree should be in a field closely related to the specific course's subject (e.g., fire science, fire/arson investigation, fire protection, applied science, criminal justice/law enforcement) or a similar program.
- Certification as an International Association of Arson Investigators (IAAI) Certified Fire Investigator **or** state certification program recognized by the National Board on Fire Service Professional Qualifications (ProBoard).

Legal Module Instructor

- a. Law degree from an institution that is accredited by a nationally recognized regional accrediting organization for higher education and recognized by the American Bar Association.
- b. An attorney or judge responsible for litigating criminal and/or civil cases involving fire losses, arson, and explosives.
- c. Participate in all aspects of the legal portions of the course, including lectures, the curriculum vitae (CV) activity, the deposition activity, and the mock trial activity.

2. Instructional Requirement

Documented successful completion of a recognized adult educational methodology/fire service instructor course at the college/university, state or academy level.

3. Documented Knowledge and Experience (All Instructors)

- a. Current knowledge and documented ability to explain current and emerging techniques and practices for interviewing, interrogation, case development, and courtroom testimony to a diverse student population with a broad range of training and experience.
- b. Demonstrated current knowledge of the use of computer technology, learning management systems, and related software for documentation, projects, and classroom presentations.
- c. Instructors must provide their own computer for use during the course. It will be used for accessing the internet and the learning management system, grading assignments, and providing feedback to students.

4. Continuing Practice or Education

Maintain currency in the field and the specific course by:

- a. Teaching a similar course at the college or university level.
- b. Completing, with 80% or better, a tested fire investigation continuing education course within the last two years.
- c. Teaching an NFA fire investigation course within the last two years.
- d. Publishing an article related to the course topic in a fire service or related discipline's trade journal within the last two years.
- e. Current certification as an IAAI-certified fire investigator or instructor.

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

5. Notice of Physical Requirements and Work Conditions

Physical requirements:

- a. Instructors should be able to lift and move up to 20 pounds to facilitate the delivery of course materials and participate in student activities.
- b. Instructors are required to participate in the student activities/demonstrations in various capacities, including setup and presenting the demonstrations.

6. How to Submit an Application

The following documents are required with each submission:

- a. A current CV.
- b. A letter/email listing the courses you want to teach.
- c. Documentation reflecting how you meet the instructor selection criteria for each course you are seeking to teach.
- 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