

National Fire Academy Criteria for Contract Instructor Selection

Course: **Conducting Local Risk Reduction by Company Officers (O/N0186)**

Curriculum: **Fire Prevention: Public Education and Incident Management**

This six-day course seeks to improve the skills of Company Officers (COs) to lead and conduct risk-reduction activities within the service area of their station/community. The course is both for the CO who is currently engaged in risk-reduction activities and the CO who desires to lay the foundation to start community risk reduction.

“Conducting Local Risk Reduction by Company Officers” (CLRRCO) is about how a local fire station can plan, implement and evaluate risk-reduction activities to benefit the citizens it serves. The course features the role of the CO as an inspirational leader both within the fire station and in the service area of the station/community.

Students learn that a broader approach to fire protection involves multiple interventions, and when all are applied to a specific community risk issue, a difference is likely to occur, reducing risk for the citizens. Students also learn that by reducing the community’s risk, the risk for firefighting forces is also reduced.

The risk-reduction model used in the course is similar to other National Fire Academy (NFA) Executive Fire Officer courses and Vision 20/20 outreach efforts. The course emphasizes risk-reduction activities, which enable station personnel through development and implementation of a plan, to reduce risks within their station service area. Students will have the opportunity to develop/simulate a plan to lead station personnel to reduce risks in their own service area.

Criteria for Contract Instructor Selection

All new contract instructors shall be evaluated in three consecutive course deliveries in accordance with the NFA’s Contract Instructor Evaluation program. Existing contract instructors are subject to evaluation in accordance with this program.

1. Academic Requirement

The candidate should possess a bachelor’s degree from an institution that is accredited. Consideration will also be given to those candidates who do not meet the academic requirement but have (and state on the submission) broad, progressive administrative and leadership experience related to the subject area. Candidates are urged to successfully complete CLRRCO as a student prior to the candidate’s submission.

2. Instructional Experience

Candidates must have successfully completed a recognized educational methodology course and must demonstrate successful instructional delivery to adult learners at local, regional, federal and/or state fire training academies, colleges or universities. Instructor II level certification (National Fire Protection Association 1041) or equivalent satisfies this requirement. Candidates must be proficient in the facilitation of intensive, small work groups.

3. Documented Knowledge and Experience in the Subject Area

- a. Candidates must verify current employment in a fire service organization (i.e., a fire department) with responsibility for fire station personnel who have station service area responsibility.
- b. Candidates must demonstrate leadership in changing the fire station to a community-based risk-reduction application and responsibility. Working with COs in performing these new roles is a requirement.
- c. Candidates must address their own knowledge and experience with each of the following course topical areas:
 - CO leadership for local risk reduction.
 - Risk assessment in the service area of a fire station.
 - Strategies for local risk reduction.
 - Implementing risk-reduction plans.
 - Evaluating and monitoring risk reduction.

4. Continuing Practice or Education

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

- a. teaching a similar course at the college or university level;
- b. taking a similar course within the last five years;
- c. teaching the course at the NFA or in the field within the last two years; or
- 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.

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