

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

**Course:** Administration of Public Assistance for Community Recovery (R/N0335)

**Curriculum:** Leadership and Executive Development

**Effective Date:** August 2017

This is a six-day course to help students increase the administrative alignment of their organizations, people, process and paperwork to meet federal fiduciary standards for public assistance recovery. The topics include Stafford Act; Office of Management and Budget standards; Federal Emergency Management Agency (FEMA) policies and procedures; NIMS application; public assistance categories A-G; and the criteria for reimbursement of force account labor, force account equipment, materials, rented materials and contracts. The methodologies include case-study analysis, group discussions, and major simulation exercises transitioning from Emergency Operation Center (EOC) operations to long-term recovery.

### **Criteria for Contract Instructor Selection**

All new contract instructors may 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 (found at [https://www.usfa.fema.gov/training/nfa/instructors\\_officials/criteria.html](https://www.usfa.fema.gov/training/nfa/instructors_officials/criteria.html)) before being approved to bid.

#### **1. Academic Requirement**

A minimum of an earned baccalaureate degree, graduate degree preferred, 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 matter.

#### **2. Instructional Requirement**

A minimum of five years of experience in facilitated adult learning processes within the last 10 years, to include the use of the Socratic method of instructional delivery and student-centered learning, preferably at the baccalaureate level or higher.

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

- a. Experience and knowledge in facilitating/instructing the designated course subject areas.
- b. Documented experience and knowledge in the NIMS and the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

- c. A minimum of five years documented organizational work experience at the level of supervisor or above within the last 10 years. Experience related to fire and emergency medical service organizations or public sector agencies serving the public safety, or closely related fields, is preferred.
- d. Documented experience within the last five years at a disaster event at the incident command, EOC (city/county/regional/state/tribal/territory), or federal disaster office during a presidential declaration.
- e. Successfully completed the course(s) as a student and attended the course at the NFA as an instructor candidate (at own expense); or completed an instructor development program (at own expense).

While attending as an instructor candidate, or during an instructor development program, candidates will be assigned a topic(s) for purposes of an evaluated teaching demonstration in accordance with the NFA's Contract Instructor Evaluation program.

#### **4. 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 on a periodic basis, but no more than every three years, to submit verification of both work experience and academic relevancy. Work experience may be verified through submission of a work résumé.

#### **5. Academic Relevancy**

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

- a. teaching the course(s) at the NFA ("R" course code) or in the field ("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; and
- 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. Revisions to Criteria**

These criteria are subject to revision as 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 re-application for failure to meet and/or submit verification of the continuing practice and education requirements when requested.

Additionally, existing contract instructors are subject to re-application 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 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. Incomplete packages will not be processed. List the criteria in this order:
  - Academic requirement.
  - Instructional experience.
  - Knowledge and experience in the subject matter.
  - Continuing practice or education.
- 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.

**Do not include your social security number and your date of birth on any of the documents you submit.**

All documentation and statements provided may be subject to a request for additional verification, including but not limited to the following: academic transcripts, verification of work experience, and professional references.

Application package(s) must be submitted to:

National Fire Academy  
[fema-nfainstructorapp@fema.dhs.gov](mailto:fema-nfainstructorapp@fema.dhs.gov)