

National Fire Academy Criteria for Contract Instructor Selection

Course: Best Practices in Community Risk Reduction (F/W0635)

Curriculum: Fire Prevention: Public Education
Fire Prevention: Management
Fire Prevention: Technical

Best Practices in Community Risk Reduction demonstrates to students nationally recognized principles that, when used appropriately, can lead to community risk reduction programs that can measure success in local communities. This course will give students the opportunity to explore programs from communities across the U.S. that have been showcased at Vision 20/20 symposiums. These programs demonstrate what nationally recognized organizations identify as examples of “best practices” in community risk reduction. There is a pre-course assignment to complete before class that should take about 1 hour to complete.

The course includes four units of instruction:

Unit 1: Describing Strategic Community Risk Reduction.
Unit 2: Assessing Community Risk.
Unit 3: Developing Intervention Strategies.
Unit 4: Resources.

At the end of the course, learners will be evaluated through a 25 question multiple choice examination. A final grade will be provided to each student. The minimum score needed to pass is 70.

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.

Applicants not meeting the basic criteria as listed on the general requirements (found on NFA’s web page) will not qualify.

Applicants should submit a resume that includes at minimum: name, address, phone numbers, employment history and references. Please note that resumes do not necessarily provide adequate responses to each criterion.

Criteria for Contract Instructor Selection

A response that addresses each of the criteria listed below must be submitted. Candidates should have attained a fully professional level in each item. Factors under consideration include experience, level and extent of activity, and leadership skills. In addition to meeting the general criteria for the instructor selection process, the potential instructor must provide information for the following requirements:

1. Academic Requirement

A graduate level degree from a regionally accredited institution of higher education. Consideration will be given to those applicants who possess a bachelor's degree from a regionally accredited institution of higher education and who have vast experience in community risk reduction. Academic degrees should be in a discipline closely related to subjects covered in this course; i.e., public administration, emergency management, public health or other related fields.

2. Instructional Experience

The candidate must have successfully completed a recognized education methodology course and must demonstrate successful instructional delivery to adult learners at local, regional, state, and/or federal training academies, college, or universities. The candidate must be proficient in the facilitation of intensive small work groups.

3. Prevention/Community Risk Reduction Experience

The candidate must have experience with a fire/emergency services' department or state agency responsible for prevention/community risk reduction at a community level. This may include experience in public education, code enforcement, plans review, fire investigations, or a combination. The candidate must have experience in conducting a community risk assessment, building organizational and community support, establishing and implementing organizational or program goals and objectives, risk reduction strategies, marketing and evaluation.

4. Continuing Practice or Education

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

- a. teaching a similar course at a college or university level; or,
- b. taking a similar course within last within last five (5) years; or,
- c. 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 (2) years; or,
- d. attending and/or speaking at a conference related to the field at the local, state or national level within last three (3) years.

Failure to provide approved documentation on 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