

National Fire Academy Criteria for Contract Instructor Selection

Course: **Hazardous Materials Code Enforcement (R0615)**

Curriculum: Hazardous Materials

The hazardous materials for inspectors course is designed to guide students in gaining and sharing the knowledge, skills and abilities to effectively recognize and analyze hazardous materials risk, classify the materials, and apply the codes, standards, and regulations to prevent incidents and mitigate threats to life and property.

Upon completion of the course, students learn how to analyze the level of fire and life safety inside and outside of occupied and unoccupied structures or facilities that handle, use, store, transport and dispose of hazardous materials. Learning is accomplished through interactive lecture, group activities and testing. Students will study:

- Identification and classification of hazardous materials.
- Application of codes and control methods.
- Planning by analyzing risk and vulnerability.
- Demonstration of risk-reduction techniques.
- Intra-agency and Interagency risk communication.

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.

1. Academic Requirement

- a. It is preferred that the candidate possess a master's degree from an institution that is accredited in fire science, fire protection, public administration, or other content related area, and documented completion of an instructional methodology course. It is required that the candidate possess a bachelor's degree from an institution that is accredited in content related area and documented completion of an instructional methodology course or appropriate combination of education, training and experience.
- b. International Fire Service Accreditation Congress or Professional Qualifications Board Fire Service Instructor II certification is recommended.
- c. Course attendance or attendance as a contract instructor trainee upon preliminary approval of the application.

2. Instructional Experience

- a. Documented ability to explain “Hazardous Materials Code Enforcement” concepts, theory and application as well as technical science topics related specifically to hazardous materials risk management to a diverse student population with a broad range of training and experience in a student centered learning environment.
- b. Ability to instruct courses or materials similar to the course content, at the community college, state or regional level, demonstrated by documentation of experience and a copy of at least three student or supervisor evaluations of instructional ability from courses taught with similar content.

3. Documented Knowledge and Experience in the Subject Area

- a. Serving or have served as a hazardous materials code enforcement officer/inspector. Experience must be supported by documentation and should indicate significant responsibility for the enforcement of hazardous materials codes and interagency risk communication.
- b. Current knowledge of the standard of care affecting hazardous materials code enforcement including ongoing preparedness initiatives, standards development, and technological advances as they relate to risk management, mitigation and control.
- c. Practical experience in the use of desktop and laptop computers in an instructional environment.

4. Additional Submittals

- a. For one subject or course related to the subject matter, provide a 12- to 18-minute video or digital video disk demonstrating your instructional style. This video will be used to evaluate your teaching style in a student-centric adult learning environment, **or** attend the course “Hazardous Materials Code Enforcement” and successfully instruct/facilitate a component of the course that is designated and evaluated by the Training Specialist, Instructional Systems Specialist, or NFA Manager.
- b. Submission of a written essay not to exceed 500 words explaining how the instructor candidate has effected successful organizational change within the fire/Emergency Medical Services field or related discipline.

5. Continuing Practice or Education

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

- a. teaching a similar course at a training academy, college or university;
- b. taking a similar course within the last five years;
- c. teaching the course at the NFA or in the field;
- 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; or
- e. current certification as a Certified Safety Professional or Certified Hazardous Materials manager or other associated certifications requiring currency.

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

6. 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