

National Fire Academy Criteria for Contract Instructor Selection

Course: Fire Investigation: First Responders (F/W0770)

Curriculum: Fire and Investigative Sciences Program

This two-day course presents a basic overview of a fire investigation. Students will review the basics of fire chemistry and develop an understanding of the role of the first responder in relation to fire suppression and fire investigation. The course will stress the importance of fire scene awareness, evidence identification, preservation, and the basics of a fire investigation. Students will develop an appreciation of the convergence of suppression, investigation, science, and law.

Criteria for Contract Instructor Selection

All new contract instructors shall be evaluated during selected 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

Minimum:

- a. 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 science, fire/arson investigation, fire protection, applied science, criminal justice/law enforcement) or a similar program.
- b. An equivalent combination of college-level coursework and documented experience may be considered for meeting these requirements.

2. Instructional Requirement

Documented successful completion of a recognized adult educational methodology/fire service instructor course.

3. Documented Knowledge and Experience

- a. Current knowledge and significant experience in fire/arson and explosion investigation demonstrated by **documented experience**, equivalent training, or a combination of both.
- 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.

4. Continuing Practice or Education

Maintain currency in the field and the specific course by:

- a. Teaching a similar course at a training academy, college, or university.
- 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. Current certification as an International Association of Arson Investigators 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 requirement: Instructors should be able to lift and move 20 pounds to facilitate the delivery of course materials and participate in student activities.

6. How to Submit an Application

The following documents are required with each submission:

- a. A current curriculum vitae.
- b. A letter/email listing the courses you want to teach.
- c. 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.
- d. 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