

## National Fire Academy Criteria for Contract Instructor Selection

**Course: Fire Investigation: Technical Aspects (R0778)**

### **Curriculum: Fire Investigation**

This six-day, two-topic, intermediate-level course covers critical skills essential to fire investigation, including the effective identification, collection, packaging, preservation, processing and testing of evidence from a fire or crime scene. This course provides students with applied knowledge of fire dynamics and forensic evidence concepts for determining a competent ignition source, what needs to be documented at the fire scene to conduct a fire dynamics-based analysis, an understanding of the capabilities and limitations of both physical and computer modeling, and how they can apply this information to an investigation.

<b>Position/Role</b>	<b>Instruction Days</b>	<b>Travel Days</b>
Forensic Instructor	Sunday to Friday (all day)	Saturday/Saturday
Fire Investigator Instructor	Monday to Friday (all day)	Sunday/Saturday
Fire Engineer Instructor	Wednesday to Thursday	Tuesday/Friday
Six-day classes meet with students Sunday to Friday		

### **Criteria for Contract Instructor Selection (Three Positions)**

All new contract instructors shall be evaluated during 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. Curriculum Vitae (CV)**

All candidates must submit a complete, current CV.

#### **Forensic Instructor**

**\*\*It is anticipated that this role will be filled from Sunday to Friday of the dates the course is scheduled.** This instructor will lecture and lead the course material related to forensic evidence and be responsible for instructing the evidence collection techniques.

- a. The candidate should possess, at minimum, a bachelor's degree (master's degree preferred) from an institution that is accredited in forensic science, chemistry, biology, natural science, physical science or a content-related area.
- b. The candidate must have current knowledge and significant experience in evidence collection practices related to fire investigation demonstrated by documented experience, equivalent training or a combination of both.

OR

- c. The candidate must have current knowledge and significant experience in forensic science, specifically in fire and explosive debris analysis in an ISO/IEC 17025-accredited laboratory demonstrated by documented experience, equivalent training or a combination of both.
- d. The candidate must have documentation of current experience in conducting forensic examinations of fire debris, field work evidence collection experience and explosives-related case work, as well as successful completion of a Fire Debris Analysis Training Program.
- e. The candidate must have documentation of certification as a Fellow by the American Board of Criminalistics.

### **Fire Investigator Instructor**

**\*\*It is anticipated that this role will be filled from Monday to Friday of the dates the course is scheduled.** This instructor will be expected to assist with the evidence collection student activities, provide the lecture component during fire dynamics and assist with student activities associated with fire dynamics.

- a. The candidate must possess, at minimum, an associate degree (bachelor's degree preferred) from an institution that is accredited in fire science, fire/arson investigation, fire protection, applied science, criminal justice/law enforcement or course content in a related area. An equivalent combination of college-level coursework and documented experience may be considered for meeting these requirements.
- b. The candidate must be certified as an International Association of Arson Investigators (IAAI)-Certified Fire Investigator or by a state certification program recognized by the National Board on Fire Service Professional Qualifications (ProBoard).
- c. The candidate must have attended the course (within two years) or attend as a contract instructor trainee upon preliminary approval of the application.

### **Fire Engineer Instructor**

**\*\*It is anticipated that this role will be filled from Wednesday to midday Friday of the dates the course is scheduled.** This instructor will be expected to assist with the lecture component during fire dynamics and assist with student activities associated with fire dynamics.

- a. The candidate should possess, at minimum, a bachelor's degree (preferably in professional engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology as a professional engineering curriculum) from an institution that is nationally or regionally accredited in fire science, fire protection engineering, mechanical engineering, fire protection and safety technology, fire safety engineering technology, electrical engineering/technology, applied mathematics/science, or course content in a related area.

- b. The candidate must have attended the course (within two years) or attend as a contract instructor trainee upon preliminary approval of the application.

**2. Instructional Experience (All Instructors)**

- a. The candidate must have documented successful completion of a recognized adult educational methodology/fire service instructor course at the college/university, state or regional level.
- b. The candidate must have a documented ability to instruct courses or materials similar to the course content at the community college, state or regional level.

**3. Documented Knowledge and Experience in the Subject Area**

- a. The candidate must have current knowledge and documented ability to explain current and emerging standards and practices for fire investigation to a diverse student population.
- b. The candidate must demonstrate 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. It will be used for accessing the internet and the Learning Management System, grading assignments, and providing feedback to students.

**4. Continuing Practice or Education**

Failure to provide approved documentation of ongoing training or instruction may result in revocation of the contract instructor status. Maintain currency in the field and the specific course by:

- a. Teaching a similar course at the college or university level.
- b. Completing, with 80% or better, a tested fire investigation, laboratory science, process or continuing education course within the last three years.
- c. Teaching a fire investigation course at the NFA or in the field within the last two years.
- d. Publishing an article related to the course topic in a fire service or related disciplines' trade journal within the last two years.
- e. Current certification as an IAAI-Certified Fire Investigator or instructor, National Association of Fire Investigators instructor or fire debris analyst, or other associated professional certifications.

## **5. Physical Requirements (All Instructors)**

- a. Instructors must be able to lift and move 50 pounds to facilitate the delivery of the course during the student activities. Instructors are responsible for assisting with the placement (lifting, carrying, rolling, moving, stacking/unstacking) of furniture, furnishings, carpet and other items in each burn cell (if needed), and preparing individual burn cells or crime scene scenarios for use by the students. Instructors may be required to use short ladders (under 16 feet), hand trucks, carts, small power tools, hand tools and shovels, and to demonstrate the use of other crime scene processing tools and procedures.
- b. Instructors are required to participate in the student demonstrations in various capacities, including setup and presenting the demonstrations.
- c. Instructors are required to work outdoors and should be capable of working in various weather conditions, including inclement weather, during periods of rain, heat, snow and ice.

## **6. Additional Submittals (Provide as Requested)**

- a. Provide a five- to 10-minute video demonstrating your instructional style.
- b. Submit a written essay, not to exceed 500 words, explaining current issues, trends and research that directly relate to the course content.
- c. Provide three references from individuals in organizations where you have delivered training.

## **7. How to Apply**

The following documents are required with each submission:

- a. A current CV.
- b. A letter/email listing the courses you want to teach.
- c. Documentation reflecting how you meet the instructor selection criteria for each course you are seeking to teach.
- 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. Current email address(es).

Application package(s) must be submitted to:

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