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Contract Instructor Selection Criteria

The U.S. Fire Administration's National Fire Academy (NFA) staff appreciates your interest in potentially serving as a Contract Instructor for our courses. NFA courses are considered to be some of the best in the Nation and with that we adhere to high instructional standards.

Course Criteria for Instructor Selection

Before going any further, please review the **individual course instructor criteria** to be certain that you meet the minimum qualifications for each course you wish to be considered to teach. Generally, a resume alone is not enough to help us assess your qualifications. When you submit an application, please assure that you address all of the items listed in the individual course instructor criteria.

[Review Individual Course Criteria »](#)

General Requirements

Citizenship

Only U.S. citizens will be considered.

Age

Age is not a factor, however, the instructor must be mature enough to relate well with a wide range of adult learners.

Experience

It is important that the instructor have sufficient experience in the subject area to relate to the students. It is even more important that the instructor have proven successful teaching experience which is necessary to properly deliver the subject in an organized professional manner. Please pay careful attention to the experience requirements for each course.

Education

Education requirements are specified for each course. All degree requirements must be from an institution that is accredited by one of the eight nationally-recognized Regional Accrediting Organizations for Higher Education. Credits and degrees from "nationally accredited" colleges and universities generally are not recognized by the National Fire Academy.

References

Unless otherwise instructed by the individual course requirements, all applicants should supply three references from persons who are knowledgeable about their character as well as their teaching ability. All contract instructors are required to work with NFA staff and faculty and other contract instructors. Their ability to work with others in a structured teaching environment and to follow instructions and lesson plans will be a trait that is verified through references and observation. One reference letter should be from the department or agency head in the instructor's organization or certifying organization.

Certification

It is desirable that applicants be certified through:

- an established training organization or association;
- having successfully completed the Academy's former Fire Service Instructional Methodology course; or
- have completed an Instructional Methods course from a college or university.

In order to be retained, contract instructors must perform well in all aspects of their responsibilities to include both on and off the "platform" duties. Administrative duties are required beyond normal teaching responsibilities. Other duties are explained in the contract statement of work which is included in each bid package.

Federal Employees

If you are employed as a Federal or Disaster Assistance Employee (DAE), you are not eligible to be a Contract Instructor for the NFA. You must resign from that position and show verification of this resignation if you wish to become a NFA contract instructor. Under current regulations, you are not permitted to be in a pay status for two Federal positions.

How to Submit a Resume

The first step in becoming a contract instructor is to submit a resume and any other documentation necessary to demonstrate that you meet the instructor selection criteria. Please be sure to **include a current email address** so that we can communicate more efficiently with you, and please **exclude your Social Security Number and/or your date of birth** (we do not need this information.)

Please submit a single resume accompanied by a cover letter that lists the courses you want to teach. You may submit your application package(s) in either an electronic or hard-copy format to the following address:

National Fire Academy
Curriculum & Instruction Branch
Attention: Lisa Makar
16825 South Seton Avenue
Emmitsburg, MD 21727
fema-nfainstructorapp@dhs.gov

Upon receipt of your application package, it will be reviewed by the appropriate NFA Training Specialist. You will receive an e-mail notification within 30 days regarding the status of your application package(s).

Any questions regarding your cover letter or resume submittal may be directed to Lisa Makar at (301) 447-1362.

Other Important Information

Once your application has been reviewed and you have met the minimum qualification standards, you will be required to complete all of the following:

- Submit to a Background Suitability Investigation
- Obtain a Data Universal Numbering System (DUNS) Number
- Register in the Central Contract Registration (CCR)
- Register in the Online Representations and Certifications Application (ORCA)

For more information, please review the [administrative requirements for NFA instructors](#).

Last Reviewed: January 10, 2012

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U.S. Fire Administration, 16825 S. Seton Ave., Emmitsburg, MD 21727 | USNG: 18SUJ00529652
(301) 447-1000 Fax: (301) 447-1346 Admissions Fax: (301) 447-1441



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