

## **National Fire Academy Criteria for Contract Instructor Selection**

**Course:**       **Emergency Medical Services: Incident Operations (R0147) — Exercise Controller**

**Curriculum:** **Emergency Medical Services**

This individual provides support and serves as exercise controller during the delivery of this course. Large complex exercises are a critical component of this course. These exercises involve exposure to the multiple medical components of the Incident Command System (ICS) during a mass or multicasualty incident.

Applicants not meeting the basic National Fire Academy (NFA) criteria outlined in the general qualification criteria established by the NFA will not receive further consideration.

### **Criteria for Contract Instructor Selection**

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.

#### **1. Academic Requirement**

- a. Documentation of successful completion of ICS-100, ICS-200, National Incident Management System (NIMS) Orientation (IS-700), and Forms Used for the Development of the Incident Action Plan (IS-201).
  - ICS-300, ICS-400 and National Response Framework Orientation (IS-800) completion is preferred.
  - ICS Curricula Train-the-Trainer (E/L449) completion is preferred.
- b. "Emergency Medical Services: Incident Operations" (EMS:IO) course attendance, participation and completion with an "A" or "B" grade during a current version offering.

#### **2. Instructional Experience**

Experience as a controller or facilitator for tabletop, functional and/or full-scale simulations/exercises.

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

- a. Knowledge of the current and emerging standards and practices related to the Emergency Medical Service (EMS) system, specifically the EMS/medical functions in ICS, incident and event management specific to EMS/medical functions, EMS specific resource management as demonstrated by experience during the current NIMS implementation in field delivery of EMS, to include prehospital (field) provider experience with initial ICS responsibility and operational experience in an EMS management position, such as field supervisor, district/division/battalion chief (EMS).
- b. Knowledge of current and emerging standards and practices related to NIMS ICS and multicasualty incident operations as demonstrated by a one- to two-page written description of five mass casualty incidents and events the candidate was involved in, as ICS command or general staff (Branch Director or Unit Leader will be considered), using NIMS ICS. Descriptions should explain the justification for the organization chart as set up for EMS responsibilities and the relationship that ICS had on the outcome of the incident or event.
- c. Current knowledge in the use of computers and related software for documentation, projects and presentations as demonstrated by the submission of clear, thorough application with resume and/or curriculum vitae and instructional video.

### **4. Additional Submittal**

Submit a written essay, not to exceed 500 words, describing three exercises/simulations conducted by/controlled by the instructor candidate during the current NIMS implementation and current version delivery of EMS:IO course. Include successes and lessons learned for the exercise controller role for each.

### **5. Continuing Practice or Education**

The ability to maintain currency in the field and the specific course by:

- a. acting as exercise/simulation controller for the current version course at the National Fire Academy or in the field; or
- b. acting as exercise/simulation controller for similar exercises at a college, university, local or state emergency management agency.

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](mailto:fema-nfainstructorapp@fema.dhs.gov)