



NATIONAL WILDFIRE COORDINATING GROUP

National Interagency Fire Center
3833 S. Development Avenue
Boise, Idaho 83705

Memorandum

To: NWCG Subgroups, GACG Chairs, and GATRs

From: NWCG Chair *Kirk Rowland*

Date: December 18, 2007

Subject: Instructor Certification

The National Wildfire Coordinating Group (NWCG) recognizes the increasing emergency response expertise being developed by non-NWCG agencies. NWCG standards for instructors are being modified to recognize the potential for non-NWCG agencies to effectively and consistently help deliver incident responder training.

The following standards have been developed to help improve the quality and availability of qualified instructors. Separate standards have been developed for:

- Instructors of 100 and 200 level courses,
- Distance Learning/Self-study Course Administrator Certification,
- Adjunct Instructors of 300-600 level courses (See attached table),
- Unit Instructors of 300-600 level courses (See attached table) and,
- Lead Instructors of 300-600 level courses (See attached table).

Advice on decertification and recertification of unsatisfactory instructor performance is also provided. All units are encouraged to identify certified instructors in the Incident Qualifications and Certification System or Incident Qualifications System for tracking and information sharing.

Instructors of 100-200 level NWCG courses: In order to serve as an Instructor (Unit or Lead) you must meet one of the following criteria:

- Qualified and current (minus Work Capacity Test and Annual Fireline Safety Refresher) in any required positions identified as an instructor prerequisite for the course page in NWCG's Field Manager's Course Guide.

OR

- Written approval by Course Coordinator to instruct a specific unit or technical portions of a unit or units.

Distance Learning Course Administrators of NWCG distance learning or self study 100-400 level courses: In order to serve as an Instructor you must meet the following criteria:

- Sufficient knowledge of the course materials to successfully respond to the distant learner about course content.

AND

- General administrative knowledge of testing, certificates of completion and qualification system of record for the agency or agencies involved.

Decertification of Instructors:

Instructor Certification is a privilege, not a right. Whenever a questionable situation arises, the case will be reviewed by the appropriate course or training center coordinator (Reviewing Official). If it is determined that the individual instructor has performed poorly during one or more courses, the Reviewing Official can recommend to the official that certified the individual as an instructor (Certifying Official) that their certification be withdrawn for a specific course, group of courses or all courses. If the individual is a contractor, performance below those standards identified in a contract may be cause for non-payment or voiding the contract and the Contracting Officer shall be consulted and be involved in the final disposition. Decertification shall remain in place until the problem has been remedied. Decertification should include removal from active instructor list(s) in IQCS.

Recertification of Instructors:

The Certifying Official shall determine, in consultation with the Reviewing Official, the requirements to regain certification. Recertification is the responsibility of the Certifying Official or body managing the instructor's certification.

Attachment

cc: NWCG Members

Instructors of 300-600 level NWCG Courses
 Certification based on ability to meet one standard in each Instructor Criteria

| Instructor Criteria | | | | |
|---|---|---|--|------------------------|
| Instructor Level | Teaching Skill | Course Content Knowledge | Practical Application | Ethics Criteria |
| Adjunct Instructor (per FMCG) | None | Known or demonstrated expertise on one or more subjects associated with the course | Subject Matter Expert on course related materials OR Demonstrated course related technical expertise OR Published subject related article or paper in previous 5 years | As required by Agency |
| Unit Instructor | Accepted formal instructional training (i.e., State fire training certificate, college teacher's credential, college education courses, Facilitative Instructor (M-410) course, etc.) OR 40 hours of successful fire service instruction | Successful completion or audit of course being taught OR Successfully assisted in instructing the course OR Successfully completed Train-the-Trainer course (if applicable) and Successfully taught the course in the past 5 years as determined by the Course Coordinator | Qualified and current (<i>minus Work Capacity Test (WCT) and Annual Fireline Safety Refresher</i>) as required in the course page of NWCG Field Manager's Course Guide (FMCG) OR Qualified and current (<i>minus WCT and Refresher</i>) one level above that identified in the course outline of FMCG OR Qualified as a type 1 or 2 level Command or General Staff position in the same functional area as the course being presented OR Meets the NIMS Training Plan instructor criteria for specified course NOTE: Written approval of an NWCG member Regional or State Fire Director can be substituted for currency requirement above. | As required by Agency |
| Lead Instructor | Same as Unit Instructor AND 40 additional hours (total of 80 hrs) of successful fire service instruction | Same as Unit Instructor | Same as Unit Instructor | As required by Agency |