

Arizona Center for Fire Service Excellence

Randy Redmond
Chairperson

Paul Adams
Chief Operating Officer

Adjunct Instructor

Application Packet

Thank you for your interest in becoming an Adjunct Instructor for the Arizona Center for Fire Service Excellence. Please complete the enclosed application, provide supporting documentation in as much detail as possible and follow the submission instructions indicated below.

Submission Instructions:

1. Review, sign and submit the Adjunct Instructor Responsibilities document.
2. Sign and submit the Release of Information document.
3. Submit the required Certificate of Insurance.
4. Review any applicable AzCFSE administrative policies and procedures.
5. Review the enclosed Instructor Review Committee guidelines.
6. Complete and submit the Adjunct Instructor Application.
 - a. Include copies of all necessary documentation – provide as much detail as possible
 - b. Do not send original certificates – they will not be returned
7. Completed application packages should be submitted to the Instructor Review Committee at the following address:

Arizona Center for Fire Service Excellence
Attn: Instructor Review Committee
PO Box 132
Avondale AZ 85323
8. Keep a copy of all submitted materials for your records.
9. Upon approval an active Instructor file will be created for you in our office.
10. Allow 30-45 days for completion of the review process.

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All Adjunct Instructors for AzCFSE must review the following Instructor Responsibilities and submit a signed copy to the State Fire Training Director as part of the Adjunct Instructor Application process. Instructors are encouraged to retain a copy for their personal records. Updates will be distributed as they occur to all active Adjunct Instructors on record.

1. INSTRUCTOR DEFINITIONS

- A. *Certified Instructor (CI)* – an individual who has completed an approved Fire Instructor I certification program including certification testing.
- B. *Adjunct Instructor (AI)* – A Certified Instructor that has been approved to present courses and/or workshops on behalf of AzCFSE. In order to be considered for Adjunct Instructor status a Certified Instructor must have completed the Adjunct Instructor orientation program, must have served as an Apprentice Instructor with a favorable end of course instructor evaluation for at least one course or workshop and submitted an Adjunct Instructor evaluation packet for review. An Adjunct Instructor must be present on site at all times while a course/workshop is in session. Each approved Adjunct Instructor will have active instructor file on record with a current list of courses or workshops the Adjunct Instructor has been approved to present. An instructor must have been evaluated by a course qualified Adjunct Instructor or be able to clearly demonstrate to the review panel technical competence for each course they wish to be certified to instruct. (**Note:** *Effective January 1, 2012 you must have completed an approved Fire Instructor II certification program to be considered for or to retain Adjunct Instructor status*).
- C. *Course Coordinator* – An Adjunct Instructor designated to function on behalf of AzCFSE as the primary instructor for oversight, management, and administration of an AzCFSE scheduled program. In cases where only a single instructor is necessary to present the program the Adjunct Instructor, by default, also serves as the Course Coordinator.
- D. *Evaluator* – An Adjunct Instructor who has completed the Evaluator orientation program and has executed the appropriate confidentiality and testing security documents. Evaluators are responsible for monitoring written certification exams and conducting or monitoring practical skills evaluations. Qualified Certified Instructors who have completed the Evaluator orientation program and executed the confidentiality and testing security documents may be used to assist an Evaluator qualified Adjunct Instructor in administering skills testing however the Adjunct Instructor must be on site at all times during the evaluation process. Adjunct Instructors or Certified Instructors may not be involved in evaluating a program for which they have served as an instructor in any capacity.
- E. *Assistant Instructor* – an Adjunct Instructor participating in the instruction of a course or workshop under the direct supervision of a course qualified Adjunct Instructor to gain instructional and subject matter experience toward adding that course or workshop to their list of authorized programs. An Assistant Instructor evaluation form, with appropriate recommendation(s), must be completed by the supervising Adjunct Instructor at the conclusion of the course or workshop.

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- F. *Apprentice Instructor* – a Certified Instructor working under the direct supervision of an Adjunct Instructor to gain instructional experience and subject matter expertise toward becoming an Adjunct Instructor. An Apprentice Instructor evaluation form, with appropriate recommendation(s), must be completed by the supervising Adjunct Instructor at the conclusion of the course or workshop.
- G. *Guest Instructor* – A subject matter expert brought in to deliver knowledge and expertise to a program. Guest Instructors must be specifically approved by AzCFSE or the Course Coordinator. Guest Instructors do not need to be Adjunct Instructors however the Course Coordinator must be present at all times during the Guest Instructor's presentation.

2. COURSE COORDINATOR RESPONSIBILITIES

- A. Must be recognized as an AzCFSE Adjunct Instructor and have an active Instructor file indicating subject matter approval.
- B. Must follow all AzCFSE instructional policies.
- C. Must be familiar with, and understand, current AzCFSE policies and procedures related to course oversight, management and administration.
- D. Responsible for submission of course / workshop request documentation if appropriate.
- E. Responsible for ensuring all objectives of the course curriculum are met. Responsible for ensuring that an Adjunct Instructor is onsite during all scheduled class sessions.
- F. Responsible for creation and maintenance of student records including: course syllabus, daily attendance, student progress reports, grades and final roster.
- G. For department or community college programs records must be maintained for a minimum of 5 years and are subject to review upon request of AzCFSE.

3. MAINTENANCE OF ADJUNCT INSTRUCTOR STATUS

In order to maintain current status an Adjunct Instructor must:

- A. Maintain subject matter awareness for each certified program through either course instruction or operational assignment.
- B. Maintain a current Instructor file with AzCFSE including contact and employment information.
- C. Maintain familiarity and compliance with AzCFSE policies and procedures.

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4. Instructor Accountability

A. Teaching Skills

1. Written course evaluations are required and will be utilized by AzCFSE as a means to assess course success and instructor quality and/or concerns.
2. Site visits may be conducted by AzCFSE staff and should not be construed as negative or investigative.
3. Direct written comments or complaints will be thoroughly investigated.
4. Verbal comments or complaints will be redirected to the Course Coordinator in an effort to resolve the issue.

B. Code of Conduct

1. Adjunct Instructor status may be suspended or revoked for inappropriate actions or behavior including, but not limited to, the following:
 - a. Failure to report to AzCFSE any injuries sustained by instructional staff, students or bystanders during the course of an AzCFSE program.
 - b. Failure, on a repeated basis, to conform to established records submission guidelines or class management or administrative procedures.
 - c. Failure to provide the minimum number of required student contact hours or failure to address course objectives as identified in the course curriculum or plan of instruction.
 - d. Conduct in the capacity of an Adjunct Instructor which reflects poorly on the training program, other instructors or AzCFSE.
 - e. Submission of falsified documentation related to an AzCFSE program.
 - f. Failure to require, provide for, or promote the use of personal protective equipment (PPE) or clothing by students in the performance of exercises that present a risk to the personal safety of the student.
 - g. Use of profanity, unacceptable gestures or unacceptable language, references or materials during course related activities.
 - h. Use of promotional or commercial products during an AzCFSE program for personal gain.
 - i. Recommending an individual for certification testing who has not met the competency and/or attendance requirements for the course.

C. Suspension / Revocation of Adjunct Instructor Status

1. Suspension or Revocation of Adjunct Instructor status is an action that may result from administrative review of an instructor's actions or through written complaint.
2. A suspension or revocation of Adjunct Instructor status will be based on documented evidence of AzCFSE policy violations while conducting AzCFSE sanctioned programs.
3. Instructors will be issued a written Notice of Investigation by AzCFSE within 14 calendar days of receipt of any complaint that could result in suspension or revocation of Adjunct Instructor status.
4. A formal investigation will be conducted under the direction of the State Training Director and within 30 calendar days following the Notice of Investigation AzCFSE will send a written Notice of Action. The Notice of Action will document the findings of the investigation and indicate the action(s) to be taken.

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5. An instructor may appeal the Notice of Action in writing to the Arizona State Fire Training Committee Executive Board within 14 calendar days or receipt.

D. Appeals Process

1. The instructor must submit a Request to Appeal, including all supporting evidence in writing, to the Chairperson of the Arizona State Fire Training Committee within 14 calendar days of the Notice of Action.
2. The Chairperson will review the Request to Appeal within 7 days of receipt to determine if the appeal requires an Administrative Hearing. The Chairperson will schedule an Administrative Hearing only after a review discussion with the instructor.
3. If necessary the Chairperson will schedule an Administrative Hearing within 30 days following the review discussion with the instructor. If an Administrative Hearing is not deemed necessary the Chairperson will render a decision within 7 calendar days of the review discussion with such decision being final and not subject to further appeal.
4. If an Administrative Hearing is deemed necessary the Arizona State Fire Training Committee Executive Board will serve as the review panel for the Administrative Hearing.
5. The Executive Board will render a decision within 7 calendar days based on the information presented during the hearing. The decision of the Executive Board is final and not subject to further appeal.

E. Reinstatement

1. An instructor who has been suspended will automatically be reinstated to full status at the completion of the suspension period. An instructor who's status has been revoked must reapply for Adjunct Instructor status and may not do so for at least one year following the Notice of Action or final decision by the Executive Board.

I have reviewed, understand and agree to the terms set forth in this Administrative Policy.

Printed Name: _____

Signature: _____ Date: _____

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All applications for AzCFSE Adjunct Instructor status will undergo a peer review process as outlined in this document.

1. GOAL

The goal of the Instructor Review Committee is to support the professional quality of instruction in fire service educational programs through the selection of qualified Adjunct Instructors to present programs on behalf of AzCFSE.

2. ROLE and RESPONSIBILITY

- A. Review Adjunct Instructor applications submitted to AzCFSE for completeness and conformity with the established minimum knowledge, education and experience for authorization as an Adjunct Instructor for AzCFSE.
- B. Based on a review of the application and supporting materials make a recommendation to the State Fire Training Director regarding the applicant's suitability to serve as an Adjunct Instructor for general fire service topics. General topics are organized or specialized fire service knowledge and skill sets that are not represented by a specific Arizona fire service professional organization.

3. COMMITTEE MAKEUP

- A. Members of the Instructor Review Committee will be appointed by the Chairperson of the Arizona Fire Chiefs Association Training Section.
- B. The Review Committee will consist of:
 - 1. Two members of the AFCA Training Section
 - 2. The Chairperson of the AFCA Training Section who will serve as the Chair of the Review Committee.
 - 3. One member recommended by the State Fire Training Director.
 - 4. AzCFSE staff will provide administrative support for the Review Committee and provide assistance as necessary.
 - 5. Non-voting technical advisors may be recommended by the State Fire Training Director based on specific needs of the Review Committee.

4. MEETINGS

- A. Review Committee meetings will be scheduled as needed and in a manner so as to complete the review of any submitted application within 45 day.
- B. The Review Committee Chairperson shall be responsible for establishing the meeting dates, time and place.

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- C. The Review Committee may meet and conduct application review by telephone or video conference if deemed appropriate by the Chairperson.
- D. The Review Committee Chairperson shall forward recommendations to the State Fire Training Director within 7 days of a Review Committee meeting.

5. PROCEDURE

- A. AzCFSE staff will assemble and distribute to all Review Committee members any documents required for review no later than 14 calendar days prior to a scheduled meeting.
- B. The Committee will review all applications for completeness and to determine eligibility for a recommendation as an Adjunct Instructor for AzCFSE.
- C. The Committee will not review incomplete applications. Incomplete applications will be returned to AzCFSE noting the deficiencies. AzCFSE staff will forward the findings of the Committee to the applicant within 7 days of the meeting.
- D. The Committee will submit a written recommendation to the State Fire Training Director for each application submitted within 7 days of the meeting.

6. RESPONSIBILITY OF THE CHAIRPERSON

- A. Schedule and conduct the application review meeting.
- B. Determine the need for technical advisors.
- C. Render interpretations on questions relating to an applicant's submitted materials.
- D. Discuss sensitive or ambiguous issues with the State Fire Training Director.
- E. Submit written recommendations to the State Fire Training Director.

7. RECONSIDERATION

- A. Unsuccessful applicants may submit a new application for review no sooner than 6 months following notice of denial from AzCFSE.
- B. The State Fire Training Director may request, in writing, a second review of a denied application at the next regular meeting of the Committee. This request must be based on material information, verified by AzCFSE, which was not available to the Review Committee at the time of the initial review.

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All Adjunct Instructors for the Arizona Center for Fire Service Excellence are required to be covered by a minimum level of liability insurance coverage as outlined below.

1. COVERAGE LIMITS

Each Adjunct Instructor shall provide evidence of a general liability insurance policy specifically covering their activities as an Adjunct Instructor in the amount of \$4 million dollars.

2. CERTIFICATE OF INSURANCE

The Adjunct Instructor must provide from their insurance carrier a Certificate of Insurance demonstrating compliance with the above coverage limits and naming the Arizona Fire Services Institute (AFSI) and the Arizona State Fire Training Committee (ASFTC) as additional insureds.

3. COVERAGE OPTIONS

Insurance coverage may be provided by the Adjunct Instructor through an individual insurance policy or through a policy provided through the Instructors membership in a professional association (AFCA, AFMA, PFFA etc.). If provided through a professional association the Instructor must demonstrate that he is a current member in good standing of that association. Insurance provided through a professional association must comply with sections 1 and 2 above.

4. ANNUAL UPDATE

It is the Adjunct Instructor's responsibility to provide an updated Certificate of Insurance or proof of association membership on an annual basis. AzCFSE will maintain a current copy of the professional association Certificate of Insurance on file.

5. FAILURE TO COMPLY

An Adjunct Instructor failing to comply with the requirements of this policy will not be allowed to instruct programs on behalf of AzCFSE until the requirements have been met.

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Adjunct Instructor Application

| | | | | | |
|------------------------|------------|------------|----------------|--------------|-----|
| Last Name | | First Name | | M.I. | EIN |
| Mailing Address | | City | | State | Zip |
| Email | Work Phone | Cell Phone | | Home Phone | |
| Agency Affiliation | | | | Agency Phone | |
| Agency Mailing Address | | | City and State | | Zip |

The Arizona Center for Fire Service Excellence requires that all Adjunct Instructors meet the following criteria
Please provide documentation of the items listed below.

- Proof of completion – Adjunct Instructor Orientation Program
- Proof of Insurance naming AFSI and ASFTC as additional insureds
- Attached, signed copy of Adjunct Instructor Responsibilities document
- Written letter of verification documenting occupational and teaching experience submitted on department or agency letterhead signed by supervisor or Fire Chief.

INSTRUCTIONAL QUALIFICATIONS

- Please check which of the following Instructor Qualification documents you are submitting for review:**
- Evidence of completion of NFPA Fire Service Instructor I Certification
 - Evidence of completion of NFA Fire Service Instructional Methodology
 - Evidence of completion of other Instructional Methodology course (i.e. EDU250, M-410, etc.)
 - Current valid Arizona Community College Instructor credentialing
 - Evidence of completion of 4 semester units of upper division credit in educational materials, methods and curriculum development

Applicant must meet at least one criteria to satisfy authorization requirement (no substitutions)

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| AUTHORIZED SUBJECT MATTER | For Review Committee use only | |
|--|-------------------------------|--------------------------|
| Please list the course(s) you wish to be authorized to instruct. | Approved | Not Approved |
| 1. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> |
| SUBJECT MATTER QUALIFICATIONS | YES | NO |
| Do you have a minimum of 2 years experience in the subject area(s) you wish to instruct? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you instructed the current course curriculum as an AzCFSE Apprentice Instructor within the last year? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you participated in curriculum development or maintenance of the course(s) you wish to instruct? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you certified as an instructor for the course(s) you wish to instruct? <i>(If yes, please submit copies of all relevant certificates)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you attended and passed the accredited course(s) you wish to instruct? <i>(If yes, please submit copies of all relevant certificates)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| APPLICATION PROCESS | | |
| <ol style="list-style-type: none"> 1. Submit completed application package to AzCFSE for review including ALL of the following: <ul style="list-style-type: none"> - Application form - Current resume of education, position/rank and experience - Verification of instructional training and experience - Verification of subject related occupational experience - Verification of subject related education 2. Instructor applications and resumes will be reviewed by the Instructor Review Committee and forwarded to the State Fire Training Director for final consideration. 3. Any identified application deficiencies must be satisfactorily resolved within 30 days of notification of same with the Instructor Review Committee. 4. Deficiencies noted and not remedied within 30 days will cause the application to be denied. 5. If the applicant has displayed conduct that does not conform to the values of honesty, integrity and responsibility expected of an AzCFSE Adjunct Instructor the application may be denied. | | |

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| REVIEW COMMITTEE USE ONLY <i>(below this line)</i> | YES | NO |
|--|--------------------------|--------------------------|
| Application Complete? <i>(if no, list missing materials)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| Written verification submitted by applicant's supervisor? | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of completion of Adjunct Instructor orientation? | <input type="checkbox"/> | <input type="checkbox"/> |
| Evidence of Apprenticeship? | <input type="checkbox"/> | <input type="checkbox"/> |
| Proof of Insurance? | <input type="checkbox"/> | <input type="checkbox"/> |
| Recommended for Adjunct Instructor status? | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: _____

Chairperson Name: _____

Signature: _____

Member Name _____

Signature: _____

Member Name: _____

Signature: _____

Member Name: _____

Signature: _____

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Authorization for Release of Information

I, _____ (*type or print name*) do certify and affirm that all statements made on, or in connection with, the application for Adjunct Instructor are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial of my application or forfeiture of my status as an Adjunct Instructor for the Arizona Center for Fire Service Excellence (AzCFSE), and shall be just cause for termination of any teaching assignments I may have with AzCFSE. I further authorize all agencies and entities referenced in this application to furnish AzCFSE and/or the Instructor Review Committee any and all information regarding me in order to determine suitability for employment as an Adjunct Instructor for AzCFSE. I further release said agencies or persons from all liability from any damages that may occur from furnishing such information to AzCFSE or the Instructor Review Committee.

Date of Birth: _____

EIN #: _____

Drivers License #: _____

State of Issue: _____

Expiration Date: _____

Printed Name: _____

Date: _____

Signature: _____

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