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| Department of Homeland Security  USAR_FEMA_Trans.gifFederal Emergency Management Agency National US&R Response System  **Instructor Application**  **2019** | | | | | | **1.** **INSTRUCTOR LEVEL REQUEST** | | | | | | | | **Page 1 of 3** | | | |
|  | | Lead Instructor | | | | | | **2. DATE OF APPLICATION** | | | |
|  | | Adjunct Instructor | | | | | |
|  | | | |
|  | | Subject Matter Expert (SME) | | | | | |
| **3. NAME (Last, First, Middle)** | | | | | | | | | | **4. TASK FORCE** | | | | **5. SOCIAL SECURITY #** | | | |
|  | | | | | | | | | |  | | | | **XXX-XX-** | |  | |
| **6. DIVISION:** | | | | | | | | | |  | | | | | | | |
| **7a. COURSE SELECTION** | | | | **A separate instructor application must be completed for each course to be taught.** | | | | | | **8. Current FEMA Instructor #** | | | | | |  | |
|  |  | | | |  | | **Logistics Specialist** | | | | | | **7b. Other Course(s)** | | | | |
|  | **Task Force Leader** | | | |  | | **Structural Collapse Specialist** | | | | | |  | | | | |
|  | **Safety Officer** | | | |  | | **Communications Specialist** | | | | | |  | | | | |
|  | **Planning Team Manager** | | | |  | | **Medical Specialist** | | | | | | **7c. Subject Matter Expert** | | | | |
|  | **Search / Planning Manager** | | | |  | | **Heavy Equipment and Rigging** | | | | | | **Specify:** | | | | |
|  | **Technical Search Specialist** | | | |  | | **Enhanced Operations in a Contaminated Environment** | | | | | |  | | | | |
|  | **Canine Search Specialist** | | | |  | | **Hazmat Specialist** | | | | | |  | | | | |
|  | **Structure Specialist** | | | |  | | **Grants Manager** | | | | | |  | | | | |
| **9a. Answer the following for Adjunct Instructor** | | | | | | | | | **9b. Answer for the following Lead Instructor** | | | | | | | | |
|  | | **(Required)** Applicant meets all NFPA 1041 Level I or equivalent.  (Certificates/documentation must be listed in Section 13 and provided as supporting documentation for application) | | | | | | |  | | **(Required)** Applicant meets all Adjunct Instructor requirements for the discipline applying for.  (Certificates/documentation must be listed in Section 13 and provided as supporting documentation for application | | | | | | |
|  | | **(Required)** Applicant meets the technical requirements defined by the Operations Manual Position Description.  (Certificates/documentation must be listed in Section 13 and provided as supporting documentation for application) | | | | | | |  | | **(Required)** Applicant meets NFPA 1041 Level II or equivalent.  (Certificates/documentation must be listed in Section 13 and provided as supporting documentation for application) | | | | | | |
| **Specify:** | | |  | | | | | |
|  | | **(Optional)** Applicant requests to be considered based on previous National US&R Response System instructional experience. | | | | | | |  | | **(Required)** Applicant has instructed 80 hours or two course deliveries as an Adjunct Instructor in the discipline applying for and has attached documentation.  (Certificates/documentation must be listed in Section 14 and provided as supporting documentation for application) | | | | | | |
|  | | **(Optional)** Applicant requests to be considered based on previous National US&R instructional experience. | | | | | | |
| **10.** **Task Force Position(s) Experience** | | | | | | | | | | | | | | | | | |
| Position | | |  | | | | | | | | | | | | Years | |  |
| Position | | |  | | | | | | | | | | | | Years | |  |
| Position | | |  | | | | | | | | | | | | Years | |  |

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| **11. NAME:** | | | | | | | | | | | | | | | | | **12. Task Force:** | | | | | **Page 2 of 3** | | | |
| **13. Training Courses**  (Please describe the training courses you have attended as they relate to the position you are applying for, use additional pages if necessary. You must have attended the designated course you are applying for yourself to be considered.) | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Course Title** | | | | | | | |  | **Hours** | | |  | | **Date** | | | | |  | | **Sponsoring Organization** | | | | |
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| **14. Instructional Experience**  (Please describe your instructional experience as it relates to the position you are applying for, use additional pages if necessary.) | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Position** | | | |  | **Training Type** | | | | | |  | | **Total Hours Instructed** | | | | | | | | | |  | **Date** | |
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| **15. Endorsements:** Applicant - I certify that the information recorded on this application is true and correct. If selected I agree to comply with all instructor requirements as identified by the DHS/FEMA National US&R Response System. | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | **Signature** | | | | | | | | | | | | |  | | | **Date** | | | | | | |  |
| **16. Task Force Training Manager** - I have reviewed this application, and verify the training and experience as listed and I concur with the applicant’s participation. | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Print Name (Last, First)** | | | | | | | **Date** | | | **Signature** | | | | | | | | | | | | | | | |
| **17. Program Manager / Task Force Leader / Authorized Signer** - I have reviewed this application, and verify the training and experience as listed and I concur with the applicant’s participation. | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Print Name (Last, First)** | | | | | | | | | | **Title** | | | | | | | | | | | | | | | |
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| **Signature** | | | | | | | | | | **Date** | | | | | | | | | | | | | | | |
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|  | **APPROVED** | |  | | | **HOLD (SEE ATTACHED)** | | | | | | | | | |  | | **DENIED (SEE ATTACHED)** | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |  | | | | | |
| **Signature (Training Subgroup Leader or assignee)**  DHS/FEMA/US&R Instructor Application 2019 | | | | | | | | | | | | | | | | | | | | **Date** | | | | | |

**Federal Emergency Management Agency**

**National Urban Search & Rescue (US&R) Response System**

***Instructor Ethics Signature Form***

Instructors are reminded that when they are acting as a Temporary Excepted Federal Volunteer System Member, the US&R Code of Conduct established under 44 CFR 208.8, applies in addition to these principles.

PRINCIPLE I

Commitment to the student – The instructor strives to help each student realize their potential as an effective member of the FEMA National US&R Response System (the System). The instructor works to enhance the learning environment and the acquisition of knowledge. In fulfillment of the obligation to the student, the instructor:

* Shall create a positive learning environment for the students
* Shall encourage students to think and act independently in their pursuit of learning
* Shall encourage critical thinking and expression of varying points of view
* Shall make reasonable effort to protect the student from physical conditions harmful to learning or to health and safety
* Shall not be under the influence of illicit drugs or alcohol during any portion of a class
* Shall foster and support the diversity each student brings to the classroom
* Shall treat students with equal respect and provide equal opportunities
* Shall establish and maintain the student/instructor professional relationship
* Shall not intentionally expose the student to embarrassment or disparagement
* Shall promote an environment free of inappropriate racial, ethnic, religious, political, or sexual comments
* Shall not use profane or abusive language
* Shall maintain each student right to privacy and confidentiality
* Shall do everything possible to impart knowledge relevant to student’s success
* Shall encourage a safe non-hostile harassment free teaching/working environment including any “hazing” type actions

PRINCPLE II

Commitment to Training and Education – Training and Education is vested by the System with a trust and responsibility requiring the highest ideals of professional service. In fulfillment of the obligation to the system the instructor:

* Shall be honest and above reproach when presenting the instructor’s qualifications by giving only accurate information
* Shall maintain classroom integrity by allowing only credentialed instructors to teach
* Shall maintain professional integrity by not accepting any gratuity and/or gift that might appear to influence professional decisions or actions

PRINCPLE III

Commitment to FEMA National US&R Response System Training – In the belief that the quality of services delivered directly influences the program, the instructor shall make every effort to raise professional standards, and to promote a climate that encourages the enhancement of the System mission. In fulfillment of the obligation to the mission, the instructor:

* Shall maintain exam integrity by not distributing them for student review
* Shall teach the course to meet the course goals and objectives set by the System
* Shall administer the certification exam under direct visual supervision
* Shall adhere to the policies and procedures of the System Training Program
* Shall monitor student attendance daily and document the approval of any absences
* Shall keep current on the topics they are credentialed to teach
* Shall adhere to all copyright laws
* Shall meet all course content requirements
* Shall use the course material identified by the System as required for the course
* Shall ensure that the student/instructor ratio is maintained at all times
* Shall inform the appropriate System Subgroup Leader on any issues found within the course curriculum or delivery
* Shall report to the Training Subgroup information about courses and/or instructors that do not meet the standards required by the System
* Shall teach only a course or portion of a course for which they are credentialed
* Shall report to the Training Subgroup any negative or harmful classroom dynamics that occurred during the delivery of a System course
* Shall not make false or malicious statements about System training courses and/or instructors
* Shall support the mission of the FEMA National US&R Response System at all times

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| 18. Print Name | Signature | Date |

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| **Instructor Application Evaluation Form**  **(To be completed by the National Training Subgroup, please attach to completed application)** | | | |
| **19. NAME:** | | **20. TASK FORCE** | |
| **INSTRUCTOR NUMBER:** |  |
| **21. Instruction Specialty:** |  | **Date Reviewed** | |
|  |  |  | |
|  | **Lead Instructor Approved**  **Adjunct Instructor Approved**  **Subject Matter Expert (SME)** | | |
|  | **Hold (see below)** | | |
| **Denied (see below)** | | |
| **NEED** |  | **RECEIVED** | |
|  | **NFPA 1041 or Equivalent Level I Documentation** |  | |
|  | **NFPA 1041 or Equivalent Level II Documentation** |  | |
|  | **Additional Instructor Experience** |  | |
|  | **Additional Training Related Courses** |  | |
|  | **Task Force Training Manager** |  | |
|  | **Program Manager/TFL /Authorized Signature** |  | |
|  | **Other:** |  | |
|  | **Other:** |  | |
| **Reviewed by:**  **US&R National Training Subgroup** | **Review #1** | | |
| Print Name / Signature | | Date |
| **Review #2** | | |
| Print Name / Signature | | Date |
| **Approved**  **Subgroup Leader** |  | | |
| Print Name / Signature | | Date |