



Instructor Requirements

Adopted: April 20, 2018

POLICY

The Society of Fire Protection Engineers (SFPE) seeks to develop criteria by which instructors are selected to serve as SFPE Instructors. Potential instructors should complete and submit the Instructor Qualification Form to the SFPE.

The authority, responsibility and accountability for entering into contracts with instructors for continuing professional development courses rests with the CEO. The CEO may seek input from the Standing Committee on Continuing Professional Development (CPD) on suitable qualification, expertise, capabilities and experience of candidate instructors, particularly with respect to expertise in the subject matter of the course for which the instructor is a candidate.

PURPOSE

SFPE vets the instructors to ensure a quality educational experience for their participants. The focus of the courses is to advance the knowledge and capabilities of attendees in technical aspects of fire protection / safety engineering. Therefore, technical expertise and subject matter experience are critical factors for candidates that desire to be SFPE instructors.

QUALIFICATIONS

- An instructor shall hold the grade of Professional Member or Fellow in SFPE.
 - An instructor can hold Member grade in SFPE if they are a recognized technical expert in the subject matter for which they will be instructing.
- Demonstrate technical expertise in the topic area.
 - Provide relevant education, professional qualifications, demonstrated practical applications experience in the topic area, as appropriate.
- Demonstrate teaching experience.
 - If necessary, the SFPE staff may request demonstration of the candidates' teaching capability, such as by having them provide a live lecture at a mutually acceptable location and time, co-teach a course with an approved instructor, provide a recording of a lecture, course or similar instructional activity.
- An Instructor Qualification Form shall be submitted with pertinent information for each course a candidate is seeking approval (approval is by individual course).

Any interested instructor should complete the Instructor Qualification Form and submit it to SFPE.

COURSE DEVELOPMENT

The developer of an approved course shall be considered an approved instructor, provided they meet the above criteria. The developer of a course shall have no particular advantage or preference in being selected for delivering any given course which utilizes that material. The decision shall be made by the SFPE staff based on such factors when / where the course is targeted for delivery, availability of instructors, requests from sponsors (such as in the case of the SFPE Chapters) and related practical and logistical issues.

INSTRUCTOR REVIEW

Instructor competencies are reviewed as part of the submission process when first approved to teach for SFPE through reviewing credentials and discussing expertise with instructor. In addition, instructors can be reviewed during learning events and evaluated by individual participants regarding the degree to which the content was integrated to practice, and the instructor's level of knowledge of the material and quality of preparation.

Instructors can also be evaluated by a room monitor regarding their knowledge level, how closely the content matched the description, organization of content, consistency of instructional methods with learning outcomes, the degree to which methods accommodated various learning styles, and the level of interaction.

NON-DISCRIMINATION POLICY

SFPE maintains a high level of professionalism by sharing the Non-Discrimination Policy with staff, board members and instructors, and promoting an environment of open communication among our members.

PROPRIETARY INTEREST

It is the policy of SFPE that the Proprietary Interest of instructors is disclosed.