



## **Qualifications and Selection of Instructors for Professional Development Policy**

*Adopted: September 13, 2017*

Authority, responsibility and accountability for entering into contracts with instructors for continuing professional development courses rests with the CEO, per the SFPE Board of Directors in accordance with the Constitution and Bylaws.

Given that the focus of the courses is to advance the knowledge and capabilities of attendees in technical aspects of fire protection / safety engineering, and that technical expertise and experience are critical factors, candidates for instructors shall hold the grade of Professional Member or Fellow in SFPE, except where this requirement is waived due to exceptional circumstances.

Any Professional Member or Fellow interested in being an instructor should complete the Instructor Qualification Form and submit it to the SFPE. Particular attention will be paid to relevant education, professional qualifications, demonstrated technical expertise in the topic area, demonstrated practical applications experience in the topic area, as appropriate, and demonstrated teaching experience. An Instructor Qualification Form shall be submitted for each course a candidate is seeking approval (approval is by individual course). 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.

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.

The CEO may seek input from the Standing Committee on Continuing Professional Development (CPD) on suitable qualifications, 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.

Upon decision, staff shall communicate to the candidate whether or not they are approved. If a candidate is not approved, the candidate may appeal the decision. To do so, the disapproved candidate should document their reasoning and submit it, along with the Instructor Qualification Form, through staff to the BOD for their review. The SFPE staff should likewise prepare and submit to the Board their rationale for not approving the candidate. Upon decision of the Board, the results will be communicated to the candidate through the SFPE staff.