



New Instructor Requirements

Policy

The Society of Fire Protection Engineers (SFPE) seeks to develop criteria by which instructors are selected to perform 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

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 (e.g., the candidate instructor is a recognized technical expert, and a Member of the SFPE, but has not yet gained 10 years of professional experience: a situation which might exist particularly for computational modeling type courses, where technology and capabilities rapidly change and expertise may rest with younger members, or particular expertise from members of another professional association whose specialty course content presented is of value to the fire protection / safety engineer).

Qualifications

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.



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 Requirements

Instructor Competencies are reviewed as part of the submission review by reviewing credentials and discussing expertise with instructor. At learning events, Instructors are 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 are also 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.

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.

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