CMCP Instructor Requirements & Selection

Instructor Responsibilities:
• Meet and maintain all NENA Education & Training instructor requirements
• Instruct and deliver course content in its entirety.
• Course preparation to include: resume review, group assignments, course coordination.
• Transport the CMCP instructor materials
• Provide daily feedback to students regarding homework assignments.
• Grade quizzes and final exam.
• Maintain student roster and participation matrix.
• Submit required course documentation to NENA’s Education Director, or designee, within 5 business days of course completion.
• Make and pre-pay for all travel arrangements

Minimum Qualifications:
• CMCP alumnus.
• Emergency Number Professional credential, active or retired.
• Executive level (director, manager, etc.) experience at a 9-1-1 center.
• NENA instructor, active or retired.
• Active participation in the CMCP instructor cadre. This may require conference calls that can be scheduled outside regular business hours to address course updates, scheduling of CMCP courses, and course delivery review.

Preferred Qualifications:
• Five years’ experience in Public Safety Communications holding a management, supervisory, or professional support role.
• NENA, or 9-1-1 emergency services related course development experience,
• Experience instructing multi-day courses.
• Serving on current or previous NENA initiatives (committees, work groups, etc.).
• Presentations at state, regional, or national conferences.
• Professional experience at more than one public safety organization.

Application Process:
Position openings are determined by course demand and/or the needs of NENA Education Advisory Board and the Education Director.
Qualified candidates should submit:
• A letter of interest
• Resume
• Three (3) formal letters of recommendation