

INSTRUCTOR QUALIFICATIONS

4063

(No. 37 September 2014)

To be an instructor for CAL FIRE courses a person must have:

- Subject matter expertise – he/she must be intimately familiar with the material to be presented.
- Certifications/licenses if required, e.g. Emergency Medical Services, Hazardous Materials,
- Peace Officer Standards and Training (POST), Fire Instructor, etc.
- The ability to make a quality presentation.
- The availability to make such a presentation as scheduled.
- The respect of his or her peers and the students.

APPLYING TO BE AN INSTRUCTOR

4063.1

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All core classes need to have the ability to maintain a qualified and motivated instructional cadre. Cadre members are selected by the lead instructor and confirmed by the course coordinator. The selection of a cadre candidate is approved by the nominee's supervisor and unit chief. Cadre members must be willing to commit to three (3) years minimum participation on the cadre which may include course development as well as classroom time.

When a current cadre member intends to leave, he/she is to give notice to the lead instructor and/or the course coordinator that they will be leaving the cadre within the year. At that time, a notice will be placed on the Statewide Bulletin Board asking for any employees who are interested and qualified to submit a resume for review. After the new cadre member has been selected and approved, they will be asked to "shadow" the outgoing cadre member for the remainder of the training year. In this way, there is minimum impact on the cadre and it's ability to effectively present the course.

If the course coordinator receives no qualified resumes then the Region Training Coordinator of the outgoing member will be asked to appoint an instructor to the cadre.

The procedure to fill a cadre vacancy is as follows:

1. Lead Instructor or course coordinator is advised of pending vacancy.
2. Lead Instructor works with the course coordinator to post a message on the State Training Bulletin Board with specifications, qualifications and resume form. See Attachment

3. Interested candidates respond by submitting resume with supervisor and unit chief signature.
4. The resume will be routed through the regional training coordinator who will then forward to the course coordinator.
5. The course coordinator receives the resumes and with the lead instructor makes the selection.
6. Course coordinator writes the letter to the Regional Training Coordinator requesting the selected candidates participation on the cadre.
 - a. cc: Unit Chief
 - b. cc: Academy Course Coordinator
7. Upon approval, the name is added to the cadre roster and to the yearly Instructor/Adjunct request letter from the Academy.

[\(see Next Section\)](#)

[\(see Table of Contents\)](#)

[\(see Forms and Form Samples\)](#)

