
Emergency Management Institute (EMI) Contract Instructor Opportunities



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Contract Instructors

- **Definition: A part-time instructor, usually a person who works full time in a specialty field and teaches one or two classes in that specialty.**
- **Augment EMI faculty in the delivery of a course.**



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EMI Courses

- **Course lengths range from 1 day to 10 days.**
- **Classroom courses are offered in residence at EMI or in the field.**
- **Courses also offered through Video TeleTraining (VTT) and online webinars.**
- **Courses include practical application assessment of objectives through student activities and exercises.**



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Contract Instructor Benefits

- **Enhanced professional credentials**
- **Experience gained as a training professional**
- **Opportunity for travel**
- **Additional income**



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Instructor Selection Criteria

- **Will vary by course.**
- **Each course will have course-specific requirements in the following areas:**
 - **Education**
 - **Experience**
 - **Technical Expertise**
 - **Instructional Expertise**
 - **Special Qualifications**
 - **Certifications and/or Licenses**



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Course-Specific Requirements

Course-Specific Requirements

(<http://www.training.fema.gov/instructors/csr.aspx>)



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Electronic Application Process

- Submit the following:
 - A cover letter that lists the course you would like to instruct.
 - A resume outlining your experience.
 - The documentation necessary to demonstrate that you meet the course-specific requirement for each course.
 - A link to a 30-minute teaching demonstration.
 - At least two references.
- Submit the above package to: FEMA-EMI-InstructorApplication@fema.dhs.gov



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What You Can Expect

- **Instructor Selection Representative communication**
- **60-day decision once packet is complete**
- **References checked**
- **Teaching demonstration reviewed**
- **30-minute phone interview conducted**
- **Panel determination**



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Administrative Requirements

- Once notified that you are selected, you will be required to complete the following administrative requirements:
 - Submit to a background suitability investigation.
 - Obtain a Data Universal Numbering System (DUNS) (<http://fedgov.dnb.com/webform>) number.
 - Register your DUNS number in the System for Award Management (SAM) (www.sam.gov).
- Administrative Requirements Details (<http://training.fema.gov/Instructors/adminreqnotice.aspx>)



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How to Bid to Instruct a Course

- Once an applicant has an approved Selection Letter and has met all of the administrative requirements, they may bid to instruct in a scheduled course.
- May only bid to instruct courses for which they hold a Selection Letter.
- Contract Instructors must submit a [bid package](http://training.fema.gov/Instructors/bidIns.aspx) (<http://training.fema.gov/Instructors/bidIns.aspx>) for review.



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Summary

- EMI needs experienced and knowledgeable instructors.
- Applicants must submit an instructor selection package to be reviewed by a panel.
- Course-specific requirements
(<http://www.training.fema.gov/instructors/csr.aspx>)
- You will be notified of a decision within 60 days.



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