Are You Interested?

The Federal Emergency Management Agency's (FEMA) Emergency Management Institute (EMI) is the emergency management community's flagship training institute, and provides training to Federal, state, local, tribal, volunteer, public, and private sector officials to strengthen emergency management core competencies for professional, career long training. EMI is committed to building a cadre of instructors who are reflective of the diversity of the field of emergency management and current practitioners in the emergency management career field.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

For more information, please go to:

http://www.training.fema.gov/instructors/

Emergency Management Institute | FEMA

How to Become An EMI Contract Instructor

General Requirements

Course-Specific Requirements

EMI instructors must have subject-area expertise and proven successful teaching experience for the courses they teach. Course-specific requirements for applicant instructors may be found on our website at:

http://www.training.fema.gov/instructors/csr.aspx

Education

Education requirements are specified for each course. All degree requirements must be from an institution that is accredited by Institutions of Higher Education .

Instruction Experience

All potential instructors shall have completed formal instructor training such as:

- The EMI Instructional Presentation and Evaluation Skills (E0141) course.
- The Center for Domestic Preparedness (CDP) Instructor Training Certification (ITC) course, PER-266.
- Programs offered by a state or Federal agency.

How to Submit an Application

Electronic Application Process

Submit a cover letter that lists the course you would like to instruct and a resume outlining your experience. Include:

- Documentation necessary to demonstrate that you meet the course-specific requirements;
- A link to a 30-minute teaching demonstration; and
- At least two references.

Submit your electronic application package to:

FEMA-EMI-InstructorApplication@fema.dhs.gov

What You Can Expect

- Instructor Selection Representative communication
- References checked
- Teaching demonstration reviewed
- 30-minute phone interview conducted
- Panel determination
- Decision within 60 days

Other Important Information

Administrative Requirements

Once you have been notified that you meet the selection standards, you will be required to complete the following administrative requirements:

- Submit to a background suitability investigation.
- Obtain a Data Universal Numbering System (DUNS) number at http://fedgov.dnb.com/webform.
- Register your DUNS number in the System for Award Management at www.sam.gov.

Contract instructors must perform well in all aspects of their responsibilities, including classroom instruction and administration.

For more information, please visit https://training.fema.gov/instructors/adminreqnotice.aspx