

Instructor Requirements & Application **HMRU – Hazardous Materials Technician**

Rutgers Center for Government Services and the New Jersey State Police Hazardous Materials Response Unit (NJSP HMRU) announces employment opportunities for NJSP HMRU approved instructors and apprentice (new) instructors for the following course:

Hazardous Materials Technician (06011)

Instructor Categories

Master Instructor – An individual who has over 10 years of experience in the hazardous material response field and over 10 years of experience in classroom instruction and/or skill station experience. The individual is capable of performing in a lead instructor/instructor role and supervising any areas of the training curriculum.

Lead Instructor – An individual who has 5-7 years of experience in the hazardous material response field and 5-7 years of experience in classroom instruction and/or skill station experience.

Instructor – An individual who has 3-5 years of experience in the hazardous material response field and 3-5 years of experience in classroom instructor and/or skill station experience. This category of instructor is utilized primarily in skill station exercises.

Apprentice Instructor – This is the entry level for instructor training. The individual has 2 years of experience in the hazardous material response field and 2 years of experience in classroom instruction with at least 40 hours of classroom and/or skill station experience.

Guest Instructor – This is an individual that has highly specific knowledge and/or experience in an area or topic addressing hazardous materials and related issues.

Applicant Evaluation

It is recommended that the individual delivering HMRU training programs demonstrate competency at least one level above the planned training program being delivered. For example, an instructor delivering a First Responder Awareness Program should be competent at the First Responder Operational level or above. Instructors of technician and incident commander level courses must be prepared to handle the increasingly technical and decision oriented content. Train the trainer programs provide the opportunity for instructors to become familiar with a program and instructional techniques associated with program delivery.

Applicants will be evaluated on the following:

- Job Knowledge – Demonstrated through knowledge of the content to be taught; knowledge of how the information, techniques, and principles apply to performing the job, understanding the difficulties and problems that arise on the job; and specific training or education in the subject matter being taught



- Job Experience – Demonstrated through actual work experience directly related to the subject matter and experience in hazardous materials response
- Training Knowledge – Demonstrated through the successful completion of an instructor training course that covers the principles of learning, methods and sequencing of instruction, methods of testing and evaluation, preparing performance objectives and lesson plans, and oral and written communication skills

Instructor Evaluation

The performance and effectiveness of selected instructors will be monitored through:

- Maintenance of required certifications associated with instructing the course
- Student course evaluations
- Evaluation by Rutgers, NJSP, and/or staff instructors at the conclusion of 40 hours of NJSP HMRU course instruction
- Periodic evaluations by Rutgers, NJSP, and/or staff instructors

Application Submission Instructions

Please submit résumé and all supporting documentation as detailed in the Instructor Application via one of the following:

Mail:

Hazardous Materials Response Training Program

Rutgers, The State University of New Jersey
Center for Government Services
303 George Street, Suite 604
New Brunswick, NJ 08901-2020

E-mail:

tf1@docs.rutgers.edu

Fax:

732-932-3586



Instructor Requirements & Application
NJSP HMRU – Hazardous Materials Technician

Name _____ Email _____

Please indicate the position(s) you are applying for:

Master Instructor Lead Instructor Instructor Apprentice Instructor Guest Instructor

Master Instructor, Lead Instructor, and Instructor Criteria:

If applying for Master Instructor, Lead Instructor, or Instructor position(s), the following criteria must be met:

- Must be presently working with an agency that is part of the emergency response community
- Must possess the appropriate years of experience as part of a Hazardous Materials Response Team as indicated within the instructor categories listed on page 1:
 - Master Instructor = Over 10 years
 - Lead Instructor = 5-7 years
 - Instructor = 3-5 years
- Must be a certified instructor (New Jersey Division of Fire Safety, New Jersey Office of Emergency Medical Services Emergency Medical Technician (EMT), New Jersey Office of Emergency Medical Services Advanced Life Support (ALS), National Fire Academy, United States Department of Homeland Security Master Trainer certification, New Jersey teacher certification, or approved equivalent)
- Must have a minimum of 40 hours of experience as an instructor in related training within the past two years
- Must have performed 40 hours as an Apprentice Instructor in the NJSP HMRU Hazardous Material Technician class at Middlesex County Fire Academy (For Master, Lead, and Instructor applicants after 2009)
- Must have a certificate of completion in NJSP HMRU or equivalent *Hazardous Materials Awareness* course
- Must have a certificate of completion in NJSP HMRU or equivalent *Hazardous Materials Operations* course
- Must have a certificate of completion in the NJSP HMRU 80-hour *Hazardous Materials Technician* course (06011) (No substitutes)
- Must have a certificate of completion in *ICS-100 Introduction to the Incident Command System*
- Must have a certificate of completion in *ICS-200 ICS for Single Resources and Initial Action Incidents*
- Must have a certificate of completion in *ICS-700 NIMS – An Introduction*



- Must have a certificate of completion in the NJSP HMRU *Hazardous Materials Technician Train the Trainer* course

Apprentice Instructor Criteria:

If applying for an Apprentice Instructor position, the following criteria must be met:

- Must be presently working with an agency that is part of the emergency response community
- Must possess the appropriate years of experience as part of a Hazardous Materials Response Team as indicated within the instructor categories listed on page 1:
Apprentice = At least 2 years
- Must be a certified instructor (New Jersey Division of Fire Safety, New Jersey Office of Emergency Medical Services Emergency Medical Technician (EMT), New Jersey Office of Emergency Medical Services Advanced Life Support (ALS), National Fire Academy, United States Department of Homeland Security Master Trainer certification, New Jersey teacher certification, or approved equivalent)
- Must have a minimum of 40 hours of experience as an instructor in related training within the past two years
- Must have a certificate of completion in NJSP HMRU or equivalent *Hazardous Materials Awareness* course
- Must have a certificate of completion in NJSP HMRU or equivalent *Hazardous Materials Operations* course
- Must have a certificate of completion in the NJSP HMRU 80-hour *Hazardous Materials Technician* course (06011) (No substitutes)
- Must have a certificate of completion in *ICS-100 Introduction to the Incident Command System*
- Must have a certificate of completion in *ICS-200 ICS for Single Resources and Initial Action Incidents*
- Must have a certificate of completion in *ICS-700 NIMS – An Introduction*

Guest Instructor Criteria:

If applying for a Guest Instructor position, the following criteria must be met:

- Must be presently working with an agency that is part of the emergency response community or related field
- Possess extensive knowledge in a specific field addressing hazardous materials response, mitigation, health and safety, industrial, and/or environmental areas
- Preferred and recommended to be a current certified instructor from an approved recognized agency
- Preferred and recommended to have classroom and hands-on practical teaching experience as an instructor involved in the delivery of course content in related training topics within the past two years



Master Instructor, Lead Instructor, and Instructor Proof of Qualifications:

Please submit the following documents with this application form:

- Affirmation by the applicant’s supervisor that the applicant is presently working with an agency that is part of the emergency response community (Attachment 1) or a copy of the applicant’s agency identification card
- Résumé describing experience and indicating the number of years associated with the applicant’s work in the hazardous material response field and the classroom instruction/skill station environment
- Instructor certificate issued by the New Jersey Division of Fire Safety, New Jersey Office of Emergency Medical Services Emergency Medical Technician (EMT), New Jersey Office of Emergency Medical Services Advanced Life Support (ALS), National Fire Academy, United States Department of Homeland Security Master Trainer certification, New Jersey teacher certification, or approved equivalent
- Affirmation of 40 hours of experience as an instructor in related training within the past two years (Attachment 2)
- Confirmation by the applicant and/or NJSP HMRU of having performed 40 hours as an Apprentice Instructor in the NJSP HMRU Hazardous Material Technician course (For Master, Lead, and Instructor applicants after 2009)
- NJSP HMRU or equivalent *Hazardous Materials Awareness* course certificate
- NJSP HMRU or equivalent *Hazardous Materials Operations* course certificate
- NJSP HMRU 80-hour *Hazardous Materials Technician* course certificate (no substitutes)
- ICS-100 Introduction to the Incident Command System* course certificate
- ICS-200 ICS for Single Resources and Initial Action Incidents* course certificate
- ICS-700 NIMS – An Introduction* course certificate
- NJSP HMRU *Hazardous Materials Technician Train the Trainer* course certificate
- Four professional references (Attachment 3)

Apprentice Instructor Proof of Qualifications:

Please submit the following documents with this application form:

- Affirmation by the applicant’s supervisor that the applicant is presently working with an agency that is part of the emergency response community (Attachment 1) or a copy of the applicant’s agency identification card
- Résumé describing experience and indicating the number of years associated with the applicant’s work in the hazardous material response field and the classroom instruction/skill station environment
- Instructor certificate issued by the New Jersey Division of Fire Safety, New Jersey Office of Emergency Medical Services Emergency Medical Technician (EMT), New Jersey Office of Emergency Medical Services Advanced Life Support (ALS), National Fire Academy,



United States Department of Homeland Security Master Trainer certification, New Jersey teacher certification, or approved equivalent

- Affirmation of 40 hours of experience as an instructor in related training within the past two years (Attachment 2)
- NJSP HMRU or equivalent *Hazardous Materials Awareness* course certificate
- NJSP HMRU or equivalent *Hazardous Materials Operations* course certificate
- NJSP HMRU 80-hour *Hazardous Materials Technician* course certificate (no substitutes)
- ICS-100 Introduction to the Incident Command System* course certificate
- ICS-200 ICS for Single Resources and Initial Action Incidents* course certificate
- ICS-700 NIMS – An Introduction* course certificate
- Four professional references (Attachment 3)

Guest Instructor Proof of Qualifications:

Please submit the following documents with this application form:

- Affirmation by the applicant’s supervisor that the applicant is presently working with an agency that is part of the emergency response community (Attachment 1) or a copy of the applicant’s agency identification card
- Résumé describing experience and indicating the number of years associated with the applicant’s work in the hazardous material response field and the classroom instruction/skill station environment
- Four professional references (Attachment 3)

In addition, it is encouraged that Guest Instructors possess and submit the following:

- Affirmation of 40 hours of experience as an instructor in related training within the past two years (Attachment 2)
- NJSP HMRU or equivalent *Hazardous Materials Awareness* course certificate (*encouraged*)
- NJSP HMRU or equivalent *Hazardous Materials Operations* course certificate (*encouraged*)
- NJSP HMRU or equivalent *Hazardous Materials Technician* course certificate (*encouraged*)
- Instructor certificate issued by the New Jersey Division of Fire Safety, New Jersey Office of Emergency Medical Services Emergency Medical Technician (EMT), New Jersey Office of Emergency Medical Services Advanced Life Support (ALS), National Fire Academy, United States Department of Homeland Security Master Trainer certification, New Jersey teacher certification, or approved equivalent (*encouraged*)



Attachment 1
Affirmation of Service with Emergency Response Agency

Applicants must demonstrate that they are presently working with an agency that is part of the emergency response community. Please have your supervisor complete this form and return it with your application materials.

Applicant Name _____

Applicant Title _____

Organization Served _____

Dates Served _____

Applicant Signature/Date _____

I certify that the applicant identified above is presently working with an agency that is part of the emergency response community.

Supervisor Name _____

Supervisor Title _____

Supervisor Organization _____

Supervisor Signature/Date _____

Supervisor Phone/E-mail _____



Attachment 2
Proof of 40 Hours of Experience in Instruction within the Past Two Years

Applicant Information

Name _____ E-mail _____

Phone (W) _____ Phone (M) _____ Phone (H) _____

Signature _____ Date _____

Course Information

1. Course Name

Dates _____ Location _____ Hrs. _____

Sponsoring Agency _____

2. Course Name

Dates _____ Location _____ Hrs. _____

Sponsoring Agency _____

3. Course Name

Dates _____ Location _____ Hrs. _____

Sponsoring Agency _____

4. Course Name

Dates _____ Location _____ Hrs. _____

Sponsoring Agency _____

5. Course Name

Dates _____ Location _____ Hrs. _____

Sponsoring Agency _____

Attachment 2
Proof of 40 Hours of Experience in Instruction within the Past Two Years

6. Course Name _____

Dates _____ Location _____ Hrs. _____
Sponsoring Agency _____

7. Course Name _____

Dates _____ Location _____ Hrs. _____
Sponsoring Agency _____

8. Course Name _____

Dates _____ Location _____ Hrs. _____
Sponsoring Agency _____

9. Course Name _____

Dates _____ Location _____ Hrs. _____
Sponsoring Agency _____

10. Course Name _____

Dates _____ Location _____ Hrs. _____
Sponsoring Agency _____

11. Course Name _____

Dates _____ Location _____ Hrs. _____
Sponsoring Agency _____

12. Course Name _____

Dates _____ Location _____ Hrs. _____
Sponsoring Agency _____

13. Course Name _____



Attachment 2
Proof of 40 Hours of Experience in Instruction within the Past Two Years

Dates _____ Location _____ Hrs. _____

Sponsoring Agency _____

14. Course Name

Dates _____ Location _____ Hrs. _____

Sponsoring Agency _____

8/10/12



Attachment 3
Professional References

Please provide the contact information for individuals who can provide details of your instructional experience.

Applicant Information

Name _____ E-mail _____
Phone (W) _____ Phone (M) _____ Phone (H) _____
Signature _____ Date _____

Reference #1

Name _____ Title _____
Organization/Company _____
How do you know this person? _____
How long have you known them? _____
Phone _____ E-mail _____

Reference #2

Name _____ Title _____
Organization/Company _____
How do you know this person? _____
How long have you known them? _____
Phone _____ E-mail _____

Reference #3

Name _____ Title _____
Organization/Company _____
How do you know this person? _____
How long have you known them? _____
Phone _____ E-mail _____

Reference #4

Name _____ Title _____
Organization/Company _____
How do you know this person? _____
How long have you known them? _____
Phone _____ E-mail _____

