

IX ADJUNCT INSTRUCTOR REQUIREMENTS

To become an Adjunct Instructor for DHSEM, an applicant must submit the following documentation to the DHSEM Training and Exercise Unit for approval:

- 1. Adjunct Packet Cover Sheet (see Attachment E)**
2. Resume/Curriculum Vitae
3. Letters
 - a) A letter of recommendation from the local emergency manager
 - b) A letter of support from the supervisor
4. Education/training
 - a) Copies of degrees
 - b) Copies of train-the-trainer certificates
 - c) Copies of certificates verifying specialized instructor training
5. Formal adult education training satisfied by one of the following
 - a) Bachelor's Degree in Adult Education/Instructional Design,
 - b) New Mexico Law Enforcement Academy 40-hour Instructor Development,
 - c) Center for Domestic Preparedness 40 hour Instructor Training Course,
 - d) National Fire Academy Instructional Methodology Course,
 - e) National Wildfire Coordinating Group's M-410 Facilitative Instructor Course,
 - f) Or equivalent instructional development course from an accredited institution

The DHSEM Training and Exercise Unit will confirm receipt of Adjunct Instructor packet within 72 hours of receipt. A letter of notification of either acceptance or denial will be sent within 2 weeks of receipt.

SUSTAINMENT PROCESS

Once an applicant has been approved as a DHSEM Adjunct Instructor, the expectations include:

- Teach a minimum of two courses per year (may be within or outside of the Adjunct Instructor's home location).
 - Per diem expenses for travel of non-EMPG funded personnel will be reimbursed by DHSEM.
 - Course preferences are subject to a first-come, first-serve basis that begins annually after the Training Calendar is published.
- Submission of new Train-the-Trainer course certificates
- Receive satisfactory evaluations from course participants and co-instructors.
- Seek opportunities to enhance, improve, and develop technical expertise.
- Notify in writing any change of status as an adjunct instructor.

When deficiencies are identified, the DHSEM Training and Exercise Unit will assist and encourage the instructor to remedy the problem, whenever possible. The State Training Officer will develop corrective actions with the instructor. If corrective actions are not implemented within a six-month period, the State Training Officer will recommend to DHSEM senior management the revocation of the Adjunct Instructor status. A letter of revocation will be sent within 2 weeks following the end of the corrective action period.