

**Instructor Requirements & Application**  
**HMRU – Confined Space Operations Course Instructor**

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:

**Confined Space Operations (06022)**

**Instructor Categories**

Master Instructor – An individual who has over 10 years of experience in the confined space entry/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 confined space entry/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 confined space entry/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 confined space entry/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 confined space entry/response and related issues.

**Applicant Evaluation**

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
- Prior attendance and completion of NJSP HMRU Confined Space Awareness (06047) and Confined Space Operations (06022) courses
- Job Experience – Demonstrated through actual work experience directly related to the subject matter and experience in confined space operational 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.

- Completion of an approved instructor training course

### **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 16 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:*

flagg@docs.rutgers.edu

*Fax:*

732-932-3586



**Instructor Requirements & Application**  
**NJSP HMRU – Confined Space Operations (06022)**

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 you applied and were approved for Master Instructor, Lead Instructor, or Instructor position(s), in the *Hazardous Materials Technician (06011)* course, you have met several of the requirements and do not need to submit the following proof of qualifications. All new Master, Lead, and Instructor applicants must meet the following criteria:

- Must be presently working with an agency or has served as part of an emergency response community or possess similar experience from private industry or other public service agencies in confined space operations.
- Must possess the appropriate years of experience as part of a Response Team or similar experience from private industry or public service agency 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 currently certified as an 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 (06007)
- Must have a certificate of completion in NJSP HMRU or equivalent *Hazardous Materials Operations* course (06009)
- 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*



All applicants interested in the Master Instructor, Lead Instructor, or Instructor position(s), must meet the following criteria. This includes instructors that have previously applied to instruct in the *Hazardous Materials Technician* course.

- Must have a certificate of completion in NJSP HMRU or equivalent *Confined Space Awareness (06047)* course.
- Must have a certificate of completion in NJSP HMRU or equivalent *Confined Space Operations (06022)* course.
- Must have a certificate of completion in the NJSP HMRU *Confined Space Awareness Train the Trainer (06048)* course.
- Must have a certificate of completion in the NJSP HMRU *Confined Space Operation Train the trainer (06023)* course.
- Must have performed 16 hours as an Apprentice Instructor in the NJSP HMRU Confined Space Operations course (06022) at Middlesex County Fire Academy.

**Apprentice Instructor Criteria:**

If you applied and were approved as an Apprentice Instructor in the *Hazardous Materials Technician (06011)* course, you have met several of the requirements and do not need to submit the following proof of qualifications. All new Apprentice Instructor applicants must meet the following criteria:

- Must be presently working with an agency or has served as part of an emergency response community or possess similar experience from private industry or other public service agencies in confined space operations.
- Must possess the appropriate years of experience as part of a Response Team or possess similar experience from private industry or other public service agencies as indicated within the instructor categories listed on page 1:  
Apprentice = At least 2 years
- Must be currently certified as an 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 *Hazardous Awareness (06007)* course or equivalent.
- Must have a certificate of completion in NJSP HMRU *Hazardous Materials Operations (06009)* course or equivalent.
- 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*

All applicants interested in the Apprentice Instructor position, must meet the following criteria. This includes instructors that have previously applied to instruct in the *Hazardous Materials Technician* course.



- Must have a certificate of completion in NJSP HMRU *Confined Space Awareness (06047)* course (No substitutions)
- Must have a certificate of completion in NJSP HMRU *Confined Space Operations (06022)* course. (No substitutions)

**Guest Instructor Criteria:**

If you applied and were approved as a Guest Instructor in the *Hazardous Materials Technician (06011)* course, you have met several of the requirements and do not need to submit the following proof of qualifications. All new Guest Instructor applicants must meet the following criteria:

- Must be presently working with an agency that is part of the emergency response community or has served as part of an emergency response community or possess similar experience from private industry or other public service agencies in confined space operations.
- 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. (See attachment 2)

All applicants interested in the Guest Instructor position, must meet the following criteria. This includes instructors that have previously applied to instruct in the *Hazardous Materials Technician* course.

- Possess extensive knowledge in a specific field addressing confined space response, health and safety, industrial, and/or environmental areas

**Proof of Qualifications**

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

Please submit the following documents with this application form if you are a new applicant who did not apply for Master, Lead, or Instructor positions in the *Hazardous Materials Technician (06011)* course:

- Affirmation by the applicant’s supervisor that the applicant is presently working with an agency that is part of the emergency response community (current ID card issued by the agency) or has served in such an agency or from private industry or from a public service agency as documented via the attached forms. (Attachment 1)
- Résumé describing experience and indicating the number of years associated with the applicant’s work in the confined space field and the classroom instruction/skill station environment.
- Copy of 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)
- Copy of NJSP HMRU *Hazardous Materials Awareness course (06007)* course certificate
- Copy of NJSP HMRU *Hazardous Materials Operations (06009)* course certificate
- Copy of *ICS-100 Introduction to the Incident Command System* course certificate
- Copy of *ICS-200 ICS for Single Resources and Initial Action Incidents* course certificate
- Copy of *ICS-700 NIMS – An Introduction* course certificate
- Four (4) professional references (Attachment 3)

**ALL** Master, Lead, and Instructor Applicants: Please submit the following documents if you are a new instructor applicant or if you have already applied and been approved to instruct in the *Hazardous Materials Technician (06011)* course:

- Copy of NJSP HMRU *Confined Space Awareness (06047)* course certificate (no substitutes)
- Copy of NJSP HMRU *Confined Space Operations (06022)* course certificate (no substitutes)
- Copy of NJSP HMRU *Confined Space Awareness Train the Trainer (06048)* course certificate (no substitutes)
- Copy of NJSP HMRU *Confined Space Operations Train the Trainer (06023)* course certificate (no substitutes)
- Confirmation by the applicant and/or NJSP HMRU of having performed 16 hours as an Apprentice Instructor in the NJSP HMRU Confined Space Operations course (for Master, Lead, and Instructor applicants after 2009)

**Apprentice Instructor Proof of Qualifications:**

Please submit the following documents with this application form if you are a new applicant who did not apply for an Apprentice Instructor position in the *Hazardous Materials Technician (06011)* course:

- Affirmation by the applicant’s supervisor that the applicant is presently working with an agency that is part of the emergency response community (current ID card issued by the agency) or has served in such an agency or from private industry or from a public service agency as documented via the attached forms. (Attachment 1)
- Résumé describing experience and indicating the number of years associated with the applicant’s work in the confined space field and the classroom instruction/skill station environment.
- Copy of 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)
- Copy of NJSP HMRU *Hazardous Materials Awareness (06007)* course certificate
- Copy of NJSP HMRU *Hazardous Materials Operations (06009)* course certificate
- Copy of *ICS-100 Introduction to the Incident Command System* course certificate





- Copy of *ICS-200 ICS for Single Resources and Initial Action Incidents* course certificate
- Copy of *ICS-700 NIMS – An Introduction* course certificate
- Four (4) professional references (Attachment 3)

**ALL** Apprentice Instructor Applicants: Please submit the following documents if you are a new instructor applicant or if you have already applied and been approved to instruct in the *Hazardous Materials Technician (06011)* course:

- Copy of NJSP HMRU *Confined Space Awareness (06047)* course certificate (no substitutes)
- Copy of NJSP HMRU *Confined Space Operations (06022)* course certificate (no substitutes)

**Guest Instructor Proof of Qualifications:**

Please submit the following documents with this application form if you are a new applicant who did not apply for a Guest Instructor position in the *Hazardous Materials Technician (06011)* course:

- Affirmation by the applicant’s supervisor that the applicant is presently working with an agency that is part of the emergency response community (current ID card issued by the agency) or has served in such an agency or from private industry or from a public service agency as documented via the attached forms.(Attachment 1)
- 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*)
- Affirmation of 40 hours of experience as an instructor in related training within the past two years (Attachment 2)
- Résumé describing experience and indicating the number of years associated with the applicant’s work in the response field and the classroom instruction/skill station environment
- Four (4) professional references (Attachment 3)

**ALL** Guest Instructor Applicants: Please submit any supplemental documentation indicating extensive knowledge in a specific field addressing confined space response, health and safety, industrial, and/or environmental areas.



**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 \_\_\_\_\_

6. Course Name \_\_\_\_\_

Dates \_\_\_\_\_ Location \_\_\_\_\_ Hrs. \_\_\_\_\_

Sponsoring Agency \_\_\_\_\_



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

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 \_\_\_\_\_  
Dates \_\_\_\_\_ Location \_\_\_\_\_ Hrs. \_\_\_\_\_  
Sponsoring Agency \_\_\_\_\_
14. Course Name \_\_\_\_\_  
Dates \_\_\_\_\_ Location \_\_\_\_\_ Hrs. \_\_\_\_\_  
Sponsoring Agency \_\_\_\_\_



**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 \_\_\_\_\_

