

## INSTRUCTIONS FOR COURSE/INSTRUCTOR LEVEL UPGRADE

The following instructions are to help you in adding a course to your list of accredited courses; or, to upgrade your instructor level to the next higher level. Complete either the Course Upgrade OR Level Upgrade.

**DO NOT COMPLETE BOTH**

### **Course Upgrade:**

List the course and course code that you wish to add to your accredited list. Some courses have train-the-trainers and you are required to attend the T-t-T prior to having the course added to your list. Attach copies of certificates and/or transcripts to document training, education, and experience that indicates you are capable to instruct the course you are requesting.

Send this application and documentation to:

Pa State Fire Academy  
1150 Riverside Drive  
Lewistown, Pa 17044-1979

***Use a separate Upgrade application for each course addition you are requesting***  
***For NIMS courses attach Instructor Criteria Check sheet***

### **Instructor Level Upgrade:**

Indicate your current instructor level and the level to which you are requesting to be upgraded. Then check-off the requirements you have met for the level you are requesting upgrade.

Provide documentation to verify that you have met the requirements. Include copies of certificates or accreditation lists of courses eligible to teach. Provide evidence of state training you have conducted including course titles, hours, and dates. Provide copies of certification required.

Emeritus - shall complete four hours of CPE and eight hours of instruction annually.

Emeritus-Retired - no longer instruct and will be removed from the active instructors list.

Mail application and documentation to the:

Pa State Fire Academy  
1150 Riverside Drive  
Lewistown, Pa 17044-1979

If you have any questions, call the State Fire Academy, Monday through Friday, 8 a.m. to 4 p.m. at (717) 248-1115 or 1-800-459-4096.



**PA State Fire Academy**  
**INSTRUCTOR UPGRADE REQUEST**  
 (Please Type or Print)



LAST NAME	FIRST NAME	MI	FEMA Student Identification #
ADDRESS: (street)			
TOWN	STATE	ZIP	COUNTY
EMAIL			
HOME PHONE	WORK PHONE	CELLPHONE	

**CHANGE OF ADDRESS - PHONE - EMAIL**   
*Circle appropriate*

**COURSE UPGRADE:** (Course requesting to be accredited to teach:)

Course Name \_\_\_\_\_ Course Code \_\_\_\_\_

Train-the-Trainer for course (if available) attended. Date \_\_\_\_\_

Attach documentation of training, education, experience, and other qualifications that indicate you are capable to instruct the course you are requesting.

**LEVEL UPGRADE:**

**Current** Instructor Level: \_\_\_Agency \_\_\_PEMA \_\_\_ Non Suppression \_\_\_Suppression

Upgrade Requested: \_\_\_ Non Suppression \_\_\_ Suppression \_\_\_ Emeritus \_\_\_ Emeritus Retired

**Suppression:**

\_\_\_ Suppression Instructor Development ZFID (attach certificate)

**Emeritus / Emeritus Retired**

\_\_\_ 25 years service at any level or combination

\_\_\_ Date started \_\_\_\_\_

\_\_\_ Field Education Specialist recommendation

**Approved by Field Education Specialist** \_\_\_\_\_

**Date:** \_\_\_\_\_