



**PA State Fire Academy  
LOCAL LEVEL INSTRUCTOR APPLICATION**  
For Application Period October 1 – December 15, 2023



**LOCAL LEVEL INSTRUCTOR APPLICATION PAGE INSTRUCTIONS**

**INSTRUCTIONS**

Thank you for expressing an interest in becoming a Pennsylvania Fire Service Local-Level Instructor. Please refer to the document entitled [Pennsylvania State Fire Academy Instructor Policy](#). This policy sets the requirements to become a local-level instructor, details the instructor classification and credential maintenance requirements, and defines the instructor Code of Professionalism.

Carefully follow all instructions and complete the application in its entirety. **All requirements** for the level you are applying **MUST** be completed **PRIOR** to making application.

**Applications and application packages NOT complete or submitted incorrectly will be rejected. You must then re-apply during the next Instructor Application Period which opens annually in October.**

**Application Process**

1. All applications to become a Local Level Instructor will be made on PA State Fire Academy (PSFA) form.
2. All prerequisites required by this directive **must be fully completed** and complied with before an application is submitted.
3. All applications must be complete with all documentation attached or the application will be rejected and returned.
4. Applications will **ONLY** be accepted from October 1 to December 15. Applications **must** be mailed to the following address and be received at the **PSFA by close of business on December 15, 2023.**

Pa State Fire Academy  
ATTN: Instructor Review Committee  
1150 Riverside Drive  
Lewistown, PA 17044

5. The application review process will be completed by April 1, 2024 Applicants shall be notified of the results **during** the month of **May 2024.**
6. Applicants dissatisfied with their application determination may appeal to the Instructor Review Committee. Any such appeal shall be received in writing at the PSFA within 30 days of the date of their notification. The appeal shall fully describe the reasons for the appeal.



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**PAGE 1:**

Complete the top half of the page only.

- Line 1: Provide your full name and FEMA Student Identification Number.
- Line 2: Indicate the county of your primary/permanent residence.
- Line 3: Provide your home addresses.
- Line 4: Provide your home and cell telephone and your email address.
- Line 5: Provide your date of birth, height, weight, and US Citizen status.  
*(Applicants must be 26 years of age by May 1, 2024)*
- Line 6: Indicate if there is any reason that you physically could not perform the competencies of a course and duties as a Local Level Instructor.
- Line 7: Indicate the Instructor Level for which you are applying.
- Line 8: Indicate the course(s) you wish to be accredited to instruct from the current Designated Course List

**Page 2:**

**General Requirements:**

- Line 1: Indicate your age (*applicants must be 26 years of age by May 1, 2024*) and years of experience since age 18.
- Line 2: Adult Education Methodology program completion.
- Line 3: List all criminal convictions, except for summary offenses, convictions which have been sealed, annulled, or expunged, or convictions which have been pardoned.
- Line 4: References: List three (3) people who can attest to your capabilities in the emergency services and training. **One** of the references **must** be from a Pennsylvania State Fire Academy Instructor (Resident, Adjunct, or Local Level). ***Have each of your references write their letter and place it in a sealed envelope before they give it to you. Enclose those sealed envelopes with your application.*** Only sealed reference letters will be acceptable.

**Education:** Indicate if you are a high school graduate or have received a General Education Diploma (GED) or greater. List post-secondary schools attended, the curriculum you studied and degree if any.

**Employment Record:**

List your **current** employer, job responsibilities and the date you started. Then list your immediate past employer.



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**Page 3:**

**Fire Service Experience:**

Complete this section by listing all fire, rescue, and EMS organizations in which you are active. Indicate your current rank and all past offices you have held. The last question asks if you have been expelled or suspended by an emergency service organization. If yes, list the reason for, and the term of expulsion or suspension.

Application must be SIGNED and DATED.

**Page 4:**

**Documentation:**

This is an **important** part of your application. The certificate copies you provide will verify the information in your application. Therefore, it should be as complete as possible. The documentation listed is the **minimum required**. Additional documentation should be used to strengthen your application. Be sure to provide *copies* of the documentation required each section.

Prepare a resume which indicates **ALL** fire, rescue, and/or emergency medical training you have completed. Include military and college level training accomplished during your time as an emergency service responder. If you are seeking instructorship in a specialized area, be sure to include copies of certificates/certifications for those specialty areas.

**Assembling the Instructor Application Package:**

The entire application shall be placed in an expandable folder, **not a 3-ring binder or equivalent. NOTE (Do not use protective covers, binder/paper clips or staples.)** It shall be assembled in the following order:

- Instructor Application (4 pages total)
- Required documentation (**placed in the order as indicated on page 4** of the application, 1-9 for Agency, 1-12 for Non-Suppression or 1-10 for Suppression)
- Resume of Training & Education
- Additional Documentation of Training & Education (grouped in topic areas, i.e., HazMat, Rescue, etc.)



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ACCEPTABLE FOR MEETING THE EDUCATIONAL METHODOLOGY TRAINING  
REQUIREMENT:

- Documented successful completion of any **one** of the following courses:
  - PA State Fire Academy Course Educational Methodology for Local Level Instructors (EMLL). (Only in person delivery accepted currently)
  - PA Department of Conservation and Natural Resources Instructor Trainer Course (30 hours – Sir Stanford Fleming College).
  - National Fire Academy Resident Course R – 114 Fire Service Course Design or its predecessor Fire Service Instructional Methodology.
  - A formal post-secondary collegiate-level course in adult education methodology awarding at least 1 college credit.
  - A formal course of instruction in adult educational methodology and instructing adults of at least 30 hours duration conducted by another state's fire training system, the military services, state/federal agency, or other organization (i.e., PSP Instructor Development, DOC TST, MOPETC-General Instructor, WMD Instructor Training-COBRA)

**OR**

- Certification course certificate (not challenge examination or virtual delivery) as a Fire Instructor I & II by an entity accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

**OR**

- Certification as public-school teacher by the Pennsylvania Department of Education; secondary or post-secondary certification preferred.

**OR**

- Certification as an EMT Instructor by the Pennsylvania Department of Health.

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ACCEPTABLE EQUIVALENCIES IN LIEU OF COMPLETING State Fire Academy  
RESIDENT COURSES Engine Company Operations in Residential Structures  
(ZSFB) and Fire Operations at Large Structures (ZSFA):

Documented successful completion of any **one** of the following:

- Completion of a recruit level formal course of instruction of not less than 150 hours in length (with emphasis on structural fire fighting) required as a condition of employment in a career fire department.
- Completion of the Department of Defense/US Air Force Fire Protection Specialist Technical Training Course at Goodfellow Air Force Base, Texas or (formerly) Chanute Air Force Base, Illinois.



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**All applicants must include a Criminal Record Check and Child Abuse History Clearance dated within 1 year of application receipt.**

**Criminal History Check –**

Use the following site to obtain criminal history check:

- 1) Web site: <https://epatch.state.pa.us/>

**PA Child Abuse History Clearance -**

Call 1-877-343-0494 to request form and instructions **OR** go to:  
<https://www.compass.state.pa.us/CWIS/Public/Home>

For “Purpose of Clearance” check the “**INDIVIDUAL**” box.

After you have completed the assembly of your application package, including all documentation, copy everything for your records. Mail your application to:

PA State Fire Academy  
 ATTN: Instructor Candidate Review Committee  
 1150 Riverside Drive  
 Lewistown, PA 17044

**An incomplete or improperly assembled application will not be processed or returned. All requirements for the level of instructor you are applying must be met **PRIOR** to making application.**

If you have any questions, contact the State Fire Academy, Monday through Friday, 8:00 AM to 4:00 PM..