



Pennsylvania State Fire Academy **Application for Act 46 Course Completion Equivalency**

Pursuant to the provisions of Act 46 of 1992, I hereby request to be issued an equivalency certificate for the Pennsylvania State Fire Academy course I have listed below, based on out-of-state training I have successfully completed: (Please type or print LEGIBLY) **See reverse side for instructions on completing this application.**

Name _____ Last 4 digits of Social Security # _____

Address _____
Street City State Zip

Telephone (Daytime) _____ County of residence _____

Pennsylvania course title requested (1 per application) _____

OUT-OF-STATE COURSE INFORMATION

Name of course _____

Course length (hours) _____ Date course completed _____

Where was course taken ? _____
Name of facility

Address City State Zip

Who was the accrediting authority? (state, county, department, etc.) _____

Was a test required? (Check all that apply) Written ___ Practical ___ None ___

Signature _____ Date _____

My signature attests that all information is true and correct and that I am a Pennsylvania resident as of the date indicated.

You must include a copy of the course certificate, card, etc. and copy of a course syllabus or outline showing course structure and contents; which must include the **COURSE EDUCATIONAL OBJECTIVES**. If this information is not provided, your application will not be processed.

Return this application and supporting documentation to: Assistant Fire Academy Administrator, PA State Fire Academy, 1150 Riverside Dr. Lewistown, PA. 17044-1979. Allow at least 4 weeks for a response.

See reverse side for instructions on completing this form.

Instructions for completion of the Application for Act 46 Course Completion Equivalency
PLEASE SAVE YOURSELF TIME AND READ CAREFULLY BEFORE SUBMITTING.

1. This form is to be used to apply for and be issued a State Fire Academy *Certificate of Training* for a Pennsylvania State Fire Academy course for which the learning objectives have been met by completion of formal training courses conducted by another jurisdiction outside of Pennsylvania. This form is for training courses only, not certification.
2. Reciprocal *certification* under the Pennsylvania Voluntary Fire Service Certification System requires the use of a different form, a *Certification Reciprocity Application* which is available from the Academy website under the Certification link. In this case, the applicant must hold a national certification from another National Board on Fire Service Professional Qualifications (Pro-Board) and/or International Fire Service Accreditation Congress (IFSAC) accredited entity. *Training and certification are two different and separate programs in Pennsylvania.*
3. The form must be completed, using correct course names. Incomplete applications will not be processed. For detailed information on a specific course, review the Academy website for the “*Minimum Standards for Accreditation*” (MSA) for the course you think is equivalent. One form must be completed for each course requested.
4. You must provide copies of ALL OF THE following information on the out-of-state course that you are submitting:
 - a. Your course completion certificate;
 - b. Course outline, including course title, total course time, topical lessons, and the time breakdown of the course on a per-lesson basis.
 - c. Course objectives (sometimes referred to as Learning Objectives or Learning Outcomes) for the course. Objectives are *specific, detailed* explanations of what you knew or were able to do after completing each lesson or the course. They include a *condition* (“After completing this lesson, and given a 15 foot section of ½ inch rope...”), an *audience* (“the student...”), a *behavior* (“shall demonstrate tying a bowline knot...”) and a *degree* (“to the satisfaction of the instructor.”) If these are not included in the student material you received during your course, the jurisdiction that conducted the course should be able to provide them.
 - d. All of this information is needed to verify that the out-of-state course is indeed substantially equivalent to its Pennsylvania counterpart. If this information is not provided, your application will not be processed.
4. Criteria for approval of an out-of-state course as equivalent:
 - a. The total number of student contact hours must be substantially (no more than 10% less) the same as its Pennsylvania counterpart; and
 - b. The time spent on each subject area must be substantially (no more than 25% less) the same as the time spent on the same subject area in its Pennsylvania equivalent; and
 - c. The course objectives must be a substantial match (in learning outcomes) to its Pennsylvania equivalent.
5. State Fire Academy *Certificate of Training* will be issued for the Pennsylvania course if all three of the criteria in # 4 are met. If rejected, an applicant may reapply after correcting the identified deficiencies.

You may contact the PA State Fire Academy Assistant Administrator at (717) 247-3740, or in PA 1-800-459-4096 with any questions. State Fire Academy website – www.osfc.state.pa.us