



ALTERNATIVE ENERGY EMERGENCY RESPONSE STUDENT ENROLLMENT APPLICATION

Course Code _____ Course Name _____ Course Location _____ Date of Course _____

Last Name _____ First Name _____ M.I. _____

FEMA SID # _____ Date of Birth _____ Age _____

Street _____ City _____ State _____ Zip _____

Telephone (including Area Code): Day _____ Evening: _____

Email address _____ County _____

Name of Emergency Service or Municipal Affiliation _____ Municipality _____

Paid (Career) _____ Volunteer _____ Agency/Organization _____

Pre-Requisite _____ Date Completed _____

REQUEST FOR ENROLLMENT: (To be signed by the applicant)

I hereby verify the information submitted on this student application form is correct and request that I be enrolled in the above course. I agree to report at the time and place scheduled and will notify the PA State Fire Academy if I am unable to attend.

If correct, acknowledge by checking the box below and typing your name, which will serve as your digital signature. Save the form and forward in an email to your Authorized Officer to complete the verification and authorization below.

Applicant _____ Date _____

VERIFICATION AND AUTHORIZATION

(To be authorized by the chief operational officer, training officer, or other official of the applicant's organization)

My authorization below attests that the applicant is a bona-fide member of the above organization; is attending the requested course as a representative of that organization; is covered by this organization's worker's compensation insurance while attending.

Please verify the information submitted by the student on this application form. If correct, acknowledge by checking the box and typing your name below, which will serve as your digital signature. Once completed, click on the "Submit to PSFA" button and send email.

Officer _____ Title _____

Email Address _____ Date _____

No late or faxed enrollments will be accepted

Applications must be received at the PSFA no later than three (3) weeks before the class start date.

Should you have any questions, please contact Lou Ann May at 717-247-3753 or via email at lomay@pa.gov.



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1st Section: Enter the Course Code and Course Name from the Drop Down box. Enter the Course Location and Date of Course.

2nd Section: All items must be filled in on the form. If you do not have a telephone you can leave that blank. The form cannot be saved if these items are not filled-in. You must select the proper box in regards to being paid (career) or volunteer for the emergency service you represent. For the Agency/Organization, please select from the drop down box.

FEMA SID #: All applicants must have a Federal Emergency Management Agency Student Identification Number (FEMA SID#) for completion of this application in order to apply for a Pennsylvania State Fire Academy (PSFA) course. The FEMA SID# is a unique number generated and assigned to anyone who needs or is required to take training provided by a FEMA organization and all of their training providers. This number serves as your personal identification number instead of your Social Security Number (SSN). The PSFA is using this unique identifier for record keeping purposes only. To obtain a FEMA SID#:

Step 1: To register, go to <https://cdp.dhs.gov/femasid>

Step 2: Click on the "Need a FEMA SID" box on the right side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number.

3rd Section: Type your full legal name behind Applicant. By checking the box in front of Applicant you acknowledge that this is your digital signature. Forward the application to your Authorized Officer to complete the verification and authorization below.

4th Section: The Authorized Officer of your organization will need to complete this section. Type your full legal name at Applicant. By checking the box in front of Applicant you acknowledge that this is your digital signature. Provide your email address and date the section. Once completed, click on the "Submit to PSFA" button to send the application to PSFA, email the completed form to ra-emaer@pa.gov, or send by US Mail to: PA State Fire Academy, 1150 Riverside Drive, Lewistown, PA 17044 ATTN: Lou Ann May.

Registration Procedures: All applications MUST be e-mailed or mailed (NO FAXES). The PSFA does not discriminate upon anyone by reason of age, race, sex, color, religious belief, sexual orientation, national origin or disability. Student selection will be based on the date the completed application and required prerequisite documentation is received at the Academy. All applicants will receive an e-mail or letter in the mail notifying them of their status. If a sufficient number of acceptable applications are not received three (3) weeks prior to the class "start date," the class will be cancelled and all applicants will be notified of the class cancellation.

If a class becomes full, the applicant will automatically be placed on the wait list for the class. If another student, already registered for the class, notifies the Academy that they cannot attend the first person on the waiting list will be given the chance to attend the class.

Student Cancellation / No Show Policy: Space in all PSFA classes is limited. Sometimes there are waiting lists of applicants for the classes. Therefore, any student already accepted into a class that needs to cancel their enrollment, MUST do so three (3) business days (Monday through Friday) prior to the class start date. All student cancellations must be in writing (letter/memo or email) explaining why they need to cancel their enrollment. This written documentation must be from the student or an authorized official from the representing organization ONLY. A student with an emergency may cancel via telephone (1-800-459-4096); however, a follow-up letter/memo or email **must** still be submitted to the Academy within a two (2) week period of the telephone cancellation. Emergency is defined as a sudden or unexpected situation such as sickness or death. Failure to follow the Student Cancellation policy will result in a "No Show" status for the student.

No Show Policy: Any student already accepted into a AEER class and then failing to attend without notification or failing to comply with the Student Cancellation policy will not be eligible to enroll in any other Academy class for a period of one (1) year. If this occurs as a group from a single fire department or other organization, that department or organization will be likewise penalized.