



PA State Fire Academy
LOCAL LEVEL INSTRUCTOR APPLICATION
For Application Period October – December 2016



INSTRUCTIONS

Thank you for expressing an interest in becoming a Pennsylvania Fire Service Local-Level Instructor. Please refer to Directive 2001-01 Revised 8/7/2015 entitled [Pennsylvania State Fire Academy Instructor Classification System and Code of Professionalism](#). This Directive 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 and returned. You must then re-apply during the next Instructor Application Period which opens in October 2017.

Application Process

1. All applications to become a Local Level Instructor will be made on PA State Fire Academy (PSFA) forms.
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 31. Applications **must** be mailed to the following address and be received at the PSFA by close of business on December 31, 2016.

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, 2017 Applicants shall be notified of the results **during** the month of **May 2017**.
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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LOCAL LEVEL INSTRUCTOR APPLICATION PAGE INSTRUCTIONS

PAGE 1:

Complete the top half of the page only.

- Line 1: Provide your full name and FEMA Student Identification Number.
Line 2: Indicate where you would like your mail addressed.
Line 3: Indicate the county of your primary/permanent residence.
Line 4 & 5: Provide your home and business (if applicable) addresses.
Line 7: Provide your home and business telephone and your email address.
Line 8: Provide your date of birth, height, weight, and US Citizen status.
(applicants must be 26 years of age by May 1, 2017)
Line 12: 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 13: Indicate the Instructor Level for which you are applying.
Line 14: Indicate the course(s) you wish to be accredited to instruct per Section IV.C.7 in the Pennsylvania State Fire Academy Instructor Classification System and Code of Professionalism. .

Page 2:

General Requirements:

- Line 1: Indicate your age (*applicants must be 26 years of age by May 1, 2017*) and years of experience since age 18.
Line 2: Have you completed an Adult Education Methodology program.
Line 3: List any convictions of a Crime – Misdemeanor 2 or higher?
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 then 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.

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 for those specialty areas. Applications **must** be signed and dated.

Assembling the Instructor Application Package:

The entire application shall be placed in an expandable folder **not a 3-ring binder or equivalent (do not place in protective covers)**. It must be neat and professional in appearance. It shall be assembled in the following order:

- Instructor Application (4 pages)
- Required documentation (**placed in the order as indicated on page 4** of the application, 1-9 for Agency or PEMA, 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).
 - 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) as a Fire Instructor 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.

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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Criminal Record Check - Act 34

All applicants must include a Criminal Record Check no older than 1 year of application. Use the following directions to obtain Record Check:

1) Applicant must secure Form SP-164 from the Pennsylvania State Police Barracks or from the Pennsylvania State Police web site: <https://epatch.state.pa.us>

Child Abuse History Clearance – Act 151 - Call 717 783-6211 to request form and instructions **OR** go to: <http://www.dpw.state.pa.us> click History Clearance Form (CY-113). Complete Part 1 only (be sure to sign and date). College roommates are NOT considered household members. Previous Street address(s) are not required if unknown. The form must be mailed and not available to be processed via internet. A three (3) week lead time is typical for the clearance. For “Purpose of Clearance” check the “**SCHOOL**” 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 accepted. 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 at (717) 248-1115 or 1-800-459-4096.