



OFFICE OF THE STATE FIRE COMMISSIONER
 PENNSYLVANIA STATE FIRE ACADEMY
 1150 Riverside Drive, Lewistown, PA 17044
 1-800-459-4096 www.osfc.pa.gov



ALTERNATIVE ENERGY EMERGENCY RESPONSE (AEER) Application

Last Name: _____ First Name: _____ M.I.: _____

Date of Birth: _____ FEMA SID#: _____
 (see details on back/page 2 to obtain a SID#)

Street Address: _____ County: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Daytime Phone #_(____)_____ Other Phone #_(____)_____

COURSE DATA

AEER Course Code/Title: _____

Course Date(s): _____ Course Location: _____

Prerequisite (Attach to Application if required): _____

MEMBERSHIP DATA

Fire Department/Employer/
 Organization Affiliation: _____

Members rank/title: _____ Status in organization(check one): Paid (career) Volunteer

Is Organization located in Pennsylvania: Yes No If Yes, What County: _____
 If No, What State: _____

This organization is: (check one)
PUBLIC SECTOR: Municipal Fire Municipal EMS Municipal Police Municipal Gov't
County Gov't State Gov't Haz-Mat Team Member PA National Guard District of Authority
Other Public Sector (describe) _____

PRIVATE SECTOR: Industrial Gas Industry Other Private(describe) _____

FEDERAL AGENCY: (includes military other than PA National Guard)

Request for Enrollment

I hereby request that I be enrolled in the course specified on this application. I have read and understand all procedures and policies on the back/2nd page and as part of this application. Upon acceptance I will report for the identified course on the specified dates with the required equipment as listed in the acceptance letter as an active member of the organization listed under "Membership Data" in which I have either the organization or individual health coverage. I will notify the Academy of any changes regarding the completed information on this application.

 Applicants Signature Date

Fire Dept./Employer/Organization Authorization

I hereby certify that the applicant listed above will attend (if accepted) as a bona-fide member or employee representing the organization listed under "Membership Data". I have read and understand all of the procedures and policies listed on the back/2nd page and as part of this application.

 Signature (Organization Official) Date Organization Name

 Print Name and Title

 Contact Phone: _____

 Contact Email: _____ Address of Organization

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.

Registration Procedures: All applications MUST be e-mailed or mailed (NO FAXES) to:

Attn: Terri Brooks
PA State Fire Academy
1150 Riverside Drive
Lewistown, PA 17044 or tebrooks@pa.gov

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 a letter in the mail or an email notifying them of their status. If a sufficient number of acceptable applications are not received two (2) to 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.

Both the student and the students’ superior must sign the application in order to attest that the applicant:

- a. is attending as a representative of that organization and currently has either the organization or individual health coverage.
- b. is qualified to participate in the class listed on the application and has attached the required prerequisite(s) (if required).
- c. will attend with the proper equipment/protective clothing (if required) for the class listed on the application. Note: If any equipment is needed, it will be listed in the applicants’ acceptance email.

Prerequisite Policy: If a course requires a prerequisite(s), a copy of the certificate(s) or proof of prerequisite(s) MUST be attached to the application; otherwise, the application will be returned which could delay the status of your application per the registration procedures.

Student Cancellation/No Show Policy: Space in all PA State Fire Academy Resident classes is limited. There is usually a waiting list of applicants for each class. Therefore, any student already accepted into a resident 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 (1800-459-4096); 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 resident 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 resident 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.