



Pennsylvania State Fire Academy

1150 Riverside Drive, Lewistown PA 17044

www.osfc.pa.gov

Act 46 Course Completion Equivalency Application

Name _____ Last 4 digits of Social Security # _____

Address _____
Street City State Zip

Telephone (Daytime) _____ County of residence _____

Email: _____

Pennsylvania course title requested (1 per application) Refer to #3 on page 2 of this application

OUT-OF-STATE COURSE INFORMATION Please refer to # 4 on page 2 of this application

Name of course _____

Course length (hours) _____ Date course completed _____

Location of Course _____

Address City State Zip

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

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

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 based on out-of-state training I have successfully completed.

Disclosure of your social security number is required. Your social security number is being solicited pursuant to Pennsylvania Crimes Code 18 Pa C.S. 4904 and Act 168 of 2006 amended Title 18 [Crimes and Offenses] of the Pennsylvania Consolidated Statutes, Section 2, subsection (h) (1). The Office of the State Fire Commissioner/ Pennsylvania State Fire Academy only collects these numbers for tracking, processing of certifications and verification. Information is only shared where required to do so for and is not sold, bartered, rented or otherwise distributed.

By signing and dating of this document I certify that the information contained in this application and any attachments is accurate and complete to the best of my knowledge and submitted as true, correct and in accordance with Pennsylvania Crimes Code 18 Pa C.S. 4904, relating to unsworn falsifications to authorities.

Signature of Candidate

Date

Refer to page 2 of this application for instructions on completing the process.

Please Read Carefully before submitting. Incomplete applications will not be processed.

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. Reciprocity for *National certification* **requires the use of a different form**. The *Certification Reciprocity Application* is for those who hold a national (Pro-Board and/or IFSAC) certification from another entity accredited by the Pro-Board and/or IFSAC. This application is available on the website under the Certification link. *Training and certification are two different and separate programs in Pennsylvania.*
3. The form must be completed, using correct course names. 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. ****Required for application to be processed.**
4. You must provide copies of ALL OF THE following information on the out-of-state course that you are submitting: ****Required for application to be processed.**
 - a. Your course completion certificate;
 - b. Course Syllabus or outline showing course structure and content, including course title, total course time, topical lessons, and the time breakdown of the course on a per-lesson basis.
 - c. Course Educational 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 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.
 - e. Use the provided template to complete the crosswalk of out of state course to PA course you are requesting.
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.

Submit completed application and supporting documentation to:

PA State Fire Academy

Attention: Act 46 Review

1150 Riverside Dr.

Lewistown, PA. 17044-1979.

Please allow 4-8 weeks for a response

