

Medical Examination to Determine fitness for Firefighting Training: We **strongly recommend** all persons attending any class involving outside exercises to submit a “Medical Examination to Determine Fitness for Firefighting Training” with their resident application. This form can be found in our schedule or on our website at www.osfc.state.pa.us. Although this is not mandatory, we recommend this based on NFPA 1582 - Standard on Comprehensive Occupational Medical Program for Fire Departments, 2007 Edition.

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: Resident course applications will be accepted on the dates as stated in the resident schedule. All applications MUST be mailed or scan/email (No Faxes) to: Attn: Terri Brooks, PA State Fire Academy, 1150 Riverside Drive, Lewistown, PA 17044 or tebrooks@pa.gov.

The PA State Fire Academy 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) weeks prior to the class “start date”, the class will be cancelled and all applicants will be notified of the class cancellation.

Enrollment in Academy courses is open to any member of an emergency service organization who is 18 years of age or older or a duly registered fire fighter apprentice youth. The student’s chief or other superior officer 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).
- c. will attend with the proper equipment/protective clothing required for the class listed on the application.

Applicants applying for a class that is offered multiple times throughout the year may pick class dates with 1st, 2nd and 3rd choices. If the 1st and/or 2nd choice(s) is full, the applicant will automatically be placed on the wait list for full class dates and accepted for any open class dates unless the applicant specifies differently.

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. Prerequisite information can be found in our course catalogue or on our website (www.osfc.state.pa.us).

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.