

## **INSTRUCTIONS FOR COURSE/INSTRUCTOR LEVEL UPGRADE**

The following instructions are to help you in adding a course to your list of accredited courses; or, to upgrade your instructor level to the next higher level. Complete either the Course Upgrade or Level Upgrade. **DO NOT COMPLETE BOTH.**

### **Course Upgrade:**

List the course and course code that you wish to add to your accredited list. Some courses have train-the-trainers and you are required to attend the T-t-T prior to having the course added to your list. Attach copies of certificates and/or transcripts to document training, education, and experience that indicates you are capable to instruct the course you are requesting.

Send this application and documentation to:

Pa State Fire Academy  
1150 Riverside Drive  
Lewistown, Pa 17044-1979

<b>Use a separate application for each course addition you are requesting.</b>
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### **Instructor Level Upgrade:**

Indicate your current instructor level and the level to which you are requesting to be upgraded. Then check-off the requirements you have met for the level you are requesting upgrade.

Provide documentation to verify that you have met the requirements. Include copies of certificates or accreditation lists of courses eligible to teach. Provide evidence of state training you have conducted including course titles, hours, and dates. Provide copies of certification required.

Mail application and documentation to the:

Pa State Fire Academy  
1150 Riverside Drive  
Lewistown, Pa 17044-1979

If you have any questions, call the State Fire Academy, Monday through Friday, 8 a.m. to 4 p.m. at (717) 248-1115 or 1-800-459-4096.

