



Course Instruction Request (CIR)

(fillable form)

Date of Request:

Requesting Entity:

Type of Entity:

Contact Name:

E-mail Address:

Phone Number:

Type Course:

Other (please specify):

**1. Course Information**

Course Code & Title:

Course Hours:

Brief Course Description:

Instruction Address:

Primary Date Range:

to

Secondary Date Range:

to

Yes No NA

1. Has an EHP been submitted for this course/event?
2. Does this course/event only involve classroom training and does not involve any hazardous activities, hazardous materials, toxic waste, or other controlled substances or materials?
3. Is this event Law Enforcement sensitive, or should not be publicly advertised by PEMA?
4. Is this course included on the PEMA Training and Exercise Plan (TEP)?
5. Do you agree to obtain PEMA's approval of instructors or course providers? (Example would include: "G" courses paid for with local or third party providers paid for with Task Force funds.)
6. Is your facility ADA compliant?

**2. Session Manager or Student Name:**

E-mail Address:

Phone Number:

**3. Funding Source:**

Grant Program:

Grant Year:

Other:

Project Name:

**4. Course Costs:**

Instructor or Course Fee:

Materials & Services:

Travel:

Lodging Expenditure:

Meals & Incidentals:

Other:

Total Estimated Cost:

Backfill & Overtime:

**5. Additional Information (such as instructor names)**

**PEMA Course Instruction Request Assessment**

Declined:      Accepted:      EHP:      TEP:      Instructor Assigned:      Add to TRAIN PA:

Reason for Decline or Administrative Comments (if needed)

**Accept or Decline Signature:**

**Reviewing Signature:**

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Pennsylvania Emergency Management Agency

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