

INSTRUCTOR UPGRADE REQUEST

(Please Type or Print)

| Last Name | First Name | | MI | FEMA Student ID # |
|-------------------------|------------------------------|--------------|---------------|-------------------|
| | | | | |
| Address: (Street) | | | | |
| | | | | |
| Town | | State | Zip | County |
| | | | | |
| Email | | | | |
| | | | | |
| Home Phone | Work Phone | | | Cell Phone |
| | | | | |
| ☐ CHANGE OF ADDRESS | | PHO | NE | EMAIL |
| COURSE UPGRADI | E: (Course requesting to l | be accredite | ed to teach): | |
| | | | | |
| Course Name | | | Course Code | |
| | | | | |
| Course Name | Course Code | | | |
| | | | | |
| Course Name | ourse Name Course | | | irse Code |
| Train-the-Trainer for c | course (if available) attend | ded. Date: | | |

Attach documentation of training, education, experience, and other qualifications that indicate you are capable to instruct the course you are requesting.

Approved by PEMA Training and Exercise Division _____ Date: _____



INSTRUCTIONS FOR COURSE UPGRADE

The following instructions are to help you in adding a course to your list of accredited courses.

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:

PEMA Training and Exercise Division 1310 Elmerton Avenue Harrisburg, PA 17110

If you have any questions, email the Training and Exercise Division at <u>RA-EMPQS@pa.gov</u>.