

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>.