



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 RA-EMPQS@pa.gov.