



# Pennsylvania Emergency Management Agency

## Instructor Application

Last Name

First Name

M.I.

FEMA SID

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Birth

Age: \_\_\_\_

U.S. Citizen:

☐ Yes

☐ No

Home Address: \_\_\_\_\_  
(Number, Street, City, State, Zip)

County of Residence: \_\_\_\_\_

Business Address: \_\_\_\_\_  
(Number, Street, City, State, Zip)

Preferred Mailing Address: (Check One) \_\_\_\_\_ Home \_\_\_\_\_ Business

Contact Information:

Home: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Are you able to perform the essential functions of this position with or without a reasonable accommodation? **(Please check one)** With ☐ Without ☐

If a reasonable accommodation is required, please provide a brief description of the accommodation required:

Course(s) for which I am applying to become a Certified Instructor:

|         |  |
|---------|--|
| Course: |  |
| Course: |  |
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| Course: |  |

## General Requirements:

Years of Experience: (Minimum 5yrs) \_\_\_\_\_

Have you ever been convicted of a Crime – Misdemeanor 2 or higher? ☐ Yes ☐ No

Provide one (1) reference that can speak to your abilities as an instructor and attest to your knowledge and experience as it relates to the desired courses or subject area you wish to instruct. Reference should provide signed letter of recommendation to be included in your application package.

1) \_\_\_\_\_

\_\_\_\_\_  
(Name, Position, Address, Home or Mobile Telephone)

## Education:

High School Graduate: Yes ☐ No ☐ G.E.D. ☐ Year Completed: \_\_\_\_\_

High School Name: \_\_\_\_\_

### Post High School Education

| College/Technical School Name | Location City/State | Curriculum | Degree | Date |
|-------------------------------|---------------------|------------|--------|------|
|                               |                     |            |        |      |
|                               |                     |            |        |      |

# Employment History:

## Current Employer

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Start Date

Brief description of Job Responsibilities:

## Previous Employer

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Dates of Employment

Brief description of Job Responsibilities:

## Emergency Management Experience:

List each emergency service and/or emergency management organization in which you are **currently** active.

| Organization | Location | Date Joined | Title |
|--------------|----------|-------------|-------|
|              |          |             |       |
|              |          |             |       |
|              |          |             |       |

List emergency service and/or emergency management positions previously held. (Include term years held)

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Have you ever been expelled, suspended, or terminated from an emergency service or emergency management organization?

☐ Yes    ☐ No

If "Yes", please provide the reason(s) for the action and the term of expulsion, suspension, or termination.

Were you previously an emergency management instructor prior to applying to PEMA?

☐ Yes    ☐ No

If "Yes", where were you an instructor and what were your reasons for leaving (if applicable)?

## Instructor Code of Conduct

Instructors should communicate directly with the course location host and/or the training session manager to ensure that all audio-visual equipment and room set up is in place prior to the training.

1. Accommodate students that need tests read to them or when possible give them extra time to complete exams. If a student cannot complete an exam in the allotted time, PEMA staff will make arrangements with that student to allow them to test at another time.
2. Instructors must be prepared to potentially use their own laptop computer when instructing at various locations.
3. Refrain from public criticism of students, other instructors, FEMA, PEMA, or any other governmental entity and their staffs or policies.
4. Be considerate of students and treat them with respect and dignity, regardless of gender, place or origin, race, physical or mental disabilities, sexual orientation, religion, political beliefs, or economic status.
5. Be prepared for each course.
6. Start and end courses and all breaks at scheduled times.
7. Follow all policies and procedures established by PEMA for the conduct of all courses and sessions.
8. Be available during the course hours for student questions and if you cannot answer a question, refer students to appropriate PEMA staff or the STO.
9. Respond as promptly as possible to student requests, questions, or comments that are relevant to the course.
10. Never penalize a student for raising a legitimate complaint about the course, as long as that complaint is raised in an appropriate and civil manner. Advise the student to write the complaint on the course evaluation form so PEMA staff can take appropriate action.
11. Ensure each student completes all course related activities / exercises and participates fully in each course; failure to abide by this expectation may result in course failure.
12. Refrain from using profane, insulting, harassing, or otherwise offensive language.
13. Refrain from using multi-media, audio or video demonstration that contains inappropriate language or content.
14. Instructors are expected to dress in business casual attire (i.e. slacks, skirts and collared shirts).
15. Under no conditions are t-shirts, hats, jeans, shorts, tank tops, flip-flops or tennis shoes to be worn indoors while instructing.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I acknowledge and agree to the following:**

Upon selection as a PEMA Instructor, I agree to have my name listed on the PEMA Instructor spreadsheet for the courses that I am approved to instruct. I also understand the email address provided will be distributed to other agencies in and outside of Pennsylvania seeking qualified instructors.

Instructor evaluations are part of every course; these evaluations may include student, peer or other evaluation methods selected by PEMA. PEMA reserves the right to remove instructors at any time for due cause at the discretion of the Pennsylvania State Training Officer.

By signing this form, I hereby certify that I meet the criteria described in this policy and will adhere to the listed guidelines of the PEMA Instructor Policy.

**Applicant Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

# DOCUMENTATION TO BE ATTACHED

Attach copies of the following required documentation in order.

## **General:**

1. \_\_\_ Driver's License or State Issued I.D.
2. \_\_\_ Proof of Education (H.S. Diploma, GED or greater)
3. \_\_\_ Criminal Record Check Act 34
4. \_\_\_ Child Abuse Clearance Act 151
5. \_\_\_ Resume Outlining Training & Experience (reference Instructor Application Instructions for specific guidance)
6. \_\_\_ (1) Signed Reference Letter
7. \_\_\_ Proof of Completion - Education Methodology Course (Certificate)
8. \_\_\_ Training Certificates (i.e. Train the Trainer, Course completion certificate)

## **Education Methodology:** (Required to submit proof of **one** of the following)

Adult Education Methodology Course (minimum 30 hours or 1 semester hour)

**OR**

Pennsylvania Department of Education Teaching Certificate

**OR**

Instructor Credentials from another Agency (Dept. of Health, Dept. of Environmental Protection, Dept. of Conservation and Natural Resources, PA State Police, Dept. of Corrections, MOPTEC, WMD)

**Page 3 of the application instructions provides a list of acceptable Education Methodology courses meeting this requirement.**