



OFFICE OF THE STATE FIRE COMMISSIONER  
PA STATE FIRE ACADEMY  
1150 RIVERSIDE DRIVE  
LEWISTOWN, PA 17044



## **Course Participation Policies and Information**

**PLEASE READ COMPLETELY**

**DRESS CODE POLICY:** Students are reminded that classes are conducted in an academic setting and should dress appropriate for both classroom and outside activities. Generally, the standard is business casual or duty uniforms in the classroom. Clothing shall be neat, clean, in good repair, and present a professional appearance. Ball Caps, hats, tank tops or “muscle shirts”, “jobsweats”, or torn-ragged clothing are inappropriate. Clothing shall not display any wording, message, cartoon, or picture that is sexist or sexually suggestive, racist, political in nature, or construed to be demeaning, divisive, or provocative in any way. Final judgment as to interpretation of this provision rests with the instructional staff and State Fire Academy management.

A few specific courses such as EMLL, ZFID, ZFOI/ZFOII, ZOCC and NFA courses etc. will require a professional level of dress. For the higher level classes, jeans and t-shirts are NOT acceptable.

### **Acceptable Attire for Higher Level Classes:**

- Males: Shirts with collars, slacks, including departmental uniforms (No t-shirts or job shirts), and shoes and socks. Optional items include sweaters, sport coats, and ties.
- Females: Dresses, blouses with slacks or skirts, including departmental uniforms (No t-shirts or job shirts), and shoes.

### **Acceptable Attire for Outside Activity:**

- Students may wear t-shirt/sweatshirts that are clean and in good repair on the days the class goes outside for hands-on instruction.
- Students **MUST** wear long-sleeved sweatshirts and long pants (no shorts) on live fire days to reduce risk of thermal injury.

**STUDENT CANCELLATION POLICY:** Space in all PA State Fire Academy Resident classes is limited. There is usually a waiting list of applicants for each class. Therefore, any student already accepted into a resident class that needs to cancel their enrollment, **MUST** do so three (3) business days (Monday through Friday) prior to the class start date. All student cancellations must be in writing (letter/memo or email) explaining why they need to cancel their enrollment. This written documentation must be from the student or an authorized official from the representing organization **ONLY**. A student with an emergency may cancel via telephone, however, a follow-up letter/memo or email must still be submitted to the Academy within a two (2) week period of the telephone cancellation. Emergency is defined as a sudden or unexpected situation such as sickness or death. Failure to follow the Student Cancellation policy will result in a “No Show” status for the student.

**NO SHOW POLICY:** Any student already accepted into a resident class and then failing to attend without notification or failing to comply with the Student Cancellation policy will not be eligible to enroll in any other State Fire Academy resident class for a period of one (1) year. If this occurs as a group from a single fire department or other organization, that department or organization will be likewise penalized.

**ATTENDANCE:** Successful completion of training requires 100% attendance during all training sessions, scoring a minimum of 70% on the written examination (if applicable), and demonstrating a minimum level of proficiency during all practical exercises. A Pennsylvania State Fire Academy Certificate of Training will be awarded to anyone who meets the attendance, testing and proficiency requirements. In the event a participant does not meet all of the previously mentioned criteria, a Letter of Attendance will be issued instead of a certificate. If the issue is attendance related (i.e., personal emergency), a Letter of Attendance would indicate the date/time that the participant departed. If the student wishes to return and complete the training they will be credited for class time as indicated within that letter.

**COMMUNICATION DEVICES:** Cell phones, radios and other communication devices MUST be set to non-audible alerting during class hours.

**LOCKER ROOM AND SHOWER FACILITIES:** **Lockers** are available for students to store protective clothing and changes of personal clothes. For security of personal property stored in lockers, the student should bring a padlock, the combination type being the most appropriate. **Shower** facilities are available at the Academy for student use. Students must provide their own towels, washcloths, soap, etc. The women's locker room is on the first floor and the men's locker room is on the 2<sup>nd</sup> floor. Men must access the locker room by using the back stairway ONLY when transporting gear and equipment or during outside activities.

**CODE OF CONDUCT:** The Pennsylvania State Fire Academy does not deem it necessary to set forth a negative code of conduct. It is expected that the students will obey Federal, State and local laws and respect the rights, privileges and property of others. They are expected to conduct themselves in a manner which is not disruptive of the functions of the State Fire Academy, does not interfere with free movement of students, invited guests or staff, and does not cause injury to persons or damage to property. In case of serious breaches of acceptable conduct or in the case of a repetitive pattern of misconduct, a student may be dismissed from the Academy and their department or employer notified.

**HOUSING:** It is the student's responsibility to make arrangements for living quarters. It is recommended that these arrangements be made prior to enrollment. A listing of area motels is provided to assist you in securing lodging while attending the Academy, and the travel distances to each motel from the Academy.

**\* Sprinkler System in hotel/motel**

**\*\* Restaurant in hotel/motel**

Super 8 Motel  
19 Windmill Hill  
Burnham, PA 17009  
717-242-8888  
Distance: 3 Miles

\* Best Western Nittany Inn  
5 Commerce Drive  
Milroy, PA 17063  
717-667-9595  
Distance: 7 Miles

\*\* Econo Lodge  
Intersection Rt.322 & Rt.35  
Mifflintown, PA 17059  
717-436-8941  
Distance: 15 Miles

Tuscarora Motor Inn  
R.D.#2 – Box 22  
Mifflintown, PA 17059  
717-436-2127  
Distance: 15 Miles

**Camping:**

Idle Acres Camping Area  
McVeytown, PA 17051  
717-899-6307

Waterside RV Park Camp Ground  
Lewistown, PA 17044  
717-248-3974

Derry Twp. Park  
Lewistown, PA 17044  
717-248-8151

See our website for **directions** to the Academy and other State Fire Academy Programs at [www.osfc.pa.gov](http://www.osfc.pa.gov)