Requesting a Local Level Instructor Application

1. Log into your portal account at https://psfa.acadisonline.com

2. Select the "Request for Local Level Instructor Application" from Academy Resources, Webforms located in the left pane.

3. Complete and Submit the webform as shown below. Please review the requirements for the instructor type you are applying for.

4. Please allow up to ten(10) business days for Application Request to be processed and the application to appear on your person record. You will receive an email similar to the one shown below indicating you have been assigned an application to complete.

The following task is now processed:

Workflow Task	[Application assigned to applicant person record](#)
Description	Issue Local Level Application and Agency or suppression if indicated.
Workflow	Send requested Local Level Instructor Application
Person Subject	John J. Firefighter, III
Task Assignment	Field Supervisor

5. Once logged into the portal, the Applications band contains the Local Level Instructor application. Clicking the continue button, will allow documents to be uploaded to meet the requirements.

6. Click the update button, to provide the requested information.

NOTES:
1. ALL requirements must be fulfilled prior to being able to submit the application.
2. Requirements can be updated as frequently as necessary prior to the application being submitted.
3. **Applications that contain incomplete or incorrect information will be rejected. At the reviewer's discretion, the application may be returned for correction.**