



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.

The screenshot shows the ACADIS portal interface for the Pennsylvania State Fire Academy. On the left sidebar, the 'Academy Resources*' menu is expanded, and 'WebForms' is highlighted with a red circle. The main content area displays a table of 'WebForms' under the heading 'Academy Resources*'. The table has two columns: 'WebForm' and 'Description'. The row for 'Request for Local Level Instructor Application' is highlighted with a red box. The description for this form is: 'This webform shall be used to request a Local Level Instructor Application'.

WebForm	Description
Instructor Course Upgrade Request Form	Used by local level instructors to request additional courses are added to their list of credentialed courses
Portal Account Request	Public facing webform to allow users to request a portal account.
Request evaluator workshop enrollment	This webform is used to request enrollment in the Certification Evaluator Annual Workshop
Request for Local Level Instructor Application	This webform shall be used to request a Local Level Instructor Application
Request to Add FEMASID Number	This webform will allow portal users to request that a missing FEMASID is added to their record.
Request to add Primary Membership or Employment	This webform allows users to report primary membership or employing organization.
Request to Add/Change names	This webform allows users to request names changes on their account.
Request to Enroll Local Level Program as a Training Coordinator	This webform shall be used by Local Level Instructors who act as Training Coordinators.
Request to Enroll Self-funded Local Level Program	Used by local level instructors to request a self-funded program.
Secondary Membership or Employment Reporting	This webform allows users to report primary membership or employing organization.

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

The screenshot shows the 'Request for Local Level Instructor Application' webform. The title is 'Request for Local Level Instructor Application' and the subtitle is 'The application requester must be the Instructor Applicant'. The form contains several required fields, marked with an asterisk: 'Name (First Middle Last, Suffix)', 'Date of Birth', 'FEMA SID', and 'County of Residence'. A dropdown menu is open for the 'I would like to apply to become an...' field, showing options: 'Agency Instructor', 'Non-Suppression Instructor', and 'Suppression Instructor'. The 'I would like to apply to become an...' field and its dropdown menu are highlighted with a red circle. At the bottom right, there are buttons for 'Cancel', 'Finish Later', and 'Submit'.

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.



Pennsylvania State Fire Academy <PSFA-noreply@acadisonline.com>

To: [Redacted]

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.



Firefighter, John J III

Mailing Address

1150 Riverside Dr
Lewistown, PA 17044 (Mifflin County)

Primary Email

psfaresinst@gmail.com

Applications*

All applications* are displayed.

Certification	Requested Action	Application* Date	Requirements	Complete	Incomplete	Progress	Status
Local Level Instructor	Issue	09/10/2024	12		12	<div style="width: 100%; height: 10px; background-color: #007bff;"></div>	Draft Continue

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

REQUIREMENTS

Please acknowledge the fulfillment of the following requirements. To acknowledge or document the fulfillment of a requirement, click the corresponding "Update" link.

Requirement	Type	Fulfilled Date	Status
26 years old	Age		Unfulfilled Update
Certificate indicating completion of the NFA Incident Safety Officer course	Document		Unfulfilled Update
Department of Human Services Child Abuse Clearance	Document		Unfulfilled Update
Digital Image of a Government Issued Identification Card	Document		Unfulfilled Update

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.**