



## **SEMINAR RECOGNITION POLICY/PROCEDURE**

**September 7, 1995**

**Revised May 23, 2002**

1. **PURPOSE:** Seminars are a frequently used means to educate fire fighters in new technology, innovative procedures, and other matters of interest. While not as structured or results-oriented as formal classroom or drill-ground training courses, seminars have a valid place in a comprehensive fire service training system. This policy and procedure will set forth the way that seminar-type educational activity that meets a legitimate need and is educationally sound may be granted recognition by the State Fire Academy.
2. **SCOPE:** This policy will apply to all requests for recognition of seminars by the State Fire Academy as a part of the Local Level Fire Training System. Seminars sponsored directly by the State Fire Academy at Lewistown or elsewhere are not included in this policy.
3. **DEFINITIONS:**
  - a. Academy – the Pennsylvania State Fire Academy
  - b. Educational Training Agency: a community college, vo-tech school, full or part time municipal, county, or regional fire training agency, or other entity which regularly schedules and conducts training accredited by the State Fire Academy.
  - c. Recognition – the approval by the State Fire Academy of the content, form and delivery of a seminar for purposes of advertising and/or issuing a certificate or other documentation to attendees.
  - d. Seminar – a presentation from 4 to 16 hours in length on a topic of interest to the fire service. It will involve: the physical presence of a qualified speaker or speakers and the transmission of knowledge from the speaker(s) to the audience using a variety of strategies. It may or may not involve discussion, and will not usually involve tests or other competency evaluation mechanisms. It is generally suitable for presentation to a large audience.
  - e. Speaker – the person or persons who present the material contained in a seminar.
  - f. Sponsor – the group or organization applying for recognition of a seminar, which is responsible for advertising, speaker reimbursement, content, and quality control issues. There may be more than one sponsor, i.e., co-sponsors.
4. **APPLICATION PROCESS:**
  - a. **A sponsor wishing recognition for a seminar will make application to the Academy Curriculum Specialist at least 30 calendar days prior to the scheduled seminar date(s).**
  - b. Where an educational training agency is the sponsor or a co-sponsor, this application will be generated by them.
  - c. The application will be made on a form prescribed for the purpose. The form will be completely and legibly filled out.
  - d. Where multiple offerings of the same seminar by the same sponsor on different dates at different places are planned, one application may include all such offerings. Where the same seminar is so scheduled by **DIFFERENT** sponsors, however, a separate application will be needed for each offering.

**PSFA Seminar Approval Policy**

**5/23/02**

**Page 2**

**5. ACADEMY'S ROLE:**

- a. Upon receipt of a seminar recognition request, the Curriculum Specialist or his/her designee will review the application and approve/disapprove Academy recognition based on the following standards:
  1. Presentation no less than four (4) hours and no longer than 16 hours in length.
  2. Speaker(s)' credentials demonstrate his/her qualification to present the topic.
  3. Educational goals/objectives of the seminar are clear, and the methods used by the speaker(s) are likely to achieve them.
  4. Topic is relevant to the fire service; seminar topic and/or methodology does not substantially mirror or parallel an existing Academy training course.
  5. Place(s) where the seminar is to be held are located within Pennsylvania.
- b. Approval/disapproval of a seminar application will be mailed to the applicant within 14 business days of its receipt. Applicants may appeal disapproval to the Academy Administrator, whose decision will be final.
- c. The Academy will keep records of applications approved/disapproved, recognized seminars held, and numbers attending.

**6. SPONSOR'S ROLE:**

- a. Sponsor(s) will submit a completed application (see Section 4).
- b. Sponsor(s) will insure that recognized seminars are conducted in the manner that was described in their Academy – approved application.
- c. Sponsor(s) will promptly notify the Academy of any changes in dates, locations, speaker(s), or content of recognized seminars.
- d. Sponsor(s) will provide free access to recognized seminars by Academy staff for purposes of quality assurance.
- e. **At the conclusion of a seminar, the sponsor(s) will report attendance data to the Academy using the designated "Seminar Report" form within ten (10) business days of seminar completion.** Multiple offerings of the same seminar by the same sponsor(s) may be reported together at the end of the series.

**7. CERTIFICATE ISSUANCE:**

- a. Where desired, sponsors may issue certificates to recognized seminar attendees who attended at least 80% of the approved hours.
- b. The preferred method is for sponsors to generate their own certificates. In this case, **the words "State Fire Academy Recognized" or "in cooperation with the State Fire Academy" may appear on the certificate in some fashion.**
- c. In the few occasions when 7.b is not feasible for some reason, the Academy may supply sponsors with a fixed number of blank "Certificates of Training". Completion of these certificates will be the responsibility of the sponsor. Sponsors will be required to account for these certificates by comparison of reported attendance with number of certificates issued/returned. Course title used will be the seminar title as approved on the application, and will clearly include the word **"SEMINAR"** in prominent fashion.
- d. Unless specifically designated, seminars will **NOT** be considered as meeting prerequisites for formal training courses in the Academy curriculum.

**PSFA Seminar Approval Policy**

**5/23/02**

**Page 2**

**8. QUALITY ASSURANCE:**

- a. As stated in 6.a, it is the sponsor's responsibility to monitor and control seminar content and delivery to make sure that it meets the terms approved in the application.
  - b. Academy staff may be assigned to monitor seminars to insure compliance with terms of recognition. This staff has the authority to cancel Academy recognition "on the spot" in cases of serious departure from the approval terms.
  - c. Sponsors who willfully fail to monitor and control content, falsify application or report data, fail to account for certificates, or otherwise not comply with these policies and procedures will be ineligible for further seminar approval for a period of five (5) years.
- 9. EFFECTIVE DATE:** This policy is effective September 11, 1995, and will continue in force until modified or rescinded by the State Fire Academy Administrator.

---

Rita B. Wessel, Curriculum Specialist  
PA State Fire Academy

(9/7/95)  
Revised 5/23/02



# Pennsylvania State Fire Academy

1150 Riverside Drive  
Lewistown, PA 17044-1979

(717) 248 1115

In PA: 1 800 459 4096

FAX (717) 248 3580

## Seminar Approval Request

**INSTRUCTIONS:** Please type or print desired information. If more space is needed, attach 8.5" x 11" paper, referring to the item to which the information applies. Return to the State Fire Academy at the above address, attention Rita Wessel, Curriculum Specialist. A reply will be sent within 10 business days of receipt. REQUESTS MUST ARRIVE AT THE SFA NO LESS THAN 30 CALENDAR DAYS PRIOR TO THE DATE(S) OF THE SEMINAR. Requests arriving later than 30 days, or arriving without complete information as requested WILL BE REJECTED.

1. Sponsor: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Contact Person(s) \_\_\_\_\_
4. Telephone: Day \_\_\_\_\_ Night: \_\_\_\_\_
5. e-mail: \_\_\_\_\_
6. Seminar Title: \_\_\_\_\_
7. Location (Include building, street, city/town, and county):  
\_\_\_\_\_
8. Date(s) to be held: (**See important note above**): \_\_\_\_\_
9. Times: From: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM
10. Seminar Length  
(Student contact time not including lunch or breaks – 4 hour minimum): \_\_\_\_\_ hours
11. Anticipated Attendance: \_\_\_\_\_ persons.
12. Will certificates be issued? \_\_\_\_\_ Are SFA *Certificates of Training* requested? \_\_\_\_\_
13. Attendance Fee charged? \_\_\_\_\_ If "yes", amount: \$ \_\_\_\_\_
14. Speaker(s) (List all):  
\_\_\_\_\_
15. Speaker(s) Home or Business Telephone Number: \_\_\_\_\_
16. Speaker(s) e-mail (if available): \_\_\_\_\_

**Pennsylvania State Fire Academy Seminar Approval Request Page 2**

17. Briefly (but completely) describe the speaker(s) qualifications to present the topic: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

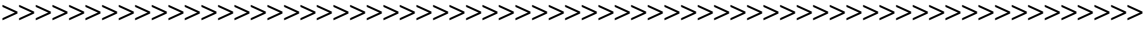
18. Seminar Goals/Objectives; What will this seminar accomplish for the attendee?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Seminar Content (Briefly describe and specific subject areas to be covered):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I attest that the information in this request is true and accurate. My organization agrees to conduct this seminar in compliance with the State Fire Academy Seminar Recognition Policy.

\_\_\_\_\_  
Date Signature

\_\_\_\_\_  
Printed name and title



**STATE FIRE ACADEMY USE ONLY**

Date Received: \_\_\_\_\_ Circulation (return to Curriculum Specialist– initial and date):  
Field Supervisor: \_\_\_\_\_ Administrator \_\_\_\_\_  
Approved \_\_\_\_ Disapproved (give reason): \_\_\_\_\_  
Curriculum Specialist Signature & Date \_\_\_\_\_  
Date referred to Admin/Clerical for Response: \_\_\_\_\_  
Date responded to \_\_\_\_\_  
Seminar Recognition Number Assigned: \_\_\_\_\_