

California Department of Fish and Wildlife
HUNTER EDUCATION INSTRUCTOR



POLICY AND PROCEDURES

<https://www.wildlife.ca.gov/Hunter-Education>

Hunter Education Program Districts

For staff contact information visit <https://www.wildlife.ca.gov/Explore/Organization/HE>

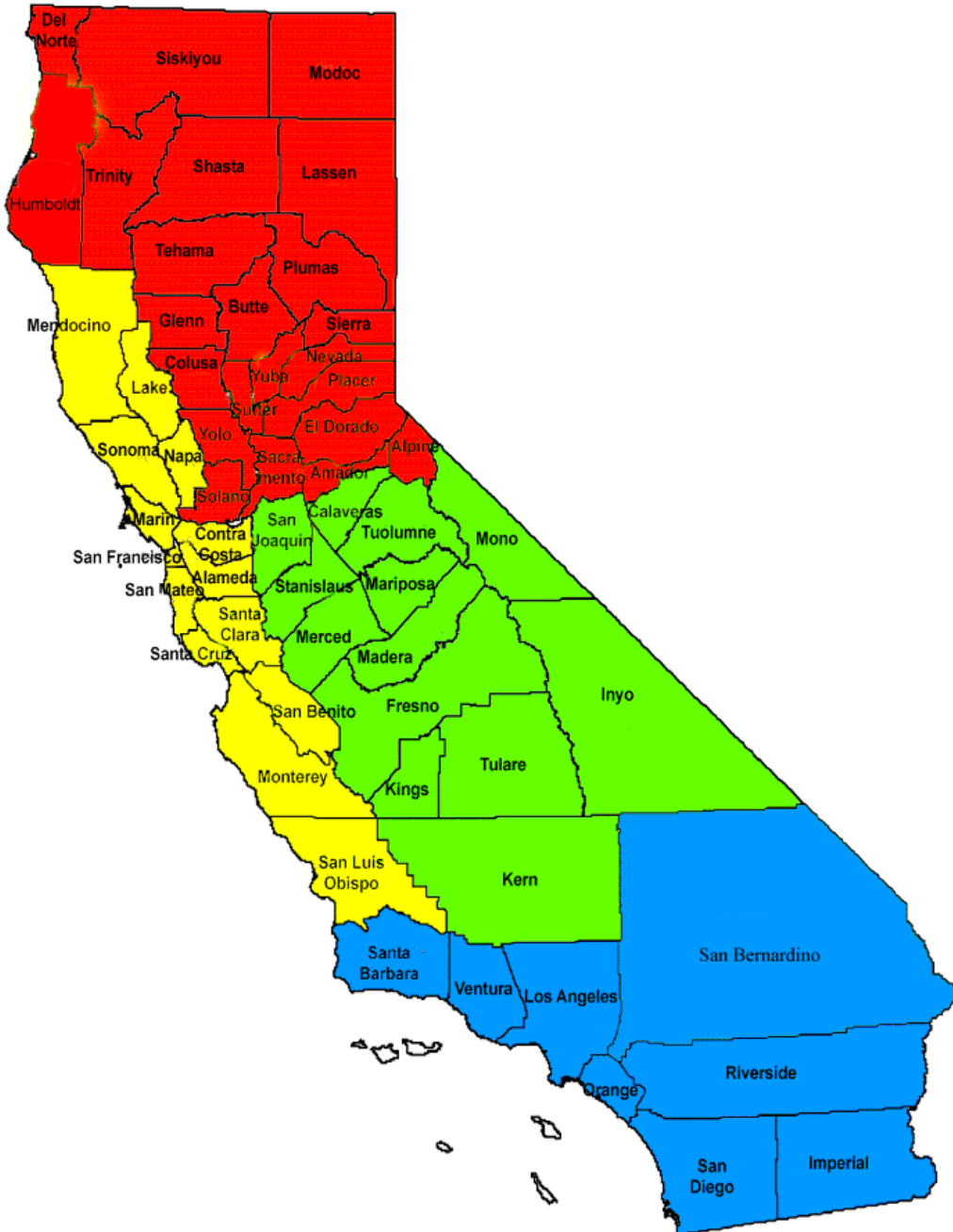


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Introduction

This guide contains the policies and procedures governing the California Hunter Education Program. Instructors must become familiar with these policies and procedures and carefully adhere to them. Keep this guide handy, as it should be your first source of information and provide you with direction whenever there are questions about the program. If you need information not contained in the guide, contact your District Coordinator. Whenever policies and procedures are changed or added, new insert pages will be mailed to instructors. It is extremely important that instructors keep the Policy and Procedures guide up-to-date, so promptly discard the old pages and replace them with the new ones. *Failure to comply with Policy and Procedures may result in an instructor's certification being withdrawn.*

History of California's Hunter Education Program

The California Department of Fish & Game has sponsored a Hunter Safety Program since the passage of the "Davis – Abshire Hunter Safety Training Law" in 1953. The new legislation became effective on January 1, 1954. The sponsors of the legislation were Assemblywoman Pauline Davis of Portola, and Senator F. Presley Abshire of Geyserville.

Inspector Les Lahr of the California Department of Fish & Game; Lawrence E. Koehler, Alameda Adult School; and Colonel E. F. Stone, United States Army, retired, and the representative of the National Rifle Association of America (NRA), were the three men who made the Hunter Safety Program a reality. They laid the groundwork, developed the first instructor manual and helped train the first volunteer instructors in the program. We are very proud to have one of the oldest state sponsored programs in the United States, and especially proud of the accomplishments of these men.

The California Legislature enacted the law in 1953, requiring all persons under the age of 16 years, who had not been previously licensed to hunt in California, to show evidence of their ability to handle firearms safely before they could purchase their first hunting license. The Department of Fish & Game was assigned the responsibility of providing the necessary training to enable junior hunters to meet the requirements of the law. Since the provisions of the new law did not provide funds or personnel for accomplishing its objectives, it was necessary to obtain the service of volunteer instructors authorized by the Department of Fish & Game and serving under the direction of the law enforcement officers (Game Wardens) of the Department. In those early days, volunteers were certified by the National Rifle Association as instructors. Instructors had to be 21 years of age, authorized by the California Department of Fish & Game and certified by the National Rifle Association of America. They had to complete a written examination with a satisfactory grade and agree to conduct Hunter Safety Training Courses as required by law and the rules and regulations of the Department. Volunteer instructors were encouraged to work with youth organizations such as the California Cadet Corps, 4-H Clubs, Farm Bureau, the Boy Scouts and others.

The first Hunter Safety course was designed to provide knowledge to junior hunters that could help prevent accidents.

It had three aims:

1. To find out what kind of training a student had received and to stimulate them to further self-development as a marksman and sportsman.
2. To present a well-coordinated picture of the fundamentals that a good shot and good hunter must always remember.
3. To pass along to adults the techniques of safe hunting practices, marksmanship and proper field conduct through the junior hunters that took the course.

The basic subjects contained in that first course included knowledge of guns, proper gun handling, fundamentals of marksmanship, proper field conduct and safe hunting methods; all centered on the theme of individual responsibility. The course could be conducted indoors, but instruction out-of-doors had the advantage of more natural surroundings. A regular shooting range was preferred for firing, although properly placed portable or temporary backstops could be used. In all cases firing had to be done under safe conditions. The minimum length of the first course was 4 hours. Whenever circumstances permitted, the time could be extended beyond the minimum.

During the first year more than 17,000 students were trained. Of that group, only 3 were known to have been involved in a hunting accident, none of which were fatal. Of the some 23,000 junior hunters previously licensed, 43 were involved in hunting accidents, of which 6 were fatal.

In 1965, the Legislature modified the law to include any person less than 18 years of age. In 1970 the "Hunter Safety Training Law" was extended to all persons who had not formerly held a California resident hunting license. Then, in 1986, the Legislature once again modified the law by allowing the certification of individuals who passed a comprehensive hunter education equivalency exam. The certificate, which is given upon passing this examination, allows the person to purchase a California hunting license. The California equivalency certificates may not be accepted as evidence of hunter education in some states.

Laws and Regulations Pertaining to the California Hunter Education Program

1. California Fish and Game Code-Section 3049, Legislative intent, declarations and findings:

It is the intent of the Legislature in enacting this article to ensure the health and safety of its citizens engaged in activities requiring the use of hunting implements.

The Legislature finds and declares that individuals who engage in hunting should possess an adequate understanding of hunter safety practices, principles of conservation, and sportsmanship.

It is also the intent of the Legislature that persons so engaged be mindful of their responsibilities to others, toward wildlife, and toward their natural environment. The department shall take all steps necessary to carry out the provisions of this article.

2. California Fish and Game Code-Section 3050, Hunting License Requirements

(a) No hunting license may be issued to any person unless he or she presents to the person authorized to issue that license any of the following:

(1) Evidence that he or she has held a hunting license issued by this state in a prior year.

(2) Evidence that he or she holds a current hunting license, or a hunting license issued in either of the two previous hunting years by another state or province.

(3) A certificate of completion of a course in hunter education, principles of conservation, and sportsmanship, as provided in this article. A hunter education instruction validation stamp shall be permanently affixed to certificates of completion that have been issued before January 1, 2008.

(4) A certificate of successful completion of a hunter education course in another state or province.

(5) Evidence of completion of a course in hunter education, principles of conservation, and sportsmanship, which the commission may, by regulation, require.

(b) The evidence required in subdivision (a) shall be forwarded to the department.

(c) Subdivision (a) does not apply to any person purchasing a hunting license under paragraph (5) of subdivision (a) of Section 3031. However, that license shall not qualify as evidence required in subdivision (a) of this section.

3. California Fish and Game Code-Section 3051, Hunter Education Course

(a) The department shall provide for a course of instruction in hunter education, principles of conservation, and sportsmanship, and for this purpose may cooperate with any reputable association or organization having as one of its objectives the promotion of hunter safety, principles of conservation, and sportsmanship.

(b) The department may designate as a hunter education instructor any person found by it to be competent to give instruction in the courses required in this article.

(c) A hunter education instructor shall issue a certificate of completion as provided by the department to a person who completes a course of instruction in hunter safety, principles of conservation, and sportsmanship.

(d) The department shall prescribe a minimum level of skill and knowledge to be required of all hunter education instructors, and may limit the number of students per instructor in all required classes.

(e) The department may revoke the certificate of an instructor when, in the opinion of the department, it is in the best interest of the state to do so.

(f) In order to recruit and retain hunter education instructors, the department shall offer special hunting opportunities to qualified hunter education instructors by providing a limited number of existing tags and other hunting opportunities. The department may provide these tags and hunting opportunities through any of the following methods:

(1) The private lands management program described in Article 5 (commencing with Section 3400) of Chapter 2.

(2) The Shared Habitat Alliance for Recreational Enhancement (SHARE) program described in Article 3 (commencing with Section 1570) of Chapter 5 of Division 2.

(3) Entering into cooperative agreements with federal, state, and local agencies that hold title to, or administer, lands or waters.

(4) Entering into cooperative agreements with landowners or tenants seeking depredation permits for game mammals as described in Section 4188.

(5) Authorizing a maximum of 15 tags from the annual tag quota, as determined by the department.

(g) The department shall determine eligibility criteria for hunter education instructors seeking the hunting opportunities offered pursuant to subdivision (f). The department shall offer hunting opportunities to eligible hunter education instructors only by random drawing.

(h) The department may adopt regulations to implement this section.

4. California Fish and Game Code-Section 3052, Course Fees

A person receiving instruction from a hunter education instructor shall not be charged a fee for the service provided by the instructor, but may be charged a fee to cover the costs incurred by the instructor in teaching the class. A record of these costs shall be kept for inspection by the department. Costs may include, but are not limited to, range fees, ammunition, and transportation of students.

5. California Fish and Game Code-Section 3053, Duplicate Certificate

In the case of loss or destruction of a certificate, a duplicate certificate may be issued by the instructor who issued the original certificate, or, by an instructor of the sponsoring organization having adequate records to establish successful completion of the prescribed course, or by the department if verified by adequate records to establish successful completion of the prescribed course. An administrative fee of three dollars (\$3) shall be charged for the issuance of a duplicate certificate, for the hunting license year commencing on July 1, 1990, and, for the following years as adjusted pursuant to Section 713.

6. California Fish and Game Code-Section 3054, Information for Instructors

The department shall furnish information on hunter safety, principles of conservation, and sportsmanship which shall be distributed free of charge to persons designated as hunter safety instructors for instructional purposes.

7. California Fish and Game Code-Section 1053.5 Hunting License Applicants - Requirements

Applicants for hunting licenses shall first satisfactorily complete a hunter education equivalency examination and obtain a certificate of equivalency as provided by regulations adopted by the commission, or show proof of completion of a hunter education training course, or show a previous year's hunting license.

8. California Code of Regulation, Title 14, Section 708.6, Tag Validation, Countersigning and Transporting Requirements:

Hunter Education Instructors are authorized to validate or countersign deer and elk tags. No person may validate or countersign his/her own deer tag or tag. See California Code of Regulation, Title 14, Section 708.6 for more details or ask you District Coordinator.

9. California Code of Regulation, Title-14, Section 709, Hunter Education Instructor Incentive Program

(a) Under the Hunter Education Instructor Incentive Program ("Incentive Program"), the department shall award incentives including, but not limited to, big game tags provided voluntarily by licensed Private Lands Management areas, Cooperative Elk or Deer Hunting areas, or other tags or hunts designated by the department, other hunting opportunities, and firearms, to eligible department-certified Hunter Education Instructors. The incentives shall be awarded annually in a random drawing according to the following rules.

(b) Eligibility Criteria

(1) Only certified instructors who meet the following eligibility criteria may participate in Incentive Program drawings.

(2) To be eligible to participate in a drawing, instructors must have been in active status for a minimum of three (3) consecutive years, inclusive of the year prior to the drawing. Instructors will earn an additional drawing entry for every ten (10) years of active service.

(3) To maintain active status, an instructor shall complete in-service training requirements, teach or assist in teaching at least one course per calendar year, and submit an annual income and expense record. The instructor must meet these requirements by December 31st of any given year to be considered eligible for an Incentive Program drawing offered the following year.

(4) Instructors with revoked or suspended Hunter Education Instructor certification are ineligible to participate in Incentive Program drawings.

(5) Paid staff within the department's Hunter Education Program are ineligible to participate in Incentive Program drawings.

(6) Instructors who are drawn and accept a tag or hunt shall not be eligible to participate in the next five annual Incentive Program drawings.

(c) Incentive Program Drawing Procedures

(1) Each eligible instructor listed in the department's Hunter Education Instructor database shall be assigned a random number in the drawing for each year's pool of donated or department-designated tags or hunts. This drawing will commence in the second week of July each year and proceed until all available tags or hunts are issued. Alternate instructors may be drawn to ensure that all tags or hunts are claimed.

(2) Among the instructors that are drawn, the instructor that is drawn first shall select a tag or hunt from the available tags or hunts, and further selections shall proceed based upon the order in which instructors were drawn.

(3) If any instructor fails to accept or select an available tag or hunt within three (3) days of being notified by phone, the instructor's selection rights will be forfeited and the next instructor in order will be contacted.

(4) If an instructor who accepted a tag or hunt later declines the opportunity and notifies the department, prior to the opening day of the relevant season, that they will not participate in the selected hunt, alternate instructors shall be contacted in the order they were drawn and offered the opportunity to accept the tag or hunt.

(5) Instructors who accept a tag are required to pay the applicable tag fee set forth in the Fish and Game Code or these regulations.

(6) Accumulated preference points from general big game drawings shall not be considered or applied in any Hunter Education Instructor Incentive Program drawings.

10. California Code of Regulation, Title-14, Section 709.1 Hunter Education Instructor Incentive Program Big Game Tag

(a) Following the effective date of this regulation, the department shall award the following big game license tag(s) using a random drawing system to eligible department-certified Hunter Education Instructors:

(1) Open zone deer, as described in title 14, CCR, section 360.

(2) Any additional big game license tags described in title 14, CCR, sections 360, 361, 363, and 364.

(b) Eligibility Criteria

- (1) Only certified instructors who meet the following eligibility criteria may participate in Incentive Program drawings.
- (2) To be eligible to participate in a drawing, instructors must have been in active status for a minimum of three (3) consecutive years, inclusive of the year prior to the drawing.
- (3) To maintain active status, an instructor shall complete in-service training requirements, teach or assist in teaching at least one course per calendar year, and submit an annual income and expense record. The instructor must meet these requirements by December 31st of any given year to be considered eligible for an Incentive Program drawing offered the following year.
- (4) Instructors with revoked or suspended Hunter Education Instructor certification are ineligible to participate in Incentive Program drawings.
- (5) Paid staff within the department's Hunter Education Program are ineligible to participate in Incentive Program drawings.
- (6) Instructors who are drawn and accept a tag or hunt shall not be eligible to participate in the next five annual Incentive Program drawings.

(c) General Conditions

- (1) To enter a drawing for a Hunter Education Instructor big game tag described in subsection (a), an eligible instructor shall pay the nonrefundable application fee for a fund-raising tag random drawing entry form as specified in title 14, CCR, section 702 on or before June 2nd each year.
- (2) Tags will only be issued to instructors with valid annual California hunting licenses.
- (3) Hunter Education Instructors may apply for up to three fund-raising tag random drawings per license year.
- (4) No applicant shall earn a preference point through this application process.
- (5) Accumulated preference points from general big game drawings shall not be considered or applied in any Hunter Education Instructor Incentive Program drawings.
- (6) Hunter Education Instructor Incentive Program big game tags are non-transferrable.
- (7) Successful applicants and a list of alternates for each big game tag will be determined by random drawing within 10 business days following the application deadline date. If the drawing is delayed due to circumstances beyond the department's control, the department shall conduct the drawing at the earliest date possible.
- (8) Unsuccessful applicants shall not be notified.
- (9) Successful applicants shall claim their tags at the License and Revenue Branch, 1740 N. Market Blvd., Sacramento, CA 95834 by 5:00 p.m. on July 15 each year. If the deadline to claim the tags falls on a weekend or holiday, applicants can claim the tags until 5:00 p.m. on the first state business day following the deadline. Unclaimed tags shall be awarded to alternates in the order drawn.

11. California Code of Regulations, Title-14, Section 710, Hunter Education Training Equivalency

(a) The Department may evaluate the quality and coverage of hunter education courses offered by other countries, their political subdivision, or by the Armed Forces of the United States. Upon satisfactory evidence that a course fully meets or exceeds the requirements of the California hunter safety course, the department may issue to graduates of such courses a California Certificate of Equivalency. (NOTE: See Section 3050(a) of the Fish and Game Code regarding hunter safety certificates from other states.)

(b) The department shall prepare a comprehensive hunter education equivalency examination, to be administered to qualified applicants. Pass/fail criteria will be established by the department. Qualification to take the equivalency examination must include affirmation that the applicant has not previously taken and failed the examination. Applicants who successfully pass the equivalency examination will be issued a hunter education certificate of equivalency.

Volunteer Contribution to the Hunter Education Program

Prior to passage of the “Hunter Safety Training Law”, the National Rifle Association’s firearms safety program was the only program available for prospective hunters on a statewide basis. Many of the volunteer instructors who taught the National Rifle Association program were the first to become instructors for the California Hunter Safety Program.

Of the 6,000 instructors that started with the program in 1954, twelve were still active and honored as “charter member instructors” during the Fish and Game Commission meeting in February 1990. The names of all twelve instructors were inscribed on a plaque which is displayed in Sacramento. Jointly these instructors had given over 300 years of voluntary service to teach first time hunters the basics of firearms safety, principles of conservation and sportsmanship.

Volunteer instructors provide about 2,000 classes and teach approximately 30,000 students each year. Today’s classes require a minimum of ten hours of instruction. That amounts to over 25,000 hours of volunteer time each and every year.

More importantly, their efforts have resulted in a drastic reduction in the number of hunter related accidents since the inception of the program. In the 1954/55 hunting license year the casualty rate was slightly more than four casualties per 20,000 licensed hunters. Although license sales have decreased by over 30 percent since 1954, our casualty rate has dropped by 75 percent during the same time period. That rate has dropped below one casualty per 20,000 licensed hunters today. This accomplishment is the result of the dedication and continuing efforts of the volunteer instructors who have served throughout the history of the program. Today, men and women work diligently across California to ensure that future generations have the opportunity to safely enjoy the wonderful outdoor experiences that await them in the sport of hunting. For that, we say, “Thank You.”

Funding for the California Hunter Education Program

The Hunter Education Program is primarily funded by the Federal Aid in Wildlife Restoration Act of 1937 - more commonly known as the Pittman-Robertson Act. The Pittman-Robertson Act provides for an excise tax on firearms, ammunition, and certain archery equipment. These funds are used to support wildlife management programs across America. In 1970, the act was modified, requiring a percentage of the funds be used for Hunter Education Programs. Funds are distributed to each state based on the size of the state, hunting license sales, and other factors.

The California Hunter Education Program is required to comply with certain conditions as a result of accepting funds from the Federal Government.

They are:

- Provide a minimum of 10 hours of course instruction;
- Include the topics of firearms safety, principles of conservation, and sportsmanship as part of the instruction;
- Submit an accurate record of students trained, signed by the instructor;
- Not use the class to lobby or conduct improper public relations activities.

Instructors shall always comply with these mandated requirements. Any deviation from these requirements could jeopardize Federal funding, which would threaten the entire Hunter Education Program.

Hunter Education Staff and Organization

The California Hunter Education Program is coordinated by the Law Enforcement Division. The program falls under the direction of a Captain. This unit coordinates the Hunter Education Program. Included in the unit is support staff for all the educational programs. Organization of the Hunter Education Program is as follows:

1. **Hunter Education Administrator – Captain.** This position, located in Sacramento, oversees and administers Hunter Education Program on a statewide basis and is the liaison with the Federal Government.

District Coordinators – Fish and Wildlife Lieutenant Specialists. There are four Enforcement Districts in California, and each has a District Coordinator--a Lieutenant Specialist--who is the individual HEI's primary contact. Check the accompanying map to determine which district you live in and who is your District Coordinator.

3. **Advanced Hunter Education Program Coordinator.** This Lieutenant Specialist position coordinates the Advanced Hunter Education Program.

2. Support Staff:

A. Supply Coordinator: This position supervises the operations of the warehouse and is responsible for issuance of all instructional materials to instructors. The Department warehouse is located in Sacramento.

B. Program Assistant(s): These positions are responsible for maintaining student and instructor records. They assist the Hunter Education Administrator with management of the Hunter Education office. These positions are located in Sacramento.

Publications and Communication

- **Hunter Education Quarterly**

The Hunter Education Quarterly is printed and mailed to all current instructors. This newsletter is designed to provide instructors with information on district activity, instructor participation, instructor awards, training tips, and other items of interest. You are encouraged to read this publication and keep abreast of the many things occurring in the program. Instructors are encouraged to send articles, training tips, or other items of interest to the Hunter Education Office or email to HunterEducation@wildlife.ca.gov for possible inclusion in the newsletter.

- **International Hunter Education Instructor Journal (IHEA)**

- The IHEA provides a quarterly newsletter for free to all instructors throughout North America. The newsletters are shipped to the hunter education office in Sacramento and then mailed to each instructor. It provides helpful training themes and other useful information for instructors.

- **Student Hunter Handbook is a student focused magazine provided by IHEA and is available upon by request from the Hunter Education Supplies Coordinator.**

- **Instructor Resources webpage**

<https://www.wildlife.ca.gov/Hunter-Education/Instructor-Resources>

This page makes it easy for you to order class materials and get the information you need as a Hunter Education Instructor.

- **E-mail**

E-mail has become a primary means of communication, so make sure we have your correct e-mail address. Hunter Education Program Staff contact information can be found on the Instructor Resources Page and at the front of this manual.

- **Hunter Education Instructor Associations**

Hunter Education Instructor Associations are not part of the CDFW Hunter Education Program. They are independent organizations operated and governed by association

members. Associations routinely collaborate with the CDFW Hunter Education Program to recruit new instructors and students, provide training, and to provide various activities, benefits, and opportunities for instructors.

Instructor Policies and Procedures

Only CDFW-certified HEIs may organize and teach classes and sign Certificates of Completion. Also, only certified HEIs are protected from liability if they are teaching the course as directed in the Policies and Procedures guide. Non-certified instructors—such as those you may invite into your class to teach specialty subjects--are not protected and may be held personally liable for information provided or any injury resulting from such information or training. Therefore, if you use teaching assistants in your class, the Department strongly suggests they become certified HEIs.

Certification of Instructors

Before any person can organize or direct a hunter education class, they must first be certified by the Department of Fish and Wildlife. Non-certified persons may teach hunter education only under the direct supervision of a certified instructor, subject to the approval of the Department. To become certified, an applicant must successfully complete the certification process. The process takes approximately 12 weeks to complete and consists of the following:

- Have sufficient hunting experience as determined by the District Coordinator
- Attend and successfully complete a California Hunter Education Course. (Presentation of a Hunter Education Certificate of Completion will satisfy this requirement.)
- Complete a California hunter education instructor application form.
- Complete a California volunteer record and service agreement form.
- Complete an oath of allegiance and declaration of permission to work for persons employed by the State of California form.
- Complete an authorization to release information form.
- View an orientation video.
- Successfully pass the instructor examination and interview.
- Complete a Live Scan form and submit it to a business/organization authorized to perform Live Scan (electronic fingerprinting) service (see District Coordinator for locations). You are responsible for initial Live Scan fees but see your District Coordinator concerning reimbursement. Via Live Scan, California's Department of Justice (DOJ) verifies the applicant's criminal history. Results are transmitted directly to CDFW headquarters in Sacramento. Any criminal violations will be evaluated by the District Coordinator and State Administrator to determine the acceptability of the applicant.
- Teach a portion of a hunter education class under the supervision of a certified instructor. (This requirement may be waived by the District Coordinator or State Administrator.)

Once the District Coordinator has received the application and the authorization to release information form, they will review it for completeness. If acceptable, the District Coordinator or their representative will contact the applicant to set up an interview and provide them with the instructor study materials. These study materials are designed to prepare the new instructor to teach hunter education safely and effectively.

Instructor Applicant Study Materials:

Prospective HEIs are provided a Policies and Procedures guide which explains policies and procedures related to the Hunter Education Program. Applicants must have a thorough working knowledge of these policies and procedures because there will be questions on the instructor's examination relating to the Policies and Procedures guide.

Also included in the study packet will be a teaching guide with lesson plans, classroom preparation topics, and other helpful tips for the instructor. Instructors should study this material and be prepared to answer related questions on the instructor examination.

Code of Conduct for Instructors

Instructors must be safe, mature, and ethical. They must have and use good judgment. HEIs represent the California Department of Fish & Wildlife, fellow instructors, and the hunting community. They must present themselves in a manner that speaks well of everyone.

Instructors should exemplify the very best traits of the "teacher". Often, the instructor is the first CDFW representative that a young person meets, and that first meeting can have dramatic consequences for the Department, the sport of hunting, and the individual. Therefore, instructors must conduct themselves in a professional manner and adhere to the following standards:

- Instructors should present a neat, well-dressed and groomed appearance.
- Instructors should always be well-prepared to teach their class.
- Instructors are non-paid employees of the Department and while functioning as an Instructor, whether in person or in print, shall not engage in disparaging comment or contradict the Department's policies or state regulations
- Instructors should be on time for their class.
- Instructors should be polite and courteous to students.

Some behaviors are never appropriate in the classroom or in front of students.

- Alcoholic beverages shall never be present during a class. Instructors may not drink alcohol before or during a class—nor should students.
- Hunter Education is a State-administered program, and, therefore subject to State restrictions concerning use of tobacco. Instructors and students may not use tobacco during class. It is appropriate to use tobacco during breaks, outside the classroom.
- Profanity should never be used.
- Inappropriate physical contact shall always be avoided.

HEI Arrest and Citation Notification

Volunteer Hunter Education Instructors shall notify the Department of Fish and Wildlife, through their District Coordinator, of any criminal investigation, physical arrest or conviction, or any action affecting their ability to act as a Hunter Education Instructor. Such notification must occur within 72 hours or within a reasonable amount of time of the incident. Examples of incidents that shall be reported include but are not limited to: Any Felony or Misdemeanor arrest

or citations, any Fish and Wildlife arrest or citation and anything involving and or affecting the Hunter Education Program. Notification shall be considered confidential. The Department may make temporary administrative changes in instructor status necessary to reduce departmental liability. The Department may conduct an administrative investigation and will not rely solely on the findings of any other agency. Administrative action will be taken based only upon the findings of an independent departmental investigation. These actions will be independent of any criminal or judicial process.

Restricted Topics for Instructors

Federal regulations prohibit the use of hunter education funds for political lobbying activities, or selling products or services during a hunter education class. The expressed purpose for the class is to provide hunter education, not to provide instructors or others with an opportunity to sell or promote their services or products. Therefore, the classroom shall not be used to conduct any of these activities. This restriction does not prohibit instructors from providing information, either before or after the class, regarding sporting opportunities available to the students such as advanced training programs, etc.

Also, to avoid any conflict with federal regulations—thus endangering the entire Hunter Education Program--or being required to provide equal time and materials for opposing points of view, instructors must keep political and philosophical points of view and attacks out of all classroom activity. Instructors shall not solicit memberships in pro-gun or pro-hunting organizations, act as representative for such organizations, nor make a philosophical attack on anti-hunting or anti-gun ownership movements or organizations. Instructors must confine their classroom activities to teaching hunter education.

Uniforms for Instructors

It is extremely important that instructors be recognizable when teaching a hunter education class. Because their appearance reflects directly upon the Department and themselves, they should always present a neat, well-groomed appearance when in front of a class. This is true whether they wear casual attire or a uniform, which they may wear if desired. The uniform must meet Department specifications; unauthorized uniforms shall not be worn

Uniform Specifications:

- Shirt: Any color shirt with the hunter education logo on it, short or long sleeve.
- Vest: A volunteer vest may be worn by the instructor. The vest must be approved by the Department. (Contact your District Coordinator for specifications)
- A name tag may be worn above the right front pocket
- The hunter education instructor patch may be worn on the left shoulder of a short or long-sleeved shirt.
- The Expert, Distinguished or Master Instructor rocker may be worn below the instructor patch.
- Service pins may be worn above the left front pocket
- Special instructor rating patches may be worn above the right pocket over the name tag.
- Members of the International Hunter Education Association (IHEA) may wear their association patch on the left front pocket.

- Rank insignias and training patches from the National Rifle Association (NRA) may be worn to identify instructor classifications, if desired, by a teaching group.
- Commercially available instructor's badges shall not be worn.
- **The California Department of Fish & Wildlife Patch shall not be worn as part of the uniform, except as part of the volunteer vest.**
- **Firearms shall not be worn as part of the uniform. The only exception to wearing firearms in plain view in hunter education courses is peace officers teaching or assisting in hunter education courses as part of their assigned duties, may wear firearms as part of their duty uniform.**

Instructors shall not display any sign, patch, logo or statement on their equipment, person, business cards, correspondence or any other materials used in conjunction with their instructor status which would indicate to the public they are Department of Fish and Wildlife employees.

Annual Instructor Conferences

Instructor conferences are held annually, usually in spring, and provide instructors an opportunity for camaraderie and training. One main conference and two or more satellite conferences are held within each district and satisfy the HEI program's annual training requirement. Conference locations generally vary from year to year. Instructors may attend as many conferences throughout the State as they wish. **Instructors unable to attend a conference must complete a correspondence course to maintain their status as an HEI.**

Team Teaching

Because of the advantages of team teaching, the Department encourages instructors to work together when possible. Instructors not actively teaching can sign in late-arriving students and handle course paperwork, and as the class progresses, can observe the class to see if the students understand the material. They can make sure students' questions are recognized and answered, demonstrate the handling of firearms, and operate media devices. Instructors may specialize in teaching a specific topic such as wildlife management, ethics, or archery.

Team teaching also reduces the burden on any one instructor and helps keep the students interested in the class. If an emergency should arise, instructors are there to assist other instructors and students. Also, if a solo instructor should become ill or unavailable, the class would have to be disrupted or cancelled. In the end, it's more fun and enjoyable for all. If you desire to team teach but do not have a partner, contact your District Coordinator for help.

Instructor Evaluations

In order to gauge their teaching methods, effectiveness, and compliance with program requirements, instructors may be evaluated during a class at any time by the Department. The evaluation process lets the instructor know if their teaching methods are being effectively presented and where they can make adjustments to improve their class. Evaluations should be looked upon by the instructor as a positive measurement of their teaching effectiveness. A standard evaluation form is used by Department personnel.

Revocation of Instructor Certification

Section 3051 of the Fish and Game Code states in part: The Department may revoke the certificate of any instructor when in the opinion of the Department, it is in the best interest of the state to do so.

Reasons for revocation include violation of the Policies and Procedures guide, violations of Fish & Wildlife laws, or other violations of law. Inappropriate or outrageous behavior by an instructor which would place the program or Department in a bad light will not be tolerated.

Maintaining Instructor Active Status

To maintain active status and earn a year of service as an instructor, all of the following requirements must be met:

- Teach at least of one class per calendar year
- Complete annual training
- Meet annual budgeting requirements

Any exceptions to these requirements must have prior approval by the appropriate District Coordinator or Administrator.

HEI Recruitment and Retention Incentive Program

The primary purpose of the Hunter Education Instructor Incentive Program is to recruit new instructors and retain certified instructors. The goal is to build a sufficient volunteer corps to address unmet public demand for mandatory classes.

The Department will provide incentives, in the form of big-game tags provided voluntarily by licensed Private Lands Management areas, Cooperative Elk or Deer Hunting areas, or other tags or hunts designated by the department, to department-certified Hunter Education Instructors.

The incentives will be distributed in a random drawing to Hunter Education Instructors who have taught at least one class, completed the annual Instructor training, and filed an Income and Expense form **every year for a minimum of three consecutive years inclusive of the year prior to the drawing.**

See Appendix B for more information.

HEI Fund-Raising Tag Drawing (Open Zone Deer Tag)

The Department will award (1) Hunter Education Instructor, (1) Open Zone Deer Tag per year using a random drawing system.

Only certified instructors who have been active for a minimum of three (3) consecutive years, inclusive of the year prior to the drawing are eligible.

Active Instructors have completed in-service training requirements and taught or assisted in teaching at least one course every year.

Instructors who are drawn and accept a license tag will not be eligible to participate in the next five annual drawings.

Eligible hunter education instructors who wish to apply for the Hunter Education Instructor big game tag(s) shall pay a nonrefundable fee for the fund-raising random draw tag through the Department's Online License Service (OLS). Applicants must purchase an annual California hunting license to apply.

Hunter Education Instructors may purchase up to three random drawing applications during the same license year.

See Appendix B for more information.

Instructor Awards

The Department takes great pride in the accomplishments of its volunteer instructors, and recognizes them with awards each year to show its appreciation for their service and dedication. The awards demonstrate the level of service each instructor has provided the State. Active service requires teaching one class per each calendar year.

Service Pin: For each five years of active service, a pewter animal pin is presented to the instructor. The number of years of service is indicated and there is a different animal for each five-year increment. In order they are; quail, deer, duck, elk, pheasant, big horn sheep, antelope, mountain lion, bald eagle, bear, turkey, and pig (see Appendix A).

Golden Bear Award: An instructor that has been active in the program for 25 years is awarded the Golden Bear Award. An oval, silver belt buckle with a gold-plated California grizzly bear superimposed on the State, inscriptions read "California Hunter Education Program" on the top, and "25 Years" on the bottom.

Instructor Award Patch: An instructor may be awarded an instructor award patch upon recommendation for outstanding service from any Department representative. This patch may be sewn on the right shoulder of the uniform shirt.

District Awards: District Coordinators may recognize volunteer instructors for their contributions to the Hunter Education Program at any time. This award may be in any form outlining the instructor's accomplishments.

Instructor of the Year Award

The "Hunter Education Instructor of the Year Award" is a special way for the Department of Fish and Wildlife to recognize the very best of its volunteer instructors. Each year instructors are selected from throughout the State to be considered for the instructor of the year award. Anyone may nominate an instructor for consideration. Nominations must be submitted to a District Coordinator and /or the State Administrator by January 1, of each year. The State Administrator and District Coordinators will review the nominations and select the Hunter Education Instructor of the Year.

The following format should be used when nominating an instructor for this award:

Hunter Education Instructor of the Year Award Nomination

1. List the number of years an instructor has been active in the California Hunter Education Program.
2. List the number of classes an instructor has taught in the last three (3) years.
3. List if the instructor teaches as part of a team or solo.
4. List the number of certified instructors they have recruited in the last five (5) years.
5. List if the instructor incorporates live fire in their class.
6. List any teaching certificates the instructor possesses in other hunting, outdoor, or shooting sport programs.
7. List any hunting, outdoor, or shooting sport affiliations/memberships.
8. List any awards the instructor has received for service in hunting, outdoor, or shooting sport programs.
9. List any special characteristics that qualify the instructor for the award (100 words or less).

Hunter Education Class Requirements

Accessibility of Program

The Hunter Education Program, as a state-mandated, federally-funded program, must be made available to all persons. Therefore, instructors shall not refuse to provide training, refuse to certify, or otherwise discriminate against any person because of age, race, color, creed, sex, sexual orientation, religion, disability or national origin. Additionally, the program shall be made available to all persons as required by the Americans with Disabilities Act. However, instructors shall not hire a sign language interpreter (signer) without permission from their district coordinator.

Student Age Requirements

Because all first-time California resident hunters are required to have hunter education training regardless of their age, students of all ages can be expected to attend classes. Students may not be refused entry to a hunter education class because of age alone. However, the parents of very young students should be advised by the instructor that failure is highly likely because of the complexity of the materials and the exam.

Parents or guardians should be encouraged to attend with young students, especially those younger than age 16, to help define new words or provide additional tutoring during and after class. Regardless of age, however, students who demonstrate proper knowledge, responsibility, the ability to safely handle a firearm, and who pass the written exam shall be certified.

The reason there is not a minimum age requirement is because California does not have a minimum age requirement for purchasing a hunting license. Federal law prohibits discrimination on the basis of age for this reason. To prohibit a student's entry into a class because of age could result in the instructor and the Department being prosecuted for age discrimination.

Class Scheduling

- All classes (public, private, and unlisted) shall be created prior to the course date in the Event Manger system.
- All information- class locations, course times, and fees shall be accurate.
- Information included in the Special Instructions field shall be clear, concise and professional. Please do not repeat information already included in the course description and remember Special Instructions will be viewed publically. Please take special care with grammar and punctuation.

Class Fees

California Fish and Game Code Section 3052 states “No fee shall be charged for the instructor’s service, however, a fee to cover the cost of giving such instruction may be charged each person participating and receiving such instructions.”

In other words, the instructor may not profit from teaching Hunter Education classes, they may only cover their actual expenses. Such expenses may include, but are not limited to, range fees, ammunition, transportation, advertising, classroom or equipment rental, postage, awards, and training aids.

Class fees shall not be used for the purchase of non-expendable (property) items. Unless otherwise authorized, firearms, media equipment, and furniture shall not be purchased by an instructor. The rental of equipment is allowed, but the source of the equipment must be from a private business or non-profit organization. Instructors may not rent equipment to themselves. Class fees shall never be used to amortize household expenses or pay for wear and tear on furniture, carpeting, fixtures, etc. Student fees shall not be utilized as an instructor's salary. If the instructor is paid a salary by an organization to teach the hunter education program, the organization paying the salary shall not collect any fee from the students. No class fee can be transferred to a third party without prior approval from your District Coordinator. Vehicle mileage cannot be charged unless the instructor has a current "*Use of Private Vehicle for State Business*" form on file with their District Coordinator.

Fees shall not exceed \$ 10 per student without specific prior approval from the instructor's District Coordinator. To obtain approval, submit a written request to your District Coordinator outlining the specific expenses you expect to incur and how the fee will be used. You must have an approved written request on file prior to charging fees above the \$10.00 allowed statewide.

Required Budget

California Fish and Game Code, Section 3052 requires that any time a fee is charged, a record of expense shall be kept for inspection by the Department. The record need not be elaborate but must itemize each specific expense and the income per student. This record must be kept for three years and be submitted to the District Coordinator by **January 31 of each year**. (*Failure to comply with this requirement can result in the revocation of instructor certification*). Fees should never be co-mingled with the instructor's personal finances. If an instructor has a written budget on file, expenses and income need not balance for every class. For instance, larger classes during the summer may bring income beyond the expense, while small off-season classes may cost more than the income. The fee charged should allow the instructor to balance out at the end of the year.

Class paperwork

When a Hunter Education Instructor is instructing or assisting in instructing a hunter education course, the following must be accurately completed and submitted to the Hunter Education Program through the Event Manager system within **14** days of completion of the course: all student pass/fail results (excluding test scores), all instructor prep, class, travel hours, answers to whether fee was charged, and what language the course was instructed in.

The only paperwork instructors shall be required to maintain are the student release forms. The releases must be maintained and made available for Department inspection for a period of 3 years.

Instructors shall destroy all other paperwork including online vouchers, answer sheets, sign in sheets, and any printed copies of rosters.

Instructors shall never maintain personal information of students that is provided on class rosters. Special care needs to be taken to insure personal information is protected and disposed of in a responsible manner.

Class Size

An instructor may hold a class with no fewer than 3 students. The maximum class size SHALL BE 25 students per certified instructor. This allows adequate contact between the students and the instructor and provides for a safe environment. In unusual cases, a large class may be broken into sections no larger than 25 students per section. Exceptions may be made be authorized by your District Coordinator.

Ammunition in the Classroom

A fundamental goal of hunter education is to teach safe practices concerning the handling of firearms. Hands-on learning is often the best learning, and so whenever possible, Instructors are encouraged to have their students handle actual or replica firearms.

All measures must be taken, however, to prevent the unintended discharge of a firearm. Therefore, instructors shall never knowingly allow the presence of live ammunition in their class.

The intent of this requirement is to prevent the unintended discharge of a firearm, not to exclude dummy ammunition or fired ammunition used for display or demonstration purposes.

Unassembled cartridge components shall not be considered ammunition, but the functional components necessary to place a muzzleloader into a loaded state shall not be present when a muzzleloader is present as well.

These provisions apply to the classroom portions of hunter education courses and not to live-fire training events held at a range. These provisions do not apply to cartridges carried by Peace Officers or other individuals lawfully carrying concealed weapons.

Student Consent Form

All students are to turn in a student consent form at the beginning of class. This form is available for them to download, print and fill out when they register for class. Instructors should have extra consent forms available. This form consists of two parts, a liability release and a self-certification for ability to handle firearms. Instructors shall review student consent forms to identify students legally prohibited from possessing firearms in their classes. Individuals convicted of domestic violence charges, Felony charges, Health and Safety charges, or other prohibited groups may attend a class but cannot handle or possess firearms or ammunition. *As an instructor, you could be charged criminally for providing firearms to such persons.*

Required Class Topics

California Fish and Game Code, Section 3051, and Federal-State contractual agreements require that the hunter education course include the following three topics. Each topic must be afforded the mandatory amount of time listed.

- 1. Hunter Safety--3 hrs.**
- 2. Principles of Conservation--1 hrs.**
- 3. Sportsmanship and Ethics--2 hrs.**

Required Class Hours

Except for authorized home study/on-line courses, a minimum of ten (10) hours of instruction is required for a hunter education course. A 10-hour course may contain an assigned home study component, which may not exceed two (2) hours. There is no maximum number of hours for a hunter education course.

In order to make the minimum 10-hour course effective, it requires the utmost care in planning and presentation to teach the required topics, let alone the other, suggested topics. Consequently, detailed coverage of archery, first aid, survival, black powder and related subjects is not possible in a 10-hour course. Instructors may refer students interested in archery, black powder shooting or first aid/CPR to these organizations:

1. National Bowhunter Education Foundation
P.O. Box 2934
Rapid City, SD 57709
605-716-0596
2. National Muzzle Loading Rifle Association
P.O. Box 67

Friendship, IN 47021
(812) 667-5131
3. A local hospital or Red Cross Office

Examinations

One way to measure an individual's knowledge is by exam. The Hunter Education Program provides a standard written examination at the conclusion of each class. Instructors are required to utilize the provided exam and are not allowed to change or modify the exam. Instructors shall not give students the answers to the examination at any time.

The final exam is to be administered "closed book"; utilization of any notes, manual, workbooks, or study materials is prohibited during the written exam. There are 100 questions on the standard examination, and a score of 80% (80 correct) is required to pass. Students will be required to have a basic understanding of the ten commandments of firearm safety. The teaching of the ten commandments of firearm safety will be at the HEIs discretion. There is no required separate examination for the Ten Commandments of firearm safety; the HEI must insure each student has

a basic understanding. Students who have difficulty reading may have the questions read to them because the test is intended to measure understanding of safety, conservation and sportsmanship, not reading ability.

A non-certified class assistant may read the question to a student; however all efforts shall be made to avoid having a parent read the exam to their child. The best-case scenario would be to have a certified instructor read the exam to the student(s).

Prior to the final exam, as part of the course, the instructor may test the students' knowledge and skills. A pre-test given at the beginning of class or a brief quiz at the end of each topic or class period is an effective way to test the knowledge of students. A field test simulating hunting conditions is an excellent way to determine a person's skill level in handling firearms. Instructors may require passing scores on these tests (except the pre-test), in addition to the final examination.

Adequate time should always be allowed for students to complete the examination. Instructors should review the examination at the conclusion of the testing process. This is a good time to go over the questions students have missed.

All Examinations must be returned to the instructor. Instructors will collect and destroy all of the answer sheets.

The examination is available in a variety of languages. Contact your Supply Coordinator for available non-English options..

When a student fails the course, the instructor should meet with them privately and explain the reasons. If failure is due to lack of knowledge in a few specific areas, the instructor may wish to give a reading assignment and re-test the student later. Always meet and discuss the results of a failed examination with the parents of a very young student. This helps them understand the reasons for the failure and can also help them understand what they need to do to help their child meet the basic requirements of the program. The child should be present at the meeting to hear your explanation.

If a student fails the examination, the instructor should try to determine the cause. Was the failure because of a reading problem or an inability to understand English? Was the failure the result of a lack of understanding of the terminology or concepts presented in the class? Was the student unable to understand the questions on the examination?

If failure was due to a lack of knowledge in a few areas, the instructor should review the missed questions with the student at the end of the class. Have the student review those particular areas and return to your class at a later date to re-take the test.

****The student should not be given the re-test on the same day that they failed the final examination***

****Have the student study the missed material and return during the examination period during your next class or at a later time and place which is convenient for you and the student.***

**** Make sure that you use a different version of the examination for the re-test.***

**** If the failure is because of a reading problem, you may give the exam orally, but you or another instructor must give the entire examination, not just the questions missed by the student.***

Why re-test later? By re-testing on the date of the failed examination, the student is really only being tested on a few items, all of which have been recently reviewed. However, by having the student come back at a later time, you place value on your time, the program and the student's commitment to the learning process. If there is a general lack of knowledge, invite the student to retake the course prior to taking the examination.

Shooting Range Requirements

Although is not a requirement of the course, use of a range as part of a hunter education class is strongly recommended. The advantages of using a range include:

1. Hands-on instruction with firearms
2. Observing students while handling loaded firearms
3. Marksmanship training
4. Providing an opportunity to demonstrate the destructive potential of firearms
5. Having the opportunity to test skills associated with live firing
6. Providing a fun introductory activity to the shooting sport

If live fire is included, class length should be adjusted to allow for this activity. Just remember that including a live fire element to the class carries with it a certain degree of risk. **Safety is the main priority for any range training.**

Pass/Fail Criteria:

Whether or not a student is offered the final examination after completing at least 10 hours of instruction is left to the discretion of the instructor. Several factors should enter into this decision and the instructor should document the reasons.

First, the instructor should evaluate the student's maturity level when handling firearms. Skill testing or live firing provides an excellent opportunity to observe students. Ask yourself-- "*Would I want to hunt with this student? Would I want them standing next to or behind me with a loaded gun?*"

Second, the instructor should consider the student's overall attitude. Students exhibiting inappropriate behavior should not be certified regardless of knowledge or skill level.

Third, the instructor may use knowledge and skill tests throughout the course to determine the progress of the student. If a student consistently fails these tests, failing the final exam is a certainty. Suggest they study and return at a later date.

Fourth, the student must successfully pass the written examination. If the student has reading or language problems, the instructor should determine verbally if the student has the basic knowledge and skill to be a hunter. The written examination shall not be given and scored until the student passes all criteria of the course. If you do have to schedule the range time after you have given the final examination, it must be optional to the student. ***If you are going to fail the***

student on the gun handling portion of the class for unsafe handling of firearms, it must be done prior to administering the exam.

Fifth, if there is a general lack of knowledge, or failure is due to immaturity or poor attitude, the instructor should encourage the student to enroll in a future class, if appropriate.

Certificates of Completion

After a student has completed a minimum state-approved course of instruction, has demonstrated to the instructor they will be a safe, responsible hunter and has passed the written examination, they may be issued a Certificate of Completion by a certified instructor.

Certificates are to be completed by the instructor and given to the student. Each Student has a unique number generated when they register for the class. Numbers are retrieved from the Class Roster by the Instructor. Sharpie pens or laser jet printers will print on the certificates, but allow Sharpie ink to dry for a minute or it will smudge.

Duplicate Certificates

A fee may be charged by an instructor for the issuance of the duplicate certificate. These monies shall be accounted for and utilized as noted in the budget section above for other class fees. Certificates issued after January 1, 2016, may be replaced through the Online License System or a license agent. Only the instructor of record or affiliated organization may issue duplicate certificates. Instructors may only issue a duplicate certificate for those with assigned certificate numbers, (post 2005). All others shall be issued in coordination with the Hunter Education Program by contacting Headquarters. The instructor must write the original class information on the duplicate certificate. Instructors who are no longer certified may submit a signed letter indicating class completion for former students to the local regional coordinator for issuance of a duplicate certificate. They may not issue duplicate certificates if they are no longer certified instructors.

Hunter Education Equivalency Examination

Section 710, California Code of Regulations, Title-14 requires that the Department provide for a comprehensive hunter education equivalency examination, to be administered to qualified applicants. Qualification to take the examination must include affirmation that the applicant has not previously taken and failed the examination. Applicants who pass the equivalency examination will be issued a hunter education certificate of equivalency. There are various problems with the certificate of equivalency, which include:

- Some states will not accept the certificate of equivalency as proof of hunter education for the purchase of their hunting license.
- There is an administrative cost associated with the examination process.
- An individual cannot take the examination if they have previously taken the examination and failed. Their only alternative is to take a hunter education course.

Instructors should direct those interested in the equivalency examination process to their District Coordinators. District Coordinators or their representatives are the only ones allowed to administer the equivalency examination.

Out-of-State Certificates and Licenses

Through a reciprocal agreement with the other states and the provinces of Canada, California accepts any state or provincial certificate of completion or a hunting license issued within the last two hunting years as proof of completing Hunter Education requirements. Only certificates from official state or provincial programs are acceptable. National Rifle Association (NRA) certificates or other special training certificates are not acceptable, unless specifically provided for by Fish and Game Commission regulations.

Non-Resident Hunters

A nonresident is not exempt from hunter education requirements. Persons on active military duty in California may purchase a resident hunting license, but must meet all of the mandates of the Hunter Education Program.

Fish and Wildlife Web Site

The Department's website and The Hunter Education Program pages are full of useful information and resources.

CDFW main:

<https://www.wildlife.ca.gov/>

Hunter Education Program page:

<https://www.wildlife.ca.gov/Hunter-Education>

Instructor Resources page:

<https://www.wildlife.ca.gov/Hunter-Education/Instructor-Resources>

Appendix A

Service Awards



5 years
California Quail



10 years
Mule Deer



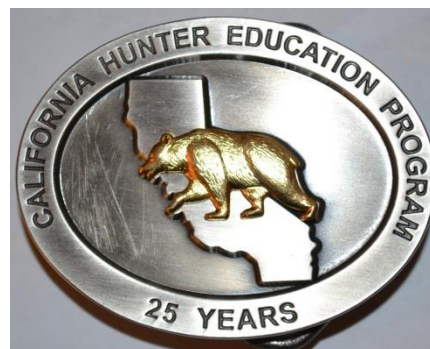
15 years
Duck



20 years
Elk



25 years
Pheasant



25 years
Belt Buckle



30 years
Bighorn Sheep



35 years
Pronghorn Antelope



40 years
Mountain Lion



45 years
Bald Eagle



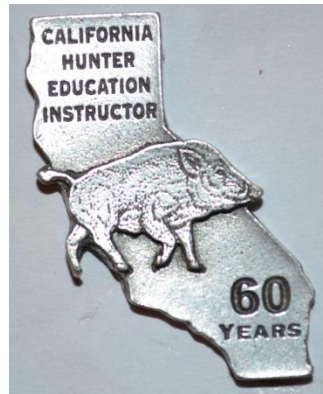
50 years
Grizzly Bear



50 years
HEI Ring



55 Years
Turkey



60 years
Wild Pig

****HEI Ring may be subject to change depending on vendor availability****

Any service award above 60 years will be at the discretion of the District Coordinator and Statewide Administrator.

Appendix B

HEI RECRUITMENT AND RETENTION INCENTIVE PROGRAM

California Code of Regulation, Title-14, Section 709, Hunter Education Instructor Incentive Program

(a) Under the Hunter Education Instructor Incentive Program (“Incentive Program”), the department shall award incentives including, but not limited to, big game tags provided voluntarily by licensed Private Lands Management areas, Cooperative Elk or Deer Hunting areas, or other tags or hunts designated by the department, other hunting opportunities, and firearms, to eligible department-certified Hunter Education Instructors. The incentives shall be awarded annually in a random drawing according to the following rules.

(b) Eligibility Criteria

- (1) Only certified instructors who meet the following eligibility criteria may participate in Incentive Program drawings.
- (2) To be eligible to participate in a drawing, instructors must have been in active status for a minimum of three (3) consecutive years, inclusive of the year prior to the drawing. Instructors will earn an additional drawing entry for every ten (10) years of active service.
- (3) To maintain active status, an instructor shall complete in-service training requirements, teach or assist in teaching at least one course per calendar year, and submit an annual income and expense record. The instructor must meet these requirements by December 31st of any given year to be considered eligible for an Incentive Program drawing offered the following year.
- (4) Instructors with revoked or suspended Hunter Education Instructor certification are ineligible to participate in Incentive Program drawings.
- (5) Paid staff within the department's Hunter Education Program are ineligible to participate in Incentive Program drawings.
- (6) Instructors who are drawn and accept a tag or hunt shall not be eligible to participate in the next five annual Incentive Program drawings.

(c) Incentive Program Drawing Procedures

- (1) Each eligible instructor listed in the department's Hunter Education Instructor database shall be assigned a random number in the drawing for each year's pool of donated or department-designated tags or hunts. This drawing will commence in the second week of July each year and proceed until all available tags or hunts are issued. Alternate instructors may be drawn to ensure that all tags or hunts are claimed.
- (2) Among the instructors that are drawn, the instructor that is drawn first shall select a tag or hunt from the available tags or hunts, and further selections shall proceed based upon the order in which instructors were drawn.
- (3) If any instructor fails to accept or select an available tag or hunt within three (3) days of being notified by phone, the instructor's selection rights will be forfeited and the next instructor in order will be contacted.

- (4) If an instructor who accepted a tag or hunt later declines the opportunity and notifies the department, prior to the opening day of the relevant season, that they will not participate in the selected hunt, alternate instructors shall be contacted in the order they were drawn and offered the opportunity to accept the tag or hunt.
- (5) Instructors who accept a tag are required to pay the applicable tag fee set forth in the Fish and Game Code or these regulations.
- (6) Accumulated preference points from general big game drawings shall not be considered or applied in any Hunter Education Instructor Incentive Program drawings.

California Code of Regulation, Title-14, Section 709.1 Hunter Education Instructor Incentive Program Big Game Tag

- (a) Following the effective date of this regulation, the department shall award the following big game license tag(s) using a random drawing system to eligible department-certified Hunter Education Instructors:
 - (1) Open zone deer, as described in title 14, CCR, section 360.
 - (2) Any additional big game license tags described in title 14, CCR, sections 360, 361, 363, and 364.
- (b) Eligibility Criteria
 - (1) Only certified instructors who meet the following eligibility criteria may participate in Incentive Program drawings.
 - (2) To be eligible to participate in a drawing, instructors must have been in active status for a minimum of three (3) consecutive years, inclusive of the year prior to the drawing.
 - (3) To maintain active status, an instructor shall complete in-service training requirements, teach or assist in teaching at least one course per calendar year, and submit an annual income and expense record. The instructor must meet these requirements by December 31st of any given year to be considered eligible for an Incentive Program drawing offered the following year.
 - (4) Instructors with revoked or suspended Hunter Education Instructor certification are ineligible to participate in Incentive Program drawings.
 - (5) Paid staff within the department's Hunter Education Program are ineligible to participate in Incentive Program drawings.
 - (6) Instructors who are drawn and accept a tag or hunt shall not be eligible to participate in the next five annual Incentive Program drawings.
- (c) General Conditions
 - (1) To enter a drawing for a Hunter Education Instructor big game tag described in subsection (a), an eligible instructor shall pay the nonrefundable application fee for a fund-raising tag random drawing entry form as specified in title 14, CCR, section 702 on or before June 2nd each year.
 - (2) Tags will only be issued to instructors with valid annual California hunting licenses.
 - (3) Hunter Education Instructors may apply for up to three fund-raising tag random drawings per license year.

- (4) No applicant shall earn a preference point through this application process.
- (5) Accumulated preference points from general big game drawings shall not be considered or applied in any Hunter Education Instructor Incentive Program drawings.
- (6) Hunter Education Instructor Incentive Program big game tags are non-transferrable.
- (7) Successful applicants and a list of alternates for each big game tag will be determined by random drawing within 10 business days following the application deadline date. If the drawing is delayed due to circumstances beyond the department's control, the department shall conduct the drawing at the earliest date possible.
- (8) Unsuccessful applicants shall not be notified.
- (9) Successful applicants shall claim their tags at the License and Revenue Branch, 1740 N. Market Blvd., Sacramento, CA 95834 by 5:00 p.m. on July 15 each year. If the deadline to claim the tags falls on a weekend or holiday, applicants can claim the tags until 5:00 p.m. on the first state business day following the deadline. Unclaimed tags shall be awarded to alternates in the order drawn.

Appendix C

Advanced Hunter Education Program (AHE)

If an instructor or team of instructors would like to teach an Advanced Hunter Education Clinic, they shall follow these instructions:

- 1) Contact the AHE coordinator with a detailed class description, class size, course synopsis, location, cost, and materials needed.
- 2) The AHE coordinator will review the proposal and make any necessary changes or suggestions. Clinics will be posted on the Department's Advanced Hunter Education Webpage and be open to the public. AHE clinics shall follow all Hunter Education Program Policies.
- 3) If possible, the AHE coordinator will attend the clinic to assist with and evaluate the clinic.
- 4) Once a clinic topic and location is approved and evaluated, the Instructor(s) can continue to provide subsequent offerings of the clinic.
- 5) Course results shall be submitted in a timely manner.