

NEW HUNTER EDUCATION INSTRUCTOR APPLICATION PROCESS

The following procedure is to be used in certifying new hunter education applicants. Please complete each of these steps in order.

ELIGIBILITY

All potential applicants for Instructor status must be at least 21 years of age, all potential applicants for Assistant Instructor status must be at least 18 years of age, pass a criminal background check, be a licensed hunter and have successfully completed the Kansas hunter education course before submitting an application.

APPLICATION AND INITIAL SCREENING

All potential applicants must submit an instructor application to the Hunter Education Office in Pratt. This application may be obtained from a certified instructor, Wildlife and Parks employee, the Hunter Education Office in Pratt or the KDWP website. Upon receipt of the completed application at the Hunter Education Section in Pratt, the applicant will be issued an Instructor number and will be entered into Pending status. All applicants will be subjected to a criminal background check (NCIC & KBI). Individuals with a criminal history may be denied certifications using these guidelines:

- a. Any felony conviction will be grounds for disqualification;
- b. Applications will be held without action pending the outcome of unresolved charges;
- c. If any conviction or judgement results in loss of the right to own firearms the applicant is disqualified;
- d. Any person who has been adjudged a sexual offender is disqualified;
- e. Recent criminal activity (within 2 years) is evaluated based upon the severity of the problem or upon the public's knowledge of the events and their attitude toward the individual concerned. Certification will be denied for individuals whose backgrounds could diminish their effectiveness as instructors or which might jeopardize the integrity of the hunter education program;
- f. Violation of any Wildlife and Parks Law or Regulation is evaluated based on its severity and its effect on the individual as a role model for the students. Recommendations from Department Law Enforcement personnel are weighed heavily in these cases.

FINAL CERTIFICATION

A Pending instructor with completed background check has 12 months to complete the initial certification process. This is accomplished by completing the Instructor Pre-certification test located on the Instructor Intranet website. Upon completion of the pre-certification test all pending instructors will have their status changed to Assistant Instructor. Their certification is good for 3 years.

This application is for any potential Hunter Education, Bowhunter Education or Furharvester Education applicant. Please mark your desired position on the front of the application.

HUNTER EDUCATION INSTRUCTOR APPLICATION

OFFICE USE ONLY	INSTRUCTOR #: _____ STATUS: _____ CITY CODE: _____ TYPE: _____ CERT DATE: _____ EXP DATE: _____ OCC CODE: _____ REG: _____ NCIC CK: _____ KBI CK: _____ KDWP: _____ CO: _____
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KANSAS HUNTER EDUCATION CERTIFICATE # : _____
KANSAS BOWHUNTER EDUCATION CERTIFICATE #: _____
KANSAS FURHARVESTER EDUCATION CERTIFICATION #: _____

Note: You must be at least 18 years of age and have complete the Kansas hunter education program before submitting this application. Mail to: Kansas Department of Wildlife and Parks ATTN: Hunter Education, 512 SE 25th Ave., Pratt, KS 67124.

Have you ever been convicted of a felony? Yes No If convicted, explain _____

Have you ever been charged with domestic violence? Yes No If convicted, explain _____

Have you ever been adjudged a sexual offender? Yes No If convicted, explain _____

Have you ever been convicted of a wildlife violation? Yes No If convicted, explain _____

I consent to a criminal background investigation through the Kansas Bureau of Investigation and any other agencies as deemed necessary. Yes No Initials _____

Current year hunting license number (or lifetime number) _____

Years of hunting experience _____ I hunt: (circle all that apply) Deer; Turkey; upland birds; waterfowl; small game; other _____

LAST NAME: _____ FIRST NAME: _____ MI: _____

ADDRESS: _____ CITY: _____ STATE: _____

ZIP CODE: _____ COUNTY ABBV: _____ GENDER: M F (circle one) RACE: _____

D.O.B: _____ OCCUPATION: _____ PHONE: () _____ - _____
() _____ - _____

SOCIAL SECURITY #: _____ e-mail address: _____

TEACHING OR VOLUNTEER EXPERIENCE: _____

I would like to be considered for position of: ___ Hunter Education Instructor ___ Bowhunter Education Instructor
___ Furharvester Education Instructor

SUBJECTS YOU PREFER TO TEACH: [Please circle your choice(s)] Bowhunting, Basic Gun Safety, Firearm Basics, Muzzleloaders, Furharvesting, Home Safety, Conservation/Wildlife, First Aid, Boating Safety, Firing Range (Guns)/(Archery), Game Laws, Trap/Skeet Shooting, Class Organization, Ethics/Responsibilities, Ammunition, Field Safety, Alcohol/Drugs, Kansas Wildlife, Survival, Walk Through, Ten Commandments, Reloading. FIRST PREFERENCE: (one topic) _____

FROM WHOM DID YOU RECEIVE THIS APPLICATION? _____

If appointed as a Kansas Hunter Education Instructor, I will follow the course outlined by the Department of Wildlife & Parks. I will comply with all program policies and procedures and will not knowingly issue a certificate to anyone who has not successfully completed the entire course. I further certify that all of the above information is true and correct. **Please Note: Criminal background checks are done on all applicants.**

APPLICANT'S SIGNATURE _____ DATE _____