

# Idaho Department of Fish and Game HUNTER EDUCATION PROGRAM

## Instructor Policy & Procedure Manual



Idaho Fish and Game adheres to all applicable state and federal laws and regulations related to discrimination on the basis of race, color, national origin, age, gender, disability or veteran's status. If you feel you have been discriminated against in any program, activity, or facility of Idaho Fish and Game, or if you desire further information, please write to: Idaho Department of Fish and Game, P.O. Box 25, Boise, ID 83707 OR U.S. Fish and Wildlife Service, Division of Federal Assistance, Mailstop: MBSP-4020, 4401 N. Fairfax Drive, Arlington, VA 22203, Telephone: (703) 358-2156. This publication will be made available in alternative formats upon request. Please contact the Department of Fish and Game for assistance.

# The History of Hunter Education

**H**unter education in the United States originated because of concerns about increasing numbers of hunting incidents in the years immediately following World War II. Returning soldiers found that battlefield skills did not translate into safe hunting skills. In response, a number of states began offering voluntary hunter education workshops in the late 1940s and early 1950s. New York became the first state to require mandatory hunter education beginning in 1949. With the 1972 passage of the Dingell-Hart amendment to the 1937 Federal Aid in Wildlife Restoration Act (commonly called the Pittman-Robertson Act); states became eligible to receive funding for hunter education. Within just a few years all 50 states developed mandatory hunter education programs. Today, hunting accidents are at their lowest point since documentation began.

In 1979, the Idaho Hunter Education Law was passed. Hunter education became mandatory for all first-time hunters born on or after January 1, 1975. In 1993, the law was amended to include a mandatory course for bowhunters.

## Legal Establishment of Hunter Education in Idaho

The legislative intent of the Idaho Hunter Education Act is found in the Idaho Code, Chapter 4, Title 36, Sections 36-4II and 36-4I2. This law sets the requirements for hunter and bowhunter education as well as sets fees for courses and stipulates use of volunteer instructors. Appendix A

### OUR MISSION:

The mission of the Idaho Hunter Education Program is to educate Idaho hunters about safe hunting practices, game management, and hunting regulations and to develop responsible, ethical sportsman.

### OUR GOALS:

Reduced hunting accidents statewide through course graduates that practice safe hunting and firearm handling skills.

- Increase hunting participation of hunter education graduates.
- Graduate students that are knowledgeable about hunting laws and ethics, and wildlife conservation, identification and management.

### PROGRAM FUNDING:

Funding for Idaho's Hunter Education programs are provided by class fees and excise taxes on sporting arms, ammunition, archery equipment and handguns. Excise tax funds are distributed to state hunter education programs through the US Fish and Wildlife Service under the Wildlife Restoration Act, also known as Pittman-Robertson. Funds are allocated based on state hunting license sales and state population. To receive funds, Idaho must match 25% of the money with donations and volunteer service hours. The time you and your fellow volunteers donate plays a vital role in ensuring that Idaho Hunter Education receives its Federal share.

# Instructor Policy & Procedure Manual

This Policy and Procedure Manual has been developed to help you in your role as a volunteer instructor. The policies and procedures of the Hunter Education Program are established to protect students and instructors alike. They provide instructors with classroom protocol and help to insure the overall success of the program. Instructors who follow the established curriculum and policies and procedures are provided liability protection pursuant to the Idaho Tort Claims Act (Idaho Code Sections 6-901 through 6-929) when acting in the capacity of a Hunter Education Program instructor. State and Federal policies Fish & Game operates under are located in Appendix B.

In addition, the Idaho Hunter Education Instructor Guide will help you develop a uniform course of instruction in safety, ethics and conservation. These publications are guides for instructors to help ensure that students across the state receive similar training and information. In addition, a uniform course meets the criteria established by the International Hunter Education Association-USA and National Bowhunter Education Foundation. This allows for hunter and bowhunter education certification in one state to be accepted by other states. Maintaining this reciprocity is important for hunters across the country.



# Becoming an Instructor

Instructors in this program are members of a select group of hunters who have chosen to share their skills and knowledge by instructing new hunters. Becoming an instructor requires time and dedication. It also requires the ability to uphold high standards and present a professional demeanor at all times.

## THE FOLLOWING ARE MANDATORY CRITERIA FOR QUALIFICATION. AN APPLICANT MUST:

- Be 18 years of age.
- Have no outstanding warrants, received a withheld judgment, or be convicted of a felony under the laws of Idaho or another state within five (5) years preceding the date of application.
- Have never been convicted or had a withheld judgment for any crime committed against children, child pornography or any offense involving sexual misconduct, pandering or prostitution.
- Not be registered or have failed to register as a sex offender in Idaho or any other state as provided by law.
- Have never been diagnosed by a licensed counselor, psychologist, psychiatrist or court appointed examiner as a pedophile.
- Have never been convicted or had a withheld judgment for any crime involving the use of alcohol, or the sale, possession or use drugs including possession of drug paraphernalia within one year preceding the date of application.
- Not have been discharged under dishonorable conditions from military service.
- Have never been convicted of a misdemeanor crime of domestic violence.
- Not have falsified information on the application or omitted any declaration of prior convictions or any pending charges for violations against the law including Idaho Fish and Game violations or forfeited collateral for any offense against the law with the exception of traffic violations.

## INSTRUCTOR SELECTION PROCESS

Applicants must successfully complete the following to be certified as an Instructor:

1. Successfully complete or have completed the hunter education course the applicant will be instructing.
2. Complete the Instructor Application form.
3. Get finger printed to complete the Idaho State Police Criminal History Records Check; and Idaho Department of Fish and Game violation background check. The Volunteer Services Coordinator can assist with the fingerprinting process or refer you to a law enforcement agency offering such services.
4. The applicant must demonstrate to the Volunteer Services Coordinator that he or she has a full understanding of the course materials to be taught.
5. The applicant must verify with the Volunteer Services Coordinator that he or she will agree to follow the approved course curriculum and abide by the Hunter Education Program policies and procedures.
6. Complete an instructor training course.
7. Assist in the teaching of a minimum of one course with a lead instructor who will verify the assistance with the Volunteer Services Coordinator.

*Note: Final authority to approve a volunteer for instructor status is under the discretion of the Volunteer Services Coordinator and the State Hunter Education Coordinator.*

# Instructor Responsibilities



## LEAD INSTRUCTOR

The lead instructor is the principal instructor for an individual course. The lead instructor must be present for all scheduled course days, except in the case of emergencies. The lead instructor is responsible for the quality of the instruction and course content. General responsibilities include the following:

- Contact Volunteer Services Coordinator to schedule a course and order supplies.
- Coordinate assistant instructor(s) and/or guest instructor(s).
- Verify accuracy and submit the final course report within 10 days to Volunteer Services Coordinator.

## ASSISTANT INSTRUCTOR

Assistant instructors must be present for all scheduled course days. They support the lead instructor by performing any assigned duties from the lead instructor.

## GUEST INSTRUCTOR

Guest instructors need not be present for all scheduled course days. They do not need to be certified instructors, but must always sign a volunteer form and be under the direct supervision of a certified instructor.

# Junior Instructor Program

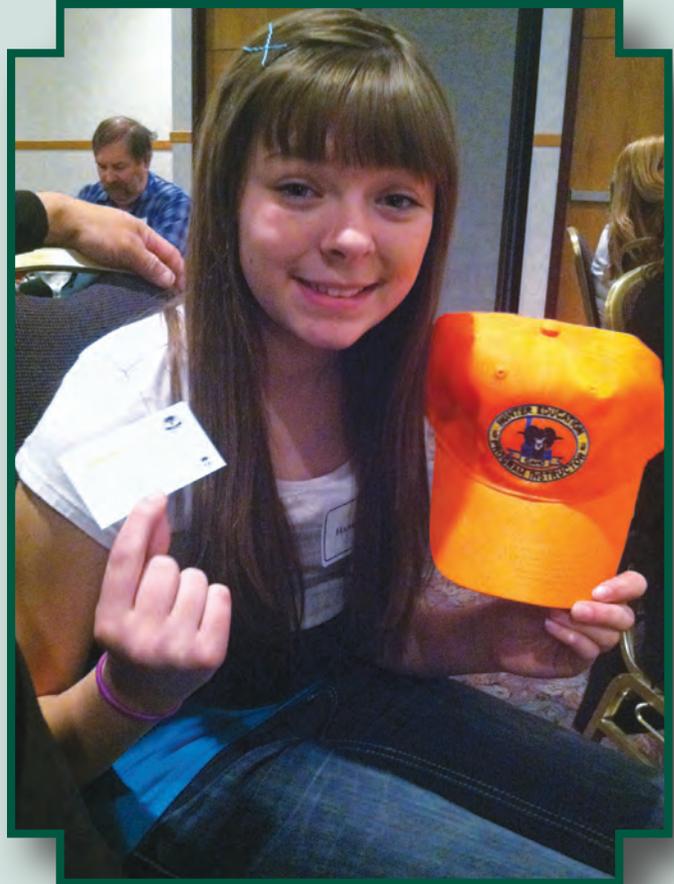
The Junior Instructor Program is designed for youth between the ages of 12 and 17 who are interested in being involved in Hunter Education. Often, older children of active instructors participate in this program. It provides the necessary training and experience so junior instructors can go on to become adult instructors upon turning 18 years of age and after the appropriate background checks. Junior Instructor applicants must complete the following requirements:

1. Be between the ages of 12 and 17 and of good moral character.
2. Have certified in the program they wish to instruct.
3. Be comfortable talking to strangers and working with people.
4. Complete an Application for Instructor Certification with parental consent.
5. Attend an instructor orientation.
6. Assist the lead instructor with an entire hunter education course.

Junior Instructor applicants who complete the above requirements will become a certified Junior Instructor. They will receive a certification card, shoulder patch, instructor hat and an instructor manual. For more information on the Junior Instructor Program, please contact your regional Volunteer Services Coordinator.

## JUNIOR INSTRUCTOR RESPONSIBILITIES

Like adult instructors, Junior Instructors have responsibilities. These include assisting with at least one course per year. Junior instructors can assist with a variety of duties including class registration, running the computer system, assisting with firearm demonstrations, or teaching portions of the course. A Junior Instructor must be supervised at all times by a certified instructor. Junior instructors must be at least 16 years of age to assist students with handling live firearms. Junior instructors under 16 can teach, observe and point out safety concerns.



## INSTRUCTOR CONDUCT

As a volunteer for the Idaho Department of Fish and Game, you are a representative of Fish & Game and are expected to conduct yourself in a professional manner at all times. We must be careful to confine our activities and teaching to the purpose of the program and to the improvement of hunter safety and ethics. While you are not expected to agree with every management decision made by Fish & Game, you should not use your class as a place to air your personal views. Likewise, as an instructor you are expected to obey wildlife laws and model ethical hunter behavior. The following are grounds for termination as an instructor:

- Failure to comply with established policies and procedures.
- Failure to provide adequate instruction.
- Failure to promptly return supplies, equipment or reports.
- Use of alcohol or drugs before and/or during a class.
- Use of profanity.
- Unprofessional appearance or inappropriate dress.
- Conduct contrary to the best interests of the Hunter Education Program.
- Conviction of a felony or a Fish and Game violation.
- Conviction of a misdemeanor crime of domestic violence or a crime against children.
- Conviction or a withheld judgment for any crime involving the use of alcohol, or the sale, possession, or use of drugs, to include the use or possession of drug paraphernalia.
- It is forbidden to lobby for, or promote membership in specific organizations except those that are in partnership with Fish & Game.

## HUNTER'S CODE OF CONDUCT

- I will obey the rules for safe handling of firearm or bow and insist that those hunting with me do the same.
- I will show respect for the wildlife I hunt by acquiring the marksmanship and hunting skills needed to assure clean, humane kills on game, and I will always work diligently to track and recover wounded game animals.
- I will understand and obey all hunting rules and regulations and will insist that those hunting with me do the same.
- I will always ask permission to hunt on private land and will conduct myself in a manner that will give landowners and the public a positive impression of hunters.
- I will remember that the future of hunting depends on both hunters and non-hunters, and I will always strive to create a positive image of hunters.
- I will support conservation programs that benefit all wildlife at the local, state and national levels.
- I will conduct myself in a manner that will not be considered detrimental to the hunting heritage.
- I will set a good example for new hunters by actively passing on the skills and knowledge necessary to be a safe, ethical and responsible hunter.

## INSTRUCTOR CLOTHING

To facilitate a spirit of camaraderie among Hunter Education Instructors, Fish & Game will provide all active instructors with an instructor vest and cap. The vests are a great way to display your program patches.

Instructors are eligible for a vest and cap after certifying in the program and teaching at least one course after certification. Upon eligibility, contact your regional Volunteer Services Coordinator.

## MAINTAINING ACTIVE INSTRUCTOR STATUS

In order to maintain active instructor status for the program you are certified to teach, you must instruct a minimum of one course each year and attend required trainings. This may be as a lead, assistant or guest instructor. If unforeseen circumstances make it impossible for you to meet this requirement or you live in a small community where the need for courses is limited, please discuss this with your Volunteer Services Coordinator. It is possible that you can assist with other important hunter education needs to remain active as an instructor. Instructors who are unable to meet the minimum requirement will be placed

on an inactive list. Inactive instructors are unable to order program materials until they become active again. Contact your Volunteer Services Coordinator to re-activate your instructor status. If circumstances require that you take a sabbatical from the program, please notify your Volunteer Services Coordinator so they are aware of your situation. Instructors who remain inactive for two years or more will be required to attend a new instructor training or instructor workshop before being placed back on active status. A background check will also be required.

## INSTRUCTOR REINSTATEMENT

Instructors are human and people make mistakes. Depending on the situation, it is possible to be reinstated as an active instructor. If an instructor has been suspended pending the investigation of an allegation and is subsequently cleared of the allegation, the instructor will be reinstated. If an instructor is not cleared of the allegation, circumstances may require that the instructor successfully pass an Idaho State Police Criminal History Records check.

*Note: Any instructor disqualified for cause will not be reinstated.*

# Hunter Education Range Officer

Any instructor who wishes to offer an optional live fire exercise must complete **HERO** certification or NRA Range Safety Officer Course.

Fish and Game can arrange the **HERO** course. This course is a home-study course that will provide instructors with the basic knowledge to safely organize, conduct and supervise shooting range operations. The course covers general safety procedures, how to give safety briefings, range rules, approved shooting commands, how to handle firearm malfunctions and emergency procedures.

To certify as a **HERO** instructor, contact your regional Volunteer Services Coordinator to get your course materials and take the open book test. Instructors must pass this test with an 80% or above to certify. Certified instructors will receive a distinctive **HERO** patch to wear on your instructor vest.

# Firearm/Bow Use Policy

ACTIVITY	HUNTER EDUCATION PROGRAM PROTOCOL
Classroom Instruction	Use only Fish & Game-owned firearms and ammunition. When available, use non-functional training firearms & dummy ammunition. No personal firearms.
Field Days/Field Exercise	You must use Fish & Game-owned firearms, and ammunition. When available, use non-functional training firearms & dummy ammunition. No personal firearms.
<p>Hunter Education Mentored Hunts</p> <p>Hunter Education Shooting Clinics</p> <p><i>To use Hunter Education equipment/firearms, event must be a Fish and Game event OR an event where we have a direct partnership role with staff and/or HE instructors present.</i></p>	<p>When available, use Fish &amp; Game-owned firearms and ammunition.</p> <p>A safety range master must be present and begin each event with safety demonstrations and training. Range master will have total control of field/firing line. They will direct all decisions including inspection of personal firearms and ammunition, determine qualified shooters proficient to shoot, and select qualified adults to be mentors. Range master also decides where non-shooters reside and if using dogs, which dogs and handlers will be used.</p> <p>Ratio of participants to instructors or adult mentors should be the following:</p> <ul style="list-style-type: none"> <li>• Youth Hunt 1:1</li> <li>• Adult Hunt 2:1</li> <li>• Range Shooting Clinic 5:1</li> </ul> <p>Participants using personal firearms/bows must sign a Certification Form certifying the equipment is in good order, commercially manufactured ammunition only (not reloaded), and accepting that Fish &amp; Game has a capped liability if negligence occurs and the firearm owner accepts liability. Parents must sign for children ages 17 and under.</p>
<p>Situation: An instructor brings a personal firearm to class.</p>	<p>No personal firearms are to be used in classes, handled by students or used in field exercise. If a volunteer brings a personal firearm to class and his/her actions show negligence, Fish &amp; Game has a capped liability in this situation and the liability falls to the instructor.</p>
<p>Situation: Participant comes to class openly carrying a firearm.</p>	<p>Cannot be refused at allowable locations including state owned buildings and private buildings with owner approval. Not allowable at schools. Note: Instructor can continue course, cancel and reschedule course, or leave it up to participants whether they will attend or attend another course.</p>
<p>Situation: Instructors want to bring a firearm to class open carry.</p>	<p>Not allowable.</p>

# Courses Descriptions

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## Instructor-led courses:

### HUNTER EDUCATION COURSE

- Course Duration: The classroom portion must be 10 hours in length and should not exceed 18 hours. Additionally, this course requires a field exercise.
- Students are evaluated on their class participation, examination score, field exercise participation and demonstration of safety during the entire course, especially on the field exercise.
- An instructor may offer a live fire clinic for interested students after student certification is complete.
- This course is the best option for students ages 9 to 14 and/or those with minimal hunting experience. The course includes:
  - Firearm handling and safety.**
  - Hunting law and ethics.**
  - Responsibilities toward landowners.**
  - Hunting skills including game care, survival skills and first aid.**
  - Wildlife identification, management and conservation.**

### HUNTER AND BOWHUNTER COMBINATION COURSE

This course gives the student certification in both hunter and bowhunter education. This course should be a minimum of 12 hours in length and should not exceed 18 hours. Additionally, this course requires a combination field exercise.

This course includes the hunter education coursework along with the following lessons:

- Bowhunting skills including methods, shot placement, recovery techniques and tree stand safety.

### BOWHUNTER EDUCATION COURSE

- Course Duration: The classroom portion must be at least 8 hours in length and should not exceed 14 hours. Additionally, this course requires a field exercise.
- The course is the best option for students ages 9 to 14, and/or those with minimal bowhunting experience.
- Students are evaluated on their classroom participation, examination score, and demonstration of safety during the field exercise.
- This course includes:
  - Hunting laws and ethics.**
  - Bowhunting skills including methods, shot placement, recovery techniques, game care, survival skills, tree stand safety and first aid.**
  - Wildlife identification, management and conservation.**



## Instructor-led courses:

### TRAPPER EDUCATION

- Course Duration: Minimum 4 hours. Trapper Education is NOT a mandatory course, however, it is highly recommended for anyone interested in trapping.
- The course includes:
  - Trapping laws.**
  - Ethical trapping emphasizing responsible treatment of animals.**
  - Avoiding non-target catch.**
  - Basic trapping methods and techniques to improve efficiency and selectivity.**
  - Safety.**
- Students are evaluated on their classroom participation, examination score and demonstration of safety during the field exercise.

## The Field Exercise is Required for Instructor-led Courses

- The Field Exercise is one of the most important parts of Hunter Education courses. It is essential for judging what your students learned and allows you to evaluate if a student has met all the course requirements.
- If a student does not meet course requirements, that student must be failed and that failure documented.
- Every effort should be made to hold the field exercise outdoors.

# Independent Study Courses

## INTERNET COURSE

- Available for Hunter and Bowhunter courses.
- Students must be at least 10 years of age to participate. However, this course is recommended for students ages 14 and older.
- Upon successful completion of the Hunter Education Internet course, students receive a voucher certificate to present at the Field Day either in electronic or paper form.
- Bowhunter internet courses do not require a field day.

## WORKBOOK COURSE

- Available for Hunter Education only.
- Students must be at least 9 years of age to participate. However, this course is recommended for students ages 14 and older.
- Students complete all chapter review questions in the *Today's Hunter* manual and have their work reviewed, by a Volunteer Services Coordinator or their designee, and attend a Field Day.



## The Field Day is Required for Independent Study Courses

- The Field Day is a minimum of 2 hours in duration and includes classroom instruction, written examination, plus a field exercise.

# Conducting Your Class

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## STUDENT/INSTRUCTOR PROTOCOL

**N**ever be alone with a student. Always be accompanied by multiple students, another instructor or parent when working with a student or administering the exam. Do not drive students home or to the field exercise.

At the beginning of the course, please set clear expectations that participants need to arrive on time. If necessary, ask parents to arrive 10 minutes before the class ends to pick up their child.

## LATE PICK UP OF CHILDREN

- If a parent is late picking up their child, ask another adult to wait with you until the child is picked up.
- What if parents are at least 30 minutes late and you have a time conflict? Do not leave the child alone. Attempt to contact the parent. If needed, contact the Volunteer Services Coordinator. Lastly, contact the police department.
- If punctuality becomes an ongoing problem, first discuss with the parent, and if necessary, suggest they register for another course.

## ACCESSIBILITY

Instructors are required to provide “reasonable” accommodations for persons with disabilities as set forth in the Americans with Disabilities Act. Therefore, it is important that at the beginning of the first class, instructors notify all students of the following:

“If you need special assistance or accommodations for this course, please let an instructor know before the end of today’s class. We will make every effort to accommodate your needs.”

Sometimes, students or parents are embarrassed to make special requests, so be sure that you make yourself available after the first class ends in case a student or parent would like to have a private conversation.

If you receive a request beyond what you can provide, such as the need for an interpreter, please notify your Volunteer Services Coordinator within 24 hours. Fish & Game policy on special accommodations such interpretation is stated on the registration page of the IDFG website. We require a minimum of 30 days advance notice for Fish & Game to arrange the requested accommodations. Individuals can connect with the Idaho Relay Service or TDD at 1-800-368-6185.

## MAKE-UP CLASSES

Students are expected to attend all classes. Make-up classes can be offered, but only if the instructor is willing to hold such classes. Instructors are not required to hold make-up classes; it is the responsibility of students to attend all required classes. This should be made clear to students on the first night of class. However, students do get sick and emergencies happen. Providing alternatives to make up missed material is something instructors can do for students with extenuating circumstances. Such things include written or oral reports of missed class material, completing all review questions for a chapter, taking a quiz, etc. This is left to the discretion of the instructor. The field exercise cannot be made up with alternative methods. Instructors are encouraged to require students that will miss more than one class to enroll in another course that would better meet their needs.

# Incentive Awards Program

*Thank You!*

*Your volunteer time is the backbone of the Hunter Education Program. We have developed an incentive awards program to reward your efforts.*

## POINTS WILL BE AWARDED TO ACTIVE CERTIFIED INSTRUCTORS BASED ON THE FOLLOWING SCALE:

SCALE	POINTS
Per instructor led course (led or assisted entire course)	100
PER Field Day, or guest instruction	50
Lead Instructor, additional points per course	15
Volunteer direct support work, including guest instructors	5 per hour
Attending training workshop	100
New Instructor Mentor Bonus	100

### INSTRUCTOR MENTOR BONUS

Bonus points are awarded to instructors whose initial and follow-up actions are primarily responsible for the recruitment and certification of a new instructor. New recruits must first be certified instructors before the recruiting instructor can be awarded bonus points.

### JUNIOR INSTRUCTORS

Junior instructors accumulate awards points for attending training workshops, classroom volunteer work and longevity. Junior instructors will not be eligible to receive instructor award levels until they become a certified instructor. At that time, points that they have accumulated as a junior instructor will roll over to their active instructor status.

### DIRECT SUPPORT WORK

Any work performed in direct support of the Hunter Education program. All work must be approved by the Regional Volunteer Coordinator with the exception of guest instructors.

#### Items included, but not limited to:

1. Hunting and shooting skills clinics/events.
2. Representing Hunter Education at fairs, sport shows and other events.
3. Assisting with construction, improvements and/or cleanup activities on hunter education program facilities.
4. Big game check-stations.
5. Assisting with instructor training/orientations/supply distribution.

# Award Levels

AWARD LEVEL	REQUIRED POINTS	RECOGNITION AWARD
1	300	IDFG Belt and HE Logo Buckle.
2	900	HE Fleece Vest.
3	1500	Two-Way Radio Set with Charger.
4	2100	Big Game Field Processing Kit.
5	2700	Hunter Education Jacket.
6	3500	Framed Print + Your Choice of Firearm, Bow with accessories or Silver Ring. (max. value of \$500) .
SENIOR	+3500	\$25 Fish and Game gift Certificate or gift card to a local sporting goods store for every 300 points earned annually.

## LONGEVITY AWARDS

Instructors will receive longevity recognition based on the years of active service in the Hunter Education Program. For each five years of service, you will receive a Certificate of Appreciation and/or an award denoting those years of service.

## INSTRUCTOR OF THE YEAR AWARDS

Each year, one instructor from each of the seven Fish & Game regions is selected to be awarded Regional Instructor of the Year. From this pool of instructors, one instructor will be awarded State Instructor of the Year. All recipients are excellent instructors and have a general willingness to go “above and beyond” in the program. Final selections are made by committee of Hunter Education program staff.

## AWARDS

Regional Instructor of the Year receives a special plaque recognizing his or her contributions during the previous year.

State Instructor of the Year receives a special plaque and an Idaho Resident Lifetime Hunting License. The presentation of this award is made by the Chairman of the Idaho Department of Fish and Game Commission at a regularly scheduled Commission meeting.

*Note: The Lifetime Hunting License award is intended for the award recipient and is based on the age of that recipient. Should the award recipient wish to gift the license to another individual, the award recipient is responsible for making up the difference between the two amounts, if any. If a team is selected as the recipient of the award, only one Resident Lifetime Hunting License will be awarded to the team.*

# Certifying Your Students

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The decision to certify a student is based on the following standards:

- A student must be at least 9 years old.
- Students must attend all classroom sessions or complete requirements set by the instructor in case of a missed class.
- Students must attend the field exercise.
- The student must pass the written final examination with a score of 80% or higher.
- The student must display responsible and safe behaviors during all aspects of the class, especially the field exercise.
- The student does not, in the opinion of the instructor, meet the course standards.
- The student repeatedly displays unsafe behaviors even after having been asked to stop by the instructor or other students.
- The student repeatedly disrupts the course even after having been asked to stop by the instructor or other students.
- The student directly points a firearm at themselves or another person during the field exercise.
- The student fails to attend all classes and/or field exercise.

Upon successful completion of the course requirements, students will receive their certification card. This is a big moment for many of your students. Celebrate your students' accomplishments with a formal presentation of certification cards. Remind your students (and their parents) to put their card in a safe place. Their certification number is required for them to purchase their first hunting license.

## FAILING A STUDENT

Failing a student is a serious step. Instructors must document the reasons for a failure as well as discuss the decision with the student's parents. You must also notify your Volunteer Services Coordinator whenever you fail a student for reasons other than the written examination or attendance. Document the reasons for a failure. Students that fail a course will be required to re-enroll in a later course and pay the course fee.

Reasons for failure are outlined as follows:

- The student receives a final examination score of less than the required 80%.

## RECORDS AND FORMS

Paperwork is an important responsibility of Hunter Education instructors. Typically, the lead instructor handles the class paperwork. It is essential that all paperwork be returned promptly to the Volunteer Services Coordinator within 10 business days. Delay in the return of paperwork can impact a student's ability to get a hunting license.

At the end of your class, you must return the following completed forms with your class supplies:

- Class Record Form (must be signed).
- Class Roster.
- Parental Acknowledgment and Authorization Form for all students under age 18.
- Student Information Forms (for any walk-in students or change of information).
- Unused certification cards
- Course fees paid by walk-in students. Checks should be made to IDFG (this includes anyone that is not per-registered). Do not send cash .

# Appendix A

## LEGAL ESTABLISHMENT OF HUNTER EDUCATION IN IDAHO

### LEGAL ESTABLISHMENT OF HUNTER EDUCATION IN IDAHO

The legislative intent of the Idaho Hunter Education Act is found in the Idaho Code, Chapter 4, Title 36, Sections 36-411 and 36-412. This law sets the requirements for hunter and bowhunter education as well as sets fees for courses and stipulates use of volunteer instructors.

### 36-411 CERTIFICATE OF COMPLETION

(a) Hunter Education. No hunting license shall be issued to a person born after January 1, 1975 unless the person has previously held a valid hunting license in this or another state or unless such person presents to the department of fish and game or one of its authorized license vendors, a certificate of completion in hunter education issued by the department under the hunter education program or proof that he holds the equivalent of such a certificate obtained either in Idaho or from an authorized agency or association of another state or country.

(b) Archery Education. On and after January 1, 1994, no person shall be issued an archery permit unless that person presents to the department a certificate of completion in archery education issued by the department, or proof that such person holds the equivalent of such a certificate obtained either in Idaho or from an authorized agency or association in another state, or proof that such person has previously held a valid archery permit in Idaho or another state or country.

### 36-412 HUNTER EDUCATION PROGRAM--INSTRUCTOR QUALIFICATIONS---FEES

(a) The Fish and Game Commission shall prescribe and administer education programs in hunting and archery. Such programs shall provide instruction in the safe handling of lawful hunting equipment. The programs shall also include instruction on wildlife and natural resource conservation, good conduct and respect for the rights and property of others, and survival in the outdoors. The commission may enter into agreements with public or private agencies and individuals in carrying out the provisions of this subsection.

(b) The department of Fish and Game shall recruit competent volunteer instructors. The department shall provide training for the instructors in the safe handling of legal hunting equipment, conservation of wildlife and natural resources, good conduct and respect for the rights and property of others, outdoor survival, and other appropriate subjects for training instructors. Instructors shall be issued certificates and shall on a voluntary basis, give instruction in education programs as established by the department of fish and game, to all eligible applicants.

The commission shall establish fees for each program not to exceed eight dollars (\$8.00) for persons who are age seventeen (17) years and under and not to exceed eight dollars (\$8.00) for persons age eighteen (18) years and older, to be assessed each individual obtaining instruction in hunter education for reimbursement for furnished materials. All students successfully completing the course of instruction shall be issued a certificate of completion in hunter safety and good hunting conduct. The department may also issue a youth hunter education graduate hunting license to students successfully completing the course or allow the student to purchase a junior hunting license at a reduced fee pursuant to rules adopted by the commission.

# Appendix B State and Federal Policies

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## 1. NOTICE REGARDING WORKERS' COMPENSATION INSURANCE

ALL WORKERS EMPLOYED BY THE UNDERSIGNED ARE HEREBY NOTIFIED THAT THE EMPLOYER HAS COMPLIED WITH THE LAW AS TO SECURING THE PAYMENT OF COMPENSATION TO EMPLOYEES AND THEIR DEPENDENTS, IN ACCORDANCE WITH THE PROVISIONS OF THE WORKERS' COMPENSATION LAW.

**EMPLOYER**

**IDAHO DEPARTMENT OF FISH AND GAME**



**DATE: APRIL 18, 2011**

**EMPLOYER'S AUTHORIZED AGENT**

An employee receiving an injury by accident must immediately notify his/her supervisor, superintendent, or the undersigned, who will provide medical attention.

Claim for compensation must be made in writing and given to the employer. Forms for giving notice of injury and making claim for compensation will be furnished by the employer; by the surety.

The State Insurance Fund, BOISE, IDAHO or upon application, by the Industrial Commission, at Boise.

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## 2. IDAHO FISH AND GAME FAIR EMPLOYMENT PRACTICES POLICY

The Idaho Fish and Game Department policies, practices, and programs regarding employment shall be in accordance with the principles of fair treatment and shall not discriminate on the basis of race, color, national origin, sex, religion, age, disability or veteran status.

This policy includes equal employment opportunity in recruitment, appointment, promotion, demotion, transfer, retention, discipline, separation, training and compensation.

All employees of the Department are responsible for monitoring Department policies, practices, and programs for compliance with Fair Employment Practices.

Concerns regarding any violation of these Fair Employment Practices should be directed to the Department Human Resource Office.



**VIRGIL MOORE, DIRECTOR**

Idaho Department of Fish and Game

# Appendix B State and Federal Policies

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## 3. IDAHO FISH AND GAME PROGRAM NONDISCRIMINATION POLICY

**POLICY NO.: HR-8.0**

**REVISION DATE: APRIL 2013**

### **POLICY STATEMENT**

The Idaho Department of Fish and Game (Department) is committed to a policy of compliance with the requirements of the current versions as amended of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and Title II of the Americans with Disabilities Act of 1990.

A. To accomplish this policy in each of the following areas, the Department shall assure that:

1. Title VI

All services, programs, and activities of this Department will be offered, conducted, or administered fairly without regard to race, color, religion, age, sex, handicap, or national origin of the participants or benefactors.

2. Section 504 and Title II

No qualified person with a disability is, on the basis of that disability, excluded from participation in, denied benefits of, or otherwise discriminated against in any program or activity conducted or sponsored by the Department.

3. Age Discrimination Act

No person is discriminated against on the basis of age in programs or activities conducted or sponsored by the Department, except where certain age requirements are mandated by law.

4. Title IX, Education Amendments of 1972

*No person, on the basis of sex, is excluded from participation in, or denied benefits, of any education program conducted or sponsored by the Department.*

B. The responsibility for development, implementation, monitoring, compliance, and maintenance of the various programs to assure nondiscrimination compliance shall rest with departmental management and the director. The responsibility for analysis, coordination, and information relative to these programs shall rest with the Department's Human Resource Officer.

C. All business transactions, educational/training programs, and building or access development conducted by, or on behalf of, the Department, shall comply with the foregoing nondiscrimination laws and policy.

# Appendix B State and Federal Policies

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## 4. IDAHO FISH AND GAME CIVIL RIGHTS GRIEVANCE PROCEDURE

The Idaho Department of Fish and Game has adopted a grievance procedure providing for quick and fair investigations of discrimination complaints. Persons who feel they may have been illegally discriminated against on the basis of race, color, national origin, age, physical/mental disability or sex (in education programs only) may file a complaint. The laws are those relating to nondiscrimination in the use of any of the Department's public facilities, programs, or activities.

Complaints should be addressed to: Director, Idaho Department of Fish and Game, 600 S. Walnut, P.O. Box 25, Boise, ID 83707. The Director's designee may coordinate the investigation.

1. A complaint shall be filed in writing and signed by the complainant and/or the complainant's representative, parent, or guardian.
2. The complaint shall contain the name, address, and telephone number of the complainant; the date of the alleged discrimination; a description of what happened, and any other pertinent information to support the complaint.
3. The Department will contact the complainant in writing within fifteen (15) working days of receiving the complaint to let that person know the complaint was received and what action the Department has taken or will take in an attempt to resolve the complaint.
4. An investigation will be done within thirty (30) working days of the time the Department receives the complaint.
5. The Director or the Director's designee will send a written response to the complainant regarding the results of the investigation within ten (10) working days.
6. The complainant may also file a complaint with the following state and federal agencies.

Idaho Human Rights Commission The Office for Equal Opportunity  
1109 Main St. U. S. Department of the Interior  
Owyhee Plaza Suite 400 Washington, D. C. 20240  
Boise, ID 83720-0040  
U. S. Fish and Wildlife Service

Division of Federal Assistance  
(Mail Stop: MBSP-4020)  
4401 N. Fairfax Drive  
Arlington, VA 22203



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