



Hunter Education Program Instructor Application



Dear Instructor Applicant:

Thank you for your interest in becoming an Idaho Fish and Game (IDFG) certified hunter education instructor. As an instructor, you will have the opportunity to train new hunters in the skills needed to be safe, responsible and ethical, and contribute to passing along Idaho's hunting heritage.

As an instructor, you will work with other instructors, IDFG staff and volunteers. The camaraderie of our team makes the work rewarding- some of our instructors have taught for 20+ years! The hunter education team celebrates with annual events and training opportunities that develop your skills and introduce you to others in the team. Other benefits include official hunter education uniform items and annual membership to the International Hunter Education Association (IHEA). IHEA members have access to the annual virtual instructor conference, outdoor gear discounts, and hunter education videos and tools.

As an instructor, you will be an ambassador representing IDFG and must uphold the highest standards of safety and ethics in and out of the classroom. As part of the certification process, we will conduct an IDFG violation check, an iCourt check, an Idaho State Police check, and a national background check. You must pass the background checks to be certified.

Eligibility Requirements

- Must be 18 years or older.
For those under age 18, inquire about our mentored Junior Instructor Program.
- Experience as a hunter and using firearms.
- For class management, having an email address and access to a computer/smartphone is beneficial.

Application Process

1. Complete the following application pages and submit them to your local IDFG office or email them to the regional Volunteer Services Coordinator (VSC). The VSC contact information is on the last page of this document.
2. After your application is reviewed, the VSC will contact you.
3. Prospective applicants are required to have a confidential background check. The background check is conducted by staff certified by Criminal Justice Information Services (CJIS). The VSC will schedule your fingerprinting at no charge or refer you to a law enforcement agency that offers this service (a nominal fee may apply).



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Background Check Information

A background check is required for all new instructors, with updated re-screening conducted every five years after certification or as needed.

It is important that you disclose if you have ever been convicted, entered a guilty plea, forfeited a bond, received a deferred sentence, undergone deferred prosecution, or have received a withheld judgment. Failure to disclose such information may result in your application being denied.

1. A wildlife citation or violation in any state, including Idaho? Yes No

If yes, list the state, incident, and date: _____

2. Have you been convicted of a felony in Idaho or any other state prior to submitting this application?

Yes No

If yes, list the state, incident, and date: _____

3. A misdemeanor or felony for domestic violence? Yes No

If yes, list the state, incident, and date: _____

4. Have you been convicted of any offenses involving the sale, possession, or use of drugs, including paraphernalia, within the 5 years preceding this application? Yes No

If yes, list the state, incident, and date: _____

5. Have you been convicted of or had a withheld judgment for any crime committed against children, the elderly, or the disabled? Yes No

If yes, list the state, incident, and date: _____

6. Have you received a dismissal, bad conduct discharge (BDD), dishonorable discharge (DD) or administrative discharge of other than honorable (OTH) from military service? Yes No

If yes, please explain and provide supporting documents.

I understand that this information will remain confidential, and failure to provide accurate information or omitting details on this application may result in disqualification from the volunteer instructor program. Answering "yes" to the above questions does not automatically disqualify someone from becoming a volunteer instructor. Department administration will review all relevant factors, including the nature and circumstances surrounding the affirmative response.



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Authorization & Consent for Disclosure of Criminal History Information

In connection with my application to become a volunteer for the Idaho Hunter Education Volunteer Instructor Program, I give my consent for Idaho Fish & Game (IDFG) to determine my suitability to volunteer for a position of trust over children, vulnerable adults, or people with disabilities. IDFG will obtain information about my criminal history, as received from the reporting agencies (including public court records and the IDFG wildlife crime repository), which may include arrest and conviction data, plea bargains, and deferred adjudications. I acknowledge that my criminal history records check may be conducted again at any time while I continue to serve as a volunteer instructor. I further declare under penalty of perjury that the above statements are true and accurate; therefore, I authorize IDFG to verify these statements. All information will be used solely for volunteer status consideration and not for any other purpose.

Privacy and Confidentiality

All records and transactions are secure to protect your privacy. Results are reviewed by CJIS security certified individuals.

Applicant Agreement

If certified as a Hunter Education Program Instructor, I commit to dedicating time to teaching and certifying new hunters within my community. I agree with the following:

- I will adhere to the approved course curriculum, comply with all Department directives, and follow established policies and procedures while representing Idaho Fish and Game professionally.
- I will impart as much knowledge and skill as possible to those entrusted to me, ensuring that I will not knowingly certify any individual who does not meet the course standards.
- I will embrace my responsibility as an Idaho Hunter Education Program Instructor to teach and model safe, ethical, and responsible hunting in and out of the classroom as a community representative of IDFG (e.g., on social media, while interacting with the public, etc.).
- I understand that my certification as an instructor is contingent upon my active involvement in the Hunter Education Program. My purpose in applying for certification is to support the mission of fostering a new generation of safe and ethical hunters.
- I agree to notify IDFG within 7 days if I receive a felony or misdemeanor. This may not result in automatic dismissal as an instructor.

I offer and agree to volunteer my services, without compensation, to assist Idaho Fish and Game as a Hunter Education Instructor under the following conditions:

- Although this volunteer service does not grant me state employee status when acting within the scope of this agreement, I will be treated as a state employee for the following:
 - The State Tort Claims Act protects me from liability for injury or damage to others while performing duties within the scope of my responsibilities.
 - The State Workers' Compensation Act provides compensation for work-related injuries.


Applicant Signature

Month/Day/Year



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Idaho Fish & Game Regional Office Contacts		
<p>Panhandle Region Heidi Knapp 2885 W. Kathleen Ave. Coeur d'Alene, ID 83815 (208) 769-1414 heidi.knapp@idfg.idaho.gov</p>	<p>Clearwater Region Bill Seybold 3316 16th St. Lewiston, ID 83501 (208) 799-5010 william.seybold@idfg.idaho.gov</p>	<p>Southwest Region Jaime Creson & Derek Fong 15950 N. Gate Blvd Nampa, ID 83687 (208) 465-8465 jaime.creson@idfg.idaho.gov derek.fong@idfg.idaho.gov</p>
<p>Magic Valley Region TanaRae Alberti 324 South 417 East - Suite 1 Jerome, ID 83338 (208) 324-4359 tanarae.alberti1@idfg.idaho.gov</p>	<p>Southeast Region Tessa Atwood 1345 Barton Road Pocatello, ID 83204 (208) 232-4703 tessa.atwood@idfg.idaho.gov</p>	<p>Upper Snake Region Gerren Steel 4279 Commerce Circle Idaho Falls, ID 83401 P: (208) 525-7290 gerren.steel@idfg.idaho.gov</p>
<p>Salmon Region Krystal Dawn Smith 99 Hwy. 93 N. Salmon, ID 83467 P: (208) 756-2271 krystaldawn.smith@idfg.idaho.gov</p>		<p>Hunter Education Records IDFG Headquarters PO Box 25 Boise, Idaho 83707 208-287-2872</p>