

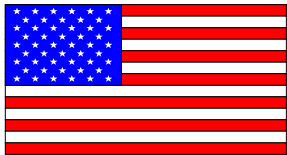
**UPDATED**

**2016**



*The mission of the Hunter Education Program is to form a partnership between the Division of Wildlife Resources and volunteers to educate hunters to be: Safe, Legal, Knowledgeable, Responsible and Involved.*

## **UTAH HUNTER EDUCATION PROGRAM**



### **NATIONAL HISTORY**

#### **Early Concerns**

As early as 1906, concerns about sportsmanship and hunting ethics existed in the United States. The minutes of the 1906 meeting of the International Association of Fish and Wildlife Agencies show that Charles Joslyn of Michigan voiced a concern about unsportsmanlike hunters who killed hundreds of ducks per day, with no concern for the future of the species.

In 1928, Seth Gordon wrote a code of outdoor ethics for the Izack Walton League. It stressed the importance of safety, respect for wildlife, respect for other people and property owners' rights.

#### **First Formal Training**

The first formal firearms training done in the United States, was developed by the state of Kentucky in 1946. This training was part of Kentucky's statewide youth camp program.

The National Rifle Association (NRA) developed the first hunter safety course in 1947 – 1948.

New York was the first state to make hunter safety a mandatory program in 1949. Since then support has continued to grow. All states and Canadian Provinces now offer formal hunter education training.

Currently, all fifty states, all Canadian Provinces and Mexico, have mandatory hunter education programs.

Organizations involved with hunter education:

**1. National Rifle Association (NRA)**

The National Rifle Association developed the first hunter safety course. The NRA was the main driving force behind the national movement until the development of the International Hunter Education Association (IHEA) in 1972.

The NRA no longer certifies students or instructors in hunter safety. They do continue to support the program, however, with a complete staff and support services for hunter education.

**2. International Hunter Education Association (IHEA-USA)**

The International Hunter Education Association was established in 1972. The IHEA membership is made up of all state, provincial, and other countries coordinators, wildlife staff, and volunteer instructors.

The IHEA is the coordinating body for the hunter education program throughout the United States, Canada, Mexico, and several other countries throughout the world. The IHEA is affiliated directly with the Association of Fish and Wildlife Agencies (AFWA).

**3. Association of Fish and Wildlife Agencies (AFWA)**

The Association of Fish and Wildlife Agencies is made up of people from each state, Canadian provinces and Mexico who are directly responsible for the state's or province's fish and wildlife resources. Directors, assistant directors and agency commissioners make up the membership. The hunter education movement stemmed from the concerns of this group.

**4. United States Fish and Wildlife Service (USFWS)**

The United States Fish and Wildlife Service disseminate funds generated from the Pittman-Robertson Act of 1937, to states for the purpose of hunter education. Funds are received from excise taxes on the sale of firearms and ammunition. These funds are distributed to the states on the basis of the number of hunting licenses sold.



## HISTORY OF HUNTER EDUCATION IN UTAH

In 1957, Utah had one of the worst hunting accident rates in the nation. Based on input from the National Rifle Association, officials from the State took action to correct the problem. Mr. Lee Kay, Chief of the Information and Education Section of the Fish and Game, hired Mr. A. Lee Robertson to develop and manage a statewide program for hunter education. Since the beginning of the hunter education program, which initially was about gun safety and survival, hunting incident rates in Utah have decreased drastically.

The Utah Division of Wildlife Resources Hunter Education Program has since grown to include Hunter Education, Furharvester Education and Bowhunter Education. The curriculum covers much more than just gun safety and survival. The Hunter Education Program oversees and administers the training and certification of instructors and students in each of the three disciplines.

In 1960, hunter education training became mandatory for all residents under the age of 21 prior to purchasing a hunting license. In 1988 the law changed, requiring anyone born after December 31, 1965 to show proof of passing of a division-approved hunter education course before obtaining a hunting license. Likewise, in 1996, State law also began requiring residents born after December 31, 1984 wishing to obtain a furbearer license to provide proof of completion of a division-approved furharvester education course. Although an additional bowhunter education course is not required by law, the Division of Wildlife Resources does offer bowhunter education courses that meet statutory requirements and criteria set by the Division.

Currently, the hunter education instructor-led course consists of classroom training with a mandatory range live fire exercise. The hunter education online course consists of an online curriculum along with a mandatory range live fire exercise. Furharvester education is typically an 8-hour course, and bowhunter education is typically a 12-hour course. Curriculum in each of the courses includes: wildlife conservation, responsibility and ethics, equipment safety, wildlife identification, and game care.

Volunteer instructors, certified by the Division, teach the hunter education, furharvester education and bowhunter education courses. On average, there are about 450 certified and active hunter education program instructors. Many of those teach hunter education as well as furharvester education and/or bowhunter education courses. As of 2015, more than 755,500 students have completed the hunter education course in Utah. Recently, the average number of students completing the course each year is about 10,000. The Utah Hunter Education Program is funded through a PITTMAN-ROBERTSON FEDERAL AID IN WILDLIFE RESTORATION ACT grant.

The Utah Hunter Education Instructors Association (UHEIA) is a non-profit organization whose members include anyone who has an interest in supporting Hunter Education in Utah. From the UHEIA bylaws: “The purpose of this Association shall be to promote the Hunter Education program of the State of Utah, Division of Wildlife Resources; to ensure and maintain a high quality instructor program with a standard of proud professionalism; to develop programs to improve the image of the hunter in the eyes of the public.” Most of the members of the association are certified Hunter Education Program instructors. The UHEIA is influential to many Hunter Education Programs, and is a long time supporter of the NRA Youth Hunter Education Challenge program in Utah.



## **THE UTAH DIVISION OF WILDLIFE RESOURCES**

### **FUNDING**

In 2015, approximately 45 percent of the income for Division programs came from license and permit sales. The State Legislature set license and permit fees based on information presented by the Wildlife Board. All monies obtained by the selling of licenses and permits are deposited into the Restricted Wildlife Resources Account. None of this money may be used for non-wildlife purposes.

Approximately 32 percent of Division funding comes from Federal Aid. Federal law specifies that this money may not be used outside the Division for purposes other than wildlife. Federal Aid comes from an excise tax paid by sportsmen who buy sporting equipment. The state must spend one dollar for every three dollars of Federal Aid received, this can be cash or in-kind services (volunteer hours). Hunter Education is one of many DWR programs funded by Federal Aid dollars.

The general tax fund contribution varies from 5 to 11 percent from year to year. This is state tax money appropriated to the Division by the State Legislature to help fund wildlife management programs that benefit Utah citizens as a whole, whether or not they hunt or fish.

Other funding sources comprise approximately 10-16 percent of the total income. These funds are generated from non-game tax check-off contributions, donations, income from livestock grazing leases on state lands administered by the Division, wildlife law violation fines, sale of equipment confiscated from law violators, and auction of miscellaneous sources.

### **ESTABLISHMENT**

Section 23-14-1 of the Utah Code creates the Division of Wildlife Resources, which shall be within the Utah Department of Natural Resources. The Division of Wildlife Resources "...shall be the wildlife authority for the State of Utah...shall have the power and be charged with the duty to protect, propagate, manage, conserve and distribute protected wildlife throughout the state..."

The Division is appointed as the trustee and custodian of Utah's wildlife with authority to initiate both civil and criminal proceedings and/or other appropriate actions or remedies necessary to conserve the state's wildlife resources.

## **WILDLIFE BOARD**

The Wildlife Board exists to give the Division of Wildlife Resources general direction in its wildlife responsibilities, and to provide policy-making recommendations. The Wildlife Board consists of seven members appointed by the Governor. Each member of the Wildlife Board has expertise or experience in at least one of the following areas: wildlife management or biology, habitat management, business, or economics. Each member is appointed to a six-year term.

## **REGIONAL ADVISORY COUNCILS**

Regional Advisory Councils or RAC's were formed to gather input, including recommendations, biological data, and information from the public, government agencies, and staff to make recommendations to the Wildlife Board in an advisory capacity. There are five RAC's, which consist of 12 to 15 members. The members represent the following groups or interests: agriculture, sportsmen, non-consumptive wildlife, locally elected public officials, federal land agencies, and the public at large.



## **THE UTAH HUNTER EDUCATION PROGRAM**

Section 23-19-12 of the Utah Code creates the hunter education program. "The Division of Wildlife Resources shall provide a course of instruction in the safe handling of firearms, conservation, hunting ethics and related subject matter for individuals interested in obtaining an instructor's certificate in hunter education. Certified instructors will, on a voluntary basis, give instruction in the course of hunter education, as established by the Division of Wildlife Resources, to all eligible persons who, upon successful completion of the course, shall be issued a certificate of completion in hunter education."

Section 23-19-12.5 of the Utah Code creates the Fuharvester education program. "The Division shall provide a course of instruction in safe and responsible trapping, including instruction in; the use of trapping devices, trapping laws, trapping ethics, wildlife management, firearms safety, proper catch handling, trapper health and safety, and ethics relating to the avoidance of conflicts with other public land users and private landowners. The Division shall issue a certificate of completion to a participant upon successful completion of a furharvester education course which meets the requirements of this section and criteria established by the Division.

Section 23-19-12.7 of the Utah Code creates the Bowhunter education program. "The Division shall establish criteria for a Bowhunter education course... The Bowhunter education course shall include instruction in; the safe use of bowhunting equipment,

fundamentals of bowhunting, shooting and hunting techniques, and hunter ethics. The Division shall issue a certificate of completion to a participant upon successful completion of a Bowhunter education course which meets the requirements of this section and criteria established by the Division.

### **The Hunter Education Program Mission**

The mission of the Utah Division of Wildlife Resources Hunter Education Program is: To form a partnership between the Division of Wildlife Resources and volunteers to educate hunters to be: Safe, Legal, Knowledgeable, Responsible, and Involved.

It is our goal to provide the necessary programs of education in the safe use of firearms, hunting ethics, wildlife conservation and sportsman's survival, which will lead toward elimination of hunting-related firearms accidents and instill an understanding of, and respect for, the wildlife resources of Utah.

- **Safety**

The safety portion of the hunter education classes has changed very little over the years. The program has accomplished its initial objectives of reducing the number of incidents that are caused by firearms and hunting equipment. Gun safety, however, continues to be of the utmost importance in the hunter education programs.

- **Conservation**

Conservation is essential in maintaining wildlife populations in our ever-changing environment. Conservation and the understanding of wildlife needs will help to guarantee the future of the wildlife resources of the state.

- **Hunter Responsibility**

Hunters have the responsibility to conduct themselves in a legal, respectful, ethical, and generally accepted manner while engaging in hunting related activities. This responsibility applies to the sport of hunting, the non-hunting public, the wildlife resource itself, and the environment.

### **Hunter Education Program Instructor Recruitment**

The Utah Division of Wildlife Resources is responsible to recruit and train qualified persons, to become hunter education program instructors throughout the state. Instructors, by law, must be trained in firearms safety, conservation, hunter responsibility, and related subject matter. In addition, instructors are trained on mandatory course content, and the importance of ethics, platform skills, and learning styles, use of training aids, range procedures, field day, and record keeping.



Additional training is offered in each region on an annual basis to update instructors on new materials and techniques used in hunter education, as well as program guideline updates. These sessions are a mandatory part of the instructor's involvement in the hunter education program to maintain active certification.

### **Volunteers**

Volunteers are often well-established local citizens who can, and will, create local interest and involvement in the program. They know the local people, needs of the community, and when and where to set up local classes.

They have skills to offer which include, but are not limited to, teaching skills, expertise in outdoor skills, and specialties in areas of outdoor safety. More importantly, they have the desire to pass their knowledge and skills on to others.

Without dedicated volunteers the program would be severely hampered. Area Conservation Officers have large districts to patrol and don't have the time to teach full classes. Volunteers fill the void created by the lack of personnel, and make a first-rate program possible.

In his keynote address to the Hunter Education Association in Seattle, Washington, Bill Wadsworth, Chairman of the National Bowhunter Education Foundation emphasized the value of volunteers by the following:

- A Volunteer – is the most important person in our work for Hunter Education.
- A Volunteer – is not dependent on us; we depend on him.
- A Volunteer – does not interrupt our work; his is the purpose of it.
- A Volunteer – favors us when he calls; we do not do him a favor by serving him.
- A Volunteer – is an integral part of our program, not an outsider.
- A Volunteer – is not a cold statistic – he is “flesh and blood,” a human being motivated by the same impulse as our own to make the program happen.
- A Volunteer – is one who seeks our help – it's our job to help him, as well as to encourage him to help us.
- A Volunteer – deserves all the courtesy and attention we can give him / her.
- A Volunteer – is our only hope to make this vital Hunter Education program happen.

*Without the volunteer, we cannot succeed.*

## **Acts Relating to Volunteers**

An Act relating to labor; providing for the use of volunteer workers as a complimentary work force for State Government.

67-20-2. As used in this chapter:

1. “Agency”, means any department, institution, office, college, university, authority, division, board, bureau, commission, council, or other agency of the state, but does not mean any county, city, town, school district, special improvement or taxing district, or any other political subdivision.
2. “Volunteer”, means any person who donates service without pay or other compensation except actually and reasonably incurred as approved by the supervising agency. “Volunteer” does not include any person participating in human subjects research to the extent that the participation is governed by federal law or regulation inconsistent with this chapter.

67-20-3. A volunteer is considered a state employee for purpose of:

- Receiving worker’s compensation benefits, which shall be the exclusive remedy for all injuries and occupational diseases as provided under Title 34A Chapters 2 and 3,
- The operation of motor vehicles or equipment if the volunteer is properly licensed and authorized to do so; and
- Liability protection and indemnification normally afforded paid state employees.

67-20-4. A volunteer may not donate any service to an agency unless the volunteer’s services are approved by the chief executive of that agency or his authorized representative, and by the office of personnel having jurisdiction over that agency.

## **Hunter Education Program Training Supplies**

The Utah Division of Wildlife Resources provides all necessary supplies to conduct a hunter education program student course.

Instructors may pick up supplies directly at their regional office during normal business hours of 8:00 a.m. to 5:00 p.m. Regional offices are open Monday through Friday and observe all legal state observed holidays.

### **Regional Offices:**

#### **Salt Lake Office**

1594 West North Temple  
Salt Lake City UT 84114-6301  
(801) 538-4727

#### **Central Regional Office**

1115 North Main Street  
Springville UT 84663  
(801) 491-5678

#### **Northern Regional Office**

515 East 5300 South  
Ogden UT 84405  
(801) 476-2740

#### **Northeastern Regional Office**

318 N Vernal Ave  
Vernal UT 84078  
(435) 781-9453

#### **Southeastern Regional Office**

319 N Carbonville Rd Suite A  
Price UT 84501  
(435) 613-3700

#### **Southern Regional Office**

1470 North Airport Road #1  
Cedar City UT 84720  
(435) 865-6100

#### **Southern Region**

Washington Co Field Office  
451 N SR-318  
Hurricane UT 84737  
(435) 879-8694

Supplies may also be picked up at the two shooting ranges managed by the Division of Wildlife Resources. (Hours of operation vary)

#### **Lee Kay Public Shooting Range**

6000 W 2100 S  
Salt Lake City UT 84128  
(801) 972-1326

#### **Cache Valley Public Shooting Range**

2851 W 200 N  
Logan UT 84321  
(435) 753-4600

# **UTAH HUNTER EDUCATION PROGRAM** **GUIDELINES**

## **UTAH VOLUNTEER HUNTER EDUCATION PROGRAM INSTRUCTOR**

### **Description of Duties**

In compliance with Sections 23-19-11, 12, 13 Utah Code: The instructor must recruit, register, train, test and qualify, as established by the Utah Division of Wildlife Resources, hunter education, furharvester education, and bowhunter education students; validate hunter education registration certificates of those students who complete such training; maintain necessary records to be housed in the Division of Wildlife Resources permanent file.

### **Instructor Qualifications / Requirements**

Applicants for hunter education instructor do not have a minimum field requirement. Furharvester education instructor applicants must have a minimum of 3 years of trapping experience within the past ten years is required. A minimum of 3 years of bowhunting experience within the past ten years is required for all bowhunter education instructor applicants.

All applicants for the position of volunteer instructor must be of high moral character. Those failing to meet high standards may be denied certification. Hunting, trapping or bowhunting experience as related to specific discipline, outdoor skills, teaching and public speaking experience are highly desirable. Certification as a hunter education program instructor is available without regard to race, creed, national origin, sex or physical handicap.

Instructors must set an excellent example of safe, mature and ethical behavior both in and out of the classroom. Alcoholic beverages must never be used before or during a hunter education program class. Profanity has no place in a hunter education program class. Instructors must keep in mind that they are representing not only themselves, but also the Utah Division of Wildlife Resources, and are expected to conduct themselves in a manner which reflects high professional standards and good judgment at all times.

### **Criminal Background Investigation**

A criminal background investigation is required on all new applicants. There will be a criminal background check on the national crime computer system as well as on the Division of Wildlife Resources law enforcement database. Each applicant will be notified regarding their background investigation results. A new background investigation will be required every five years to maintain current instructor certification.

## **Conflict of Interest**

Many instructors sell firearms or other sporting equipment, or are members or officers of sportsmen's groups or are NRA or CFP instructors. The division sees no conflict of interest with individuals who are involved with these activities, providing the sale of goods, services, or recruitment drives are not connected in any way with the Hunter Education Program and classes.

## **Age Requirements**

A certified *Utah Hunter Education Program Instructor* must be at least 21 years of age on the date of certification. A certified instructor may teach a hunter education program class alone, but team teaching with another instructor is preferred.

An *Assistant Utah Hunter Education Program Instructor* must be at least 16 years of age on the date of certification. An Assistant Instructor is there to assist the instructor. An Assistant can help with record keeping, classroom set-up and registration in the absence of a certified instructor, provided the guidelines contained in this guidebook and the instructions of the certified instructor with whom they are assisting are followed. An Assistant Instructor may teach the class, as long as the certified instructor is present.

## **Evaluations**

Evaluations are essential to identify hunter education program instructor strengths and weaknesses.

Program, course and instructor evaluations will be conducted periodically. Evaluations may be in the form of student questionnaires, analysis of student exam results or personal visits by Division of Wildlife representatives of courses in progress. These evaluations are to help our efforts in presenting an honest and equitable program and to assist in developing instructor's teaching abilities to their fullest.

## **Instructor Compensation**

A portion of the student registration fee may be passed on to the primary instructor to help offset the cost of travel, miscellaneous classroom supplies, etc. Compensation is based on the number of registration certificates returned with the required course paperwork. Failure of an instructor to properly post and advertise a class or failure to turn in paperwork within 2 weeks following a class may result in the forfeiture of any compensation.

## **Instructor Awards**

Instructor contributions and achievements are highly noteworthy and will be recognized accordingly.

Each year a top instructor may be selected from each region and will receive an appropriate award. Winners will be selected through a monitoring system, as performed by Division of Wildlife Resources employees or representatives. A state winner will be selected from the six regional award recipients.

Additional recognition will be given to instructors for years of active service.

Spring Seminar banquets and in-service training will be held in each region, each year, to recognize instructor achievement.

### **Instructor De-certification**

A Hunter Education Program Instructor's certification may be revoked by the State Hunter Education Coordinator for any of the following reasons:

- Failure to comply with course requirements and instructor responsibilities.
- Failure to actively participate in the program. Instructors must teach the minimum number of classes annually. Also, to maintain current certification, instructors must submit course information/instructor time sheet (HE-04) and course roll sheet (HE-05) within two weeks after the completion of each class and attend at least two spring seminar banquets and in-service training every five years.
- Conviction of, or forfeiture for violations of game codes, safety and ethical violations.
- Convicted of a felony.
- Convicted of domestic abuse.

### **De-certification Review Board**

A de-certification review board may be formed for the purpose of reviewing the suspension or revocation of an instructor's certification.

The de-certification review board is made up of Division of Wildlife Resources employees. The board will be made available for any instructor that feels that they have been wrongfully decertified.



## HUNTER EDUCATION PROGRAM CLASSROOM GUIDELINES



### STUDENT AGE REQUIREMENT

There are no minimum or maximum age requirements for any of the Utah Hunter Education programs.

### STUDENT REGISTRATION AND FEES

The Wildlife Board has authorized the use of a registration certificate system to pay for Hunter Education Program courses.

The registration certificate may be purchased anywhere regular hunting and fishing licenses are sold. If the student is under the age of 18, a parent or legal guardian must sign the registration certificate or receipt giving authorization for the student to attend class. The student will then bring this registration certificate (not separated) or receipt to class with him/her.

**Hunter Education:** The instructor-led and online hunter education program fee is \$10.00. The fee includes the course registration certificate (which will act as the temporary certificate of completion until one is mailed to the graduate). **AFTER validation**, it will serve as a hunting license until the expiration date (365 days from date of purchase). Approved online providers may charge additional fees for their online content.

**Furharvester Education:** The instructor-led and online furharvester education program fee is \$6.00. The fee includes the class registration certificate which will act as the temporary certificate of completion until one is mailed to the graduate. Approved online providers may charge additional fees for their online content. **Does NOT become a furbearer license.**

**Bowhunter Education:** The instructor-led and online bowhunter education program fee is \$6.00. The fee includes the class registration certificate which will act as the temporary certificate of completion until one is mailed to the graduate. Approved online providers may charge additional fees for their online content. **Does NOT become a hunting license.**



## **ROOM AND/OR RANGE FEES**

Some facilities used for hunter education program courses may require a fee. Instructors may pass on an additional fee to the students to cover this cost. You may only pass on the fee that is required by the facility. Documentation may be required of said fees. Instructors are strongly encouraged to work with the facility to keep the costs at a minimum for the students. Instructors may not charge additional fees to cover classroom supplies and materials.

## **ADVERTISING**

Posting classes on the Utah Division of Wildlife Resources web site via the Course Announcement Form is required. Classes should be posted for a minimum of two (2) weeks. The Course Announcement Form is located on the website within the instructor login page - <http://wildlife.utah.gov/huntereducation/login.php>

User name - instructor

Password - education

Local newspapers are usually very cooperative in publicizing community service functions, such as a hunter education course. Radio stations often times devote part of their time to “public service announcements.” Signs and posters placed in local stores, school windows, or sporting goods stores are an excellent way to get the word out.

It is recommended that students be pre-registered for the course. This will aid in the planning process for the course.

## **PEOPLE TO BE NOTIFIED**

The Salt Lake Hunter Education office must be notified of all hunter education program classes prior to them being offered. It is the instructor’s responsibility to use the electronic Course Announcement Form provided on the web site.

Classrooms should be scheduled at least 4 weeks in advance. Local civic organizations, sportsman’s clubs, the community education office or churches may provide suitable classrooms.

Choose a room that has enough electrical receptacles and adequate space for screens, projectors and tables for any training aids that will be used, as well as for the students.

## **TRAINING AIDS**

### **Multimedia**

Using multimedia in a Hunter Education Program class adds variety to the instruction and provides special emphasis to key concepts. To achieve the most benefit from multimedia, the concepts and facts the student should be looking for in the multi media should be discussed before the multimedia is shown. A review of these important points should follow the showing.

All Hunter Education Program multi media are on DVD. DVDs can be obtained at any supply outlet. DVDs should be reserved prior to the time of actual showing. DVDs must be returned to the supply outlet within 7 days of the completion of the course so that they are available and in good repair for other instructors.

Damaged DVDs should be marked and labeled in writing and brought to the division's attention when returned.

### **Training Equipment**

Firearms, archery and trapping equipment may be available for instructors to use as class training aids and for use on the range. The Salt Lake Hunter Education office, regional offices, Division of Wildlife Resources public shooting facilities, may have some training equipment such as .22 rimfire rifles, muzzleloader rifles, compound bows and trap sets for instructor use. Remember to reserve equipment well in advance of the class. Training equipment must be returned to the supply outlet within 7 days of the completion of the course so that it is available and in good repair for other instructors.

After firing any division supplied firearm on the range, it must be thoroughly cleaned prior to returning it to the supply outlet. Traps must be thoroughly cleaned and in good repair prior to returning to the supply outlet. REPAIR REQUEST MUST BE NOTED AND ATTACHED TO EQUIPMENT.

### **Brochures and Handouts**

Because of availability and cost of the brochures and handouts, the items available for students may change from time to time. All handouts available at any given time will be issued from any supply outlet upon request.

### **Miscellaneous Training Aids**

A variety of opportunities of procuring training aids are available for instructors to pursue. Damaged firearms and archery tackle may be available from local gunsmiths or pro shop, either outright or on loan, to show students in the training program. Ammunition, firearms, archery, and trapping companies usually offer handouts upon request to volunteer hunter education program instructors. The IHEA website: [ihe-a-usa.org](http://ihe-a-usa.org) is also a great resource for training aids.

Often times the best training aids are those developed by the instructor because of a particular classroom need, for example, a plastic tube to show a smooth bore shotgun barrel. Training aid construction need not be elaborate.

### **COURSE LENGTH**

The hunter education instructor-led course does not have a minimum length but must include all material as set forth by the IHEA-USA standards. It typically takes 6-8 hours to cover this material. The course will include instruction, hands on exercises and a live fire exercise. The furharvester course is a typically eight hours, and the bowhunter education course is typically 12 hours. Instructors, however, may increase the course content to fit their needs. Instructors **may not** eliminate any of the required material from their training classes.

Each education discipline has an online delivery option. Hunter Education and Furharvester Education online courses also include a field day. Bowhunter Education online course does not have a required field day. Course length may vary by discipline.

### **CLASS SIZE**

Instructors should keep class size to a maximum of 30 students when teaching as a single instructor, and 45 students when teaching as a team. Just prior to the hunting seasons, more students than this may enroll for a class. If classes are larger, make certain enough help is available to maintain discipline and to cover the subject matter thoroughly. Parents should be encouraged to assist and attend both in the classroom and on the range.

Instructors are strongly encouraged to arrange with one or more other instructors in the area to teach as a team. Team teaching allows each instructor to present subject matter in which they are most knowledgeable about and comfortable with. In addition, having at least one other instructor in the classroom provides a measure of protection for both students and instructors.

It is easier to maintain student interest by using different personalities. Husband and wife teams are effective and are encouraged.

Some instructors may feel uncomfortable teaching certain portions of the course. It is perfectly acceptable and encouraged to have people with a better knowledge of a given subject to teach these portions of the course.

Instructors, however, are responsible for making certain that the guest instructor covers only pertinent material. A review with the guest instructor on what is to be covered, as outlined in the manual, and what time limits there may be, needs to be done in advance, so other important material is not neglected. Instructors must remain in the classroom during the guest instructors presentation.

Hunter Education Program instructors and / or agency employees of the Utah Hunter Education Program are subject to **Title VI of the Civil Rights Act of 1964** and shall offer to all persons the opportunity to participate in said program or activities regardless of race, creed, color, sex, religion or national origin. No individual shall be turned away from, or otherwise denied access

to, or benefit from, any program or activity directly associated with a program of the Division of Wildlife Resources on this basis.

The Utah Hunter Education Program receives funding through a Pittman-Robertson Federal Aid in Wildlife Restoration Act grant. Any instructor, student or other person who believes he or she has been discriminated against should write to the following office:

Office for Equal Opportunity  
U.S. Department of the Interior  
Washington D.C. 20240

### **PARENT APPROVAL FORM**

No person under the age of 18 may enroll in a hunter, furharvester or bowhunter education class without parental or guardian approval. Parents must sign the registration certificate or receipt for their student under 18 years of age.

### **PARENT PARTICIPATION**

Instructors are encouraged to request that one or both parents attend the first class. Attendance at all sessions is perfectly acceptable. The material presented in the first class will impress upon the students and parents the importance of the program and the need for safe, responsible and legal behavior in the field.

It must be impressed upon parents that the course is only the beginning. Make sure parents know that it is their responsibility to reinforce the things taught in the course. One or both parents should be requested to assist at the range with safety and discipline.

### **DISCIPLINE**

Anyone involved with handling of firearms or archery equipment needs to exhibit adult attitudes and behavior. Students with severe attitude and discipline problems can be asked to leave and be failed on the basis of attitude and behavior.

Minor discipline problems can be handled in less dramatic ways through motivation, classroom involvement, special assignments and parent participation.

### **TESTING**

Failure to pass any of the exams constitutes failure of the course. Instructors may work with individual students where extenuating circumstances may exist. Reading problems can be considered on a case-by-case basis. Keep in mind; we are helping the students, not trying to hinder them.

## **REPORTING INCIDENTS/ACCIDENTS**

Unfortunately, incidents do happen. If an incident does occur in the classroom, in the field or on the range, an incident form must be filled out. This form must be submitted to the appropriate regional office and the Salt Lake Hunter Education office within 24 hours of the incident.

One of the goals of the Hunter Education Program is to eliminate firearm related incidents and injury. We can all learn from someone else's mistake. When you see newspaper or multimedia articles about firearm related incidents and injuries, please send them to:

Utah Division of Wildlife Resources  
Hunter Education  
1594 West North Temple  
PO Box 146301  
Salt Lake City UT 84114-6301  
1-800-397-6999

Or email them to [utahhuntereducation@utah.gov](mailto:utahhuntereducation@utah.gov)

## **PROTECT YOUR STUDENT/PROTECT YOURSELF YOUTH PROTECTION GUIDELINES**

The Utah Division of Wildlife Resources Hunter Education Program takes great pride in the quality of the instructors teaching the program.

The Division realizes that it is hard to detect a child abuser in advance of the attempted or actual abuse. We can reduce the risk by learning as much as possible about potential instructors. We also convey the message that no abuse of any type is tolerated within the Hunter Education Program or any Division program.

This training is designed to protect your students from any type of abuse and also protect you from false accusations.

### **Types of Abuse**

- **Emotional Abuse** occurs when the child is consistently being told that he/she is no good and never will be. Degrading name-calling is a form of emotional abuse.
- **Physical Abuse** is the bodily injury of a child.
- **Sexual Abuse** is any sexual activity between a child and an adult or between children when there is an unequal distribution of power such as when one is significantly older or bigger.

### **Creating External Barriers**

- **Team Teaching.** Two instructors are with students at all times.
- **No one-on-one contact.** One-on-one contact between instructors and students is not permitted. In situations that require personal conferences, the meeting is to be conducted in view of other adults and youth or have a parent in attendance.
- **Respect of privacy.** Instructors must respect the privacy of students in situations such as using the restroom, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
- **Separate accommodations.**
- **No secret organizations.** The Hunter Education Program does not recognize any secret organizations as part of its program. All aspects of the Hunter Education Program are open to observation by parents.
- **Appropriate attire.** Proper dress is required. Look professional; wear the appropriate Hunter Education Program Instructor vest.
- **Constructive discipline.** Discipline used in Hunter Education Program classes should be constructive and appropriate. Set ground rules for the classroom the first night of class.
- **Hazing is prohibited.** Physical hazing and initiations are prohibited.

## **Abuse Incident Guidelines**

**Follow these guidelines when a child comes to you and indicate that he/she may be a victim of abuse:**

- **DON'T** panic or overreact to the information disclosed by the child.
- **DON'T** criticize the child.
- **DO** respect the child's privacy.
- **ENCOURAGE** proper reporting of the incident.
- **DO** keep it strictly confidential.
- **REPORT** all incidents to the Hunter Education Coordinator.

## **RECORDS AND FORMS**

A Hunter Education Program instructor must share the responsibility in properly documenting student participation and certification results. In addition to providing a service to the student, the Utah Division of Wildlife Resources must have strict accountability requirements for student records. Patience and accuracy in completing course records is greatly appreciated.

From time-to-time a student will lose his or her certificate of completion card. At times, the record has not yet been entered into the computer when a duplicate is requested. Only through verification of instructor records can a duplicate certificate of completion card be issued. Instructors are required to record and maintain course roll sheet information for students in each class for a period of one year.

The most current and up to date forms are located on the website on the instructor login page - <http://wildlife.utah.gov/huntereducation/login.php>

User name - instructor

Password – education

Forms and records must be legible. Data entry operators must process hundreds of records daily and do not have the time to interpret carelessly prepared documents.

## **COURSE INFORMATION/INSTRUCTOR TIME SHEET AND COURSE ROLL SHEET**

A Course Information/Instructor Timesheet (HE-04) form and Course Roll Sheet (HE-05) must be completed for each hunter education program course. A lead instructor must make sure each instructor records their own time and signs the time sheet, and records the number of students.

## **CERTIFICATE OF COMPLETION**

A Certificate of Completion will be mailed to the student from the DWR Salt Lake Office at the conclusion of the course after the instructor submits the appropriate paperwork for validation. If a student fails or drops from the course the entire “registration certificate” must be mailed to the Salt Lake Office with the instructor’s course information/instructor timesheet and roll sheet. Caution students to keep their certificate of completion in a safe place at home with other important family records.

Certificate of Completion cards do not need to be carried on the person while hunting in Utah. However, those required to show proof of being certified in Hunter Education or Furharvester Education may be required to show their certificate of completion when purchasing a hunting or furbearer license.

## **DUPLICATE CERTIFICATE OF COMPLETION**

Duplicate Certificate of Completion cards will be issued only at the Division of Wildlife Resources offices for a fee of \$10.00. Duplicates will be issued only to those graduated students who can produce a valid wall certificate or can be verified as a graduate either by division or instructor records.

## **RECIPROCITY AGREEMENTS**

Utah accepts all other states’, Canadian Province’s and countries certificates of competency in hunter education as long as they meet the IHEA-USA standards. Utah residents that complete hunter education in another state or country are required to bring these certificates into a Regional Office of the Division of Wildlife Resources and be issued a Utah transfer hunter education certificate of completion in order for the individual to purchase a Utah resident hunting license. Likewise, through a reciprocity agreement, the other states, Canadian provinces and countries, will accept a Utah certificate. Certificates of completion issued by other states, provinces or country, may not be accepted by license agents for purchase of resident hunting licenses. Instructors are not authorized to issue a transfer hunter education certificate of completion.



## **DEDICATED HUNTERS**

Dedicated Hunter Program Guideline for:

Dedicated Hunters seeking service credit for teaching Hunter Education courses

Effective: July 20, 2016

Certified Utah Hunter Education instructors have the option of teaching Hunter Education courses for service credit in the Dedicated Hunter program. This guideline has been developed to align with existing procedures of the Dedicated Hunter program, improve communication, and to ensure compliance with State statutes and DWR Administrative Rules.

To earn Dedicated Hunter service credit, the following conditions and procedure must be met:

1. The Dedicated Hunter seeking credit through Hunter Education instruction, whether as a primary instructor, or as an assistant, must be a Certified Hunter Education Instructor for the state of Utah.
2. The Primary instructor must submit the Hunter Education online *course announcement form* to the DWR website a minimum of **2 weeks** prior to the course date, using the instructor's account at <http://wildlife.utah.gov/hunter-education.html>
  - Forms submitted less than **2 weeks** prior to the course date, will not be eligible for Dedicated Hunter service credit.
  - The course must be open to public registration. Courses not offering public openings are not eligible for service credit.
  - Instructors may have more than 1 assisting instructor. However, only 1 primary instructor and 1 assisting instructor are eligible for Dedicated Hunter service credit per course.
3. The primary instructor must also submit the *Request Division of Wildlife Resources support for your independent project form* at the Dedicated Hunter webpage <http://wildlife.utah.gov/request-dhproject-support.html>. If this online project request is submitted less than **2 weeks** prior to the course date, DWR may not have sufficient time to review and approve the request for service credit, resulting in the project not being approved.

Within the online project request, the project description section must include:

- Hunter Education course ID number (obtained from the course announcement form submission)
- Course date(s)
- Course type (see table below for course types)
- Name of Instructor and/or assisting instructor (if seeking service credit)
- Primary instructor's email address

After the online project request is submitted, the Dedicated Hunter program will review the request. If approved, a course-specific Dedicated Hunter timesheet/agreement will be sent to the primary instructor via email.

4. The primary instructor prints the Dedicated Hunter timesheet/agreement for the Dedicated Hunter(s) seeking credit. This timesheet/agreement must be signed prior to teaching. Agreements not signed prior to service rendered are ineligible for service credit.
5. Teach the course completely and record service hours
  - Document actual service hours associated with the course, without “rounding up” on the Hunter Education Program course information/instructor timesheet and the Dedicated Hunter program timesheet/agreement.
  - Do not include trips to the store for purchasing goodies or other activities not directly related to the educational aspects of the class. These ‘donated’ extras are not eligible for Dedicated Hunter service credit and should not be listed on the timesheet/agreement.
  - Incomplete courses will not be given DH service credit.
  - Travel time to or from a class session is not creditable for Dedicated Hunter service. Credit is given for time actively preparing, providing instruction, and facilitating field day and testing activities.

Instructors may earn **up to** the following quantities of service hours per course:

Hunter Education Course Type	Maximum DH hours for Primary Instructor	Maximum DH hours for Assisting Instructor
Traditional Instructor lead	20	10
Online course field day	10	5
Furharvester Instructor lead	10	5
Furharvester Online course field day	5	2.5
Bowhunter Instructor lead	15	7.5

6. Return the Dedicated Hunter timesheet/agreement **with all** other class paperwork to the Salt Lake DWR Hunter Education office. The paperwork will be verified and forwarded to the Dedicated Hunter Program administrator for service credit recording. Instructors receiving Dedicated Hunter service credit for teaching/assisting will not receive a reimbursement/payment for that course.

- **Range Assistance: Anyone with an active role in running the live fire exercise portion of your course should be a current certified Utah Hunter Education Program Instructor.** We often ask parents or other responsible adults to help watch for safety issues on the range. Everyone on a firing range should help watch for safety issues. However, any activity on the range that would qualify for credit in the Dedicated Hunter Program should be an “active role in running the range”, and not only watching for safety issues or helping out. *Because of the nature of the live fire exercise and the accompanying liability, anyone responsible for running the range during qualification needs to have completed the training provided with the Hunter Education certification.*