Dear Prospective Hunter Education Instructor:

Welcome to the ranks of the greatest volunteer effort within fish and wildlife agencies throughout North America!

By joining the ranks of a hunter education instructor, you will be coaching new and veteran hunters and shooters to be safe, ethical and responsible – the mission of the New Mexico Department of Game and Fish’s Hunter Education. Your involvement epitomizes the spirit of those who will forever continue the hunting heritage – passing on the important values to future generations of outdoor men and women.

Enclosed is the Hunter Education Pre-Workshop packet that is required of each reactivating hunter education instructor to read and complete. This packet packet consists of material that will help you to be an effective hunter education instructor. Once the packet is completed, please submit to dfg-he@state.nm.us.

Thank you for your passion and commitment to joining hunter education. We hope it means as much to you as it does to thousands of students the department certifies each year. We are glad you want to be a part of this positive, proactive movement, as we begin a new century and endure many more pressures to our wild lands and to our hunting heritage. The more you choose to be involved in this effort, the more proud and satisfied you will feel and the more positive impact you will make!

If you have questions or need assistance, please do not hesitate to contact the hunter education staff; we pride ourselves in providing the best possible assistance and support to instructors throughout New Mexico!

Sincerely,

The New Mexico Hunter Education Staff
Thank you to Texas Parks & Wildlife for assistance with providing material for this online review!
The mission of the New Mexico Department of Game and Fish- (Department) Hunter Education is to provide an educational opportunity that enables students to safely participate in a hunting or shooting sport. Hunter education and its corps of volunteer instructors strive to produce safe, ethical and responsible students that will be tomorrow’s hunters and competitive shooters.

A North American network of information and coursework, hunter education is required of certain age groups of hunters in all 50 states and 10 provinces.

The nation wide goal of hunter education is to introduce people to the joys of hunting and shooting. There are over 30 million target shooters and 13.7 million hunters, 16 years of age and older, and an estimated 2 million more hunters are under the age of 16 in the United States. Approximately 6% of the total U.S. population are hunters. Each year a total of over 700,000 hunters are trained in hunter education by over 65,000 hunter education instructors throughout North America, primarily by volunteers and professional educators trained by state and provincial fish and wildlife agencies*. (NSSF Hunting in America Report – 2013)

Each state and provincial fish and wildlife agency is responsible for training instructors who teach hunter education. These instructors are primarily volunteers, but also include state wildlife conservation officers who are trained hunter education instructors. The volunteer instructor is the backbone of hunter education in North America.

STAFF

Coordinator- handles most of the budgeting of federal dollars appropriated to hunter education, administrative aspects and oversight.

Assistant Coordinator- your liaison to hunter education. Administers and develops trainings, workshops and seminars for instructors.

Office Manager- responsible for processing the hunter education class paperwork to determine the students who should receive their hunter education numbers.

The hunter education staff is here to assist you in any way possible. Never hesitate to contact them if you need support, supplies or have questions/concerns.
WHY we have Hunter Education…

Hunting Incident Data – hunter education staff tracks and monitors all reported New Mexico hunting incidents and reports them annually to the International Hunter Education Association (IHEA), the organization which officially reports hunting incidents nationally to the media, National Safety council and to legislative and judicial branches of government. Conservation Officers and or other law enforcement agencies may be involved in investigating incidents, completing incident report forms and sending them for compilation. Hunting incident data and trends are useful for sharing within the hunter education process to help hunters prevent similar incidents and to review causes and safety standards.

FUNDING

Pittman–Robertson Act (1937) – The act provides for funding to states for wildlife habitat restoration, land acquisition, research and administration. Funds are derived from an 11% excise tax on sporting arms and ammunition.

Additional amendments to the P-R program in the 1970’s allowed for a 10% excise tax on handguns an 11% tax on archery equipment, providing funding to states for hunter education and shooting range development projects. Hunter education in the United States is funded primarily by federal dollars and managed by the U.S. Fish and Wildlife Service, U.S. Dept. of the Interior. New Mexico was the second state to submit for approval to utilize these funds.

Hunter education is based on cost-reimbursement program. The Department covers the full amount of an approved project/budget then applies for reimbursement through Federal Aid for up to 75% of the project expenses. The Department provides at least 25% of the project costs from a non-federal source… via in-kind match of volunteer hours! Each hour donated by a volunteer instructor is worth approximately $22.80. This was determined by the average, hourly wage of a conservation officer. Prior to utilizing volunteers, Department personnel were primarily administering hunter education classes.

HISTORY OF HUNTER EDUCATION

Since its inception, over 26 million students have attended courses that include a curriculum of firearm safety, hunting ethics and responsibilities, equipment basics, black
powder safety, archery safety, wildlife management & conservation, survival, and hunting techniques. Some states also require live-firing processes as part of course completion. Other states also offer live-fire classes such as New Mexico, but this not a mandatory class portion set by the state. States are currently looking at technologies that enhance the learning process and make courses more convenient to hunters.

**Future**
The future of hunting is bright in North America because of the visionary expectations of hunters and conservationists who established a sound system of wildlife management and education. Hunter education is a proactive method that effectively reduces poor hunting behavior which is cited as the main reason why hunters could lose their hunting privileges. Of all of the methods, hunter education is also the most rewarding and the most positive for hunting’s image.

**Standardization**
The International Hunter Education Association- USA was formed in 1972. Its purpose is to provide leadership and support to hunter education program administrative staff and instructors throughout North America. Comprised mainly of hunter education coordinators from each state, IHEA-USA provides information to the public and media regarding the successes of hunter education. It also is the organization responsible for hunter incident information provided on an annual basis. According to IHEA, “Because of hunter education, hunting is safe and getting safer!”

**NATIONAL ASSOCIATION OF FISH AND WILDLIFE AGENCIES (AFWA) –** provides leadership in the form of the Hunter Education and Shooting Sports Committee. Shooting and hunting industries have provided donations of cash, equipment and training aids to assist with the educational process since the programs were developed. Professional organization of state agency directors and other fish and wildlife professionals that provides support and information to all state fish and wildlife agencies; oversees direction of hunter education with the establishment of a hunter education committee in 1971, now called the Hunter Education and Shooting Sports Committee.

**NATIONAL RIFLE ASSOCIATION** – Originally formed after the Civil War, to improve marksmanship in the armed forces of the United States, the organization now works to preserve second amendment rights (…the right to keep and bear arms…) and support the development of shooters, shooting ranges and hunter education programs primarily through their education and training division. It also has a hunter services division and sponsors the national “Youth Hunter Education Challenge”. The NRA has state affiliates and provides hunter education training material.

- **“Youth Hunter Education Challenge” (YHEC) –** annual event which provides opportunities for state and provincial hunter education teams and individuals to showcase the knowledge and skills they have learned in hunter education programs across North America.

**HUNTER EDUCATION IN NEW MEXICO**
The Department is the state agency responsible for administering hunter education in New Mexico. Hunter education was conceived in New Mexico in 1965 to provide training for local hunters and for hunters traveling to other states requiring hunter education. The
NRA’s existing hunter safety program was used and was four hours in length. Many NRA instructors in New Mexico were recruited as the first New Mexico volunteer hunter education instructors. By the mid-80s students were required nationally to complete a minimum of 10 hours over two days – a requirement imposed by AFWA which monitored funds (excise taxes) returned to states for hunter education and shooting range development.

In 1972, the New Mexico Legislature passed the mandatory hunter education law for the State of New Mexico. The law allowed the Department’s Commission to adopt regulations requiring hunter education for hunters born after January 1, 1958, in order to hunt with or shoot a firearm. Additionally, hunters needed to have in their possession a certificate of successful completion of a hunter education course. Therefore, anyone born on or after January 1, 1958 (“Grandfather Date”) were required to complete the training to legally hunt in New Mexico. This was an example of what is called a “progressive law”. As years progress, more hunters are required to have hunter education.

However, due to the this law stating it was unlawful to even “shoot” a firearm, even in a supervised program or on a certified range without first having hunter education, this law went back to the legislature in 1976.

In 1976, the law was changed to what New Mexico’s law is currently... “No one under 18 years of age may hunt with a firearm without possessing, while hunting, a certificate attesting that he has passed this or another state’s hunter education course. Uncertified juveniles may shoot (not hunt with) firearms if under adult supervision or in a supervised program. It is illegal for anyone under 18 to apply for or purchase any kind of firearms hunting license before completing the hunter education course.” - New Mexico Statute 17-2-33

The most recent change to hunter education in New Mexico occurred in November 2012, when the Department passed a rule that introduced the new Mentored-Youth Hunter (MY) Program. This rule allows first-time youth hunters between 10 and 17 years of age the ability to participate in hunting with an adult mentor. Upon successful completion of an abbreviated online quiz with a minimum score of 80% the youth hunter is assigned a MY number. This number is then imputed into their Department Customer Identification Number (CIN) account. This hunter education deferral is good only once in a lifetime, youth registered in the MY Hunter Program may hunt deer, javelina, turkey and small game only and is valid for two consecutive license years only. To continue hunting the youth must then successfully pass a state certified hunter education course.

References to the hunter education mandate and the MY hunter program can be found in the Big Game Rules and Information Booklet that are available at all Department offices and license vendors.

Bowhunter Education – Certification is not mandatory for ANY bowhunter in New Mexico, but is highly recommended. It provides the means to introduce responsible use of archery equipment, safety and ethics and is in accordance with the National Bowhunter Education Foundation policies and procedures. Other surrounding states have bowhunter education requirements for either all bowhunters statewide, for hunters of a certain age, or for bowhunters to hunt in certain areas of the state. In these states, bowhunter education normally does not substitute for the hunter education certification. Be sure to encourage students to become very familiar with the individual states regulations where they wish to hunt in.
HUNTER EDUCATION INSTRUCTOR REQUIREMENTS

Volunteers
Volunteers are the backbone of the hunter education. The majority of volunteer instructors are hunters who want to give back their knowledge and skills by contributing in a positive way to the hunting heritage.

- Volunteers must be at least 18 years* of age and must not have been convicted of any felonies, domestic violence, child crimes, negligent use of firearms, or of violations of any Game and Fish laws. Volunteers convicted of a game law violation will be handled on a case by case basis. (*exception of Junior Instructors)

- All volunteers must have a Department Customer Identification Number (CIN) set up through the Department of Game & Fish at the following web site: https://onlinesales.wildlife.state.nm.us/login. Please contact the hunter education office if you need assistance setting up a CIN account.

- All volunteers must submit an instructor application. This application can be found in the back of each Today’s Hunter - Student Manual, on the Department website www.wildlife.state.nm.us, or by calling the hunter education office at 505-222-4731.

- All volunteers must submit to and pass a background check prior to becoming a certified.

- All volunteers must obtain a student certification from a New Mexico hunter education student course if they have not done so.

- All volunteers must attend a Department sponsored Instructor Training Workshop.

These requirements do not need to be completed in any particular order, but must be completed prior to teaching and/or assisting with a hunter education course. The order outlined above has been found to be the most logical way to become certified. Certification will not be granted if the above criteria have not been met.

Junior Instructors
Junior instructors are volunteers who must be at least 10 years of age at the time of application and must abide by all hunter education policies and procedures. Junior instructors are limited to certain aspects of the hunter education classroom until they turn 18 years of age. These instructors are an asset to a teaching team as they can assist you and your team while other instructors are busy lecturing in the classroom.

Junior instructors cannot have ANY direct responsibility over another student nor can be left alone with another student at any time during the course of a hunter education class.

They cannot evaluate students during the firearms proficiency exam, or coach a student during any live-fire course component. Suggestions on approved ways of utilizing a Junior instructor includes the following:

- Assist with the grading of the student worksheets and written exams
- Assist with passing out paperwork during the class
- Assist in demonstrating the positions, carries, and fence crossing during the pre-proficiency practice
• Help set up the classroom, proficiency stations, and safety trail
• Can assist with course lectures if under the immediate supervision of a mentoring instructor

Conservation Officers/Department Employees
Many Department staff are certified hunter education instructors. As state law enforcement officials, Conservation Officers have many duties and their primary purpose is to educate people and enforce the fish and wildlife laws of New Mexico.

A Conservation Officer’s role is to attend local courses offered by volunteers and assist at various degrees to include giving game law, conservation & management presentations and by participating in field/live-firing activities. Students like to ask questions, making for lively discussions.

Other Requirements
All instructors to maintain their active status, they must teach and/or assist with at least one (1) hunter education course every two (2) years. It is also recommended to participate in a minimum of one (1) “continuing education” class every two years to stay current on Department changes, hunting and hunter education trends.

Continuing education courses offered may include, but are not limited to, Standards of Live Fire, Teaching Techniques, Black Powder and Muzzleloading Safety, Survival for Hunters, the Instructor Refresher Workshop, and CPR/First Aid.

Additional trainings that are viable options are NRA courses, CCW, wildlife seminars, wilderness survival, Department commission meetings, or any other workshop or seminar that would relate to the hunter education classroom/curriculum. Many continuing education offerings are available online that can be credited to you. If questions arise regarding what may/may not suffice as a continuing ed. requirement contact the hunter education staff. At any time an instructor takes a continuing education training they must contact the hunter education staff to receive credit.

All Instructors must adhere to Department policies and procedures. A full listing of the Volunteer Instructor Rights can be referenced in the Instructor Handbook*. (*This handbook will be given to you at the Instructor Training Workshop).

POLICIES

Federal Guidelines – program guidelines must adhere to federal guidelines set forth by the United States Fish and Wildlife Service. Generally, federal statutes deal with titles and codes, which ensure that hunter education courses are available and accessible to all people and prevent discrimination in the administration and performance of duties in hunter education.

Federal Laws Applicable to Hunter Education:
Title VI of the Civil Rights Act of 1964 – Prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance.
Section 504 of the Rehabilitation Act of 1973 – Ensures that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
Americans with Disabilities Act (ADA) of 1991 – Strengthened Rehabilitation Act of
1973 by ensuring that access and sites be modified to accommodate handicapped facilities, programs and access.

**Age Discrimination Act of 1975** – Prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.

**Title IX of the Education Amendments of 1972** – Prohibits discrimination on the basis of sex (gender) in any education program receiving federal financial assistance.

**State Guidelines** – must adhere to statutes and regulations established to prohibit many actions already prohibited by federal law such as discrimination and ensure the integrity of the program itself. Hunter education statutes generally deal with parameters established within the mandatory hunter education statute, **New Mexico State Statute (Section 17-2-33)**.

Falsification of state records is a particularly serious crime and is pursued if an instructor is found to certify an individual who has not passed the hunter education course and/or accepts monetary incentives beyond those allowed under the hunter education donation policy.

**INSTRUCTOR POLICIES**

Volunteers are non-paid employees of the Department and do not receive remuneration for services.

**Job Description** – Instructors are given the job of presenting the prescribed curriculum to students in the best manner possible, which includes lecture and hands-on activities and actual and/or simulated experiences.

**Performance Standards** – Instructors are expected to teach and/or assist with at least one course every two years to meet the minimum standard. Evaluation(s) may be conducted by staff or a Department representative to improve the quality of instruction and insure compliance of all standards of behavior. Instructors are expected to be prompt and efficient in the performance of their duties. Instructors will not cancel any courses without due notice to all concerned, including students and the Department.

**Dress and Appearance** – Instructors are expected to represent the Department in a professional manner and to dress appropriately for their position. An instructor vest and a name badge will be provided to all certified instructors to help maintain this professional image. Occasionally other clothing items (caps, shirts) are provided and are recommended to be worn.

**Conflict of Interest** – Instructors may not accept personal gifts, favors, or services that influence their discharge of duties. Duties include training students in a classroom, field and/or self-taught studies. Instructors should not represent a group or themselves in another capacity while teaching hunter education if the position they take is in conflict with the mission, goals, and purpose of the Department.

**Use of State Property/Facilities** – State property or other resources (e.g. training aids) provided to instructors by the state will not be diverted to personal use and should be returned to upon separation or termination. An exemption to this is any awards received are considered personal property upon award by the State. When utilizing a state facility, smoking is allowed ONLY in designated areas and instructors are required to abide by this.
Standards of Trust – No instructor shall knowingly falsify or alter any curriculum, report, document or record. Instructors shall adhere to basic principles of honesty and maintain the highest of ethical standards. Instructors shall not use their position as a hunter education instructor for personal gain. This does not include products or services that directly benefit the Department and/or students in a positive way, such as a donation of refreshments, training aids, materials, etc. that reinforce the hunter education curriculum.

Courtesy – Instructors shall be courteous to all callers, students, parents, fellow instructors, and Department staff. Instructors must maintain a helpful attitude towards the public at all times.

Competence – Instructors shall be physically and mentally able to perform the essential duties of the position with or without reasonable accommodation, as defined by the American with Disabilities Act.

Care – Instructors shall exercise care and observe all safety and security rules in proper performance of their job. They must be role models and strictly adhere to all principles of sporting arm safety being taught to students.

Sexual Harassment, Criminal Penalty – It is unlawful to harass any fellow instructor, student or parent, solicit sexual favors and/or use any other verbal or physical conduct of a sexual nature or make it a term or condition of passage of the course.

Drug, Alcohol, Tobacco Free Work Place – Instructors will not use or possess alcoholic beverages or illegal drugs on duty time when in an instructor uniform or on any state-owned or controlled property. It is recommended that instructors will refrain from using ALL tobacco products during courses. If teaching in a State owned facility smoking and tobacco use is allowed in designated areas ONLY.

Notification – If any of the aforementioned policies or rules are violated by an instructor, the hunter education staff should be immediately notified so appropriate corrective action can be taken if deemed necessary. Instructors must accept responsibility for decisions made and action taken based on these decisions. Instructors have the right to appeal these decisions as stated under “Corrective Action.”

CLASSROOM POLICIES

Standard Hunter Education Course This course MUST include a minimum of 12 hours of instruction. This course INCLUDES the proficiency exam and written exam.

Field Day Hunter Education Course This course MUST include a minimum of six (6) hours of instruction and student evaluation. This six (6) hour block INCLUDES the proficiency exam and written exam. This course is for students 10 years of age and older.

Hunter Education Camps Is for students 10 years of age and older and administers a Field Day curriculum over a 2 ½ day period. Participants register and stay in a camp-like environment with an adult. This camp encourages family involvement. A live fire component is typically offered to include, .22 rifle, shotgun and/or archery.

All courses have a mandatory homework component. This free homework can be completed by obtaining a hardcopy of the Today’s Hunter - Student Manual in hardcopy from the Hunter Education Office OR downloading it electronically from www.hunter-ed.com/newmexico/manual/.
A live fire component can be added to any course. It is not mandatory, but highly recommended if applicable. If a live fire component is added, it is NOT optional for the student. This is considered part of the class and cannot be missed. Instructors who wish to be Range Masters/Coaches on the firing line MUST first go through a Standards of Live Fire Workshop. Remember that Junior instructors cannot be Range Masters/Coaches on the firing line; however, they may attend the workshop and can assist with range set up. The Department offers instructors access to two pellet rifle trailers to allow for the addition of a live fire component more easily.

**Online Hunter Education Course** This course is administered strictly online for New Mexico residents 11 years of age and older.

**ALL** students **MUST** have CIN’s prior to registering online for any hunter education course and prior receiving their hunter education number. Numbers cannot be assigned to successful students if a CIN account has not been created.

Student classes must meet the minimum hourly requirements in order for students to be eligible for certification.

Students **MUST** attend **ALL** class sessions in order to be eligible for their hunter education numbers and cannot make up missed portions or test-out. This means 100% attendance!

Students 10 and younger must have a parent, or responsible adult present throughout the ENTIRE class. If the responsible adult leaves during any portion of the class, they must have another parent/responsible adult substitute. If this is not an option, the child must accompany them and thus fails the course at that time due to insufficient attendance.

Students with poor attitude may be failed at an instructor’s discretion – ANYTIME! In the event an instructor or team asks a student to leave due to improper attitude, the instructor is encouraged to contact the hunter education staff the next business day. This enables staff to be prepared in the event a parent or guardian decides that a phone call is needed to clarify the situation.

**NO** live ammunition is allowed into the classroom by instructors or students. Dummy ammunition provided by the Department specifically made by the manufactures is acceptable. Live ammunition is only permitted on the range during a live fire component of a class.

Students are **NOT** allowed to bring firearms into the classroom or during range time.

Be sure two instructors (“two-deep instruction”), or an instructor and an adult stay with any student at any time during a course.

**Testing:**
ALL students participating in an instructor-led course must pass a written exam with a minimum score of 70%. Any score below a 70% does not qualify any student to pass the course and receive a hunter education number.
ALL students must pass the firearm proficiency examination with a minimum score of 75%. This exam includes: firearm carries, shooting positions and fence crossings. This required score is higher to emphasize the importance of safe firearms handling.

These testing scores are consistent for both the Standard and Field Day Hunter Education courses. Students must pass BOTH the written and firearm proficiency exams to be eligible for their hunter education numbers.

The online course requires students to pass the chapter quizzes with an 80% or better and the final exam with a 75% or better to receive certification.

NEW MEXICO HUNTER EDUCATION CURRICULUM

**Standard Student Course** – approximately 12-14 hours and is typically conducted on a Saturday and Sunday from 8am to 5pm. Class scheduling is flexible to fit you, your teaching teams’ schedules, and the needs of your community.

**Field Day Course** – six hours in length. This course implements hands-on break out groups that emphasize safe firearms handling and builds on the knowledge based skill sets the student gains from their manual reading. Class scheduling is flexible to fit you, your teaching teams’ schedules and the needs of your community. This course is limited to participants 10 years of age and older.

**Online Course** – four to 12 hours in length depending on student age. This course is strictly online and utilizes the same curriculum taught in the instructor-led courses.

Upon successful completion of any course, students will be assigned a hunter education number. This number will be reflected on their CIN card and they can print this card off of their CIN account. This card must be carried on the youth’s person while in the field hunting to provide proof of hunter education.

**Curriculum**
Classes meet the minimum recommended standards set by AFWA. This allows states to recognize each other’s certificates. These classes cover the following material:
- Introduction to Hunter Education
- Know your Firearm Equipment
- Basic Shooting Skills
- Basic Hunting Skills
- Primitive Hunting Equipment and Techniques
- Be a Safe Hunter
- Be a Responsible Hunter
- Preparation and Survival Skills
- Wildlife Conservation and Identification

**Outreach and Special Events** – Instructors may be requested to assist in teaching basic firearm safety, home firearm safety and special topics from time-to-time to conservation groups, school groups and/or booths during fairs, gun shows or outdoor shows. A huge effort is put out by approximately 100 instructors annually who participate in the New Mexico Outdoor Expo typically held in August at the City of Albuquerque Shooting Range Park. When representing the Department in any capacity, instructors are expected to maintain high standards, adhere to all policies and procedures and wear their instructor vest. Instructors receive additional credit and incentives for assisting with these outreach and special events.
ORGANIZING A HUNTER EDUCATION CLASS

Once certified, you are likely going to look for other instructors in your area to teach with. For a list of instructors in your area, contact the hunter education office.

When you have organized a team, you will want to coordinate schedules with your teammates to decide on class dates and times. A recommended instructor to student ratio is 5:1. For a classroom of 20-25, four to five instructors is recommended. It is highly recommended to NEVER teach alone!

With dates and times set, you will want to look into a class location. When looking for a classroom, buildings that work well are Department offices, sportsmen’s clubs, shooting ranges, community centers, community colleges, churches or any public place that will allow you to have adequate space and access. Sometimes the facility may dictate when you can have your class so plan accordingly, PLAN AHEAD.

Make sure that ANY facility you are looking into has adequate ADA accessibility and will not prohibit ANYONE from entering or exiting your classroom or building. The ideal site is a facility that provides an adequate indoor and/or outdoor classroom adjacent to an outdoor area conducive for field exercises. It should be spacious enough to comfortably host your course. Always leave classrooms better than you found them.

Some facilities may require proof of liability. Typically this covers the loss or damage to items or the facility itself during the course of a scheduled activity. If the facility requires proof of insurance, contact the hunter education staff IMMEDIATELY so they can obtain an insurance waiver for the time you are conducting your class in that specific facility. It will cover you and your team, within reason, in the event damage does occur during your class. Please contact the hunter education staff if a facility wishes to charge a deposit or fee.

Once you have your team members rounded up, dates are set and location is locked in, notify the hunter education staff. This is mandatory and extremely important!

Upon notification, your course is posted to the Department website. Be sure to contact your local Conservation Officer. They are typically able to assist when contacted at the time of class scheduling. Officers help pass the word to the public that a hunter education course has been scheduled.

**Supplies and Materials** - Class supplies such as student manuals, class paperwork, firearms, videos, etc. will not be sent or checked out to an instructor/team until the hunter education staff has been notified of a course(s). To order supplies instructors must submit a request via, e-mail, fax or call to the hunter education staff with the exact numbers of forms and other supplies the team needs to successfully complete the course.

Be sure to secure materials and supplies several weeks prior to the beginning of the course. Plan ahead, other teams may need to utilize these same supplies and teaching tools as well.

There will be no live ammunition in the classroom at any time! Use “Dummy Ammunition” provided by the Department.
Videos – These teaching aids should only reinforce or facilitate the learning process – not substitute for it. Only select videos are mandatory in the Field Day courses. Instructors are encouraged to use more hands-on teaching techniques. Videos are available upon request. Upon separation, the instructor must return all materials and videos that have been assigned to him/her.

Publicity – General publicity includes making sure the Department posts your course(s) on the website www.wildlife.state.nm.us/education/hunter-education/course-schedule/, posting flyers and by contacting your local newspaper and radio stations. Post flyers/announcements at local outlets for hunting licenses and major sporting good retailers.

It cannot be emphasized enough to contact your local Conservation Officer once a course has been scheduled. If you wish the officer to give you assistance with any aspect of the course they will need to be notified well in advance so they are able to accommodate you and your team. If instructors have hunting-related questions or concerns, they also should contact their local Conservation Officer.

Course Registration – course registration is conducted online through the students CIN profile through the following Department website: https://onlinesales.wildlife.state.nm.us/login. In order for students to register for a class, they must first obtain a CIN and set up their personal profile from the same webpage. Once they have their CINs they will be able to register for scheduled, open classes.

Students will have information letters, maps and other applicable paperwork available for downloading once they have registered through their CIN account for the course.


Students who do not wish to complete the manual reading electronically have the ability to pick up a hard copy of the student manual/worksheet, student information letter, maps, etc. from a predetermined location and day(s) set by the instructor or teaching team.

Registration will be completed at least five (5) days prior to the first day of class.

Upon successful completion of a hunter education course, students can obtain their numbers by printing an updated CIN card through their Department CIN account.

Donation Policy
Volunteer instructors may ask for class donations to offset out-of-pocket expenses. A general request for a donation can be asked for verbally or in writing on your student/course information letters or class flyers. Department staff are not permitted to collect donations.

A suggested method to ask for donations is a simple announcement during your course that you are a volunteer and if anyone would like to leave a donation to help offset class expenses they can do so by leaving it in a marked receptacle prior to class completion.

These donations are to reimburse volunteers for out-of-pocket expenses associated with hosting a hunter education class. If you should have a live-fire component to your class the Department will supply the needed firearms and ammunition.
Other Donations – Instructors may accept additional donations. They may use donated goods and services in their courses as long as the donations are not used solely for personal gain. All donated goods and services must relate to hunter education and adhere to the goals and objectives of the Department.

If offered additional donations, the hunter education staff should be contacted for specific details and at any time significant donations are offered. Instructors may not except these additional donations on behalf of the Department.

Performance – Instructors are expected to perform at an exemplary level. Based on past evaluations, volunteer instructor performance has been high in New Mexico and throughout North America. At times evaluations or reports are received indicating instructors just lecture and/or read from a manual, do not comply with class procedures, may exhibit unprofessional behavior and/or are not performing at a desirable standard. When a report is received, staff will immediately investigate the circumstances and make recommendations to the instructor for improvement.

Records – Instructors must use the current, prescribed form(s) to properly record student and instructor participation in a course. Records are vital to the long-term success and to provide hunters with the best possible service now and in the future. Instructors are required to complete all forms as accurately as possible to minimize time spent processing. NOTE: All instructors must submit all course forms immediately upon completion of course, the quicker the forms are submitted the faster numbers can be assigned to passing students. Both a class roster and instructor final report must be submitted together either via mail, e-mail, or fax and forms are processed in the order they are received.

HUNTER EDUCATION INSTRUCTORS SHOULD:
• Maintain dignity/integrity of the Department with the public.
• Maintain a professional demeanor and attitude at all times.
• Be neat in appearance and dress appropriately.
• Be committed to the Department.
• Accept guidance and decisions of Department staff.
• Help improve program, policies, procedures and curriculum when needed.
• Involve others and solicit help, support and sponsorship from local resources.
• Teach only that material found in the Today’s Hunter – New Mexico student manual, Instructor Guide and course curriculums.
• Know the subject(s) and prepare hands-on activities to the greatest extent possible.
• Be available to teach and/or assist in at least one course per year.
• Develop and acquire the necessary training supplies to give hands-on learning activities.
• Be punctual, dependable and carry out duties promptly and reliably.
• Be positive, taking students from known to unknown, simple to complex.
• Have fun in the process so you can teach forever.
• Be friendly and courteous to all students, parents, fellow instructors and Department staff.
• Be accurate with facts and know the subject matter.
• Refrain from terms like “weapon,” “slaughter” or other words that give a negative connotation to shooting sports and/or to hunting.
• Refrain from stating personal opinions or philosophies, especially any that may conflict with the mission and purpose of the Department and its programs.
• Refrain from the use of alcoholic beverages, illegal drugs, smoking and/or tobacco products before and during a course.
• Refrain from the use of profanities, obscenities and negative behavior.
• Evaluate efforts! Constantly try to improve on performance as well as the performance of the team. Your class critiques will help with this effort!
• Complete records and submit them immediately upon completion of a course.
• Attend continuing education training workshops to improve performance.
• Notify the staff any time there is a problem and/or conflict and/or communicate directly with others to resolve issues (instead of “bad-mouthing” others).
• Be available to volunteer for outreach opportunities, such as: shooting events, New Mexico Outdoor Expo, camps, fairs, and or other Department sponsored venues.

The Department is committed to train and maintain an active, informed and well-supported team of hunter education instructors.

RISK MANAGEMENT, LIABILITY AND INSURANCE

Risk Management is a learned ability to study, recognize and evaluate the safety risks of a program activity or task and develop a plan for accomplishing it in the safest possible way by:
• Reducing the risks through training,
• Transferring risks to a third party (insurance), or
• Avoiding all or part of the activity/task altogether

Risk Management for Hunter Education means creating a safe learning environment:
Classroom
• Meets ADA standards – preferable
• Neatly arranged
• Adequately lighted
• Safe, comfortable seating
• Restroom available
• No live ammunition
• Maintain discipline

Outdoor activities
• Students prepared, informed, organized into manageable groups and checked
• Attention to outdoor conditions – weather, insects, poisonous plants and animals
• Attention to terrain – aware of hazards – traversing terrain safely
• No live ammunition unless on a range
• Maintain discipline

Use of firearms, archery equipment and other field equipment
• Use and emphasize “Ten Commandments of Hunting Safety”
• Use and emphasize muzzleloading and bow hunting safety rules
• Safe background/backstop when shooting on a range
• Hearing and eye protection available during ALL firearms shooting activities
• Give instruction on the safe use of any equipment used
• Ammunition dispensed and used under close supervision of instructor(s)
• Maintain discipline

Rules to reduce risks in Department sponsored programs
Department Employees
• Provide application and pre-service training for volunteer instructors
• Provide standardized instructor and student manuals
• Provide continuing education training
• Evaluate program, instructors and students
• Adhere to federal, state and program policies and procedures
• Provide student training in safe, responsible use of sporting arms
• Ensure facilities and courses are accessible and open to all persons regardless of race, creed, color, sex or handicap
• Instructors use live ammunition only during controlled, supervised live-firing exercises Only use “dummy ammunition” at all other times throughout the course
• Follow guidelines established in the New Mexico Hunter Education Instructor Handbook
• Follow philosophy and outline of student manuals provided by the program
• Do not allow students to bring their own firearms or ammunition to ANY class session
• Plan for first-aid situations and general emergency preparedness
• Determine if learning or physical disabilities exist and assist student(s) in learning processes

NOTE: Instructors and Department staff must immediately report any unlawful actions, theft, property damage, personal injury or death to the proper authorities and to the hunter education coordinator. In the event of an emergency, instructors must secure the safety of individual(s) in their care, notify emergency services and secure the scene.

Conviction of negligence requires these four elements:
• Legal Duty: Protect participants from unreasonable risk of harm
• The Act: Failure to act with that degree of care of a reasonable and prudent person
• Proximate Cause: Breach of the standard of care caused the injury
• Damage: Physical or emotional injury to an individual or property resulted

INSURANCE

Waivers, Releases, Agreements and Contracts – Each student under age 18 and/or their parent or guardian will check a Terms of Agreement box online before they can register for a Department sponsored course. This explains the nature of the course to which he/she has enrolled. In a case where the student and/or parent(s) are dissatisfied with participation in a course, instructors should immediately handle the situation by meeting with the participant(s) away from others and/or invite participant(s) to write the hunter education staff with their concern(s). The instructor should immediately notify the hunter education staff.

Sample waivers are provided for live fire exercises, so instructors can clearly communicate risks involved in those activities. The primary purpose for such waivers is to help students understand risks of facilities and activities associated with hunting and the shooting sports.

PROGRAM PROVISIONS

Instructor Supplies and Materials – Instructors are provided materials necessary to understand how all courses offered are conducted and are provided instruction of how to properly record each course or event.

Student Supplies and Materials – Instructors are provided supplies and materials for each student, forms and information that facilitate the learning process, and forms that enable the hunter education staff to properly record a student’s personal information and/or evaluations from each course.

Communications – Each active instructor is provided mailings or communications electronically, by phone or during training workshops and special events.
Record Keeping – The hunter education office provides services to keep track of all instructors and students certified.
Pre-Service Training – staff provides basic instructor training courses for applicants interested in teaching hunter education.
Continuing Education Training – additional training opportunities are recommended.

Instructor Discounts – Sporting good manufacturers offer discounts to hunter education instructors on items and materials that can be used in the hunter education process. Instructors are notified in “Instructor Insights” about available discounts and through www.ihea-usa.org/instructors/special-offers-for-instructors.

COURSE CHECKLIST

Following are items the instructor/team should think about:

- Secure Instructors and local Conservation Officer
- Set Class Location, Dates, Times
- Schedule courses with the Program
- Publicity and Promotions Prior to Registration
- Procure Student & Instructor Class Materials
- Check Equipment and Supplies
- Check Classroom Arrangement, Tables and Audio/Visual Equipment
- Introductions
- House Cleaning (Restrooms, Emergency Exits, Water, etc.)
- Schedule Breaks, Lunches
- Purpose of Course, Overview
- Do you have an Ice-breaker Exercise (e.g. Pre-test, etc)
- “Show Them – Let Them Show You” Hands-on Instruction
- How will you handle Final Examinations (written/ proficiency)
- Be sure students complete Course/Instructor Evaluations (Critiques)
- Graduation Bags (Patch, Graduation goodies)
- Current Big Game Rules and Information Booklet (Hunting Regulations)
1. The mission of the New Mexico Hunter Education is to provide an educational opportunity that produces ____________, ____________ and _______________ students that will be tomorrow’s hunters and competitive shooters.

2. Who is responsible for training New Mexico’s hunter education instructors?

3. Who tracks and monitors the reported New Mexico hunting related hunting incidents?

4. The hunter education in New Mexico is funded by the____________________ Bill and this bill is administered by __________________________.

5. According to New Mexico state law, “No one under _______ years of age may hunt with a firearm without first obtaining __________________________.”

6. Bowhunter education is mandatory of any age in New Mexico? True False

7. It is illegal for a 14 year old, MY hunter, to apply for a muzzleloader elk hunt prior to passing a hunter education course. True False

8. Is it legal for a 16 year old to shoot prairie dogs with a .22 rifle prior to passing a hunter education course? Yes No

9. A 16 year old wants to hunt ducks. Do they need a hunter ed class and/or the MY program? ____

10. An expired MY hunter who is 17 wants to hunt deer with a bow, do they need a class?____.

11. Can a youth shoot cans alone?____

12. Junior Instructors are between the ages of ________ and ________.

13. When utilizing a Junior Instructor in the classroom, these volunteers are limited to:
   a. ________________________________.
   b. __________________________________.
   c. ____________________________________.
   d. ____________________________________.

14. Once certified ALL New Mexico Hunter Education Instructors must complete the following to maintain their active status with the Program:
   a. __________________________________.
   b. __________________________________.

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15. Students must have a [ ] through the Department of Game & Fish prior to registering online for a hunter education course.

16. Students [ ] and under must have a parent, legal guardian or responsible adult present with them throughout the entire class.

17. Where do students go to register for a hunter education course?

18. Give three examples of “continuing education” courses/workshops an instructor is recommended to attend every two years.

1. [ ]

2. [ ]

3. [ ]

19. Students who miss an hour of a scheduled hunter education course can make up that session at another time. True False

20. Who is the online hunter education course approved for?

21. A student who passes the proficiency exam, but fails the written exam can retake just the portion they failed during the next scheduled student course. True False

22. Students [ ] bring their own personal firearms to class and to the range to become more proficient.

23. If an instructor fails a student due to improper attitude, they are encouraged to inform the hunter education staff by [ ].

24. Sleeping in class should not be considered poor attitude. True False

25. Students must pass the written exam with a [ ] % and the firearms proficiency exam with a [ ] %.

26. A nine year old student is qualified to attend the Field Day course. True False

27. A suggested student to instructor ratio for a hunter education classroom is [ ]:

28. What should an instructor do if the facility you wish to hold a class in requests proof of liability? [ ]

29. Class supplies, videos, firearms, etc. will not be sent or checked out to an instructor or a teaching team unless the hunter education staff has been notified of a [ ]:

[ ]
30. Students may use either a ______________ copy of the student manual or an ______________ pdf version found on the Department's Hunter Education webpage.

31. Course registration will be closed at least ______________ days prior to the first class session.

32. How can instructors request donations to offset out-of-pocket course expenses?

33. List four ways to reduce risk in a hunter education environment:
   1. ______________
   2. ______________
   3. ______________
   4. ______________

34. How do students obtain a copy of their hunter education number or card?
   ______________

35. Instructors must immediately report any unlawful actions, theft, property damage, personal injury, etc. to the proper authorities and to ______________.