

# **APPLICATION INFORMATION SHEET**

## **NEW MEXICO HUNTER EDUCATION INSTRUCTOR**

### **Qualifications:**

1. Must be at least 18 years of age. Junior Instructors are between the ages of 10-17 years of age.
2. Teaching experience is highly desirable. Other valuable experience includes: hunting, gunsmithing, outdoor skills, public speaking, etc.
3. Must not have been convicted of any felonies nor of flagrant violations of Game and Fish laws.
4. Must have successfully completed a New Mexico Hunter Education Course within the past 5 years.
5. Complete the Hunter Education Instructor Application, on the reverse side of this sheet, and submit it to the Hunter Education Program for approval.

### **Process:**

1. Prospective instructors must create a Customer Identification Number (CIN) by logging onto the following Department of Game and Fish website if they currently do not have a CIN: <https://onlinesales.wildlife.state.nm.us> .
2. Prospective instructors complete this application form and submits it to Hunter Education Office in Albuquerque.
3. Applications are processed and prospective instructors are added to a database. The database is reviewed every year, and applicants are only retained for two years.
4. Prospective instructors are notified of Administration and Orientation Workshops in their area. An Administration and Orientation Workshop must be taken within two years of submitting an application or the applicant will be purged.
5. Upon successful completion of the Administration and Orientation Workshop the prospective applicant will be assessed. A criminal history background check will be conducted, after which the applicant will either be accepted or denied.

### **Participation:**

1. Instructors must teach or assist in teaching at least one (1) class every year. Those failing to meet this requirement will be placed on probation for one (1) year, during which they must teach a class.
2. Instructors should attend an in-service workshop, provided by the program, or other approved training/continuing education class at least once every two (2) years.
3. Periodic classroom evaluations may be conducted by local conservation officers or by the Hunter Education Staff. Additionally, instructors will be provided student evaluations that can be used for instructional improvement.
4. The Hunter Education Program may decertify instructors for violating provisions of the program, falsifying records or acting in a manner which is detrimental to the program.



New Mexico Department of Game and Fish  
Hunter Education Program

# INSTRUCTOR APPLICATION

					Date of Application	
Name: Last		First	MI	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Last 4 digits of SSN	NM CIN Number
Mailing Address:		No. & Street / PO Box No. / R. Route & No.		City	State	ZIP code
Home Phone	Work Phone	Date of Birth		E-Mail Address		
Present Employer (Name of Firm)				Your Primary Type of Work		
Employer's Address:		No. & Street / PO Box No.		City	State	ZIP Code
Race: (Optional)	<input type="checkbox"/> White	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Black	<input type="checkbox"/> American Indian	<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Other

Application For:  Hunter Education Instructor  Bowhunter Education Instructor

I am a certified instructor with the following certifications:  IBEP  NRA  NMLRA  
 Others: \_\_\_\_\_ (Please attach photocopies of certifications)

Teaching or Volunteer Experience: \_\_\_\_\_

Subjects You Prefer To Teach: [Please circle your choice(s)] Ammunition, Bowhunting, Ethics/Responsibilities, Firearms Basics, Game Care, History of Hunting, Muzzloading, Proficiencies, Safe Firearms Handling, Shooting Fundamentals, Survival, Wildlife Conservation and Management, Wildlife Identification.

## ENDORSEMENT

We, the undersigned, personally know this applicant as a citizen of this community who has high moral standards. We believe this person possesses those qualities of character and leadership that will contribute toward the future welfare of our wildlife resource and hunting heritage.

### FIRST ENDORSER

Signature	Date
Printed Name	Phone Number

### SECOND ENDORSER

Signature	Date
Printed Name	Phone Number

## STATEMENT

I affirm the truth of information supplied above, that I have not been convicted of a felony nor of flagrant violations of Game & Fish laws. If appointed as a New Mexico Hunter Education Instructor, I will contribute the hours necessary to teach the course outlined by the Department of Game & Fish. I will comply with all program policies and procedures and will not knowingly issue a certificate to anyone who has not successfully completed the entire course. I further realize that the New Mexico Department of Game & Fish may, at its discretion, revoke my certification at any time that it is in the best interest of the Department or State to do so.

Applicant's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Mail to: NM Hunter Education  
3841 Midway Place NE  
Albuquerque, NM 87109

The New Mexico Department of Game and Fish does not discriminate on the basis of race, color, national origin, sex, age, disability or sexual orientation.