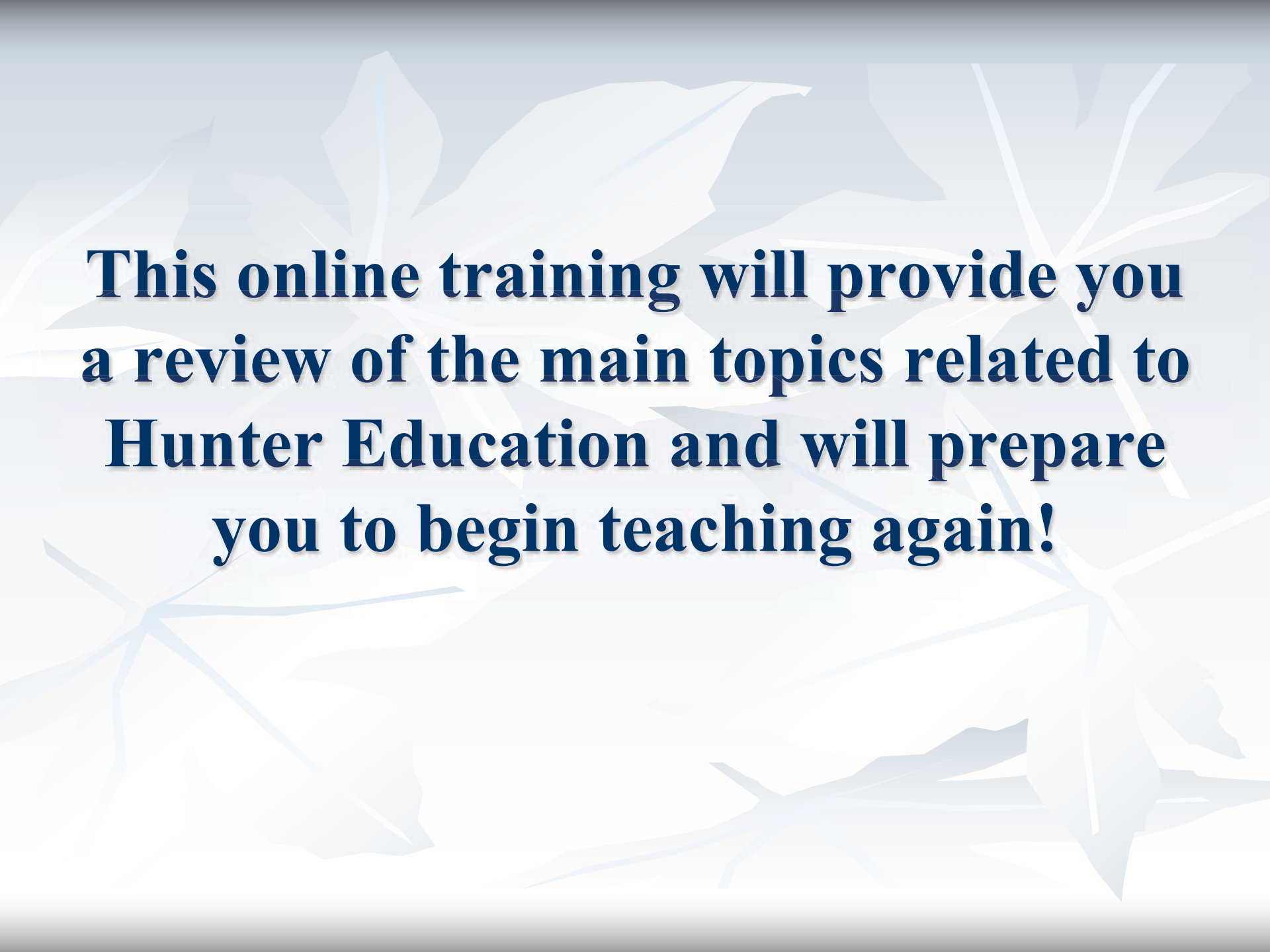




# Instructor Refresher & Reactivation Training

**New Mexico Department of  
Game and Fish**



**This online training will provide you  
a review of the main topics related to  
Hunter Education and will prepare  
you to begin teaching again!**

AS a volunteer, it is important to pass on the knowledge and skills it takes to be a safe, ethical and responsible hunter— in short, you are an ambassador for hunting.

Hunting is a privilege. If the privileges of hunting are to survive for generations, hunters must act responsibly toward themselves, other hunters, landowners, non-hunters and to the resource itself. This in essence, is everything that is taught throughout a hunter education course!

*“Voluntary adherence to an ethical code elevates the self-respect of the sportsman, but it should not be forgotten that voluntary disregard of the code degenerates and depraves him.”*

Aldo Leopold, A Sand County Almanac

# History

Hunter Education originated from a voluntary, proactive movement by sportsmen and women in the 1940s and 1950s who wanted to raise ethical codes and actions afield. It was a national effort to promote the self-respect of all hunters who would listen and adapt their behaviors to meet higher standards. The problems of hunting and firearm accidents, violations and disrespect were met head on by those who had the desire to pass on these standards. In just over 50 years, the result has been one of the most successful programs ever conceived by conservation organizations and fish and wildlife agencies.

The Department is glad you have the desire to continue this positive, proactive movement, as we 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.



# Hunter Education Mission

Hunter education provides an educational opportunity that enables students to safely participate in a hunting or shooting sport.

Hunter education and its team of instructors strive to produce **safe, ethical** and **responsible** students that will be tomorrow's hunters and competitive shooters.

# Reactivation V. Refresher

This online module will provide you the necessary training to reactive your status to allow you to begin teaching and assisting with hunter education courses offered by the Department's Hunter Education Program.

Depending on how much time has lapsed since your last hunter education activity will determine whether the refresher course and/or the reactivation course is best for you.

This course also acts as refresher training for active instructors and counts toward continuing education hours.

# Reactivation V. Refresher

Please see below on which training path you may need:

1. If you are an instructor who's certification has lapsed three (3) or more years and you wish to be a Lead Instructor, you will need to complete this training in addition to an electronic recertification review. Instructions are provided at the completion of this training on receiving reactivation credit.
2. If you are an instructor who's certification has lapsed five (5) or more years and you wish to assist with classes, you will need to complete this training. Instructions are provided at the completion of this training on receiving reactivation credit.
3. If you are a current, active instructor taking this course as a refresher, instructions are provided at the completion of this training on receiving continuing education credit.



# **HUNTER EDUCATION COURSE TYPES**



# Hunter Education Course Definitions

## Traditional Hunter Education Course (HE)

- Typically taught over two days
- No minimum age
- Usually incorporates lectures, videos, etc.

## Field Day Hunter Education Course (FD)

- Typically taught in one, 6-hour session
- Minimum age is 10
- Very hands-on, some videos and minimal lecture

# Course Definitions Cont.

## Online Hunter Education Course

- Completed entirely online
- Current minimum age is 10
- New Mexico residents only
- No field component required

# Specialty Camps

- Hunter Education Camp: weekend-long camp setting that incorporates extended break-out sessions and live fire. Held at different areas around the state.
- Conducted in a family setting. Accompanying adult participates fully with student.

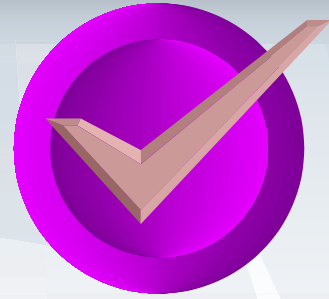


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# **CLASSROOM POLICIES**

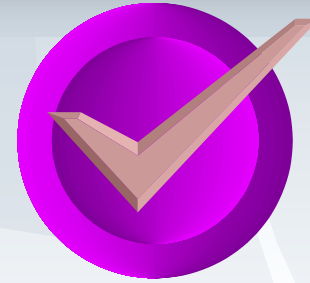


# Classroom Policies



- Classes must be available for public registration.
- If there is a lack of registrants, a class can be rescheduled per volunteer discretion.
- Day of class- the class should be conducted despite number of students in attendance.
- Students must complete the Today's Hunter – New Mexico manual reading and worksheet.
- Students 10 & younger must have a parent, legal guardian or an adult present at all times.

# Classroom Policies



- Live ammunition is not allowed in classrooms
- Absolutely no firearms from home are allowed in the classroom or during range time for live fire courses
  - *No Concealed Carry Weapons (CCW) permitted*
  - *Exception for uniformed law enforcement*

# Classroom Policies – Traditional Course



- Traditional courses should be no more than 14 hours of instruction, **NOT INCLUDING:**
  - Live fire, additional hands- on activities, or additional break out groups
    - Live fire time at a range is optional
- Students **MUST** attend **ALL** class sessions to be eligible for certification

The background of the slide features a light blue and white color scheme with several large, stylized leaf shapes. These leaves are rendered in a semi-transparent, layered manner, creating a sense of depth and texture. The leaves are scattered across the frame, with some appearing more prominent than others.

# **SETTING UP A CLASS**



# Organizing A Course

***MUST*** contact the HE Office at least 2 weeks before class

- Your course will be posted on the Department's website, [www.wildlife.state.nm.us/education/hunter-education/course-schedule/](http://www.wildlife.state.nm.us/education/hunter-education/course-schedule/)
- Requested course material will then be sent to you
- Advertise in your community prior to registration opening (approx. 1-2 weeks)
- Students register online via the CIN system prior to class

The background of the image features a repeating pattern of stylized, light blue leaves. The leaves are rendered in a simplified, geometric style with prominent veins. They are scattered across the frame, creating a textured, organic feel. The overall color palette is a soft, pale blue, giving the image a clean and modern appearance.

**ADVERTISE**

# Get the Word out!

## USE THE FOLLOWING:

- Course Announcement Posters
- Information Cards
- Newspapers, area schools, posters at local gun or sporting goods stores, radio station
- Facebook, Twitter, Instagram...Social Media
  - Think of your primary audience!

The background of the slide features a repeating pattern of stylized, light blue leaves. The leaves are rendered in a simple, geometric style with prominent veins. They are scattered across the entire frame, creating a textured, organic feel. The overall color palette is a soft, muted blue.

**GET SUPPLIES**



# Supply Inventory Form

**The Supply Inventory Form can be found on the instructor web page:**

[www.wildlife.state.nm.us/education/hunter-education/hunter-education-instructor/](http://www.wildlife.state.nm.us/education/hunter-education/hunter-education-instructor/)

# You can call/fax/e-mail a supply request to the Hunter Education Office

[illegible]

# Hunter Education Video Descriptions

**A listing of all available DVD's with brief narratives is available on the instructor webpage:**

[www.wildlife.state.nm.us/education/hunter-education/hunter-education-instructor/](http://www.wildlife.state.nm.us/education/hunter-education/hunter-education-instructor/)

**Videos are not Mandatory for  
Traditional Student Courses**

# Hunter Education Videos

- Videos described are those that are approved and which you can choose from when teaching. Videos are not mandatory when teaching a Traditional Student course.
- Videos are recommended to break up lectures.
- Specific videos listed are mandatory when teaching a Field Day Student course.

# Registration

- Opens online at least 2 weeks prior to the first day of class
- Students **MUST** have a CIN prior to registering for a course
- To obtain a CIN, log onto the Department's website, [www.wildlife.state.nm.us](http://www.wildlife.state.nm.us)
- Students become Department “customers”
- Once they have a CIN account they register for open classes through this account
  - Click on the Hunter Education button

# Registration

**CLOSES** at least five (5) days before the first class session

- This allows students adequate time to pick up & complete their homework
- Students have two choices to complete the homework:
  1. Pick up a hardcopy manual from an instructor or a pre-chosen location
  2. Download the pdf homework version at [www.hunter-ed.com/newmexico/manual/](http://www.hunter-ed.com/newmexico/manual/)



# Student Requests

- When a student registers for a course, they will be asked if they have any special needs the instructor should be aware of.
- Special needs can include physical, mental, academic, etc. the student feels the instructor should know to help them during the course.
- The request is received by the Hunter Education Staff and forwarded to the Lead Instructor.
- All requests will be handled to the best of the Department's and instructor's abilities.

# Students with Special Needs

If an interpreter is needed, (hearing impaired, etc.) they **MUST** be a State certified who is on contract w/the State and set up through the HE Office... NO EXCEPTIONS.

The HE Staff will notify you immediately so you have adequate time to fill the student's class needs.

Upon request, students may receive a manual written in Spanish.

The Online Course is available in Spanish.

The background of the slide features a light blue and white color scheme with stylized, overlapping leaf shapes. The leaves are rendered in a semi-transparent, watercolor-like style, creating a soft, naturalistic feel. The text is centered and reads:

**ENSURE YOUR STUDENTS  
ARE READY FOR CLASS**

The Lead Instructor will receive a student roster from the HE Staff within 5 days of the first class session.

Upon receiving the roster, it is recommended to reach out to your students via phone/email to remind them of class and homework. This helps minimize student no-shows.

# Student Information Letter

- Sent via email when student registers

## **Includes:**

- Course dates, times, location
- What to bring to class
  - lunch, homework
- Young student requirements
- Contact information





# **INSTRUCTOR PREPARATION**

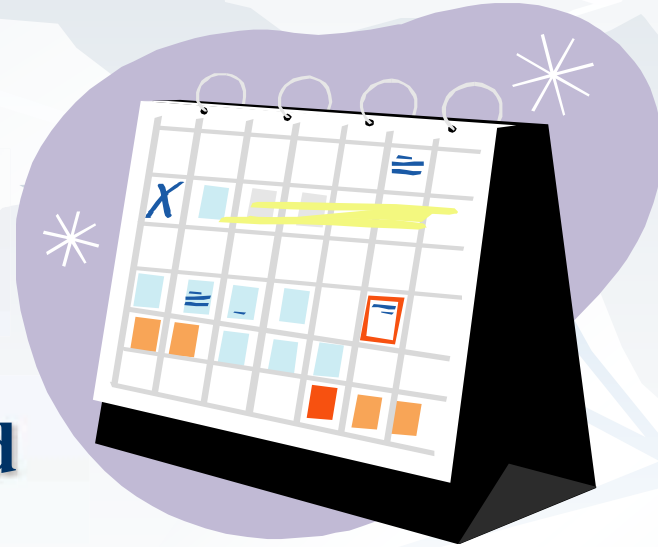
## Pre-Class Prep

- **Create an agenda**
- **Designate assignments w/ teaching team**
- **Ensure you have training aids & equipment**
- **Practice teach**

# Suggested Class Schedules

## **Two day**

- **Saturday & Sunday**
- **Two evenings and a weekend day**
  - **Thursday, Friday, and Saturday**



**Flexible to fit your needs.**

The background of the slide features a light blue and white pattern of stylized, overlapping leaves or petals, creating a soft, organic texture.

**TEACH AND HAVE  
FUN**

# First Day of Class

- Check-in the students using the class roster provided by the HE Office
- Collect **completed** student worksheets
- Add-in students (ie: students that show up to fill no show slots)
  - Add-in students **MUST** have a CIN and their completed homework prior to class completion or they will be unable to be certified.



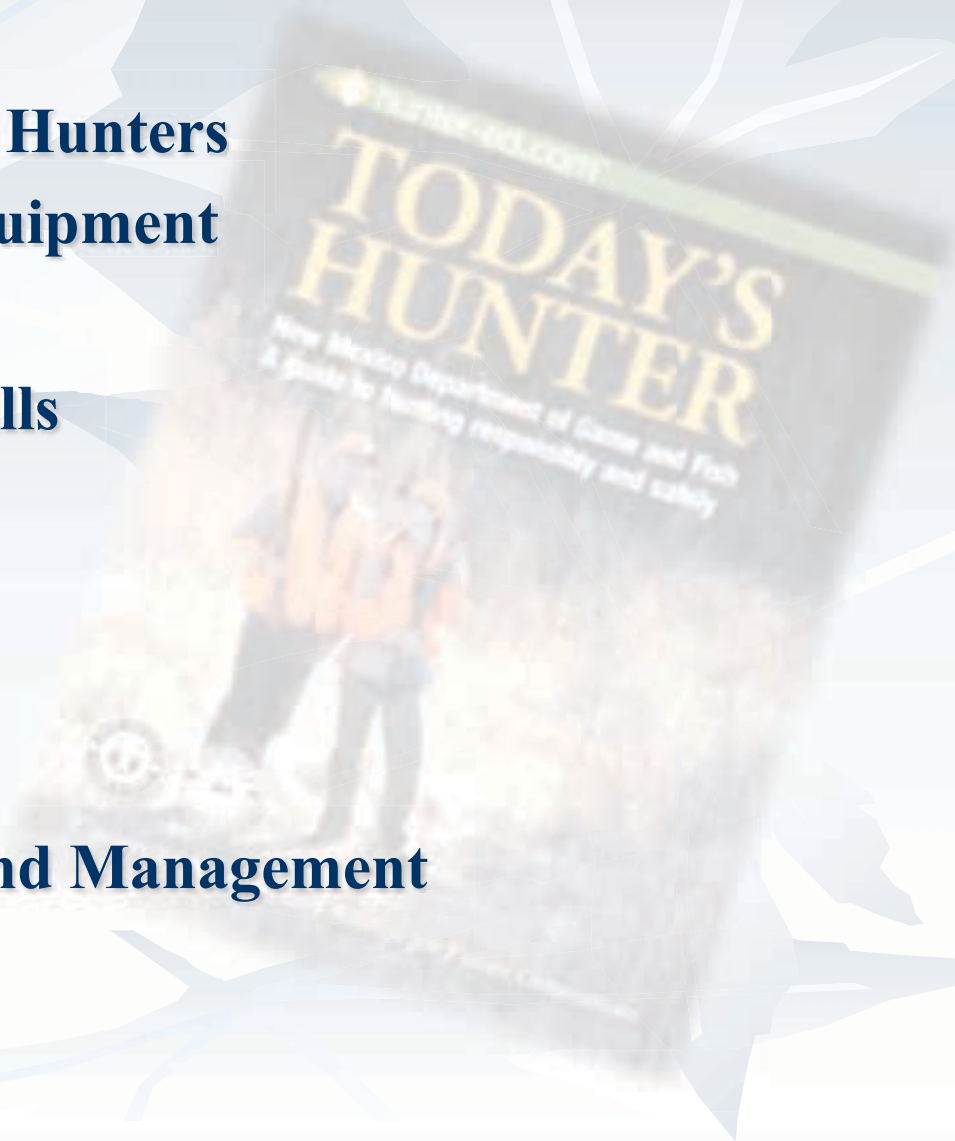
# Approved Curriculum Instructor-Led Courses

There is **only one** department approved curriculum,  
Today's Hunter – New Mexico, provided by,  
Hunter-Ed (Kalkomey)

- Student manuals are available for free via a hardcopy OR a downloadable PDF, [www.hunter-ed.com/newmexico/manual/](http://www.hunter-ed.com/newmexico/manual/)
- Written exam materials

# Curriculum

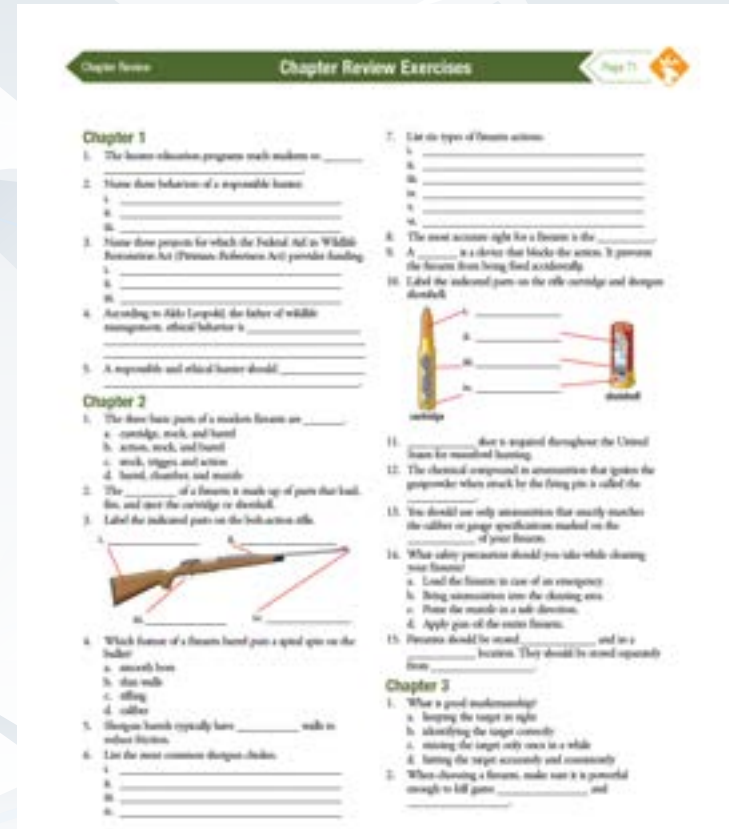
1. **Responsible and Ethical Hunters**
2. **Know Your Firearm Equipment**
3. **Basic Shooting Skills**
4. **Basic Muzzleloading Skills**
5. **Basic Archery Skills**
6. **Basic Hunting Skills**
7. **Be a Safe Hunter**
8. **Outdoor Preparedness**
9. **Wildlife Conservation and Management**



# Student Manual Worksheet Homework

All instructor-led courses require students to complete and turn in their homework prior to class.

- Hardcopy worksheets are on pages 91-94 in the back of the Today's Hunter student manual



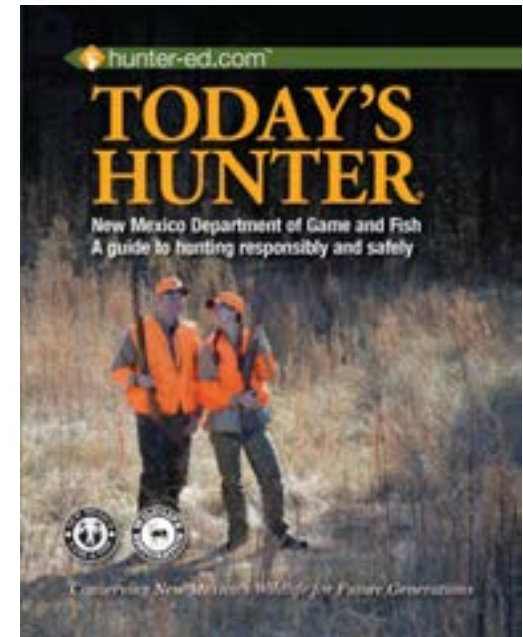
# Electronic Student Manual

Students access the link to PDF version of the student manual from the Hunter Education page off the department's website,  
[www.wildlife.state.nm.us/education/hunter-education/course-schedule/](http://www.wildlife.state.nm.us/education/hunter-education/course-schedule/)

## Hunter Education Homework

All students registered for either a hunter education or field day hunter education course have the option of completing the required pre-course homework either electronically (see link below) OR through a hardcopy student manual. Both options are free. Hardcopy manuals may be picked up from specified locations once a student has registered for a course or from one of the department's area offices. Either versions of the student manual homework are acceptable and must be completed prior to the first day of class to gain admittance.

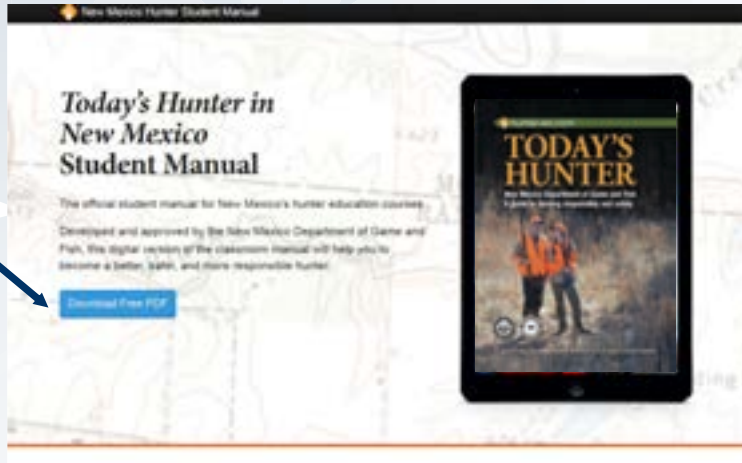
It is necessary to have access to a computer, printer and adequate internet to download and print the pdf version of the student manual and worksheets. Students must print and bring the completed worksheets to class to gain admittance. Students do not need to print out the entire manual, just the worksheet pages. This manual meets the pre-course homework requirement portion of any instructor-led hunter education course. [Click here to download the FREE pdf student manual.](#)





# Electronic Student Manual

*Click  
Download  
Free PDF*

A screenshot of the 'Kalkomey Bookstore' checkout page. The page title is 'Kalkomey Bookstore' and the subtitle is 'Checkout - Mozilla Firefox'. The page shows a 'Show order summary' link with a price of '\$0.00'. Below this is a 'Customer information' section with a 'Email' field. A 'Billing address' section follows with fields for 'First name', 'Last name', 'Company (optional)', 'Address', and 'Appt. suite, etc. (optional)'. At the bottom, there is a 'Buy' button and a note: 'Let you and help as needed.'

*Student's fill in their information and complete the transaction. A link will be emailed to them. There is currently **NO CHARGE** for the downloadable student manual.*



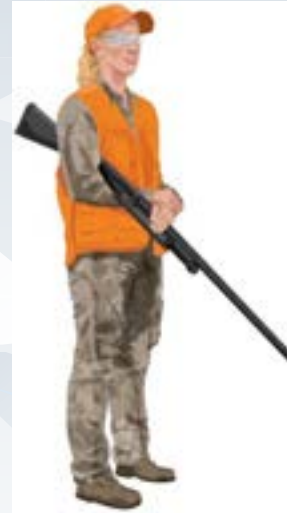
# Proficiencies

- Both the Traditional and the Field Day courses require a proficiency evaluation that consists of:
  - Carries
  - Shooting Positions
  - Fence Crossing
- Evaluates students on proper muzzle control, keeping their finger off the trigger until ready to shoot and proper inspection/acceptance of a firearm.

# Proficiencies- Carries



**Trail Carry:** Leaves a hand free for balance, but don't use when behind someone. Not recommended when walking in snow or brush.



**Elbow Carry:** Comfortable, but has least muzzle control. Can snag in brushy terrain. Use when no one is in front of you.



**Shoulder Carry:** Good choice when walking beside or behind others. Don't use if someone is behind you.



**Cradle Carry:** Comfortable and secure; reduces arm fatigue.



**Two-Handed or "Ready" Carry:** Provides best control, particularly in thick brush or weeds, or when you need to fire quickly.

# Proficiencies-Shooting Positions



***Sitting:*** Both arms are supported by your legs. Next to prone position, this is steadiest position.



***Standing:*** Most difficult position for firing accurate shot since neither arm is supported. Rather than trying to hold barrel steady, try to keep movement of barrel as small as possible.



***Prone:*** Steadiest of four positions. Easiest to hold, and best position for mastering fundamentals of shooting—aiming, breath control, trigger squeeze, and follow through.



***Kneeling:*** With only one arm braced, kneeling position is less steady than prone or sitting positions.

# Proficiencies-Fence Crossings



*After unloading, place firearm on other side of fence or obstacle to be crossed, butt first, then muzzle, with muzzle pointed away from you and your crossing point. Cross fence and retrieve firearm. Never cross directly over your firearm. Lift gun up muzzle first then butt.*



*If two people are crossing, one person gives other person both firearms, crosses first, then receives unloaded firearms from other hunter.*

The background of the slide features a light blue and white color scheme with stylized, overlapping leaf shapes. The leaves are rendered in a simplified, geometric style with prominent veins. The text is centered on the slide.

# **FIELD DAY CLASS**



# Field Day Policies

*\*\*If you are not previously trained in the Field Day curriculum Field Day specific documents will be sent upon completion of course\*\**

- Is more instructor intensive
  - More hands on - some activities require a minimum of 2 instructors to teach
  - Recommend a 5:1 student to instructor ratio  
Example: A class size of 25-30 students utilizes 5-6 instructors
- Minimum age is 10.
  - Online registration will not allow students under 10 to register.
- Class is approximately 6 hours.

# Field Day Agenda

## Includes:

- Ethics –*Hunter's Path* video
- Pre-proficiency training
- Proficiency practice
- 3 to 5 hands-on, break-out groups
- LUNCH
- Proficiency test (safety trail)
- Blood trailing exercise
- Written exam
- *THE LAST SHOT* video
- Graduation

# Break Out - Firearms Matching

- This activity utilizes different firearm action types, dummy ammunition and evaluates students on:
  - Identifying firearm gauge/caliber
  - Identifying and operating various action types
  - Matching the proper ammunition with the firearm
  - Proper firearm transportation



# Break Out - Zones of Fire

- This activity evaluates students on:
  - Use of Zones of Fire – *Today's Hunter* DVD
  - Muzzle control
  - Knowing your target and what lies beyond
  - Dynamics of hunting in a line/bird hunting
  - Specific regulations on bird hunting





# Break Out- Shoot/Don't Shoot

- This activity utilizes the Laser Ed rifle set or HE Tools and evaluates students on:
  - Sight alignment
  - Shot placement
  - Knowing your target and what lies beyond
  - Hunter responsibility
  - Hunter ethics





# Additional Break-Out Groups

- Suggested additional stations:
  - Survival
  - Wildlife ID
  - Game care
  - Game laws
  - Pellet rifle trailer (live fire activity)



# Blood Trail/Safety Trail

- ½ of the class participates in a blood trailing exercise, the other ½ in the safety trail, then rotate
- The safety trail is used to evaluate the proficiencies (safe firearms handling skills)
- The blood trail is used to enforce the importance of skills to track an animal once it has been shot

# Blood Trail

- Discuss hunting ethics, shot placement and time to wait for trailing
- Give the students different opportunities to see a variety of blood sign (some obvious and some difficult to find)
- Enforce marking the trail, keeping track of location and how to re-establish the trail if blood sign is lost



# Safety Trail

- More interactive method to evaluate students
- Uses all proficiency aspects
  - Fence crossings, carries, positions
- Utilize animal decoys, 3-D's
- Engages students to think



# Proficiency Evaluation— Both Courses



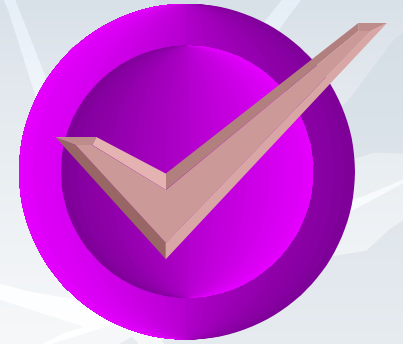
All students must pass the proficiency examination with a minimum score of **75%** which includes:

- Firearm carries
- Fence crossings
- Shooting positions





# Written Exam— Both Courses



**All students must pass the  
written exam with a minimum  
score of 70%**

# Grading Key Overlay



- **Lay over answer sheet**
- **Match up holes with answers**
- **Dab wrong answers with marker**
- **Record P/F on roster**

*\*Yellow Overlays only work for the Bow Hunter Exams - as of January 2015\**

# Final Exam

- Inform failed students -Be empathetic and as discrete as possible.
  - We do not want to leave a negative impact on student
- Instructors may review most frequently missed questions.



# Options for Failed Students

- Online Course - 10 years and older
- Mentor-Youth Program
- Encourage students who have failed to retake course
- Remedial training and retest options

# RETESTING OPTIONS

- There are two opportunities for retesting:
  - After class
  - Attend testing during another scheduled hunter education class



# RETEST AFTER CLASS

- At the discretion of the instructor/team students may be re-tested following class after class has been released.
- Retesting must be offered to all failed students of the class.
- It is recommend to have two instructors present for re-testing sessions.
- Short remedial training can be provided before a retest.
- During a retest, students do not need to be tested on the entire portion. Students may be tested on missed questions or proficiency skills only.

# **RETEST**

## **ATTEND ANOTHER CLASS**

- Inform all failed students that they may retest at another scheduled hunter education class offered by the department (even if the after class retest option was offered).
- Students will contact the HE Office requesting a retest. The HE office will then place the student in the available class of their choice. Class type must be an identical course to the class the student failed (i.e. field day or traditional). There will be a limit of retest spots per class.
- Students will arrive during the designated testing time for the class (it is not mandatory to attend full class).
- Instructor will indicate pass, fail or no show on roster.

# Retest

- Students who receive a written test score of 60% or less or a proficiency evaluation score of 65% or less should be retested during the re-test of later scheduled class and not immediately after the class they failed.
- Notify the students who choose to attend another class to re-test, that there is a six month time limit to complete the re-test. After this they will have to repeat the entire course.

# Mentor Youth Program Option

- First-time hunters 8-17 years of age.
- Must pass an online quiz and receive a Mentored-Youth (MY)Hunter number.
- Enables a MY Hunter to hunt under the supervision of a licensed adult mentor.
- Any Mentor responsible for a MY Hunter will be required to have a Mentor Number issued by the New Mexico Department of Game and Fish or a hunter education number issued by the Department or another qualified state before taking an MY Hunter afield.



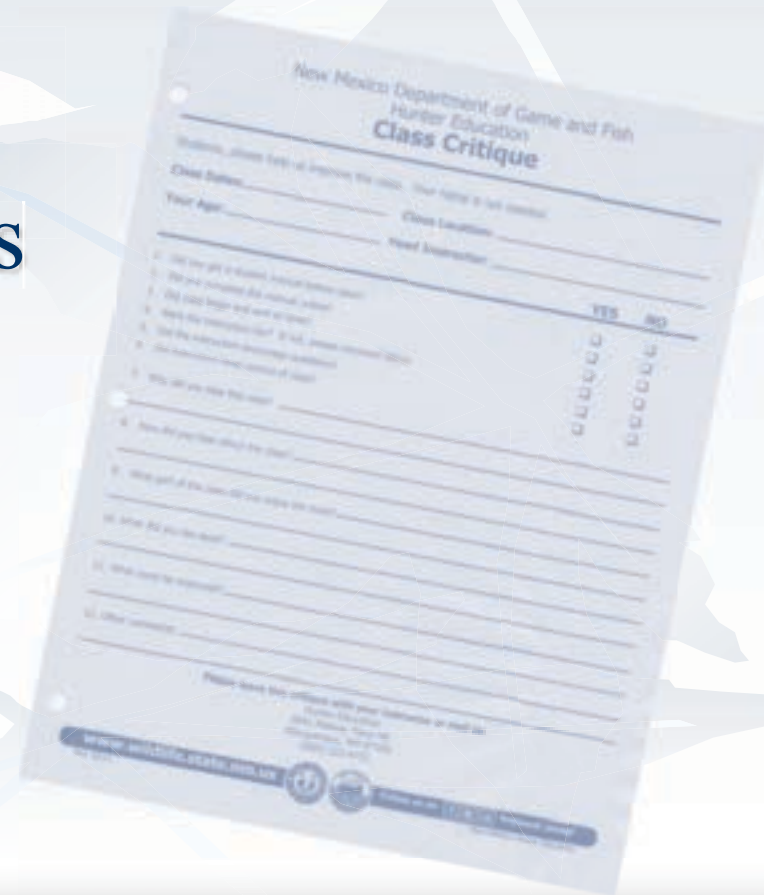
# Mentor Youth Program Option

- MY hunters 8 and 9 years of age are eligible to purchase a Game-hunting or Game-hunting & Fishing License and hunt small game only.
- MY hunters 10 to 17 years of age are eligible to purchase a Game-hunting or Game-hunting & Fishing License and may hunt and apply for the following species: deer, javelina, pronghorn, turkey, and small game.



# Class Critique

- Collect and review
- This evaluation tool is to help instructors and teams improve and to gauge teaching effectiveness
- Send to HE Office

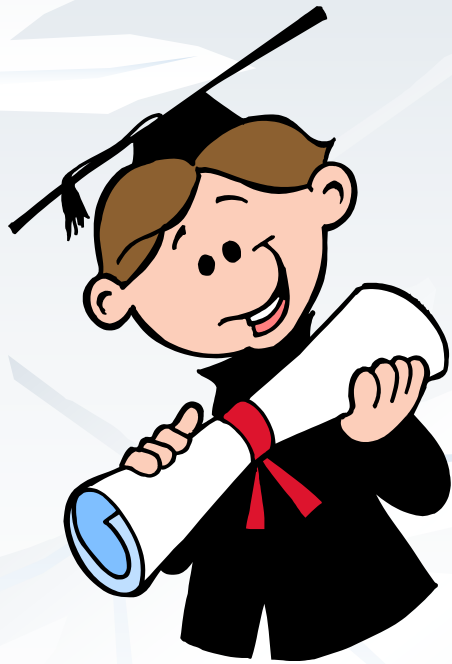


The image shows a 'Class Critique' form from the New Mexico Department of Game and Fish Hunter Education. The form is titled 'New Mexico Department of Game and Fish Hunter Education Class Critique'. It includes fields for 'Class Dates', 'Your Age', 'Class Location', and 'Lead Instructor'. Below these are several numbered questions with 'YES' and 'NO' columns for responses. The questions are:

1. Did you get a chance to ask questions?
2. Did you participate in the class?
3. Did you enjoy the class?
4. Did you learn something new?
5. Did the instructor answer your questions?
6. Did you have fun?
7. Did you get a chance to ask questions?
8. Did you participate in the class?
9. Did you enjoy the class?
10. Did you learn something new?
11. Did the instructor answer your questions?
12. Did you have fun?

At the bottom, there is a section for 'Please send this critique with your license or proof of completion to the Hunter Education Office, New Mexico Department of Game and Fish, 2215 Central Avenue, Santa Fe, NM 87505. Phone: (505) 824-2222. Fax: (505) 824-2223. Email: hunter.ed@state.nm.us'. There are also logos for the New Mexico Department of Game and Fish and the Hunter Education Office.

# Graduation



- All instructors to front of room
- Call student to come forward by name
- Instructor presents goodie bag
- Team congratulates student

*Be sure to remind students/parents to print their CIN cards to obtain their HE numbers!*



# **FINAL CLASS PAPERWORK**

# Class Roster

Prior to class the roster will be sent to the Lead Instructor. Boxes 1-5 will already be populated for you as registration was conducted through the online CIN system.

**Box 1 - Student Name**  
(Last, First, MI)

**Box 2 – Email Address**

**Box 3 – Phone Number**

*This is for instructor use only in the event there is a class emergency or cancellation*

**Box 4 – CIN**

**Box 5 – Age, Gender**

Course 07042015 Roster: 07/18/2015 - 07/18/2015 - H=Hispanic, N=Native American, B=Black, A=Asian, C=Caucasian and U=Unknown

Number	Type	Instructor	County	Total Students	Passed	Failed	No Show
9406	HUNTER EDUCATION	JULIAN C GONZALES	SANTA FE	20	0	0	0

Card No	Last Name	First Name	City	Email	Phone	CIN	Age	Sex	Pass/Fail	Ethnicity
0BRANCH	COBEN W	PECOS	LOCKR@nmcourts.gov	(505) 570-0078	02132001-FNR	14M				
0BRANCH	MAX E	SANTA FE	LOCKR@nmcourts.gov	(505) 570-0078	02042004-LVW					
0GARCIA	ETHAN J	HOLMAN	kristen_rufy10@yahoo.com	(505) 570-0078	03112005-RLT					
0GONZALES	ALANA N	SANTA FE	(505) 570-0078	11202000-APV						CAUCASIAN
0GONZALES	ALLYSON M	SANTA FE	gonzales.ally.2002@gmail.com	(505) 983-6118	02032000-NOW	17				HISPANIC
0GONZALES	AL	SANTA FE	(505) 983-6118	10						
0HARRAL	CH	ENCINO	harral@b	(575) 584-2323	08					
0HARRAL	STAN	ENCINO	harral@b	(575) 584-2323	1118					
0MONTEZ	DERRICA F	SANTA FE	michelle.montez@state.nm.us	(505) 330-5678	12292002-BUS	12F				
0MORAGA	ALYSSA M	TUJERAS	alysamcoraga@yahoo.com	(505) 366-9399	11142000-INJ	14F				
0MORAGA	MICHAEL E	TUJERAS	MIKE.MORAS@YAHOO.COM	(505) 350-8240	05081967-EJR	48M				
0ORTEGA	ISAIAH M	SANTA FE	ORTEGA.ISIAH@YAHOO.COM	(505) 670-7641	09232000-FOR	14M				
0SANDOVAL	COLE	SANTA FE	runspeechteach@hotmail.com	(505) 501-9289	11202006-LOP	8M				
0SANDOVAL	GRACE	SANTA FE	runspeechteach@hotmail.com	(505) 501-9289	08302004-EHE	10F				
0TIRETO	RAMON O	SANTA FE	(505) 983-6118	09221999-EKW	15M					
0VASQUEZ	GABRIEL J	SANTA FE	vigiv78@gmail.com	(505) 629-2530	05192005-DFR	10M				
0VASQUEZ	ISAIAH	SANTA FE	vigiv78@gmail.com	(505) 629-2530	03022008-RUV	7M				
0VIGIL	BENNY J	SANTA FE	(505) 983-6118	12102000-MNS	14M					
0WARR	ALEX M	RIO RANCHO	bowtechjwar@gmail.com	(505) 917-8667	03162007-NRW	8M				
0WILSON	HAYDENT	RIO RANCHO	ernie_wrsu@hotmail.com	(505) 844-1551	10091998-DVK	16M				



# Class Roster

At completion of class, enter:

## Box 6- Pass/Fail

- Enter P or F, NS
- Fail codes go onto the Final Report

## Box 7- Ethnicity

Visual check, use the key on the top of the roster. We are federally funded and this shows that hunter education is available to all citizens.

Course 07042015 Roster: 07/18/2015 - 07/18/2015 - H=Hispanic, N=Native American, B=Black, A=Asian, C=Caucasian and U=Unknown

Number	Type	Instructor	County	Total Students	Passed	Failed	No Show
9406	HUNTER EDUCATION	JULIAN C GONZALES	SANTA FE	20	0	0	0

Card No	Last Name	First Name	City	Email	Phone	CIN	Age	Sex	Pass/Fail	Ethnicity
	ORRANCH	COBEN W	PECOS	acckrf@nmcourts.gov	(505) 570-0078	02132001-FNR	14M			
	ORRANCH	MAX E	SANTA FE	acckrf@nmcourts.gov	(505) 570-0078	02042004-UWV	11M			
	OGARCIA	ETHAN J	HOLMAN	kristen_rudy10@yahoo.com	(575) 387-2865	03112005-ELT	10M			
	OGONZALES	ALANA N	SANTA FE		(505) 983-6118	11202000-APV	14F			CAUCASIAN
	OGONZALES	ALLYSON M	SANTA FE	gonzales.ally.2004@gmail.com	(505) 983-6118	02072004-HQW	11F			HISPANIC
	OGONZALES	AUBREYANA E	SANTA FE		(505) 983-6118	30032006-HWZ	8F			
	OHARRAL	CHELO JEAN M	ENCINO	harral@live.com	(575) 584-2323	08132007-AGU	7F			
	OHARRAL	STACY J	ENCINO	harral@live.com	(575) 584-2323	11182005-OKZ	9F			
	OMONTEZ	DERRICA F	SANTA FE	michelle.montez@state.nm.us	(505) 310-5678	12292002-BIS	12F			
	OMORAGA	ALYSSA M	TIERRAS	alyscamoraga@yahoo.com	(505) 366-9399	11142000-NUU	14F			
	OMORAGA	MICHAEL E	TIERRAS	MIKEMORAGA@YAHOO.COM	(505) 350-8240	05081967-EIR	48M			
	ORTEGA	ISAIAH M	SANTA FE	ORTEGA_ISAIAH@YAHOO.COM	(505) 670-7641	09232000-FOR	14M			
	OSANDOVAL	COLE	SANTA FE	nmsspeechcoach@hotmail.com	(505) 501-9289	11202006-LOP	8M			
	OSANDOVAL	GRACE	SANTA FE	nmsspeechcoach@hotmail.com	(505) 501-9289	08302004-EHJ	10F			
	OTRETO	RAMON O	SANTA FE		(505) 983-6118	09221999-EKW	15M			
	OVASQUEZ	GABRIEL J	SANTA FE	vlgv78@gmail.com	(505) 629-2530	05192005-DFR	10M			
	OVASQUEZ	ISAIAH	SANTA FE	vlgv78@gmail.com	(505) 629-2530	03022008-ELV	7M			
	OVIGIL	BENNY J	SANTA FE		(505) 983-6118	12102000-MNS	14M			
	OWAR	ALEX M	RIO RANCHO	bowtechwar@gmail.com	(505) 917-8667	03162007-NBW	8M			
	OWILSON	HAYDENT	RIO RANCHO	ernie_wu@hotmail.com	(505) 844-3551	10091998-DVK	16M			

6

7



# Class Roster

Course 07942035 Roster: 07/18/2015 - 07/18/2015 - H-Hispanic, N-Native American, B-Black, A-Asian, C-Caucasian and U-Unknown

Number	Type	Instructor	County	Total Students	Passed	Failed	No Show
SHOOTER EDUCATION		JULIAN C. GONZALES	SANTA FE	20	0	0	0

Card No	Last Name	First Name	City	Email	Phone	DOB	Age	Sex	Pass/Fail	Ethnicity
8	BRANCH	CORIN W	PECOS	wickrf@comcast.net	(505) 570-0078	02/13/2001	14M			
	BRANCH	MAX E	SANTA FE	wickrf@comcast.net	(505) 570-0078	02/04/2004	11M			
	GUARCIA	ETHAN J	HOLMAN	arjtem_rudy10@yahoo.com	(575) 387-2865	03/12/2005	10M			
	GONZALES	ALANA N	SANTA FE		(505) 283-6118	11/20/2000	14F			CAUCASIAN
	GONZALES	ALLISON M	SANTA FE	gonzales.all_2004@gmail.com	(505) 283-6118	02/27/2004	11F			HISPANIC
	GONZALES	AUBREYANA E	SANTA FE		(505) 283-6118	10/03/2006	8F			
	GUERRA	CHLOEYAN M	SACINO	hamal@live.com	(575) 584-2323	08/13/2007	7F			
	GUERRA	STACY J	SACINO	hamal@live.com	(575) 584-2323	11/18/2005	9F			
	GUERRA	DERRICA E	SANTA FE	michelle_monte@state.net.nm	(505) 310-5678	12/29/2002	12F			
	GUERRA	ALYSIA M	TUCUAS	alysiamonag@yahoo.com	(505) 346-9109	11/14/2000	14F			
	GUERRA	MICHAEL E	TUCUAS	MICHAELAG@YAHOO.COM	(505) 350-8240	07/08/1967	48M			
	GUERRA	ISAIAH M	SANTA FE	ORTIGA_ISAIAH@YAHOO.COM	(505) 670-7641	09/03/2000	14M			
	GUERRA	COLE	SANTA FE	mspeckteacher@hotmail.com	(505) 501-5289	11/20/2006	8M			
	GUERRA	GRACE	SANTA FE	mspeckteacher@hotmail.com	(505) 501-5289	08/30/2004	10F			
	GUERRA	RAMON O	SANTA FE		(505) 283-6118	09/27/1999	15M			
	GUERRA	GABRIEL J	SANTA FE	gabv78@gmail.com	(505) 679-2530	05/19/2005	10M			
	GUERRA	ISAIAH	SANTA FE	gabv78@gmail.com	(505) 679-2530	03/03/2008	7M			
	GUERRA	BENNY J	SANTA FE		(505) 283-6118	12/10/2000	14M			
	GUERRA	ALEX M	RIO RANCHO	hcorlech@earthlink.net	(505) 917-8667	03/16/2007	8M			
	GUERRA	HAYDEN T	RIO RANCHO	arnie_arsa@hotmail.com	(505) 844-3551	10/09/1998	15M			

**Box 8 – Card No.** These will be assigned by the Program once the class is complete. Numbers will only be assigned to students who pass the course.

# Class Roster

## Box 9 – Student Totals.

- You may need to revise the Total Student # if you have any add-in's or NO SHOWS.
- Tally the students who passed and those who failed.
- If a student is a no-show by the start of class they need to be recorded as NS on the roster

Course 07042015 Roster: 07/18/2015 - 07/18/2015 - H=Hispanic, N=Native American, B=Black, A=Asian, C=Caucasian and U=Unknown

Number	Type	Instructor	County	Total Students	Passed	Failed	No Show
9406H/INTER EDUCATION		JULIAN C GONZALES	SANTA FE	201	0	0	0

Card No	Last Name	First Name	City	Email	Phone	CIN	Age	Sex	Pass/Fail	Ethnicity
	OBRANCH	COBEN W	PECOS	aockrf@nmcourts.gov	(505) 570-0078	02133001-FNR		14M		
	OBRANCH	MAX E	SANTA FE	aockrf@nmcourts.gov	(505) 570-0078	02132004-UWW		13M		
	OGARCIA	TYRON J	HOLMAN	kristen_rudy10@yahoo.com	(575) 387-3805	03112005-KIT		10M		
	OGONZALES	ALANA N	SANTA FE		(505) 983-6118	11202000-APV		14F		CAUCASIAN
	OGONZALES	ALLYSON M	SANTA FE	gonzales.ally.2004@gmail.com	(505) 983-6118	02072004-HQW		11F		HISPANIC
	OGONZALES	AUBREYNA E	SANTA FE		(505) 983-6118	10032006-HRZ		8F		
	OHARRAL	CHLOETAN M	ENCINO	Haral@live.com	(575) 584-2323	08132007-ASJ		7F		
	OHARRAL	STACY J	ENCINO	Haral@live.com	(575) 584-2323	11182005-CRZ		9F		
	OMONTEZ	DERRICK F	SANTA FE	michelle.monte@state.nm.us	(505) 310-5678	11292002-BFS		12F		
	OMCRAGA	ALYSSAM	TULERAS	alysamontez@yahoo.com	(505) 366-9999	11142000-IBU		14F		
	OMCRAGA	MICHAEL E	TULERAS	MIKELOVAG@YAHOO.COM	(505) 350-8240	05081967-EJB		48M		
	ORTEGA	ISAIAH M	SANTA FE	ORTEGA.ISAIAH@YAHOO.COM	(505) 670-7641	09732000-FOR		14M		
	ORAMDOVAL	COLE	SANTA FE	nmspeechteach@hotmail.com	(505) 501-9289	11202006-LOP		8M		
	ORAMDOVAL	GRACE	SANTA FE	nmspeechteach@hotmail.com	(505) 501-9289	08102004-FH		10F		
	OTRETO	RAMON O	SANTA FE		(505) 983-6118	05221999-EKW		15M		
	OVASQUEZ	GABRIEL J	SANTA FE	vjgv78@gmail.com	(505) 629-2530	02192005-GBR		10M		
	OVASQUEZ	ISAIAH	SANTA FE	vjgv78@gmail.com	(505) 629-2530	05022008-KLV		7M		
	OVIGIL	BENJAMIN	SANTA FE		(505) 983-6118	12102000-MNS		14M		
	OWARR	MAX M	RIO RANCHO	bowfchjwar@gmail.com	(505) 917-8667	03162007-NRW		8M		
	OWYSON	HAYDENT	RIO RANCHO	ernie_wss@hotmail.com	(505) 844-1551	10091998-DVK		16M		

# Completed Class Roster

If a student attends any portion of a Hunter Education course the student's name **MUST** appear on the roster.

- If a student is a **no-show** they need to be recorded as NS on the roster that is submitted to the HE Office.
- **No-shows are not counted as failed.**
- **Failed** students are also reported on the Class Roster and will not be assigned a HE number.

# Completed Class Roster

When all student data is transferred to the roster a copy of the roster is sent to the HE Office along with the Final Report.

The roster is processed and a student number is assigned for each passing student.

**It is recommended that the primary instructor keep a copy of the roster for at least 1 year from course completion.**

Can send forms e-mail, fax or mail



# Instructor Final Report

*An electronic copy of the Final Report can be found on the HE Instructor page on the G&F website-  
[www.wildlife.state.nm.us/education/hunter-education/hunter-education-instructor/](http://www.wildlife.state.nm.us/education/hunter-education/hunter-education-instructor/)*

**Instructors must complete a final report. This report has four purposes:**

1. It makes the course official.
2. It informs the HE Office that the course is complete.
3. It meets Federal Aid requirements for funding.
4. A method to maintain instructor participation.




# Instructor Final Report

- **Block 1-** Enter Class Date(s).
- **Block 2 -** Check all boxes indicating which lectures and demonstrations were presented.

**Hint:** All are mandatory, thus they all should be checked.

**New Mexico Hunter Education Instructor Final Report**



**B1**  
 7816 Alamo Rd. NW  
 Albuquerque, NM, 87120  
 1-800-228-6643 Fax (505) 222-4734  
 Class Beginning Date: \_\_\_\_\_ Class Ending Date: \_\_\_\_\_

Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email at [hge-office@nmsu.edu](mailto:hge-office@nmsu.edu) or fax. The original must be mailed to the address above.

Lectures & Demonstrations																					
B2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1</td><td>Personalities and Ethical Standards</td><td>6</td><td>Team Hunting Skills</td></tr> <tr><td>2</td><td>Know Your Firearm Equipment</td><td>7</td><td>Being a Safe Hunter</td></tr> <tr><td>3</td><td>Basic Shooting Skills</td><td>8</td><td>Hunter Preparedness</td></tr> <tr><td>4</td><td>Basic Wilderness Survival Skills</td><td>9</td><td>Wildlife Conservation and Management</td></tr> <tr><td>5</td><td>Basic Archery Skills</td><td>10</td><td>Other:</td></tr> </table>	1	Personalities and Ethical Standards	6	Team Hunting Skills	2	Know Your Firearm Equipment	7	Being a Safe Hunter	3	Basic Shooting Skills	8	Hunter Preparedness	4	Basic Wilderness Survival Skills	9	Wildlife Conservation and Management	5	Basic Archery Skills	10	Other:
1	Personalities and Ethical Standards	6	Team Hunting Skills																		
2	Know Your Firearm Equipment	7	Being a Safe Hunter																		
3	Basic Shooting Skills	8	Hunter Preparedness																		
4	Basic Wilderness Survival Skills	9	Wildlife Conservation and Management																		
5	Basic Archery Skills	10	Other:																		

Failed Students			
Last Name	First	ID#	Fail Code
			1 - Inattentive
			2 - Bitcher
			3 - Drunk
			4 - Incompetent
			5 - Rager
			6 - Other

List ONLY Certified Instructors and their contributed hours. Proficiency Hours are any time that student spends the firearms prep time includes any time instructors devote that includes, but is not limited to travel, pre/post preparation, etc.

Certified Instructor Hours							
Deck Number	Last Name	First Name	Classroom	Proficiency	Range Time	Prep Time	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
			<b>Total Hours:</b>				

**Instructor Signature**

I hereby attest to the accuracy of the information provided on this form. The original Final Report with signature must be submitted to the Hunter Education Office following class completion.

B16

**Students Enrolled** B17

**Students Failed** B18


**Total Certified** B19

**No Shows** B20

# Instructor Final Report

- **Block 3** - Enter the student(s) that **DID NOT** pass the course.
  - Use student's full name
  - Student names need to be reported in alphabetical order.

**New Mexico Hunter Education Instructor Final Report**

 **B1** 7816 Alamo Rd. NW  
Albuquerque, NM, 87120  
1-800-228-6643 Fax (505) 222-4734  
Class Beginning Date: \_\_\_\_\_ Class Ending Date: \_\_\_\_\_

Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email at [nhed@nmsu.edu](mailto:nhed@nmsu.edu) or Fax. The original must be mailed to the address above.

**Lectures & Demonstrations**

**B2**

1	Personal and Ethical Standards	1	Basic Hunting Skills
2	Know Your Firearm Equipment	2	Using a Safe Hunter
3	Basic Shooting Skills	3	Outdoor Preparedness
4	Basic Wilderness Skills	4	Wildlife Conservation and Management
5	Basic Archery Skills	5	Other

**Failed Students**

**B3**

Last Name			First	MI	Full Name	First	MI	Full Name

**Certified Instructor Hours**

**B4**

Dist. Number	Last Name	First Name	Classroom	Proficiency	Range Time	Shop Time	Total	Total
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total Hours:								

**Demetrius Signature**

I hereby attest to the accuracy of the information provided on this form. The original Final Report with signatures must be submitted to the Hunter Education Office following class completion.

**Students Enrolled** **B11**  
**Students Failed** **B12**  
**Total Certified** **B13**  
**No Shows** **B14**

**B15**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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\_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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Rev. 1/2015

- **Block 4 - Enter “fail code” number for each failed student using the rationale listed in the shaded failure code column.**

**Keywords:** child sexual abuse; disclosure; social support




# Instructor Final Report

- **Block 5 - Instructor ID numbers.**

(CIN card should have your six-digit instructor number assigned to you)

For certification purposes it's important that **all** instructors, Juniors and Game and Fish officers/staff, that assist with class appear on the Final Report.

**New Mexico Hunter Education Instructor Final Report**



**B1**  
 7816 Alamo Rd. NW  
 Albuquerque, NM, 87120  
 1-800-228-6643 Fax (505) 222-4734  
 Class Beginning Date: \_\_\_\_\_ Class Ending Date: \_\_\_\_\_

Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email at [hge-office@dmr.nm.gov](mailto:hge-office@dmr.nm.gov) or fax. The original must be mailed to the address above.

Lectures & Demonstrations				
B2	<input type="checkbox"/>	Personalities and Ethical Standards	<input type="checkbox"/>	Basic Hunting Skills
	<input type="checkbox"/>	Know Your Firearm Equipment	<input type="checkbox"/>	Using a Safe Hunter
	<input type="checkbox"/>	Basic Shooting Skills	<input type="checkbox"/>	Hunter Preparation
	<input type="checkbox"/>	Basic Understanding Skills	<input type="checkbox"/>	Wildlife Conservation and Management
	<input type="checkbox"/>	Basic Archery Skills	<input type="checkbox"/>	Other:

Failed Students						
List Student's Approximately						
Last Name	First	MI	First Code	Second Name	First	MI
			<input checked="" type="radio"/> - Incomplete			
			<input type="radio"/> - Absent			
			<input type="radio"/> - Illness			
			<input type="radio"/> - Proficiency			
			<input type="radio"/> - Range			
			<input type="radio"/> - Other			

**Certified Instructor Hours**

Doc. Number	Last Name	First Name	Classroom	Proficiency	Range Time	Prep Time	Total	Total
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
			Total Hours:					

**Instructor Signature**

I hereby attest to the accuracy of the information provided on this form. The original Final Report with signature must be submitted to the Hunter Education Office following class completion.

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B16

**Students Enrolled:** B15

**Students Failed:** B19

**Total Certified:** B10

**No Show:** B17

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Rev. 1/2009

# Instructor Final Report

- **Block 6 - Instructor Name.**
- **Block 7 - Classroom.** This includes the following regular classroom hours:
  - lecture
  - video
  - written exam
  - grading worksheets
- whether you are teaching or not

# New Mexico Hunter Education Instructor Final Report



**B1**

7816 Alamo Rd. NW  
Albuquerque, NM, 87120

1-800-228-6643 Fax (505) 222-4734

Class Beginning Date: \_\_\_\_\_ Class Ending Date: \_\_\_\_\_

**Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email at [ghf-hed@state.nm.us](mailto:ghf-hed@state.nm.us) or fax. The original must be mailed to the address above.**

**Lectures & Demonstrations**

<p><b>B2</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/> Responsibility and Ethical Hunters</td></tr> <tr><td><input type="checkbox"/> Know Your Private Landmark</td></tr> <tr><td><input type="checkbox"/> Basic Shooting Skills</td></tr> <tr><td><input type="checkbox"/> Basic Hunting/Trapping Skills</td></tr> <tr><td><input type="checkbox"/> Basic Safety Skills</td></tr> </table>	<input type="checkbox"/> Responsibility and Ethical Hunters	<input type="checkbox"/> Know Your Private Landmark	<input type="checkbox"/> Basic Shooting Skills	<input type="checkbox"/> Basic Hunting/Trapping Skills	<input type="checkbox"/> Basic Safety Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/> Basic Hunting Skills</td></tr> <tr><td><input type="checkbox"/> Being a Safe Hunter</td></tr> <tr><td><input type="checkbox"/> Outdoor Preparedness</td></tr> <tr><td><input type="checkbox"/> Wildlife Conservation and Management</td></tr> <tr><td>Other: _____</td></tr> </table>	<input type="checkbox"/> Basic Hunting Skills	<input type="checkbox"/> Being a Safe Hunter	<input type="checkbox"/> Outdoor Preparedness	<input type="checkbox"/> Wildlife Conservation and Management	Other: _____
<input type="checkbox"/> Responsibility and Ethical Hunters											
<input type="checkbox"/> Know Your Private Landmark											
<input type="checkbox"/> Basic Shooting Skills											
<input type="checkbox"/> Basic Hunting/Trapping Skills											
<input type="checkbox"/> Basic Safety Skills											
<input type="checkbox"/> Basic Hunting Skills											
<input type="checkbox"/> Being a Safe Hunter											
<input type="checkbox"/> Outdoor Preparedness											
<input type="checkbox"/> Wildlife Conservation and Management											
Other: _____											

**Failed Students**

Student Name	Phone	AGE	Fail Code	Student Name	Phone	AGE	Fail Code
			1 - Attendance				
			2 - Weapon				
			3 - Ammunition				
			4 - Proficiency				
			5 - Range				
			6 - Other				

**Use ONLY Certified Instructors and their contributed hours. Proficiency Hours are any time that students handle the firearms. Prep Time includes any time instructors devote that includes, but is not limited to travel, pre/post class preparation, etc.**

**Certified Instructor Hours**

Serial Number	Serial Grade	First Name	Classroom	Proficiency	Range Time	Prep Time	Total	Total
<b>B5</b>		<b>B6</b>	<b>B7</b>	<b>B8</b>	<b>B9</b>	<b>B10</b>	<b>B11</b>	<b>B12</b>
Total Hours:								

**Instructor Signatures**

I hereby attest to the accuracy of the information provided on this form. The original Final Report with signatures must be submitted to the Hunter Education Office following class completion.

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

10 \_\_\_\_\_

**B16**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

10 \_\_\_\_\_

Students Enrolled:	<b>B17</b>
Students Failed:	<b>B18</b>
Total Certified:	<b>B19</b>
No Show:	<b>B20</b>



# Instructor Final Report

- **Block 8 - Proficiency Training.** This is for the hours each instructor assisted in practical training programs where **students handle firearms:**
  - firearms handling
  - fence crossings
  - carries
  - positions
  - proficiency examination

[illegible]


# Instructor Final Report

## ■ Block 9 - Range Time.

This includes the actual time spent on the range and/or using the pellet trailer.

Must complete the Live Fire Training Module on the Hunter Education Instructor Page to become Live Fire certified.

**New Mexico Hunter Education Instructor Final Report**



**B1**  
 7616 Alamo Rd. NW  
 Albuquerque, NM, 87120  
 1-800-228-6643 Fax (505) 222-4734  
 Class Beginning Date: \_\_\_\_\_ Class Ending Date: \_\_\_\_\_

Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email at [hgt-hed@nmsu.edu](mailto:hgt-hed@nmsu.edu) or fax. The original must be mailed to the address above.

Lectures & Demonstrations																					
B2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>Responsible and Ethical Hunter</td><td><input type="checkbox"/></td><td>Good Hunting Skills</td></tr> <tr><td><input type="checkbox"/></td><td>Know Your Firearms Equipment</td><td><input type="checkbox"/></td><td>Bring a Safe Hunter</td></tr> <tr><td><input type="checkbox"/></td><td>Pack Shooting Skills</td><td><input type="checkbox"/></td><td>Hunter Preparedness</td></tr> <tr><td><input type="checkbox"/></td><td>Basic Marksmanship Skills</td><td><input type="checkbox"/></td><td>Wildlife Conservation and Management</td></tr> <tr><td><input type="checkbox"/></td><td>Open Archery Skills</td><td><input type="checkbox"/></td><td>Other:</td></tr> </table>	<input type="checkbox"/>	Responsible and Ethical Hunter	<input type="checkbox"/>	Good Hunting Skills	<input type="checkbox"/>	Know Your Firearms Equipment	<input type="checkbox"/>	Bring a Safe Hunter	<input type="checkbox"/>	Pack Shooting Skills	<input type="checkbox"/>	Hunter Preparedness	<input type="checkbox"/>	Basic Marksmanship Skills	<input type="checkbox"/>	Wildlife Conservation and Management	<input type="checkbox"/>	Open Archery Skills	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Responsible and Ethical Hunter	<input type="checkbox"/>	Good Hunting Skills																		
<input type="checkbox"/>	Know Your Firearms Equipment	<input type="checkbox"/>	Bring a Safe Hunter																		
<input type="checkbox"/>	Pack Shooting Skills	<input type="checkbox"/>	Hunter Preparedness																		
<input type="checkbox"/>	Basic Marksmanship Skills	<input type="checkbox"/>	Wildlife Conservation and Management																		
<input type="checkbox"/>	Open Archery Skills	<input type="checkbox"/>	Other:																		

Failed Students			
List Student's Alphabetically			
Last Name	First	ID	Fail Code
			B3 <input type="checkbox"/> - Attendance <input type="checkbox"/> - Behavior <input type="checkbox"/> - Attitude <input type="checkbox"/> - Proficiency <input type="checkbox"/> - Range <input type="checkbox"/> - Other

List ONLY Certified Instructors and their contributed hours. Proficiency Hours are any time that student logs the firearms. Range Time includes any time instructors donate that includes, but is not limited to travel, gait/pack/clothing/etc.

Certified Instructor Hours							
Deck Number	Last Name	First Name	Classroom	Proficiency	Range Time	Range Time	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Total Hours:							

Instructor Signature

I hereby attest to the accuracy of the information provided on this form. The original Final Report with signature must be submitted to the Hunter Education Office following class completion.

B16

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Students Enrolled:** B17

**Students Failed:** B18


**Total Certified:** B19

**No Shows:** B20

# Instructor Final Report

- **Block 10 -Prep Time.** Time instructors spend preparing to teach. This could include:
  - reading the lesson plans
  - preparing visual aids/presentations
  - setting up the classroom
  - traveling to and from class
  - pre/post class evaluations

**New Mexico Hunter Education Instructor Final Report**



**B1**  
 7856 Alamo Rd. NW  
 Albuquerque, NM, 87120  
 1-800-228-6643 Fax (505) 222-4734  
 Class Beginning Date: \_\_\_\_\_ Class Ending Date: \_\_\_\_\_

Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email at [dgt-hed@dnr.state.nm.us](mailto:dgt-hed@dnr.state.nm.us) or fax. The original must be mailed to the address above.

Lectures & Demonstrations				
B2	S	Personalities and Ethical Matters	S	Basic Hunting Skills
	S	Show Your Firearm Safely	S	Being a Safe Hunter
	S	Basic Shooting Skills	S	Culture Preparation
	S	Basic Bushcrafting Skills	S	Wildlife Conservation and Management
	S	Basic Ambush Skills	S	Other:

Failed Students							
Last Name	First	RE	Fail Code	Last Name	First	RE	Fail Code
			1 - Absence				
			2 - Missing				
			3 - Attitude				
			4 - Proficiency				
			5 - Range				
			6 - Other				

Lect ONLY Certified Instructors and their contributed hours. Proficiency Hours are any time that students handle his firearm, Prep Time includes any time instructors donate that includes, but is not limited to travel, preparation also preparation, etc.

Certified Instructor Hours							
Each Number	Last Name	First Name	Classroom	Proficiency	Range Time	Prep Time	Total
1							
2							
3							
4							
5	B5	B6	B7	B8	B9	B10	B11 B12
6							
7							
8							
9							
10							
Total Hours:							

Instructor Signatures

I hereby attest to the accuracy of the information provided on this form. The original Final Report with signatures must be submitted to the Hunter Education Office following class completion.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Students Enrolled**    B13

**Students Failed**    B14


**Total Certified**    B15

**No Show**    B17



**Block 11 - Trail.** If a safety trail is used for the proficiency testing, include all hours spent setting up, conducting, and tearing down this portion of the class.

# New Mexico Hunter Education Instructor Final Report



**B1**

7616 Alamo Rd. NW  
Albuquerque, NM, 87120  
1-800-228-6643 Fax (505) 222-4734  
Class Beginning Date: \_\_\_\_\_ Class Ending Date: \_\_\_\_\_

Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email at [edl-hedirect@dmr.nm.gov](mailto:edl-hedirect@dmr.nm.gov) or fax. The original must be mailed to the address above.

**Lectures & Demonstrations**

**B2**

<input type="checkbox"/>	Responsibility and Ethical Hunters
<input type="checkbox"/>	First Year Firearms Equipment
<input type="checkbox"/>	Basic Shooting Skills
<input type="checkbox"/>	Basic Marksmanship Skills
<input type="checkbox"/>	Open Archery Skills

<input type="checkbox"/>	Basic Hunting Skills
<input type="checkbox"/>	Being a Safe Hunter
<input type="checkbox"/>	Outdoor Preparedness
<input type="checkbox"/>	Wildlife Conservation and Management
<input type="checkbox"/>	Other

**Failed Students**

**B3**

Lost Student(s) Approximately \_\_\_\_\_

Learn Name	First	MI	Last Name	First	MI	Last Name

**B4**

First	MI	Last Name	First	MI	Last Name


**Lost ONLY** Certified Instructors and their contributed hours. Proficiency Hours are any time that student(s) apply the firearms. Prep Time includes any time instructors devote that includes, but is not limited to travel, prep, post class preparation, etc.

**Certified Instructor Hours**

Deck Number	Learn Name	First Name	Last Name	Classroom	Proficiency	Range Time	Prep Time	Total	Turner
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									

**Block 11 - Trail.** If a safety trail is used for the proficiency testing, include all hours spent setting up, conducting, and tearing down this portion of the class.

**New Mexico Hunter Education Instructor Final Report**



**HUNTER EDUCATION  
NEW MEXICO  
GAME & FISH  
INSTRUCTOR**

**B1**      7516 Alamo Rd. NW  
Albuquerque, NM, 87120  
1-800-228-6643      Fax (505) 222-4734  
Class Beginning Date: \_\_\_\_\_ Class Ending Date: \_\_\_\_\_

Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email at [hgt-hed@nmgd.com](mailto:hgt-hed@nmgd.com) or fax. The original must be mailed to the address above.

Lectures & Demonstrations	
B2	B3
<input type="checkbox"/> Personalities and Ethical Hunters	<input type="checkbox"/> Basic Hunting Skills
<input type="checkbox"/> Know Your Firearm Equipment	<input type="checkbox"/> Being a Safe Hunter
<input type="checkbox"/> Basic Shooting Skills	<input type="checkbox"/> Outdoor Preparedness
<input type="checkbox"/> Basic Understanding Skills	<input type="checkbox"/> Wildlife Conservation and Management
<input type="checkbox"/> Basic Archery Skills	<input type="checkbox"/> Other:

Failed Students			
Left Student(s) Aggravatedly			
Learn Name	First	MI	Last Name
B3			
Fell Students			
Learn Name	First	MI	Last Name
B3			

Lit ONLY Certified Instructors and their contributed hours. Proficiency Hours are any time that student spends the firearms prep. Time includes any time instructors devote that includes, but is not limited to travel, prep, prep preparation, etc.

Certified Instructor Hours							
Doc. Number	Learn Name	First Name	Last Name	Proficiency	Range Time	Prep Time	Total
1							
2							
3							
4							
5	B5	B6	B7	B8	B9	B10	B11
6							
7							
8							
9							
10							
Total Hours:							

**Instructor Signature**

I hereby attest to the accuracy of the information provided on this form. The original Final Report with signature must be submitted to the Hunter Education Office following class completion.

**B16**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Students Enrolled:** B15

**Students Failed:** B16


**Total Certified:** B16

**No Show:** B17



■ **Block 12 - Total Time.**  
Round your hours up to  
the nearest hour.

# New Mexico Hunter Education Instructor Final Report



**B1**

7816 Aloha Rd. NW  
Albuquerque, NM, 87120

1-800-228-6643 Fax (505) 222-4734

Class Beginning Date: \_\_\_\_\_ Class Ending Date: \_\_\_\_\_

Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email or regular mail as soon as you can. The original must be mailed to the address above.

**Lectures & Demonstrations**

**B2**

<input type="checkbox"/>	Responsible and Ethical Hunter
<input type="checkbox"/>	Know Your Firearm Equipment
<input type="checkbox"/>	Know Shooting Skills
<input type="checkbox"/>	Know Marksmanship Skills
<input type="checkbox"/>	Know Archery Skills

<input type="checkbox"/>	Know Hunting Skills
<input type="checkbox"/>	Know a Safe Hunter
<input type="checkbox"/>	Outdoor Preparedness
<input type="checkbox"/>	Wildlife Conservation and Management
<input type="checkbox"/>	Other

**Failed Students**

**B3**

Last Name	First	MS	Fail Date	Fail Reason	First	MS	Fail Date
				1 - Attendance			
				2 - Skillset			
				3 - Attitude			
				4 - Proficiency			
				5 - Range			
				6 - Other			

**B4**

List ONLY Certified Instructors and their contributed hours. Proficiency Hours are any time that student spends the firearms. Range Time includes any time instructors donate that includes, but is not limited to travel, prep, post, prep, etc.

**Certified Instructor Hours**

Deck Number	Last Name	First Name	Classroom	Proficiency	Range Time	Prep Time	Total	Total
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
Total Hours								

**Instructor Signature**

I hereby attest to the accuracy of the information provided on this form. The original Final Report with signature must be submitted to the Hunter Education Office following class completion.

<b>Students Enrolled</b>	<b>B1</b>
<b>Students Failed</b>	<b>B1B</b>
<b>Total Certified</b>	<b>B1C</b>
<b>No Shows</b>	<b>B1D</b>

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

**B1E**

# Instructor Final Report

- **Block 13** - Enter number enrolled.
- **Block 14** - Enter number failing.
- **Block 15** - Enter number certified.

**Please Note:**

Block 14 + 15 should total Block 13.

**New Mexico Hunter Education Instructor Final Report**

**(B1)** 7925 Alameda Rd, NW  
Albuquerque, NM, 87120  
1-800-228-6843 Fax (505) 222-4734  
Class Beginning Date: \_\_\_\_\_ Class Ending Date: \_\_\_\_\_

Complete this final report immediately upon class completion and submit to the Hunter Education Office via email or by hardcopy no later than 30 days after the class ending date.

**(B2) Lessons & Demonstration**

1. Lesson Plan	2. Lesson Plan	3. Lesson Plan	4. Lesson Plan
5. Lesson Plan	6. Lesson Plan	7. Lesson Plan	8. Lesson Plan
9. Lesson Plan	10. Lesson Plan	11. Lesson Plan	12. Lesson Plan
13. Lesson Plan	14. Lesson Plan	15. Lesson Plan	16. Lesson Plan
17. Lesson Plan	18. Lesson Plan	19. Lesson Plan	20. Lesson Plan

**(B3) List Student Names**

First Name	Last Name	First Name	Last Name	First Name	Last Name

**(B4) Failed Students**

First Name	Last Name	First Name	Last Name	First Name	Last Name

**(B5) Certified Student Hours**

First Name	Last Name	First Name	Last Name	First Name	Last Name	First Name	Last Name	First Name	Last Name

**(B6) Instructor Signature**

I hereby attest to the accuracy of the information provided on this form. The original final report and signature must be submitted to the Hunter Education Office following class completion.

**(B7) Students Enrolled**

**(B8) Students Failed**

**(B9) Total Certified**

**(B10) No Show**

**(B11) Signature**

**(B12) Signature**

**(B13) Signature**

**(B14) Signature**

**(B15) Signature**

**(B16) Signature**

**(B17) Signature**

**(B18) Signature**

**(B19) Signature**

**(B20) Signature**

**(B21) Signature**

**(B22) Signature**

**(B23) Signature**

**(B24) Signature**

**(B25) Signature**

**(B26) Signature**

**(B27) Signature**

**(B28) Signature**

**(B29) Signature**

**(B30) Signature**

**(B31) Signature**

**(B32) Signature**

**(B33) Signature**

**(B34) Signature**

**(B35) Signature**

**(B36) Signature**

**(B37) Signature**

**(B38) Signature**

**(B39) Signature**

**(B40) Signature**

**(B41) Signature**

**(B42) Signature**

**(B43) Signature**

**(B44) Signature**

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**(B87) Signature**

**(B88) Signature**

**(B89) Signature**

**(B90) Signature**

**(B91) Signature**

**(B92) Signature**

**(B93) Signature**

**(B94) Signature**

**(B95) Signature**

**(B96) Signature**

**(B97) Signature**

**(B98) Signature**

**(B99) Signature**

**(B100) Signature**

# Instructor Final Report

- **Block 16 - Signatures. ALL**  
Instructors must sign the final  
report.

Scanned (electronic) and faxed documents are acceptable.

- **Block 17 - No Shows.**  
Account for students who registered, but did not show for class.

[illegible]

# Instructor Final Report

The completed final report and the class roster are submitted to the HE office.

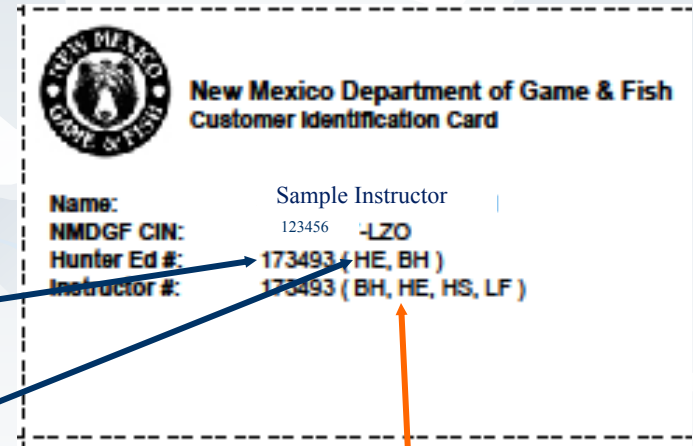
**Remember**, student hunter education numbers cannot be processed until both the final report and class roster are received by the Hunter Education Office.



*Students are RESPONSIBLE for printing their cards!*

# Student Hunter Ed Number

- Students who pass will be issued a hunter education number.
- Student numbers will appear on their CIN card.
  - The oldest number will be assigned
  - Can have multiple designations
- Separate HE certificates are no longer mailed.



The image shows a sample Customer Identification Card from the New Mexico Department of Game & Fish. It includes the department's logo and the following information:

New Mexico Department of Game & Fish Customer Identification Card	
Name:	Sample Instructor
NMDGF CIN:	123456 -LZO
Hunter Ed #:	173493 ( HE, BH )
Instructor #:	173493 ( BH, HE, HS, LF )

Two blue arrows point from the text in the list to the card: one from 'Student numbers will appear on their CIN card' to the 'Hunter Ed #' field, and another from 'Can have multiple designations' to the 'Instructor #' field. An orange arrow points from the asterisked note below to the designations in the 'Instructor #' field.

\*Instructor Numbers and designations are tracked. Instructor cards no longer mailed out.\*



*Students are RESPONSIBLE for printing their OWN cards!*

## Student Hunter Ed Number

- Since the CIN/HE card are one, youth hunters must have this on their person to hunt legally with a firearm and use to obtain a firearms hunting license.



*Older versions of a New Mexico HE card are still valid.*

The background of the slide features a light blue and white color scheme with stylized, overlapping leaf shapes. The leaves are rendered in a simplified, geometric style with prominent veins. The text "ONLINE COURSE" is centered in a dark blue, serif font with a slight drop shadow.

# **ONLINE COURSE**

# Online Course

- Each chapter has a series of multiple choice quizzes the student is responsible for passing.
- Students must finish all chapter components and pass each quiz before they can move on to the next chapter.
- Students must pass all quizzes and a final exam to successfully pass the course and earn a NM Hunter Education Number.
- There is a series of rotating quiz and exam questions if they are unsuccessful.

# Online Course

- Students must pass the online course with at least a 75%. They may take the course multiple times until successful.
- Upon passing the final exam, the student will receive a completion notification and instructions on receiving their HE number.
- A Hunter Ed number will be assigned to the student's CIN account.
- The link for online student Hunter Education courses can be found at: [www.wildlife.state.nm.us/education/hunter-education/](http://www.wildlife.state.nm.us/education/hunter-education/)



The background of the slide features a light blue and white pattern of stylized, overlapping leaves or petals, creating a soft, organic texture.

**Ready to teach!**

**What's next...**

# REACTIVATING INSTRUCTORS

A Lead Instructor is an individual who typically plays the lead role and schedules, organizes and submits the final class paperwork for a course. Lead Instructors may also teach during a course.

A Basic Instructor is an individual who wishes to provide a support role during a course by teaching, setting up and does not wish to take on the duties of a Lead Instructor. Basic Instructors may become Lead Instructors at anytime after assisting with their first class following recertification.

# REACTIVATING LEAD INSTRUCTORS

If you are an instructor who has been inactive for three (3) or more years and wish to be a Lead Instructor, please complete the following steps:

1. Complete a new online application <https://new-mexico.volunteers.kalkomey.com/> to be re-established as a certified department volunteer.
2. Volunteer Coordinator, Darcie Schalip, will be in contact with you regarding the new Volunteer Tracking System.  
Questions?- Darcie Schalip, 505-222-4704 or [darcie.schalip@state.nm.us](mailto:darcie.schalip@state.nm.us)
3. Please read and complete the following packet, [click here](#)
4. Submit completed packet to [dgf-he@state.nm.us](mailto:dgf-he@state.nm.us) for reactivation completion.

# REACTIVATING BASIC INSTRUCTORS

If you are an instructor who has been inactive for five (5) or more years and wish to be a Basic Instructor, please complete the following steps:

1. Complete a new online application <https://new-mexico.volunteers.kalkomey.com/> to be re-established as a certified department volunteer.
2. Volunteer Coordinator, Darcie Schalip, will be in contact with you regarding the new Volunteer Tracking System.

Questions?- Darcie Schalip, 505-222-4704 or [darcie.schalip@state.nm.us](mailto:darcie.schalip@state.nm.us)

# Background Check

The department conducts criminal background checks on **ALL** volunteers.

Individuals have the right of refusal, but will not be certified and/or reactivated.

Background checks will be re-conducted on all reactivating instructors.



# ACTIVE INSTRUCTOR REFRESHER

- If you are an active instructor who has not completed your volunteer account, please contact Volunteer Coordinator, Darcie Schalip regarding the new Volunteer Tracking System.
- Darcie Schalip: 505-222-4704 or [darcie.schalip@state.nm.us](mailto:darcie.schalip@state.nm.us)
- Contact the HE Office to receive Continuing Education credit, 505-222-4733 or [megan.otero@state.nm.us](mailto:megan.otero@state.nm.us)

# Want more information?

We always encourage instructors to take an instructor training workshop and other offered training opportunities.

Visit the Hunter Education Instructor page for a list of scheduled workshops,

[www.wildlife.state.nm.us/education/hunter-education/hunter-education-instructor/](http://www.wildlife.state.nm.us/education/hunter-education/hunter-education-instructor/)

Once you have found a workshop, you can register through your Department CIN account or by calling the Hunter Education Office at 505-222-4733.

# Register Online for a Workshop

New Mexico Department of Game & Fish  
Welcome to the Website

NMDOF Time: 01:58:32 Logged in as: JENAPER MORAN [Logout]

**MAIN MENU**

- Home
- My Account
- Licenses & Tags
- Fee Permits
- Off-Highway Vehicles
- Education
- Contact NMDOF
- Print NMDOF CIN Card
- Logout

**HUNTER EDUCATION**

**NEW MEXICO HUNTER EDUCATION REQUIREMENTS**

No one under 18 years of age may hunt with a firearm without possessing a certificate proving that he/she has passed this or another state's hunter education course. Uncertified juveniles may shoot and hunt with firearms if under adult supervision or in a supervised program. It is also illegal for anyone under 18 to apply for, or buy, any type of firearm hunting license before passing a hunter education course. Young hunters also must have their card in their possession while hunting.

[Find Duplicate Card](#) [Register for Courses](#) [Register for Workshops](#)

**ABOUT OUR COURSES**

Classes are offered whenever prospective students in reasonable numbers indicate their interest in Hunter Education. Classes are available throughout the year, but schedules are based on availability of the volunteer instructor's time. It is advisable to enroll in a class as early as possible since classes before the hunting seasons fill quickly. Additional classes in your area may be scheduled throughout the year, please check this site frequently for updates. Please note that a first Hunter Student Class will not certify a student to hunt with a firearm.

Each class is approximately sixteen hours in length plus additional study time. Each student must demonstrate and are tested on his or her ability to handle firearms safely and pass a written examination. Parents are always encouraged to attend the class with their children. Parents are required to attend the class with children 15 years of age and younger. Information on Hunter Education and current class schedules is available below, through the main office and through any of the Department's satellite offices.

**MY COURSES**

Number	Type	Description	City	Dates	View
0100201	HUNTER EDUCATION	MIGRATED COURSE	ALBUQUERQUE	Jul 16	View
0111000	BOW HUNTING	MIGRATED COURSE	ALBUQUERQUE	Aug 14	View

**MY WORKSHOPS**

Number	Type	Description	Dates	View
01	MEETING	ABG PUNE MTS	12/11/2010	View
04	LIVE FIRE	ABG LIVE FIRE	02/01/2011	View
128	ADMIN AND ORIENTATION	ABG ABO	06/01/2011	View
071	BOWHUNTER	ABG BOW ABO	06/01/2011	View
209	MEETING	Steven Pong Mtg	12/01/2010	View
019	FIREARMS TRAINING	Consolidated Camp - Abq Shooting Range	10/01/2010	View

New Mexico Department of Game & Fish  
Welcome to the Website

NMDOF Time: 08:56:01 Logged in as: JENAPER MORAN [Logout]

**MAIN MENU**

- Home
- My Account
- Licenses & Tags
- Fee Permits
- Off-Highway Vehicles
- Hunter Education
- Contact NMDOF
- Print NMDOF CIN Card
- Logout

**REGISTER FOR A HUNTER EDUCATION INSTRUCTOR WORKSHOP**

**SCHEDULE OF HUNTER EDUCATION INSTRUCTOR WORKSHOPS**

Number	Type	Description	Dates	View
013	ADMIN AND ORIENTATION	LIN CHOWS G&F Office	10/11/2010	View
028	ADMIN AND ORIENTATION	ABO Roswell G&F Office	01/10/2011	View
014	HOME STUDY	LIN CHOWS G&F Office	12/12/2010	View
026	HOME STUDY	Roswell G&F Office	01/16/2011	View
010	LIVE FIRE	Abiquapue - City of Abq Shooting Range Park	11/09/2010	View
015	LIVE FIRE	LIN CHOWS G&F/Buffalo Range	01/15/2011	View
030	LIVE FIRE	Cardinal Shooting Range	02/10/2011	View
017	MEETING	Planning Meeting - Abiquapue	11/20/2010	View
024	SUPPLYING	Survival for Hunters Workshop - LA List	12/01/2010	View

**You can register for scheduled Workshops or Courses through your CIN account!**

# Hunter Education Staff

Questions? Contact us,

Jennifer Morgan, Coordinator

(505) 222-4722, [jennifer.morgan@state.nm.us](mailto:jennifer.morgan@state.nm.us)

Megan Otero, Assistant Coordinator

(505) 222-4733, [megan.otero@state.nm.us](mailto:megan.otero@state.nm.us)

Roselyn Washington, Office Administrator

(505) 222-4731, [roselyn.washington@state.nm.us](mailto:roselyn.washington@state.nm.us)



# THANK YOU!

Remember you'll be a major factor in the lives of young hunters and shooters, and YOU do make a difference!

This completes your online portion of your training!

