

Dear Instructor Applicant:

Thanks for your interest in hunter education and in becoming a volunteer hunter education instructor in Oklahoma.

The success of the Oklahoma program will hinge upon the instruction of volunteers such as yourself and wardens who work hand-in-hand with volunteer instructors.

To better acquaint you with the certification process in our program this document shall serve as an outline of our program and a checklist to help you keep up with the steps you've completed and the steps you still need to complete.

Checklist:

Complete a hunter education course. _____

Complete and return volunteer application. _____

Attend a hunter education instructor workshop. _____

Pass an interview with the local Game Warden or the program coordinator. _____

Teach a one (1) hour segment of a hunter education course under the supervision of a certified hunter education instructor or game warden. _____

Please fill out the entire application and send to:

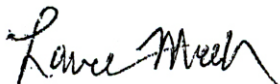
Lance Meek – Hunter Education Coordinator
Oklahoma Department of Wildlife Conservation
P. O. Box 53465
Oklahoma City, Oklahoma 73152

When I receive your completed application, we will put your name on the roster for the workshop you signed up for. After the workshop, your application will be forwarded to your local game warden who should can oral interview with you. During this time we will also conduct a background check.

Somewhere during this certification process, you must teach at least a one-hour segment of a course verified by an instructor or warden.

Again, thanks for your interest in hunter education, young people and the future of hunting in our state and country.

Sincerely,



Lance Meek
Hunter Education Coordinator

OKLAHOMA HUNTER EDUCATION INSTRUCTOR PROGRAM: Applicants for the position of hunter education instructor must be at least 21 years of age, of good health, high moral character, pass an oral interview, teach a segment of a course and receive approval of their local Oklahoma Game Warden. Character screens, NCIC and OSBI files may be studied on all applicants and those failing to meet the high standards will be denied certification.

PRECERTIFICATION TRAINING REQUIRED: Graduation from an Oklahoma hunter education course for students or a certified hunter education course from some other state, Canada, Mexico, country or the National Rifle Association.

JOB DESCRIPTION: Must certify one or more students with eight hours of instruction per course or four hours for home study. Instructor must conduct at least one course every two years (24 months) or be placed automatically in the 'inactive' status. An 'inactive' instructor can become reactivated by notifying the program coordinator and attending the next Instructor Teaching/Orientation workshop within 12 months of being placed on inactive status.

TRAINING REQUIRED: All applicants must attend and successfully complete the **ORIENTATION/TEACHING METHODS/TECHNIQUES** instructor workshop before certification can be granted.

RESPONSIBLE TO: Director of the Oklahoma Department of Wildlife Conservation, coordinator of the Oklahoma Hunter Education Program and the Oklahoma Game Warden in your county.

EVALUATION: Volunteer instructors may receive periodic evaluations of their course activities. This will be done through a post-course student survey, the Game Warden or the Hunter Education Coordinator. These evaluations will encompass subjects taught, length of course, student learning opportunities, program procedures, instructor presentation methods, team-teaching coordination and course reporting.

HOW TO APPLY TO BECOME AN INSTRUCTOR: Interested persons requesting hunter instructor applications may find the application online at wildlifedepartment.com. They can also contact their local Game Warden, volunteer instructor, Oklahoma Department of Wildlife Conservation office or email Lance Meek at lmeek@odwc.state.ok.us or call: 405-522-4572 during business hours.

PROCEDURES TO BE FOLLOWED: Each certified instructor of the program will be furnished an Instructors' Procedures Manual outlining the proper procedures to be followed in teaching/conducting the hunter education course and will be required to follow the procedures outlined in this manual.

APPLICANT/INSTRUCTOR TEACHING REQUIREMENT: All applying instructors will be required to teach at least a one-hour segment of a certified hunter education course in the presence of a Game Warden, Master Instructor or Volunteer Instructor or the program coordinator prior to receiving their certified instructor card.

This program operates free from discrimination on the basis of political or religious opinion or affiliation, race, creed, color, gender, age, ancestry, marital status or disability. A person who feels he or she may have been discriminated against or would like further information should write: Director, Oklahoma Department of Wildlife Conservation, P.O. Box 53465, Oklahoma City, OK 73152, or Office of Equal Opportunity, U.S. Department of Interior, Washington, D.C. 20240.

INSTRUCTIONS: Complete application and forward to:
EDUCATION SECTION
P O BOX 53465
OKLAHOMA CITY, OK 73152

OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION
AQUATIC AND HUNTER EDUCATION PROGRAM

APPLICATION FOR CERTIFICATION AS A VOLUNTEER INSTRUCTOR

ARE YOU APPLYING TO THE (___) AQUATIC ED OR (___) HUNTER ED PROGRAM (Check one or both)

NAME _____ AGE _____ DATE OF BIRTH _____

Last First Middle (Optional)

GENDER Male ___ Female ___ RACE _____ Social Security # _____

(Optional) (Optional)

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____ COUNTY _____

TELEPHONE(___) _____ (___) _____ May we contact you at work? ___ OCCUPATION _____

home work May we share your phone number with other ODWC Volunteers? _Yes___No___

EMPLOYER _____ EMAIL ADDRESS _____

EDUCATION LEVEL: High School 9 10 11 12 College 1 2 3 4 Other/Major _____

(Circle last grade completed)

Briefly list any clubs or memberships or related qualifications, training, skills, or interests _____

Hunter Education student number _____ (required for hunter education, but not for aquatic education)

Have you ever received a citation for violation of state and federal laws? Yes ___ No ___ Please describe in detail. Use separate sheet if necessary.

Have you ever been convicted of a misdemeanor crime of violence? Yes ___ No ___ Please describe in detail _____

Have you ever been charged with a misdemeanor or felony? Yes ___ No ___ Please describe in detail. _____

If selected as a Department of Wildlife Conservation (ODWC) volunteer instructor, I will volunteer the time necessary to teach classes in accordance with policies and procedures outlined by the ODWC. The ODWC may terminate or revoke certification if a volunteer fails to perform in accordance with policy outlined in the Volunteer Instructor Handbook. I further certify that, under penalty of perjury, I have not committed a felony or a crime of moral turpitude and that I will accept my responsibilities as an ODWC Volunteer Instructor. I understand that my misrepresentation or concealment of material fact will be sufficient ground for rejection of my application for certification. I also understand that a background investigation will be conducted as a part of this application process. I hereby authorize such action by my signature below.

SIGNATURE _____ DATE _____

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INSTRUCTOR VERIFICATION TEACHING FORM

Note: This form must be filled in, signed by a certified volunteer instructor or Game Warden

I certify that _____ has successfully completed at least one hour of classroom instructor in a certified hunter safety course in Oklahoma in my presence to fulfill the requirements of becoming a certified volunteer instructor in the Oklahoma Department of Wildlife Conservation hunter education program.

The course was conducted at _____ on _____ 20 _____
City date Year

Game Warden or Certified Instructor

Date signed

All applying volunteer hunter education applicants can fulfill this teaching requirement at any time during their application process while teaching any required topic at any certified course in Oklahoma. If you have any question please call or email Lance Meek at 405/ 522-4572 or lmeek@odwc.state.ok.us.

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TO: Hunter Education Instructor applicants

FROM: Lance Meek, Hunter Education Coordinator

REFERENCE: 2012 Teaching Workshops

Please note the following workshops. As always, if less than four people sign up for any of these workshops they will be cancelled. If you plan on attending please contact me or print this document and mail it to me and add the date to your calendar. All of these classes will be held at the Arcadia Conservation Education area. The address is 7201 E 33rd St, Edmond, OK 73013. It is located north of East Memorial Rd. on North Midwest Blvd. in Edmond. If you plan to use an online mapping program to find the location, Google Maps is the only one that shows the correct location at this time.

_____ March 3 - 9 a.m. - 4 p.m.

_____ May 5 - 9 a.m. - 4 p.m.

_____ July 28 - 9 a.m. - 4 p.m.

_____ December 15 - 9 a.m. - 4 p.m.

NAME _____

ADDRESS _____ CITY _____ ZIP _____

DAYTIME PHONE _____ / _____ - _____

EMAIL _____

SEND TO: Lance Meek
ODWC
P.O. Box 53465
Okla. City OK 73152
405/522-4572 (office)
405/521-6898 (fax)
e-mail: lmeek@odwc.state.ok.us

The teaching workshop is required of all instructor applicants. It covers setting up a class, teaching, reporting and everything in between.