Hunter Education Program Instructor Application

Make a difference, be an instructor.

Hunter Education Program (HEP) instructors are the key to continuing the American heritage of responsible and safe hunting and trapping. This is truly a rewarding experience, as one helps students take the first step in developing the skills and knowledge to be better hunters and trappers. Please read these instructions, complete the application and return it to start your certification process.

Instructor applicants must have the following qualifications:

- Be at least 18 years of age

- Be of good moral character and have no serious legal convictions

- Have good communication skills

- Hunting experience preferred, but not required

Application procedure:

1. Complete the application and return it to:
   NYSDEC Hunter Education Program, 625 Broadway, Albany, NY 12233-4800 or
   email spedapps@dec.ny.gov
   This application must be completed by each volunteer worker and this information is necessary for volunteers to be covered by the Workers' Compensation Law. Please note that incomplete applications will be returned. If you have any questions, please contact the Hunter Education Program at 1-888-486-8332.

2. A criminal background check, an environmental violations background check and sex offender registry check will be conducted. Criminal and environmental violations do not always result in rejection, but intentional omissions will automatically disqualify an applicant.

3. If the background checks are favorable, the applicant will be contacted and interviewed by an Environmental Conservation Officer, who also does a local investigation of the applicant.

4. If the investigation is favorable, the applicant is required to attend a DEC new instructor training course. The instructor training course is 8 hours long and may include homework.

5. After successfully completing the instructor training course, applicants must complete an apprenticeship. When all aspects of the apprenticeship are completed, an applicant will become certified.

6. Once certified, instructors are required to teach at least one course per year and attend a refresher course once every two years, if they wish to remain certified. The refreshers provide new instructional materials and techniques, updates on laws, and other information valuable to instructors.

New York State Department of Environmental Conservation
Hunter Education Program Instructor Application

Discipline(s) you would like to instruct: Hunter Education   Bowhunter Education   Trapper Education   Waterfowl Education

Do you currently have your: Hunter Ed Certificate   Bowhunter Ed Certificate   Trapper Ed Certificate   Waterfowl Certificate

Please print or type.

1. Name (as it appears on your driver's license).	2. Telephone No.
Last First Middle Initial Suffix	Home ( ) - Cell ( ) -

3. Mailing Address

4. City	5. State	6. Zip Code	7. County

8. Is the mailing address listed above your legal residence? If not, list legal residence on next page in box 29. Yes No	9. E-mail Address	10. Occupation

11. Date of Birth Month Day Year	12. Gender Male Female	13. List other legal names you have used (maiden name, legal name change)

14. Name of Employer	15. May we contact you at work? Yes No

16. Address of Employer	17. Telephone No. (Work) ( ) -

18.   Ethnicity (providing this information is strictly voluntary)

African American   Asian/Pacific Islander   Caucasian   Hispanic   Native American   Prefer not to say

19. Experience: Indicate the approximate amount of time spent participating in each of the activities listed below.

Hunting_____ years   Bowhunting_____ years   Trapping_____ years   Waterfowl Hunting_____ years

Questions 20-25: Answer all questions HONESTLY. Include <u>all offenses</u>, no matter how long ago (even if charges were dismissed, you pled guilty, or received probation or community service, or if you were charged with DWI). Having a criminal history WILL NOT automatically disqualify you from being a HEP instructor. HOWEVER, if you intentionally DO NOT DISCLOSE a past criminal offense which is discovered through our background checks, you WILL BE DISQUALIFIED.
If your answer to any of these questions is yes, explain fully on the next page in block 28.

	Yes	No
20. Do you have charges pending in any court or conviction in any court for any crime which is a felony or any misdemeanor as described in the NY State Penal Law for any offense (this includes D.W.I, but does not include minor traffic infractions)?	Yes	No
21. Do you have charges pending in any court or conviction in any court for any misdemeanor crime associated with domestic violence?	Yes	No
22. Have you ever been ticketed, charged or arrested by DEC for a violation of the Environmental Conservation Law even if dismissed) or convicted or signed a compromise of civil penalty for a violation of the Environmental Conservation Law?	Yes	No
23. Are you under a court order restraining you from harassing, stalking, or threatening any person?	Yes	No
24. Have you been discharged from the Armed Forces of the United States under dishonorable conditions?	Yes	No
25. Have you ever had a pistol license or any application for such a license disapproved or had such a license revoked or cancelled?	Yes	No

26. List name, street address and telephone numbers of two character references. (Do not list relatives)

(1)	(2)
( ) —	( ) —

27. Information for instructor ID card and vest

First name/nickname for ID card	Jacket size (for instructor vest)

28. List explanations for "yes" answers to questions 20-25. List question number and details. Attach additional information, if needed.

29. Legal residence if different from mailing address listed on other side.

Mailing Address

City	State	Zip Code	County

30. Additional information

I plan to work with the following certified instructor(s) or organizations to assist in my training and certification.

I am fluent in speaking or writing the following **foreign** languages:

I am competent in the use of American Sign Language and capable of interpreting for people with hearing impairments.   Yes   No

Read and Sign This Section:

      I understand that I will be fully investigated as part of the application process, including a criminal background check, an environmental violation background check and a sex offender registry check. During the course of my certification, criminal background checks, environmental violation background checks and sex offender registry checks will be conducted at random. I hereby authorize the Department of Environmental Conservation to investigate any information provided and/or requested on this application.

      I understand that certification is contingent upon approval of this application and investigation, and successful completion of training by the Department of Environmental Conservation. I understand that the instructor training course will be at least 8 hours plus additional study required for certification. I understand that to retain certification I will be required to teach at least one course per year and attend a refresher course once every two years.

      I understand that certification is at the discretion of the Department of Environmental Conservation, and may be revoked or suspended at any time for failure to comply with department policies and procedures, instructor inactivity, violations of Environmental Conservation Law, violations of NY Penal Law, or other factors which may be deemed significant enough to warrant such action.

      I hereby affirm under penalty of perjury that information provided on this form is true to my knowledge and belief. False statements and intentional omissions will disqualify applicants from participation in the Hunter Education Program and are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

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Signature   (Required if submitting by mail)   *Date*

E-Signature   (Required if submitting electronically)   I Accept   By checking the "I Accept" button, you are signing this Application electronically. You agree that your electronic signature (hereafter referred to as your "E-Signature") is the legal equivalent of your manual/handwritten signature on this Application. By selecting "I Accept" using any device, means or action, you consent to the legally binding terms and conditions of this Application.

Personal Privacy Protection Notification   The information you are providing on this application is being requested to meet the Department's legal obligations. It will be used in accordance with Section 96 of the Public Officers Law. Failure to provide the requested information may result in your disqualification as a volunteer. The information will be maintained by the Hunter Education Program, Department of Environmental Conservation, 625 Broadway, Albany, New York 12233-4800 / 1-888-486-8332.

Requests for reasonable accommodations necessary to ensure full participation in the Hunter Education Program should be addressed to the Hunter Education Administrator, 625 Broadway Albany NY 12233-4800 / 1-888-486-8332.   The New York State Department of Environmental Conservation does not discriminate on the basis of race, color, national origin, gender, religion, sexual orientation, age, marital status, or disability in employment or provision of services.

If submitting by mail, return this form to:

NYSDEC Hunter Education Program
625 Broadway
Albany, NY 12233-4800

Questions? Call the Hunter Education Program toll-free 1-888-486-8332 or email spedapps@dec.ny.gov

For DEC staff use only	Approved (yes/no)	Date	Initials	
Criminal Background				**Sent to LE**_____
ECAT				**Outcome**_____
SOR				**Sent to Region**_____

If you are having difficulties submitting this from electronically, please either save it as a pdf and email to spedapps@dec.ny.gov OR print the form and mail it to the address above.