



Hunter Education Instructor Manual



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Idaho Fish and Game Hunter Education Program

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Welcome

This manual has been developed to help you in your role as a volunteer instructor. The policies and procedures of the Hunter Education Program are established to protect students and instructors alike. They provide instructors with classroom protocol and help to insure the overall success of the program. Instructors who follow the established curriculum, policies and procedures are provided liability protection pursuant to the Idaho Tort Claims Act (Idaho Code Sections 6-901 through 6-929) when acting in the capacity of a Hunter Education Program instructor. State and Federal policies fish and game operates under are located in Appendix A.

This manual will help you develop a uniform course of instruction in safety, ethics and conservation ensuring that students across the state receive the same information and training. In addition, a uniform course meets the criteria established by the International Hunter Education Association-USA, IHEA-WORLD and National Bowhunter Education Foundation. This allows for hunter and bowhunter education certification in one state to be accepted by other states and countries around the world.

Regional Volunteer Services Coordinator Contacts

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Instructor points, awards, student record management, event manager assistance.

THE HISTORY OF HUNTER EDUCATION

HUNTER EDUCATION in the United States originated because of concerns about increasing numbers of hunting incidents in the years immediately following World War II. Returning soldiers found that battlefield skills did not translate into safe hunting skills. In response, a number of states began offering voluntary hunter education workshops in the late 1940s and early 1950s. New York became the first state to require mandatory hunter education beginning in 1949. With the 1972 passage of the Dingell-Hart amendment to the 1937 Federal Aid in Wildlife Restoration Act (commonly called the Pittman-Robertson Act), states became eligible to receive funding for hunter education. Within just a few years, all 50 states developed mandatory hunter education programs. Today, hunting accidents are at their lowest point since documentation began.



In 1979, the Idaho Hunter Education Law was passed. Hunter education became mandatory for all first-time hunters born on or after January 1, 1975. In 1993, the law was amended to include a mandatory course for bowhunters who have not previously held an archery permit. Trappers who have not held an Idaho trapping license since 2011, and anyone who intends to trap wolves must take trapping and wolf trapping education.

LEGAL ESTABLISHMENT OF HUNTER EDUCATION IN IDAHO

OUR MISSION:

The rules governing mandatory hunter, archery and trapper education are found in IDAPA 13 Title 01 Chapter 2, refer to Appendix B (pages 44 - 47). The mission of the Idaho Hunter Education Program is to educate Idaho hunters about safe hunting practices, game management, and hunting regulations and to develop responsible, ethical hunters.

OUR GOALS:

- Reduce hunting accidents by graduating hunters that practice safe hunting and firearm handling.
- Increase hunting participation of hunter education graduates.
- Graduate students that are knowledgeable about hunting laws and ethics, and wildlife conservation, identification and management.



PROGRAM FUNDING:

Funding for Idaho's Hunter Education programs are provided by class fees and excise taxes on sporting arms, ammunition, archery equipment and handguns. Excise tax funds are distributed to state hunter education programs through the US Fish and Wildlife Service under the Wildlife Restoration Act, also known as Pittman-Robertson. Funds are allocated based on state hunting license sales and state population. To receive funds, Idaho must match 25% of the money with donations and volunteer service hours. The time you and your fellow volunteers donate plays a vital role in ensuring that Idaho Hunter Education receives its Federal share.

BECOMING AN INSTRUCTOR

Instructors in this program are members of a select group of hunters who have chosen to share their skills and knowledge by instructing new hunters. Becoming an instructor requires time and dedication. It also requires the ability to uphold high standards and present a professional demeanor at all times.



Photo: CC-BY Idaho Fish and Game

INSTRUCTOR SELECTION PROCESS

Applicants must successfully complete the following to be certified as an instructor:

1. Successfully complete or have completed the hunter education course the applicant will be instructing.
2. Complete the Instructor Application form, refer to Appendix C (page 48).
3. Get fingerprinted to complete the Idaho State Police Criminal History Records Check; and Idaho Department of Fish and Game violation background check. The Volunteer Services Coordinator can assist with the fingerprinting process or refer you to a law enforcement agency offering such services.
4. The applicant must demonstrate to the Volunteer Services Coordinator that he or she has a full understanding of the course materials to be taught.
5. The applicant must verify with the Volunteer Services Coordinator that he or she will agree to follow the approved course curriculum and abide by the Hunter Education Program policies and procedures.
6. Complete an instructor training course.
7. Assist in the teaching of a minimum of one course with a lead instructor who will verify the assistance with the Volunteer Services Coordinator.

★
Note: Final authority to approve a volunteer for instructor status is under the discretion of the Volunteer Services Coordinator and the State Hunter Education Coordinator.
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INSTRUCTOR RESPONSIBILITIES

Photo: CC-BY Idaho Fish and Game

LEAD INSTRUCTOR

The lead instructor is the principal instructor for an individual course and responsible for the quality of the instruction, course content, assignment of grades and final reporting. General responsibilities include the following:

- Post your course in Event Manager. Order your supplies through the Volunteer Services Coordinator at least 14 days before your class to allow time for delivery of your supplies. Order any additional supplies at this time such as videos. Provide a physical address. We cannot ship to a P.O. Box.
- Coordinate assistant instructor(s) and/or guest instructor(s).
- Record course results in Event Manager immediately following the course. After instructor submits results, the student will receive a thank you email and an electronic copy of their certification card.
- It is recommended that the lead instructor be present for the entire class.

ASSISTANT INSTRUCTOR

It is recommended that the assistant instructor be present for the entire class.

GUEST INSTRUCTOR

Guest instructors are certified or non-certified instructors that come to 1 or more class periods to provide a lecture/demonstration or assist with field exercises. They need not to be present for all scheduled course days. Non-certified guest instructors must always be under the direct supervision of a certified instructor.

INSTRUCTOR CONDUCT

As a volunteer for the Idaho Fish and Game, you are a representative of Idaho Fish and Game and are expected to conduct yourself in a professional manner at all times. You must be careful to confine your activities and teaching to the purpose of the program and to the improvement of hunter safety and ethics. While you are not expected to agree with every management decision made by Idaho Fish and Game, you should not use your class as a place to share your personal views. As an instructor, you are expected to obey wildlife laws and model ethical hunter behavior in and outside of the classroom. A background check is required for all new instructors, with an updated re-screening conducted every five years after certification.

In accordance with the Privacy Act, the background results are reviewed by only CJIS security-certified agency staff. If a violation is found, the Enforcement and Communications Bureau Chiefs make the final determination of eligibility. If you are ineligible for instructor certification, you will receive a letter in the mail from Idaho Fish and Game headquarters.

The following are grounds for a failure to certify or termination as an instructor.

- Failure to comply with established policies and procedures.
- Failure to provide adequate instruction.
- Failure to promptly return supplies, equipment or reports.
- Use of alcohol or drugs before and/or during a class.
- Use of profanity.
- Unprofessional appearance or inappropriate dress.
- Conduct contrary to the best interests of the Hunter Education Program.
- Conviction of a felony or a Fish and Game violation.
- Conviction of a misdemeanor crime of domestic violence or a crime against children.
- Conviction or a withheld judgment for any crime involving the use of alcohol, or the sale, possession, or use of drugs, to include the use or possession of drug paraphernalia.
- It is forbidden to lobby for, or promote membership in specific organizations except those that are in partnership with Idaho Fish and Game.

HUNTER'S CODE OF CONDUCT

- I will obey the rules for safe handling of a firearm or bow and insist that those hunting with me do the same.
- I will show respect for the wildlife I hunt by acquiring the marksmanship and hunting skills needed to assure clean, humane kills on game, and I will always work diligently to track and recover wounded game animals.
- I will understand and obey all hunting rules and regulations and will insist that those hunting with me do the same.
- I will always ask permission to hunt on private land and will conduct myself in a manner that will give landowners and the public a positive impression of hunters.
- I will remember that the future of hunting depends on both hunters and non-hunters, and I will always strive to create a positive image of hunters.
- I will support conservation programs that benefit all wildlife at the local, state and national levels.
- I will conduct myself in a manner that will not be considered detrimental to the hunting heritage.
- I will set a good example for new hunters by actively passing on the skills and knowledge necessary to be a safe, ethical and responsible hunter.

INSTRUCTOR CONDUCT continued



Photo: CC-BY Idaho Fish and Game

INSTRUCTOR CLOTHING

To facilitate a spirit of camaraderie among Hunter Education Instructors, Fish & Game will provide all active instructors with an instructor uniform. This is a great way to display your program patches. Please wear when teaching.

MAINTAINING ACTIVE INSTRUCTOR STATUS

In order to maintain active instructor status for the program you are certified to teach, you must instruct a minimum of one course each year and attend required trainings. This may be as a lead, assistant or guest instructor. If

unforeseen circumstances make it impossible for you to meet this requirement or you live in a small community where the need for courses is limited, please discuss this with your Volunteer Services Coordinator. It is possible that you can assist with other important hunter education needs to remain active as an instructor. Instructors who are unable to meet the minimum requirement will be placed on an inactive list. Inactive instructors are unable to order program materials until they become active again. If circumstances require that you take a sabbatical from the program, please notify your Volunteer Services Coordinator so they are aware of your situation.

RANGE OFFICER

Any instructor who wishes to offer an optional live fire exercise must complete HERO certification or NRA Range Safety Officer Course.

Fish and Game can arrange the HERO course. This course is a home-study course that will provide instructors with the basic knowledge to safely organize, conduct and supervise shooting range operations. The course covers general safety procedures, how to give safety briefings, range rules, approved shooting commands, how to handle firearm malfunctions and emergency procedures.

To certify as a **HERO** instructor, contact your regional Volunteer Services Coordinator to get your course materials and take the open book test. Instructors must pass this test with an 80% or above to certify. Certified instructors will receive a distinctive **HERO** patch to wear on your instructor vest.

JUNIOR INSTRUCTOR PROGRAM



Photo: CC-BY Idaho Fish and Game

The Junior Instructor Program is designed for youth between the ages of 12 and 17 who are interested in being involved in Hunter Education. Often, older children of active instructors participate in this program. It provides the necessary training and experience for junior instructors to become adult instructors upon turning 18 years of age. Junior instructor applicants must complete the following requirements:

1. Be between the ages of 12 and 17 and of good moral character.
2. Have been certified in the program they wish to instruct.
3. Be comfortable talking to strangers and working with people.
4. Complete an application with parental consent.
5. Attend an instructor orientation.

6. Assist the lead instructor with an entire hunter education course.

Junior Instructor applicants who complete the above requirements will become a certified Junior Instructor. For more information on the Junior Instructor Program, please contact your Regional Volunteer Services Coordinator.

JUNIOR INSTRUCTOR RESPONSIBILITIES

Like adult instructors, Junior Instructors have responsibilities. These include assisting with at least one course per year. Junior instructors can assist with a variety of duties including class registration, running the computer system, assisting with firearm demonstrations, or teaching portions of the course. A Junior Instructor must be supervised at all times by a certified instructor. Junior instructors must be at least 16 years of age to assist students with handling live firearms. Those under 16 can teach, observe and point out safety concerns.

INSTRUCTOR SUPPLIES AND AWARDS

Your volunteer time is the backbone of the Hunter Education Program. We have developed an incentive awards program to reward your efforts

THANK YOU!

VOLUNTEER RECOGNITION	
CATEGORIES	AWARDS, UNIFORMS AND SUPPLIES
New Instructors - certified and teaching independently as a lead or assistant instructor	Hunter Education buckle, leather belt, orange vest with hunter education patch.
Active Instructors - items received at annual training/ banquet.	Uniform: One Hunter Education logo fleece vest/ jacket, button down shirt or polo each year from IDFG vendor.
Longevity Awards	Pin and certificate for each 5 years served. This includes Junior Instructors.
Regional Instructor of the Year Award	Patch for Hunter Education vest.
State Instructor of the Year Award	Patch for Hunter Education vest, framed Hunter Education print and presentation at commission meeting.



FIREARM/BOW USE POLICY

Activity	Program Protocol
Classroom Instruction Field Day Field Exercise	Use only Idaho Fish and Game-owned firearms and ammunition. When available, use non-functional training firearms & dummy ammunition. No personal firearms.
Hunter Education Mentored Hunts Hunter Education Shooting Clinics <i>To use Hunter Education equipment/firearms, event must be a Fish and Game event OR an event where we have a direct partnership role with staff and/or HE instructors present.</i>	When available, use Idaho Fish and Game-owned firearms and ammunition. A safety range officer must be present and begin each event with safety demonstrations and training. The range officer will have total control of field/firing line. They will direct all decisions including inspection of personal firearms and ammunition, determine qualified shooters proficient to shoot, and select qualified adults to be mentors. Range officer also decides where non-shooters reside and if using dogs, which dogs and handlers will be used. Ratio of participants to instructors or adult mentors should be the following: <ul style="list-style-type: none"> • Youth Hunt 1:1 • Adult Hunt 2:1 • Range Shooting Clinic 5:1 Participants using personal firearms/bows must sign the Personal Firearm/Bow Use Form (Appendix D) certifying the equipment is in good order, commercially manufactured ammunition only (not reloaded) and accepting that Fish & Game has a capped liability if negligence occurs and the firearm owner accepts liability. Parents must sign for children ages 17 and under, refer to Appendix D.
Situation: An instructor brings a personal firearm to class.	No personal firearms are to be used in classes, handled by students or used in the field exercise. If a volunteer brings a personal firearm to class and his/her actions show negligence, Fish & Game has a capped liability in this situation and the liability falls to the instructor.
Situation: Participant comes to class openly or concealed carrying a firearm.	Cannot be refused at allowable locations, including state owned buildings and private buildings with owner approval. Not allowable at schools. In this situation, no action is necessary unless you, a student or parent has concerns. Instructors can reschedule the class if they are not comfortable. Participants that are not comfortable can be transferred to another class with no additional fees. Ensure that the class stays focused on the lessons and take questions and concerns in private during break time. Contact IDFG staff immediately if you need help in any way.
Situation: Instructors want to bring a firearm to class open carry.	Not allowable. As an instructor you are a representative working for Idaho Fish and Game.

PROGRAM COURSES



Photo: CC-BY Idaho Fish and Game

COURSE DESCRIPTIONS

Hunter Education Course

This class provides instruction in the areas of: firearm handling and safety; hunting laws and ethics; responsibilities towards landowners; hunting skills; wildlife identification; survival skills and first aid; and wildlife management and conservation.

Bowhunter Education Course

Provides instruction in the areas of bowhunting law, ethics, wildlife identification and management and bowhunting skills including shot placement, survival skills and recovery techniques.

Hunter & Bowhunter Combination Course

Includes curriculum from both the hunter education and bowhunter education courses.

Trapper Education Instructor-led Course

A classroom course that covers trapping laws, ethical trapping, avoiding non-target catch, safety and basic trapping methods. All trapper education classes include a field experience.

INSTRUCTOR-LED HUNTER ED CERTIFICATION

Cost: \$8 IDFG office registration, \$9.75 online registration

This option is ideal for new hunters, particularly those without a mentor.

- Taught by a trained instructor in a classroom setting.
- Hands-on experience.
- Length of time: 12 to 13 hours. Length may vary in regions.
- Bowhunter Combination Courses: Some courses also offer bowhunter certification. Check class details for more information.

ONLINE HUNTER AND BOWHUNTER ED CERTIFICATION

Hunter Education \$32.50 www.hunter-ed.com/idaho

Bowhunter Education \$38.00 www.bowhunter-ed.com/idaho

This option is best suited for those who do not need hands-on firearm training.

- Self-paced course taken on any computer. Includes live-action videos.
- All lessons are self-directed online without a live instructor.
- No hands-on experience.
- No field day required.
- Length of time: 10 to 12 hours.

HYBRID HUNTER ED CERTIFICATION

Cost: \$8 IDFG office registration, \$9.75 online registration

This option is ideal for those seeking hands-on firearm experience who don't have time for the traditional course. Designed for students ages 9 to adult.

- Initial lessons are taught by a live instructor in a virtual classroom.
- Accessible on any computer.
- Final lesson is taught in-person with hands-on experience.
- Some pre-reading required.
- Virtual class time: 3-4 sessions, 2 hours each.
- In-person class time: 1 session, 3-5 hours.
- Total class time commitment: 11-13 hours.

CONDUCTING YOUR CLASS

TEAM TEACHING IS THE BEST PRACTICE!

As an instructor you are responsible for the safety and well-being of your students. To protect you and your students we follow best practices for working with minors.

- Never be alone with a student unless you are in a public area and other adults and students are in view. If needed, ask another adult to stay with you.
- When assisting with handling firearms, ask the student before making any physical contact.
- Do not hug students.

LATE PICK UP OF CHILDREN

- At the beginning of class, and in your course instructor notes (in Event Manager), set clear expectations with parents to arrive 10 minutes prior to the end of class to pick up their child.
- When assisting with handling firearms, ask the student before making any physical contact.

ACCESSIBILITY

Instructors are required to provide “reasonable” accommodations for persons with disabilities as set forth in the Americans with Disabilities Act. Therefore, it is important that at the beginning of the first class, instructors notify all students of the following:

“If you need special assistance or accommodations for this course, please let an instructor know before the end of today’s class. We will make every effort to accommodate your needs.”

Sometimes, students or parents are embarrassed to make special requests, so be sure that you make yourself available after the first class ends in case a student or parent would like to have a private conversation.

If you receive a request beyond what you can provide, such as the need for an interpreter, please notify your Volunteer Services Coordinator within 24 hours. Idaho Fish and Game’s policy on special accommodations, such as interpretation, is stated on the registration page of the IDFG website. We require up to 30 days advance notice for Idaho Fish and Game to arrange the requested accommodations. Individuals can connect with the Idaho Relay Service or TDD at 1-800-368-6185.



MAKE-UP CLASSES

Students are expected to attend all classes. Make-up classes can be offered, but only if the instructor is willing to hold such classes. Instructors are not required to hold make-up classes; it is the responsibility of students to attend all required classes. This should be made clear to students on the first night of class. However, students do get sick and emergencies happen. Providing alternatives to make up missed material is something instructors can do for students with extenuating circumstances. Such things include written or oral reports of missed class material, completing all review questions for a chapter, taking a quiz, etc. This is left to the discretion of the instructor. The field exercise cannot be made up with alternative methods. Instructors are encouraged to require students that will miss more than one class to enroll in another course that would better meet their needs.

CERTIFYING YOUR STUDENTS

The decision to certify a student is based on the following standards:

- A student must be at least 9 years old in all courses with the exception of trapper education. Trapper education is open to any age, but the student must be able to pass the written exam. For trapper education, anyone under age 9 must attend with an adult.
- Students must attend all classroom sessions or complete requirements set by the instructor in case of a missed class.
- The student must pass the written final examination with a score of 80% or higher.
- The student must display responsible and safe behaviors during all aspects of the class, especially the field exercise.

Upon successful completion of the course requirements, students will receive their certification card. This is a big moment for many of your students. Celebrate your students' accomplishments with a formal presentation of certification cards. Remind your students (and their parents) to put their card in a safe place. Their certification number is required for them to purchase their first hunting license.

FAILING A STUDENT

Failing a student is a serious step. Instructors must document the reasons for a failure as well as discuss the decision with the student's parents. You must also notify your Volunteer Services Coordinator whenever you fail a student utilizing the Incomplete Certification Form, refer to Appendix E. Document the reasons for a failure. Students that fail a course will be required to re-enroll in a later course and pay the course fee.

Reasons for failure are outlined as follows:

- The student receives a final examination score of less than the required 80%.
- The student does not, in the opinion of the instructor, meet the course standards.
- The student repeatedly displays unsafe behaviors even after having been asked to stop by the instructor.
- The student repeatedly disrupts the course even after having been asked to stop by the instructor.
- The student directly points a firearm at themselves or another person during the field exercise.
- The student fails to attend all classes and/or field exercise.

RECORDS AND FORMS

Paperwork is an important responsibility of Hunter Education instructors. Typically, the lead instructor handles the class paperwork. It is essential that all paperwork be returned promptly to the Volunteer Services Coordinator within 10 business days. Delay in the return of paperwork can impact a student's ability to get a hunting license.

At the end of your class, you must close out the class in the Event Manager Program.

- All volunteers need to sign into Event Manager to complete time cards. If this is not possible, use the Class Record Form, refer to Appendix F.
- Student forms are needed only if a student cannot self register through Event Manager. If this is not possible, use the paper Student Information Form, refer to Appendix G.
- Checks should be made to IDFG (this includes anyone that is not pre-registered). Do not send cash .

VSC: Volunteer Services Coordinator

HOW DO I REGISTER A WALK-IN STUDENT?

Plan A: Ask for the student's email. Log into Event Manager and email invite the student to class. The student will receive an email with a link to self-register and pay online. Once the student is registered, they will appear on your roster in Event Manager with a certification number. This can be done any time during the course and your VSC can assist in inviting students.

How do I invite a student to my event? Navigate to your roster page in Event Manager.

- 1) Select "My Event Schedule"
- 2) Choose the event from the calendar
- 3) Select "Edit Event"
- 4) Under options: disable waitlist
- 5) Add to class seat "capacity" if no empty seats are available
- 6) Select "Invite Student". This brings up the email with a link for student to self-register

HOW DOES A WALK-IN RECEIVE A CERTIFICATION CARD?

Plan B: Ask the student to complete the paper form, Student Information Form, and collect \$8.00. You must mail the form and payment (checks only) to your VSC.

Please do not request for your VSC to mail these to your student(s)

Student Registered in Event Manager

1. Students will receive their card by email after the event ends and your VSC enters and approves records.
2. Additionally, you can use the blank certification card included with your course supplies. Complete the card with the student name, DOB and certification number, which can be found on the roster page in Event Manager.

Student Completed a Student Information Form

1. The student must wait until the certification card is emailed at the end of your event once course records are submitted and approved.

Students Can Purchase a Hard Card (\$10):
ilostmycard.com



Photo: CC-BY Idaho Fish and Game

TEACHING TIPS

PREPARATION - Getting Started

- Be organized and prepare lessons in advance.
- Have classroom set up and ready for students when they arrive.
- Use name tags or table tents to learn your students' names.
- Remember that you were once a first-time hunter who had a lot to learn.
- Model the behavior you want to see in your students.
- Have fun - students appreciate instructors who enjoy what they are teaching.

METHODS

- Feel free to modify lesson plans to fit your teaching style.
- Avoid long lectures or frequent videos. Instead utilize hands-on activities.
- Use questions to get your students thinking.
- Explain technical terms to help your students learn.
- Handle disruptive students quickly and fairly. If necessary, involve the parents.
- Stay on-topic and avoid telling “stories” unless they directly illustrate the point you are making.
- You are not expected to know everything. If a student asks a question for which you do not know the answer, tell them that you do not know, but will find the information for the next class. Then follow through with the answer.

PROPS

Props can be great teaching tools. For example, when you are discussing what to carry in a hunting pack, bring yours. Show your students the contents and explain why they are important. When discussing firearms, use the model firearm set provided by the Department to illustrate different types of actions. Have your students practice carries using the model firearms. Instructors' and volunteers' personal firearms are not allowed in the hunter education classroom.



GUEST INSTRUCTORS

A guest instructor can be a good way to bring new energy into your class. They can help you cover a topic that you may not feel as knowledgeable about such as first aid or survival skills. Check in your community to see if you can find guest instructors.

It is important that a certified instructor be present at all times.

Many instructors feel most comfortable having a Conservation Officer attend class to discuss wildlife law and regulations. Your Volunteer Services Coordinator can help you arrange for an officer visit. In case an officer is unavailable, show the Hunting Ethics video as a substitute. This can also be shown prior to a conservation officer visit as an introduction to the topic of hunter ethics.

TEACHING TIPS CONTINUED



Photo: CC-BY Idaho Fish and Game

TEAM TEACHING

Working with another instructor to present a class is a great way to teach and strongly encouraged. New instructors can learn tried and true techniques while experienced instructors can learn new ways of teaching. If you want to team teach, find another instructor or instructors whose methods you admire and ask if you could work together. One of you will be the lead instructor for the class, while the others act as assistant instructors. Take time to sit down together to plan your class, dividing up the topics depending upon your strengths, weaknesses and interests. When your partner is teaching, be an active listener and add information when pertinent. Also, remember to provide each other with feedback regarding what went well and what could be improved. Instructor teams that have taught together for many years offer students the best of both instructors.

MEDIA

Media, such as videos and software programs, are valuable teaching tools that enhance learning. However, it is easy to over-use in the classroom. To keep your students engaged, use it as an interactive experience stopping at pertinent parts to discuss elements with your class or quiz them on what they have seen. See the approved Hunter Education Program media list on page 24.



“Ethical behavior is doing the right thing when no one else is watching — even when doing the wrong thing is legal.”

Aldo Leopold



HUNTER EDUCATION INSTRUCTOR-LED SYLLABUS

*For activities, refer to the separate activities document.

REQUIREMENTS FOR CERTIFICATION

1. Duration: At least 10 hours in length and should not exceed 13 hours plus field exercise.
2. Attendance: 100% class attendance unless extenuating circumstances occur (instructor discretion).
3. Written Examination: Students must receive an 80% or higher on the final written exam.
4. Attend and pass field exercise.

ANNOUNCEMENTS

1. After welcoming your class, clearly define expectations such as certification requirements, attendance, class start/end times, breaks, etc.
2. Announce that those needing special assistance or accommodations during the course need to let you know by the end of the first class.
3. Homework: Read chapters and assign questions in the back of *Today's Hunter*.

CLASS 1 (2 HOURS)

- Welcome & student paperwork
- Introduction, Chapter 1
- Ten Commandments of Firearm Safety
- Know Your Firearm Equipment, Chapter 2
- Online Lesson: HE Tools download at: <http://www.huntercourse.com/hetools/> open firearm basics
- Today's Hunter Video: Understanding Ballistics (5 min), Loading and Unloading (4 min), Clearing Plugged Barrels (5 min)
- Activity: Spray Bottle Choke
- Activity: Mouse Trap Watch the Muzzle

CLASS 2 (2 HOURS)

- Basic Shooting Skills, Chapter 3
- Basic Hunting Skills, Chapter 4
- Video: Shoot/Don't Shoot (15 minutes)
- Activity: Shot Placement
- Activity: Field Dressing with Chocolate

CLASS 3 (2 HOURS)

- Be a Safe Hunter, Chapter 6
- Preparation and Survival Skills, Chapter 8 (hunting plan, dangerous situations)
- Practice safe firearm carries
- Today's Hunter Video: Staying Safe After the Shot (4 min), Safe Firearm Carries (2 min), Zone of Fire (6 min), Blaze Orange (5 min)
- Video: The Last Shot (15 minutes)

CLASS 4 (2 HOURS)

- Be a Responsible & Ethical Hunter, Chapter 7
- Preparation and Survival Skills, Chapter 8
- Video: A Safe Start: Hunting Ethics (12 minutes) and/or invite Conservation Officer to class
- Activity: Wilderness Backpack
- Activity: State of Idaho

CLASS 5 (2 HOURS)

- Wildlife Conservation, Chapter 9
- Wildlife Identification
- Activity: Oh, Deer

CLASS 6 (2 HOURS)

- Review for Test
- Field Exercise Information
- Final Exam



CHAPTER 5 (2 HOURS) *For Hunter & Bowhunter Combination Courses

- How bowhunting differs from hunting
- Bowhunting equipment
- Bowhunting methods
- Safety
- Archery law

HUNTER EDUCATION PRACTICAL EXAM



Photo: CC-BY Idaho Fish and Game

These exercises are taught at the instructor-led course. Students must demonstrate a very good understanding of these concepts and handle the firearm safely in order to pass. Instructors are encouraged to hold their practical exam in an outdoor setting.

MANDATORY EXERCISES:

- Shoot/don't shoot scenarios
- Shooting positions
- Field carries
- Operation of actions
- Safe loading and unloading
- Selecting the proper ammunition for the firearm
- Safely crossing obstacles
- Zones of fire
- Safe removal of firearms from a vehicle and/or a boat

OPTIONAL EXERCISES:

- Demonstrating hunter orange visibility
- Safely approaching a downed animal
- Map & compass practice
- Basic boating safety skills
- Gun cleaning

BOWHUNTER EDUCATION MANDATORY EXERCISES:

****For Hunter & Bowhunter
Combination course
add these to the Hunter
Education exercises.***

- Distance estimation
- Blood trailing
- Tree stand safety



TRAPPER EDUCATION COURSE SYLLABUS



REQUIREMENTS FOR CERTIFICATION

1. Duration: 8 hours.
2. Attendance: 100% class attendance unless extenuating circumstances occur (instructor discretion).
3. Written Examination: Students must receive an 80% or higher on the final written exam.
4. Attend and pass field exercise.

ANNOUNCEMENTS AND BACKGROUND (30 MINUTES)

1. After welcoming your class, clearly define expectations such as certification requirements, attendance, class start/end times, breaks, etc.
2. Announce that those needing special assistance or accommodations during the course need to let you know by the end of the first class.

Concepts:

- History of fur trapping in the U.S.
- Regulated trapping arose in 20th century.
- Why do we trap?

ETHICS (45 MINUTES)

Concepts:

- Respect: Other trappers, sportsmen, non-trappers, landowners
- Image: No carcass dumping, inappropriate social media posts/photos
- Place traps away from high use areas
- Quick humane dispatch (or release) of trapped animals

- Minimize disturbance on surrounding wildlife, avoid non-target catches
- Check traps more often than required by law if possible
- Don't set more traps than you can effectively check

LAWS AND REGULATIONS (45 MINUTES)

Concepts:

- Seasons and bag limits/closures
- Time between trap checks
- Legal traps/snares and trap tags
- Non-target catches (how to release, when to call IDFG)
- Common violations
- Baits/lures/scents
- Reporting (CITES tags)

TRAPS AND EQUIPMENT (1 HOUR)

Concepts:

- Trap types: foothold, bodygrip, snare/cable restraint, cage
- Trap and cable device parts and tuning
- Best Management Practices (BMPs) available from fishwildlife.org
- Trapping tools and equipment
- Trap anchoring
- Use of safety devices

TRAP SETTING (1 HOUR)

- Examples for water, land, and above ground sets
- Examples for use of cable devices
- Examples for cage trapping
- Additional terminology (bedding, support, backing, stepping stick/stone, cubby, break-away, diverter, etc.)
- Dispatch methods

TRAPPER EDUCATION COURSE SYLLABUS CONTINUED



Photo: CC-BY Idaho Fish and Game

FURBEARER ID/BIOLOGY (30 MINUTES)

- Identification of furbearers
- Potential non-target animals
- Use knowledge of habits and habitats for trap placement
- Wolf trapping requires separate certification

FUR HANDLING (1 HOUR)

- Uses of various types of fur
- Pelt care in and out of the field
- Skinning (demonstrate or use video)
- Fleshing
- Stretching/drying
- Marketing (local buyers, shipping agents, auctions, taxidermy)
- Pelt grading
- Use of other carcass parts (skulls, bones, claws, glands, meat)

FIELD EXERCISES/EXAMPLE SETS

(2 HOURS)

Concepts

- Hands-on setting trap experience
- Culmination of lessons
- Demonstrate dryland and water sets for various species using foothold, bodygrip, and/or cable devices
- Have students make one or more sets and critique (as time and conditions allow)
- Questions and answers

WRITTEN EXAMINATION

(30 MINUTES)

RECOMMENDED MEDIA COLLECTIONS

All videos are available on a flash drive or DVD.



Photo: CC-BY Idaho Fish and Game

TODAY'S HUNTER VIDEOS

(KALKOMEY ENTERPRISES)

- Understanding ballistics
- Hunting from a ground blind
- Modern inline muzzle-loading safety
- Staying safe after the shot
- Clearing plugged barrels
- Safe firearm carries
- Safe fence crossing
- Unloading and loading firearms
- Transporting firearms safely
- Safe zones of fire
- Preparing to hunt from a tree stand
- Tree stand hunting safety
- Approached by a Conservation Officer
- Effectiveness of blaze orange
-

TODAY'S BOWHUNTER VIDEOS

(KALKOMEY PRODUCTION)

- Why bowhunt
- Gearing up
- Archery practice
- Bowhunting methods
- Preparing to hunt from a tree stand
- Shot selection
- Hey, I got one
- Crossbow safety

HUNTERS CONNECT

(INTERNATIONAL HUNTER EDUCATION ASSOCIATION)

<https://www.youtube.com/HuntersConnect>

A collection of videos on hunting preparation, skills, firearms, landowner access, archery, deer, elk and waterfowl hunting and processing and cooking game meat. New content added frequently.

TRAPPER VIDEOS

- Pelt preparation
- Professional fur handling

HUNTER EDUCATION TOOLS

Download software online at

<http://www.huntercourse.com/hetools/>

An interactive set of visual aides that allow the instructor to demonstrate various concepts.

- Shotguns & action types
- Rifles & action types
- Handguns & action types
- Muzzle-loaders & lock types
- Ammunition
- Bowhunting
- Safety & handling
- Marksmanship
- Wildlife I.D. & management
- Ethics & responsibility
- Game care & cleaning
- Tree stand safety
- Firearm care & cleaning
- Outdoor preparedness

RECOMMENDED MEDIA COLLECTIONS CONTINUED

MEDIA: IDAHO FISH AND GAME VIDEOS

A SAFE START: HUNTING ETHICS

Two IDFG conservation officers discuss ethics, common hunting violations, trespassing, tagging an animal and Citizens Against Poaching (CAP).

12 minutes

CHRONIC WASTING DISEASE

What is Chronic Wasting Disease (CWD), how is it transmitted and what do hunters need to know.

5:51 minutes

SHATTERED LIVES

Dramatically reviews the circumstances involved in the 1999 tragic fatal hunting accident that involved two adult hunters in northern Idaho. Includes emotional commentaries by the shooter and victim's family. Closed captioning available.

15 minutes

The Ten Commandments of **FIREARM SAFETY**

1 Watch that muzzle! Keep it pointed in a safe direction.

2 Treat every firearm with the respect due a loaded gun.

3 Be sure of the target and what is in front of it and beyond it.

4 Keep your finger outside the trigger guard until ready to shoot.

5 Safely check your barrel and ammunition for obstructions.



6 Unload firearms when not in use.

7 Point a firearm only at something you intend to shoot.

8 Don't run, jump, or climb with a loaded firearm.

9 Store firearms and ammunition separately and safely.

10 Avoid alcoholic beverages before and during shooting.

APPENDIX A: STATE AND FEDERAL POLICIES



**Work Related Employee Injury or Illness
PROCEDURE NO.: HRS-8.0**

Revision Date: November 2022

POLICY STATEMENT

Our employees are vital to the productivity and success of the Idaho Department of Fish and Game (IDFG) and achieving its mission and goals. Idaho Department of Fish and Game strives to provide a safe and healthy working environment for its employees. When an employee experiences an on-the-job injury or illness, efforts are focused on recovery and a safe return to work in accordance with the Division of Human Resources Statewide Policy [Section 13: Workers' Compensation](#).

Employees who sustain injuries or illnesses arising out of their employment with IDFG are entitled to benefits under Idaho Worker's Compensation laws, Idaho Code, Title 72. This coverage is maintained through IDFG's insurance carrier, the Idaho State Insurance Fund (SIF). Injuries are also reported to the Idaho Industrial Commission, as required by law. An employee may not waive their rights to workers' compensation benefits.

It is the policy of IDFG that every employee shall accept responsibility for accident prevention and conduct themselves in a manner that will ensure their own safety and the safety of those around them. This process is intended to make the process by which injured employees receive proper care and return to work as efficient as possible.

A. Responsibilities

1. Regional Supervisor/Bureau Chief Responsibilities

- a. Promote and model safe work practices within IDFG and ensure that safety measures are in place and followed.
- b. Ensure all accidents, injuries, illness and/or occupational exposures are reported immediately, as set forth in this policy.

2. Employee Responsibilities

- a. Employees are responsible for practicing safe work habits and reporting all unsafe situations or equipment to a supervisor immediately.
- b. Each employee is required to report all work-related incidents, accidents, illnesses, injuries and/or occupational exposures to their supervisor within 24 hours of the incident, or as soon as possible. Immediate reporting of injuries and illnesses is important in establishing coverage through workers' compensation.



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- c. If practicable, when seeking medical attention, employees should bring a written job description, including essential functions to the visit. This will allow the provider to evaluate whether the employee should return to normal job duties or if limited/light duty is appropriate.
 - d. Maintain regular contact with supervisors and the Human Resource office if unable to work and inform the supervisor of their progress, including updates on work restrictions.
 - e. Prior to returning to work, provide a return-to-work release from the health care provider listing any work restrictions and the length of time the restriction is in place. If temporary modified-duty work is requested, it must be reviewed and approved by the supervisor and Human Resources.
 - f. Attend all medical and therapy appointments as recommended by the health care provider.
3. Supervisor Responsibilities
- a. Supervisors are responsible for promoting and modeling a safe workplace and for the safety of all employees.
 - b. Ensure all accidents, injuries, illness and/or occupational exposures are reported immediately, as set forth in this policy.
 - c. Ensure that the Supervisor Incident Form has been completed for all reports of accidents, injuries, illnesses, and occupational exposures and sent to Human Resources.
 - d. Supervisors are responsible for ensuring that injured employees receive necessary and prompt medical attention. Arrange safe transportation for the employee for medical treatment, if needed, or call 911 if the injury or illness appears to need immediate medical attention.
 - e. Review each incident, accident, or occupational exposure. Discuss future preventative measures, if applicable.
 - f. If an employee does not seek medical attention, check with them to find out how they are feeling. If an employee is exhibiting pain or medical problems as the result of the injury or illness, medical care must be encouraged.



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- g. Require the employee to maintain regular contact regarding their work limitations, follow-up appointments and progress. Forward all written communication with the health care provider to Human Resources.
 - h. Do not allow the employee to return to work without a written release from the treating health care provider. The release will need supervisor approval before the employee can return to work. In some instances, temporary modified-duty work may be available.
 - i. Comply with all requirements of FMLA, ADA and privacy/confidentiality laws and rules.
4. Human Resource Responsibilities
- a. Ensure that the appropriate forms have been completed and filed.
 - b. Facilitate communication between the injured worker, SIF, and medical provider, as needed.
 - c. Be available to meet with the employee and supervisor regarding the claim, as needed.
 - d. Ensure that all Americans with Disabilities Act (ADA) and Family Medical Leave Act (FMLA) requirements are met.
 - e. Consult with the supervisor and/or employee about possible temporary modified duty assignment, if appropriate, and if specified by a health care provider. Approval must be given by the supervisor with Human Resource consultation prior to an employee returning to a light duty assignment. Receive and track healthcare provider documentation.
 - f. Instruct supervisors and employees on accurate coding on timesheets for injured employees who are off work.

B. Definitions

1. First Aid: Medical attention administered immediately after the injury occurs and at the location where it occurred. Typically, a one-time, short-term treatment that requires little to no technology or training to administer.
2. Medical Treatment: Examination or treatment by a qualified physician or medical provider as defined in Title 72, Idaho Code.



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3. Near Miss: A potential hazard or incident where a personal injury was not sustained but given a slight change in time or position, a personal injury could have easily occurred. Also known as close calls, near accidents, or injury-free events.

C. Reporting Requirements

An employee who sustains a work-related accident, injury, illness, or occupational exposure must notify their supervisor or Human Resources office within 24 hours, or as soon as possible. Reporting is required regardless of severity of injury or if any medical intervention is required. Once completed, the applicable forms should be submitted to the Human Resources office. The Human Resources office will place the forms in the employee's medical file.

D. Forms

1. Supervisor Incident Report: Supervisors will fill out this form for all reports of accidents, injuries, illnesses, and occupational exposures and will send to human resources. This form will be filed in the employee's medical file by Human Resources.
2. Injury/Incident Witness Statement: If there were witnesses to the accident, injury, illness or occupational exposure, statements must be gathered and reported using this form. Human Resources will send out the form to any witnesses. All statements will be sent to Human Resources and filed in the employee's medical file.
3. First Report of Injury or Illness (FROI): A FROI must be completed if an employee requests or seeks medical treatment. The Human Resources office shall complete the form and then send it to SIF for further reporting. The form may be completed and submitted electronically or in paper form.

E. Preferred/Designated Medical Providers

When medical attention is requested or required, an employee shall seek treatment with a medical provider listed on the preferred/designated [medical provider list](#). A copy of the preferred medical providers list is available to State of Idaho employees on the Division of Human Resources website or by contacting the Human Resources office. If an employee needs medical care outside of the preferred providers' business hours or needs emergency care, the employee should seek treatment with the nearest emergency room or urgent care. After receiving emergency care, the employee should seek any follow up treatment with a preferred/designated medical provider from the preferred medical providers list.

If an employee chooses not to seek treatment with a preferred/designated medial provider, then the employee may be responsible for any/all expenses associated with their medical treatment.



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F. Lost Time from Work

If an employee is unable to return to work, in any capacity, due to a work-related accident, injury, illness or occupational exposure, the employee must provide a copy of a written doctor's note to the Human Resources office. If an employee is receiving temporary total disability benefits, or temporary partial disability benefits from SIF, the employee may use a portion of their accrued sick leave and/or a portion of their other accrued paid leave or may choose to take a leave of absence without pay.

The employee is not required to use their sick, vacation, or other accrued leave in lieu of workers' compensation benefits.

An employee who is receiving workers' compensation benefits may also be eligible for other leaves including Family and Medical Leave (FMLA), an accommodation under the Americans with Disabilities Act (ADA), and/or short-term disability.

G. Timesheet Coding

Typically, there is a five (5) calendar day waiting period for workers' compensation benefits in which the first five (5) calendar days of income benefits are not paid by SIF. During this waiting period, an employee may use their accrued leave or may choose to take leave without pay. An employee cannot utilize their accrued leave if it will result in pay in excess of the employee's normally scheduled workweek.

If an employee chooses to use their accrued leave during the five (5) day waiting period, or while receiving workers' compensation income benefits, they should code their timesheet with the applicable workers' compensation codes.

The employee can use accrued sick leave or other accrued paid leave to bring them up to their regular salary. If the employee is choosing to take a leave of absence without pay while receiving income benefits from workers' compensation, they should code their time using the appropriate leave without pay code.

H. Return to Work

If an employee is absent from their regular job duties due to a work-related accident, injury, illness, or occupational exposure, they must provide a written medical provider's note to their Human Resources office prior to returning to work. The release may be a full release or may include restrictions. If the note includes restrictions, the Human Resources office will work with the employee's supervisor to determine if work is available within the restrictions. If work is available, the Human Resources office will prepare a written light duty job offer form. This will be

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signed by the employee indicating if they are accepting the light duty job offer or declining the light duty job offer. If work is not available within the employee's work unit, then the Human Resources office will determine if work is available within another work unit within the employee's agency. If an employee declines a light duty job offer, the employee may not be eligible for lost time benefits.

I. Record Retention

Any medical records or forms received pertaining to a work-related accident, injury illness and/or occupational exposure will be kept in the employee's medical file in accordance with the State of Idaho's general records retention schedule.

J. Medical Layoff

1. If an employee is unable to return to their regular work duties, with or without accommodation after 12 weeks or when accrued sick leave has been exhausted, whichever is longer, the position may be declared vacant, and the employee medically laid off.
2. The employee shall be entitled to re-employment preference and have their name certified to a re-employment preference register under State of Idaho layoff rules and reinstatement privileges when the administrator of the Division of Human Resources has been notified by the treating health care provider that the employee is able to return to work, per IDAPA Rule 15.04.01, Section 241.02 of the Division of Human Resources and Idaho Personnel Commission.

E. Disciplinary Action

1. Department supervisors shall take corrective measures as necessary to ensure that safety rules, work practices and policies are not violated. Corrective measures include employee training, instruction, and guidance to working safely.
2. With every preventable accident, the employee should be made aware that the IDFG will discourage unsafe work practices. Preventable accidents include, but are not limited to those caused by:
 - a. Failure to use available safety and/or personal protective equipment.
 - b. Failure to use proper lifting and/or restraint techniques or procedures.
 - c. Failure to observe hazardous footing conditions and wear appropriate footwear.
 - d. Careless or thoughtless acts.



IDAHO DEPARTMENT OF FISH AND GAME

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- e. Horseplay or practical jokes.
- f. Misuse of equipment.
- g. Being under the influence of drugs or alcohol.
- h. Failure to complete mandatory training in a timely manner.

F. Region and Bureau-Specific Safety

The Idaho Department of Fish and Game is made up of several different bureaus and regions that may have their own unique set of safety procedures and training. Supervisors are expected to train employees accordingly, and employees are expected to adhere to the safety trainings and procedures as applicable.

IDAHO DEPARTMENT OF FISH AND GAME CIVIL RIGHTS GRIEVANCE PROCEDURE

The Idaho Department of Fish and Game has adopted a grievance procedure providing for quick and fair investigations of discrimination complaints. Persons who feel they may have been illegally discriminated against on the basis of race, color, national origin, age, physical/mental disability or sex (in education programs only) may file a complaint. The laws are those relating to nondiscrimination in the use of any of the Department's public facilities, programs, or activities.

Complaints should be addressed to: **Director, Idaho Department of Fish and Game, 600 S. Walnut, P.O. Box 25, Boise, ID 83707.** The Director's designee may coordinate the investigation.

1. A complaint shall be filed in writing and signed by the complainant and/or the complainant's representative, parent, or guardian.
2. The complaint shall contain the name, address, and telephone number of the complainant; the date of the alleged discrimination; a description of what happened, and any other pertinent information to support the complaint.
3. The Department will contact the complainant in writing within fifteen (15) working days of receiving the complaint to let that person know the complaint was received and what action the Department has taken or will take in an attempt to resolve the complaint.
4. An investigation will be done within thirty (30) working days of the time the Department receives the complaint.
5. The Director or the Director's designee will send a written response to the complainant regarding the results of the investigation within ten (10) working days.
6. The complainant may also file a complaint with the following state and federal agencies.

Idaho Human Rights Commission
317 W Main St.
Boise, ID 83735-0660

U.S. Fish and Wildlife Service
Wildlife and Sport Fish Restoration Program
MS: WSFR
5275 Leesburg Pike
Falls Church, VA 22041

Director
Office of Civil Rights
U. S. Department of the Interior
1849 C Street, N.W.
Washington, D. C. 20240



Jim Fredericks, Director
Idaho Department of Fish and Game



**Respectful Workplace and Harassment
POLICY NO.: HR-4.0**

Revision Date: December 2015

POLICY STATEMENT

The Idaho Department of Fish and Game (Department) is committed to providing a safe and respectful work environment for its employees, vendors, contractors, visitors and other customers. The goal is to provide a workplace where employees can feel reasonably safe and where they are treated fairly, creating the freedom to focus on getting work done.

- A.** A respectful workplace supports the physical, psychological and social well-being of all employees. In a respectful workplace:
1. Employees are valued and communication is polite and courteous
 2. The dignity of each and every person is respected
 3. People are treated as they wish to be treated
 4. Disrespectful behaviors are not tolerated and are addressed by all employees
- B.** It is the policy of the Department that all employees have a right to work in an environment that is free from discriminatory harassment based on race, color, religion, sex, national origin, disability, age and genetic information. Sexual or other illegal or discriminatory harassment of any employee of the Department is prohibited by the policy of the Department. Additionally, harassing, bullying and/or discriminatory behavior that is not based on an individual's membership in a protected class (e.g. political affiliation, socio-economic factors, marital status, sexual orientation, etc.) but is inappropriate and/or disrespectful is a violation of policy. It is also against policy to participate in workplace bullying. Workplace bullying is the repeated mistreatment of one or more employees with intent to humiliate, intimidate and/or sabotage performance.
- C.** This policy applies to all employees of the Department at all levels in the organization, as well as to non-employee who have contact with employees during working hours. The Department prohibits any form of harassment and workplace bullying and will take immediate and appropriate action to prevent and to correct behavior that violates this policy. All employees are expected to treat their co-workers with courtesy, respect and dignity. Employees are encouraged to bring forward concerns related to this policy and are assured of non-retaliation. The Department will investigate and take corrective action whenever there is reason to believe that discrimination and/or harassment are present. The prohibitions of harassing behavior apply to peer relationships, as well as to employment relationships of a superior/subordinate nature. Harassment by nonemployees: suppliers, independent contractors, or customers is of equal concern and shall be investigated and all possible corrective action taken. Any employee, supervisor, or manager who is made aware of an alleged incident of sexual or other harassment shall bring the matter to proper resolution by taking action in accordance with the procedures in this policy. Managers and supervisors are especially charged with the responsibility of ensuring compliance with this policy and modeling appropriate behaviors. Employees are expected to refrain from conduct that may be reasonably considered offensive to others.



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D. General Information

1. All employees should avoid any action or conduct that might be viewed as violating the Department's expectations as it pertains to standards of a respectful workplace. Approval of, participation in or apparent acceptance of conduct constituting violations of a respectful workplace will be considered a violation of this policy.
2. If the Department determines that workplace harassment has occurred on the basis of sex, race, age, color, national origin, religion, or disability, corrective action will be taken. Depending upon the circumstances, this corrective action may include, but would not be limited to, verbal or written reprimand, suspension, demotion or dismissal.

a. Discrimination

Employment discrimination is unfair treatment or denial of normal privileges of employment based on race, national origin, color, sex, age, religion, or disability.

b. Harassment

Harassment is unwelcome physical or verbal conduct which denigrates or shows hostility or aversion toward an individual based on race, national origin, color, sex, age, religion, or disability. Harassment becomes unlawful when:

- 1) It has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- 2) It has the purpose or effect of unreasonably interfering with an individual's work performance.
- 3) It otherwise adversely affects an individual's employment opportunities.

E. Sexual Harassment

The Department recognizes that there is a difference between occasional compliments of a socially acceptable nature, and behavior that is not welcome, that is personally offensive, that lowers morale, and interferes with work effectiveness. Unwelcome sexual advances, requests for sexual favors, unwelcome sexual epithets, innuendoes, advances, references, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made an explicit or implicit term or condition of an individual's employment.
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile, or offensive working environment.



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F. Examples of sexual harassment include, but are not limited to:

1. Verbal:
 - a. Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
 - b. Using crude, offensive, or demeaning language
2. Nonverbal:
 - a. Calendars, pictures, any inappropriate object that can be clearly seen
 - b. Harassing and/or inappropriate messages sent though email, text message, social networking sites etc.
3. Physical:
 - a. Unnecessary and/or unwarranted touching.

G. Other Workplace Harassment and/or Discrimination

Discriminatory harassment based on race, color, religion, sex, national origin, disability, age and genetic information is conduct that denigrates or shows hostility or aversion toward an individual and includes, but is not limited to the following: epithets, slurs, negative stereotyping, or inappropriate jokes and comments.

H. Third-Party Harassment: Includes two types of situations

1. Non-Employees. The Department may also be responsible for the acts of non-employees, with respect to harassment of employees in the workplace, where the Department knows or should have known of the conduct and fails to take immediate and appropriate corrective action.
2. Employees. The Equal Employment Opportunity Commission (EEOC) defines third-party harassment as employees who themselves are not the target of harassment, but who either lose job benefits to others who submit to harassment or are not harassed themselves but must work in an atmosphere where such harassment is pervasive.

I. Bullying

1. Workplace bullying refers to repeated, unreasonable actions of individuals (or a group) directed towards an employee (or a group of employees), which is intended to humiliate, intimidate and/or sabotage performance.
2. Workplace bullying is behavior that harms, intimidates, offends, degrades or humiliates an employee, possibly in front of other employees, clients, or customers. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks. Bullying examples include, but are not limited to:
 - a. Invalid criticism
 - b. Malicious gossip



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- c. Verbal abuse and profanity, humiliation, insults
- d. Being the target of practical jokes

J. Investigations

1. Investigation of a complaint will normally include conferring with the parties involved and any names or apparent witnesses. All employees shall be protected from coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or assisting in an investigation.
2. If the investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop the harassment or discrimination immediately and to prevent its recurrence will be taken.

K. Retaliation

Any type of retaliation against any complaining employee, any witness, or anyone involved in a complaint is strictly prohibited. The Department will follow up any complaint or investigation as appropriate to assure that no retaliation occurs. Employees should immediately report any retaliation under the complaint procedure set forth in this policy. The Department will not tolerate retaliation and will take prompt and immediate steps to eliminate retaliation.

L. Who is Protected

1. All employees have a right to complain about harassment without fear of retaliation. The Department will initiate a prompt investigation and, if evidence of harassment and/or discrimination is found, appropriate action to stop the harassment and/or discrimination will be taken.
2. The Department strives to be a fair and equitable place to work and will not knowingly tolerate any employee being retaliated against for voicing a complaint. Additionally, federal and state laws forbid retaliation against an employee who opposes harassment. The Idaho Human Rights Commission is the State agency that investigates complaints of unlawful discrimination, including harassment. The EEOC is the Federal agency that investigates complaints regarding unlawful discrimination, including harassment.

M. Procedure

1. Employees have the responsibility to bring any form of prohibited conduct to the attention of the Department immediately. Any employee who has a complaint of sexual or other discriminatory harassment should report the alleged act immediately to any supervisor, manager, Bureau Chief, Regional Supervisor or Human Resource Officer. Even if you don't find the conduct personally offensive, others in the workplace may be offended. Supervisors and managers are responsible for immediately contacting Human Resources.



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2. All complaints will be handled in a timely and confidential manner. A thorough and independent investigation will be conducted based on the employee's statement of what has occurred. Individuals involved in the complaint, including all witnesses, will be advised not to discuss the subject outside of the investigation. The Department will retain confidential documentation of all allegations and investigations and will take appropriate corrective action to remedy all violations of this policy. Allegations of harassment often involve sensitive disclosures. Confidentiality allows the complainant to feel free to come forward, protects reputations, ensures a fair and impartial investigation and limits disruption in the workplace.

N. An employee who believes he/she has been harassed should

1. Inform others when their behavior is offensive and unwelcome and ask the harasser to stop. *(Note: Employees are encouraged, but in no way required, to inform others when their conduct is offensive. This affords an opportunity for immediate resolution. Sincere apologies can go a long way toward preserving good work relations.)*
2. Report the incident immediately to his/her direct supervisor, or any manager, Bureau Chief, Regional Supervisor, and/or the Human Resource Officer in the most confidential and direct means possible.
3. The employee may elect to utilize the Department's Problem Solving Procedure for sexual harassment and other forms of discrimination. However, once a complaint of harassment has been received by the Human Resource Officer, the requirements outlined in this policy will also be implemented.
4. The employee may elect to file a complaint with the Idaho Human Rights Commission and/or the EEOC, rather than utilize this investigative process.

O. Supervisor's Role

1. Supervisors should foster a respectful work environment free of harassment and assure that employees are aware that victims of harassment are encouraged to come forward and are protected from retaliation. Supervisors are required to address and report harassment that they are aware is occurring, even if a complaint is not made.
2. If a complaint is brought to the supervisor's attention, the supervisor should immediately contact the Human Resource Officer (or a Deputy Director or Director, if the complaint involves the Human Resources Officer; or the Deputy AG, if the complaint involves the Director).



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POLICY NO.: HR-4.0**

P. Human Resources Role

1. Human Resources shall fully inform the complainant of his/her rights and will work with Legal Services to conduct a prompt, comprehensive and objective investigation of the complaint:
 - a. The complaining employee, the alleged offender, and any witnesses to the alleged conduct or victims of similar conduct that the employer has reason to believe may exist will be interviewed.
 - b. At the completion of the investigation, the resulting determination will be recorded and discussed with the complaining employee, the alleged offender and (where appropriate) others directly involved; however, details of any specific employment actions taken will not be discussed.

Q. Human Resources shall recommend a prompt and effective remedy

1. If it is determined that harassment did occur, disciplinary action (commensurate with the severity of the offense) against the offender will be recommended to management in accordance with the disciplinary policy; and the complainant will be informed that action was taken, but details regarding the action will not be shared.
2. Reasonable and appropriate action will be recommended to remedy the complainant's loss, if any, resulting from the harassment.
3. Safeguards, where possible, will be put in place to assure that no further harassment of the complainant occurs, whether by managers, co-workers or non-employees, and no form of retaliation against the complainant will be tolerated.

In addition, Human Resources will assure that employee notification postings, complying with both Federal and State laws, are visible in an area readily accessible by all staff; the Department will make this policy available for review through the WIRE. Human Resources will also ensure that employees are regularly made aware of the expectations of a respectful workplace. All new employees will be provided training and be required to review this policy as part of new employee orientation.



IDAHO DEPARTMENT OF FISH AND GAME

Fair Employment Practices POLICY NO.: HR-18.0

Revision Date: December 2015

POLICY STATEMENT

The Idaho Department of Fish and Game (Department) policies, practices, and programs regarding employment shall be in accordance with the principles of fair treatment and shall not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or veteran status.

This policy includes equal employment opportunity in recruitment, appointment, promotion, demotion, transfer, retention, discipline, separation, training, and compensation.

All employees of the Department are responsible for monitoring Department policies, practices, and programs for compliance with Fair Employment Practices. Concerns regarding any violation of these Fair Employment Practices should be directed to the Department Human Resources Office.



**Program Nondiscrimination
POLICY NO.: HR-38.0**

Revision Date: December 2015

POLICY STATEMENT

The Idaho Department of Fish and Game (Department) is committed to a policy of compliance with the requirements of the current versions as amended of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, and Title II of the Americans with Disabilities Act of 1990.

- A.** To accomplish this policy in each of the following areas, the Department shall assure that:
1. Title VI
All services, programs, and activities of this Department will be offered, conducted, or administered fairly without regard to race, color, religion, age, sex, handicap, or national origin of the participants or benefactors.
 2. Section 504 and Title II
No qualified person with a disability is, on the basis of that disability, excluded from participation in, denied benefits of, or otherwise discriminated against in any program or activity conducted or sponsored by the Department.
 3. Age Discrimination Act
No person is discriminated against on the basis of age in programs or activities conducted or sponsored by the Department, except where certain age requirements are mandated by law.
 4. Title IX, Education Amendments of 1972
No person, on the basis of sex, is excluded from participation in, or denied benefits, of any education program conducted or sponsored by the Department.
- B.** The responsibility for development, implementation, monitoring, compliance, and maintenance of the various programs to assure nondiscrimination compliance shall rest with departmental management and the director. The responsibility for analysis, coordination, and information relative to these programs shall rest with the Department's Human Resource Officer.
- C.** All business transactions, educational/training programs, and building or access development conducted by, or on behalf of, the Department, shall comply with the foregoing nondiscrimination laws and policy.

NOTICE

REGARDING WORKERS' COMPENSATION INSURANCE

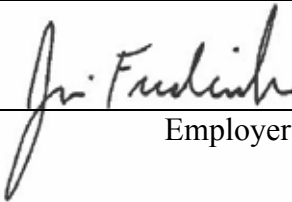
ALL WORKERS EMPLOYED BY THE UNDERSIGNED ARE HEREBY NOTIFIED THAT THE EMPLOYER HAS COMPLIED WITH THE LAW AS TO SECURING THE PAYMENT OF COMPENSATION TO EMPLOYEES AND THEIR DEPENDENTS, IN ACCORDANCE WITH THE PROVISIONS OF THE WORKERS' COMPENSATION LAW.

IDAHO DEPARTMENT OF FISH AND GAME

Employer

February 19, 2023

Date



Employer's Authorized Agent

An employee receiving an injury by accident must immediately notify his/her supervisor, superintendent, or the undersigned, who will provide medical attention.

Claim for compensation must be made in writing and given to the employer. Forms for giving notice of injury and making claim for compensation will be furnished by the employer; by the surety,

The State Insurance Fund, BOISE, IDAHO;

or upon application, by the Industrial Commission, at Boise.

APPENDIX B: Rules Governing Mandatory Hunter, Bowhunter and Trapper Education

IDAPA 13 – IDAHO DEPARTMENT OF FISH AND GAME

Wildlife Bureau

13.01.02 – Rules Governing Mandatory Education, Mentored Hunting, and Shooting Ranges

Who does these rules apply to?

These rules persons who wish to begin hunting or trapping in Idaho. These rules apply to persons who wish to participate in the Mentored Hunting Program as mentees or mentors.

What is the purpose of these rules?

These rules establish criteria for mandatory hunting, archery and trapping education programs and the Mentored Hunting Program to promote public safety and enjoyment of these activities.

What is the legal authority for the agency to promulgate this rule?

This rule implements the following statutes passed by the Idaho Legislature:

Fish and Game -

Fish and Game Commission:

- [Section 36-103, Idaho Code](#) – Wildlife Property of the State, Preservation
- [Section 36-104, Idaho Code](#) – General Powers and Duties of Commission

License to Hunt, Fish and Trap:

- [Section 36-401, Idaho Code](#) – Hunting, Trapping, Fishing – License Requirement – Exceptions
- [Section 36-412, Idaho Code](#) – Education Programs, Instructor Qualifications

Public Safety:

- [Section 36-1508, Idaho Code](#) – Shooting From Public Highway, Children Possessing Firearms

Who do I contact for more information on this rule?

Idaho Department of Fish and Game
600 S. Walnut Street
Boise, ID 83712

P.O. Box 25
Boise, ID 83707
Phone: (208) 334-3771
Fax: (208) 334-4885
Email: Rules@idfg.idaho.gov
Webpage: <http://idfg.idaho.gov>

Zero-Based Regulation Review - 2022 for Rule making and 2023 Legislative Review

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**13.01.02 – RULES GOVERNING MANDATORY EDUCATION,
MENTORED HUNTING, AND SHOOTING RANGES**

000. LEGAL AUTHORITY.

Sections 36-103, 36-104, 36-401, 36-409, 36-412, 36-418 and 36-1508. (3-30-23)

001. SCOPE.

These rules govern hunting, archery, and trapping education, mentored hunting and shooting ranges. (3-30-23)

002. – 009. (RESERVED)

010. DEFINITIONS.

01. Accompany(ied). Close enough for conversation without shouting or using electronic devices. (3-30-23)

02. Mentee. Holder of a Hunting Passport or Nonresident Junior Mentored License. (3-30-23)

011. – 100. (RESERVED)

101. HUNTING PASSPORT.

01. Hunting Passport. No person holding a Hunting Passport may hunt wildlife unless accompanied by an eligible mentor. Hunting Passports are licenses for carrying and exhibition purposes under Section 36-1201, Idaho Code, and authorize holders to hunt without mandatory hunter education. Hunting Passports expire December 31 of the year for which they are valid. (3-30-23)

02. Passport Eligibility. (3-30-23)

a. Only persons eight (8) years of age or older, who have not previously possessed a Hunting Passport, hunting license, or equivalent license in any state or country, may possess a Hunting Passport. Youths may possess additional Hunting Passport(s) each year until reaching ten (10) years of age. (3-30-23)

b. Hunting passport holders at least ten (10) years of age are eligible to obtain general hunt big game tags available for their residency. (3-30-23)

c. Hunting Passport holders are not eligible to apply for controlled hunts, except as designated by landowners for landowner permission or depredation hunts. (3-30-23)

d. Hunting Passport holders under eighteen (18) years of age are eligible to participate in youth-only seasons. (3-30-23)

102. HUNTING MENTOR.

01. Eligibility. No person may be a mentor unless they are eighteen (18) years of age or older and have a valid Idaho hunting license. A mentor may accompany no more than two (2) mentees at once. (3-30-23)

02. Game Tag. Mentees may not hunt for species requiring game tag(s) under Section 36-409, Idaho Code, unless the mentee has a valid tag for the hunt and the mentor has a tag for that species valid somewhere in Idaho during that calendar year. (3-30-23)

03. Mentor Hunting. Mentors may hunt while serving as mentors if eligible for that hunt. (3-30-23)

103. – 199. (RESERVED)

200. HUNTER AND ARCHERY EDUCATION.

Certification of hunter/archery education to comply with Section 36-411, Idaho Code, means presentation of Department-issued or equivalent certification. “Equivalent certification” for hunter/archery education means completed instruction by an authorized agency or association including firearms/archery safety, wildlife management and laws, hunter ethics, first aid, survival, and practical experience in handling and shooting firearms/archery equipment. (3-30-23)

201. TRAPPER EDUCATION.

Any person who did not possess an Idaho trapping license before July 1, 2011, is ineligible to obtain a trapping license unless they present Department-issued or equivalent certification of trapper education. “Equivalent certification” means completed instruction by an authorized agency or association including trapping safety, wildlife management and laws, non-target species avoidance techniques, trapper ethics and practical experience with trapping equipment. Wolf-only trapping education is not equivalent certification. (3-30-23)

202. WOLF TRAPPER EDUCATION.

No person may trap for wolves without successfully completing a Department-held wolf trapping education class. (3-30-23)

203. – 209. (RESERVED)

210. PARENTAL PERMISSION.

Students under age eighteen (18) who are not emancipated may only attend in-person Department mandatory education instruction with signed permission of a parent or legal guardian. (3-30-23)

211. – 219. (RESERVED)

220. MOUNTAIN GOAT IDENTIFICATION.

No person may obtain a mountain goat tag unless they have completed the Department’s online mountain goat gender identification test with a passing score (eighty percent (80%) or higher). One may take this test repeatedly to pass. (3-30-23)

221. – 249. (RESERVED)

250. EDUCATION FEES.

The Department will charge eight dollars (\$8) for each course enrollment in hunter, archery, trapper, or wolf trapper education. (3-30-23)

251. –299. (RESERVED)

300. SHOOTING RANGE FEES.

01. Fee Schedule. The Director may set a daily use fee for Commission-owned or Department-operated shooting ranges, not to exceed ten dollars (\$10.00), which a person must pay to use the range. (3-30-23)

02. Goods and Services. Department range program managers have authority to set and charge reasonable fees for goods available for resale, equipment rentals, and services provided to enhance user experience unique to the range. (3-30-23)

301. –999. (RESERVED)

APPENDIX C: Idaho Hunter Education Program Application for Instructor Certification

Region: _____



Idaho Hunter Education Program Application for Instructor Certification



*Thank you for your willingness to be part of Idaho's Hunter Education program
and your desire to help shape the next generation of hunters!*

Check all that apply: Hunter Ed. Bowhunter Ed. Trapper Ed. Employee

Name - last, first, middle (Please print)

Date of Birth

Address

City/State/Zip

Occupation

E-mail Address

Cell Phone

Work Phone

Home Phone

Gender Male
 Female

I have instructed in: Firearm Safety Industry/Trade Other (please specify)
(check all that apply) School (certified teacher) Armed Services _____
 Scouts, Youth Groups Church _____

If certified as a Hunter Education Program Instructor, I will contribute the necessary time to instruct and certify new hunters in my community.

I agree to follow approved course curriculum, to abide by all Department directives and established policy/procedure requirements, and to represent the Idaho Department of Fish and Game in a professional manner at all times.

I agree to accept my responsibility as an Idaho Hunter Education Program Instructor to pass along to those entrusted to me as much knowledge and skill as possible, and that I will not knowingly certify any person who does not meet course standards.

I understand that my certification as an instructor is contingent upon my being active in the Hunter Education Program, and that my purpose in applying for certification as an instructor is to contribute to the goal of raising up the next generation of safe and ethical hunters.

I offer and agree to volunteer my services without compensation in wages to assist the Idaho Department of Fish and Game as a Hunter Education Instructor in accordance with the following understandings:

- Although this volunteer service will not confer on me the status of a State employee while acting within the scope of this agreement, I will be deemed to be as if I were a State employee for purposes of the following:
 - State Tort Claims Act, which protects a State employee from liability for injury or damage to others while the employee is acting within the scope of his or her duties.
 - State Workers' Compensation Act, which authorizes compensation for work-related injury.

Applicant Signature

Date:

APPENDIX D: Personal Firearm/Bow Use Certification Form

Required for personal firearm/bow use at mentored hunts or range clinics.

I certify that the personal firearm/bow/crossbow I am using for this Idaho Fish and Game mentored hunt or clinic is in good working order. I will use only commercially manufactured ammunition in my firearm (reloaded ammunition is not allowed).

I understand that I am responsible for the safe condition of the firearm/bow/crossbow which I am providing and using, and I am responsible for knowing how to safely operate it. I accept any liability associated with the condition or operation of the firearm/bow/crossbow.

I also understand that the liability, if any, of the State of Idaho, Idaho Fish and Game, and its officers, employees and volunteers, is governed and limited by the Idaho Tort Claims Act (Idaho Code Sections 6-901 through -929).

Parent and/or Guardian Name (print): _____
Required if student is under age 18

Parent and/or Guardian Signature: _____

Student Name (print): _____

Student Signature: _____

Today's Date: _____

APPENDIX E: Incomplete Certification Form

TO BE COMPLETED BY LEAD INSTRUCTOR IF A STUDENT FAILS A CLASS.

Today's Date: _____

_____ has NOT satisfactorily completed the Hunter/
Bowhunter Education course in which he/she was enrolled.

Instructor Name: _____ **Class Location:** _____

Class Start Date: _____ **Class #:** _____

Reason(s) for Incomplete Certification:

_____ Absent

_____ Disruptive or unruly in class

_____ Attitude towards other students in the class

_____ Firearm safety

_____ Low score on written test (_____)

_____ Other _____

Describe discussion with student and/or parent:



APPENDIX F: Class Record Form

TO BE COMPLETED BY LEAD INSTRUCTOR AND SIGNED BY ALL PARTICIPATING VOLUNTEER INSTRUCTORS (ONLY IF EVENT MANAGER IS NOT USED).

SUBMIT WITHIN 10 DAYS OF CLASS COMPLETION.



CLASS RECORD FORM

CLASS INFORMATION:

Class ID: _____ Class location: _____

Start date: _____ End date: _____

CLASS TYPE (select one):

Instructor-led Hunter Instructor-led Bowhunter Combo
 Trapper Wolf Trapper Hunter Field Day only

STUDENTS: Total registered: _____

Total No. Students Certified (passed): _____

PAYMENT INFORMATION:

No. of prepaid students _____ No. of walk-in students _____

Total cash collected: \$ _____ Total checks collected: \$ _____

LIVE FIRE: Did you conduct a live fire clinic? Yes No

If yes, range location: _____ Range hours: _____ No. students: _____

INSTRUCTOR #1 TIME RECORD			
<p><u>Each instructor must complete their own time record.</u> Records for additional instructors are on the back of this sheet. Times should be rounded up or down to the nearest half hour. Use additional sheets as necessary.</p>			
Instructor name: _____		Instructor no.: _____	
Instructor type (select one):		Lead <input type="checkbox"/>	Assistant <input type="checkbox"/>
		Guest <input type="checkbox"/>	In-training <input type="checkbox"/>
Date (one class day per line)	Prep Hours	Class + Field Hours	Signature or Initials (required for each day)
			Sign here each class day
			Sign here each class day
			Sign here each class day
			Sign here each class day
			Sign here each class day
			Sign here each class day
			Sign here each class day
			Sign here each class day
			Sign here each class day
			Sign here each class day

INSTRUCTOR #2 TIME RECORD

Each instructor must complete their own time record. Times should be rounded up or down to the nearest half hour. Use additional sheets as necessary for more instructors.

Instructor name: _____

Instructor no.: _____

Instructor type (select one): Lead Assistant Guest In-training

Date <small>(one class day per line)</small>	Prep Hours	Class + Field Hours	Signature or Initials <small>(required for each day)</small>
			<i>Sign here each class day</i>
			<i>Sign here each class day</i>
			<i>Sign here each class day</i>
			<i>Sign here each class day</i>
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			<i>Sign here each class day</i>
			<i>Sign here each class day</i>
			<i>Sign here each class day</i>

INSTRUCTOR #3 TIME RECORD

Each instructor must complete their own time record. Times should be rounded up or down to the nearest half hour. Use additional sheets as necessary for more instructors.

Instructor name: _____

Instructor no.: _____

Instructor type (select one): Lead Assistant Guest In-training

Date <small>(one class day per line)</small>	Prep Hours	Class + Field Hours	Signature or Initials <small>(required for each day)</small>
			<i>Sign here each class day</i>
			<i>Sign here each class day</i>
			<i>Sign here each class day</i>
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			<i>Sign here each class day</i>

INSTRUCTOR #4 TIME RECORD

Each instructor must complete their own time record. Times should be rounded up or down to the nearest half hour. Use additional sheets as necessary for more instructors.

Instructor name: _____ Instructor no.: _____

Instructor type (select one): Lead Assistant Guest In-training

Date <small>(one class day per line)</small>	Prep Hours	Class + Field Hours	Signature or Initials <small>(required for each day)</small>
			<i>Sign here each class day</i>
			<i>Sign here each class day</i>
			<i>Sign here each class day</i>
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			<i>Sign here each class day</i>

INSTRUCTOR #5 TIME RECORD

Each instructor must complete their own time record. Times should be rounded up or down to the nearest half hour. Use additional sheets as necessary for more instructors.

Instructor name: _____ Instructor no.: _____

Instructor type (select one): Lead Assistant Guest In-training

Date <small>(one class day per line)</small>	Prep Hours	Class + Field Hours	Signature or Initials <small>(required for each day)</small>
			<i>Sign here each class day</i>
			<i>Sign here each class day</i>
			<i>Sign here each class day</i>
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			<i>Sign here each class day</i>

INSTRUCTOR #6 TIME RECORD

Each instructor must complete their own time record. Times should be rounded up or down to the nearest half hour. Use additional sheets as necessary for more instructors.

Instructor name: _____

Instructor no.: _____

Instructor type (select one): Lead Assistant Guest In-training

Date <small>(one class day per line)</small>	Prep Hours	Class + Field Hours	Signature or Initials <small>(required for each day)</small>
			<i>Sign here each class day</i>
			<i>Sign here each class day</i>
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			<i>Sign here each class day</i>

INSTRUCTOR #7 TIME RECORD

Each instructor must complete their own time record. Times should be rounded up or down to the nearest half hour. Use additional sheets as necessary for more instructors.

Instructor name: _____

Instructor no.: _____

Instructor type (select one): Lead Assistant Guest In-training

Date <small>(one class day per line)</small>	Prep Hours	Class + Field Hours	Signature or Initials <small>(required for each day)</small>
			<i>Sign here each class day</i>
			<i>Sign here each class day</i>
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			<i>Sign here each class day</i>
			<i>Sign here each class day</i>
			<i>Sign here each class day</i>

APPENDIX G: Student Information Form

COMPLETE THIS FORM FOR STUDENTS NOT PRE-REGISTERED AND CANNOT REGISTER ONLINE

STUDENT INFORMATION PLEASE PRINT CLEARLY (* required information)

* First Name: _____ MI: _____ * Last Name: _____ Suffix: _____

* Mailing Address: _____ *Physical Address: _____

* City: _____ * State: _____ * Zip: _____

* Phone: _____ * Date of Birth: _____ (month/day/year)

* Email: _____ * Gender: Male Female

* Emergency Contact Name: _____ * Phone: _____

PLEASE CIRCLE: WHO WILL YOU MOST LIKELY HUNT WITH?

Father

Friend

Mother

Relative

Grandparent

Alone

Sibling

Other

Spouse

OPTIONAL INFORMATION (CIRCLE RESPONSE)

Ethnicity: American Indian Asian/Pacific Hispanic White African American (Black) Other

Disability/Impairment: None Visual Hearing Reading Mobility Other

Education: (highest grade attained): 3 4 5 6 7 8 9 10 11 12 GED

High School Grad College Student College Grad Other

CLASS INFORMATION (To be completed by instructor)

Student Certification No.: _____ Class ID: _____

Class Type: HE _____ BHE: _____ Bow: _____ Trapper: _____ Wolf Trapper: _____

____ Instructor-led: _____ Field Day Only: _____

Instructor: _____

Course Fee (\$8) Paid by: Check _____ Check # _____ Cash _____

APPENDIX G: Parental Acknowledgment Form

Required for individuals less than 18 years of age to participate in Hunter Education courses.

Parental Acknowledgement and authorization to Hunter Education Program instructor.

I / We, hereby give permission for

Name of Student: _____

To attend the Idaho Hunter Education Program Courses and Clinics. In consideration of the above-named student being permitted to attend this course and in consideration of the instruction and use of facilities provided by the instructors and _____

_____ **(other sponsoring organizations, if any).**

We hereby acknowledge that any claim of bodily injury or for damages arising as a result of, or in connection with the instruction or the use of these facilities by the above-named student or arising from the student's presence on or about the property or facilities of Idaho Fish and Game, said organization, their representatives or instructors shall be governed by the Idaho Tort Claims Act (Idaho Code Sec. 6-901, et. seq.). I / We also authorize certification of the student if all qualifications are met.

Dated this _____ day of _____, 20_____.

Parent or Guardian Signature _____

Printed Name _____

Parent or Guardian





The mission of the Idaho Hunter Education Program is to educate Idaho hunters about safe hunting practices, game management, and hunting regulations and to develop responsible, ethical hunters.



Photo: CC-BY Idaho Fish and Game