

**NEW MEXICO DEPARTMENT OF GAME & FISH
HUNTER EDUCATION PROGRAM**



**INSTRUCTOR CERTIFICATION
PRE-WORKSHOP PACKET**

WELCOME TO HUNTER EDUCATION!

Welcome to the ranks of the greatest volunteer effort within fish and wildlife agencies throughout North America!

By joining the ranks of a hunter education instructor, you will be coaching new and veteran hunters and shooters to *be safe, ethical and responsible* – the mission of the New Mexico Department of Game and Fish's Hunter Education Program. Your involvement epitomizes the spirit of those who will forever continue the hunting heritage – passing on the important values to future generations of outdoor men and women.

Each prospective Hunter Education Instructor is required to complete this Instructor Pre-Workshop packet prior to participation in the Instructor Training Workshop. This packet consists of material that will prepare you for the Instructor Training Workshop and will help you to be an effective hunter education instructor. The associated completed review questions will be collected at the start of the workshop session. After the workshop you must also complete the online Instructor Hunter Education Course module. Once completed, you will send the completion certificate to the Hunter Education office and your instructor status will be changed to active certified instructor.

Thank you for your passion and commitment to joining hunter education. We hope it means as much to you as it does to thousands of students the department certifies each year. We are glad you want to be a part of this positive, proactive movement, and endure many more pressures to our wildlands and to our hunting heritage. The more you choose to be involved in this effort, the prouder and more satisfied you will feel and the more positive impact you will make!

If you have questions or need assistance, please do not hesitate to contact the hunter education staff. We pride ourselves in providing the best possible assistance and support to instructors throughout New Mexico!

NEW MEXICO HUNTER EDUCATION

The mission of the New Mexico Department of Game and Fish- (Department) Hunter Education Program is to provide an educational opportunity that enables students to safely participate in a hunting or shooting sport. Hunter education and its team of volunteer instructors strive to produce safe, ethical and responsible students that will be tomorrow's hunters and competitive shooters.

The nationwide goal of hunter education is to introduce people to the joys of hunting and shooting. There are 11.5 million hunters, 16 years of age and older, and an estimated less than 2 million hunters are under the age of 16 in the United States. Approximately 4% of the total U.S. population are hunters. Each year a total of over 670,000 hunters are trained in hunter education by over 58,000 hunter education instructors throughout North America, primarily by volunteers and professional educators trained by state and provincial fish and wildlife agencies*. (*U.S.F.W.S.- Ntl. Survey of Hunting, Fishing & Wildlife Assoc. Recreation– 2016*)

The Department is the state agency responsible for administering hunter education in New Mexico and was conceived in New Mexico in 1965. The NRA's existing hunter safety program was used and was four hours in length. Many NRA instructors in New Mexico were recruited as the first New Mexico volunteer hunter education instructors.

In 1972, the New Mexico Legislature passed the **mandatory hunter education** law for the State of New Mexico. The law allowed the Department's Commission to adopt regulations requiring hunter education for hunters born after January 1, 1958, in order to hunt with or shoot a firearm. Additionally, hunters needed to have in their possession a certificate of successful completion of a hunter education course. Therefore, anyone born on or after January 1, 1958, was required to complete the training to legally hunt in New Mexico. This was an example of what is called a "progressive law". As years progress, more hunters are required to have hunter education.

Due to this law stating it was unlawful to even "shoot" a firearm, even in a supervised program or on a certified range without first having hunter education, this law went back to the legislature in 1976.

In 1976, the law was amended to what New Mexico's law is currently... ***"No one under 18 years of age may hunt with a firearm without possessing, while hunting, a certificate attesting that he has passed this or another state's hunter education course. Uncertified juveniles may shoot (not hunt with) firearms if under adult supervision or in a supervised program. It is illegal for anyone under 18 to apply for or purchase any kind of firearms hunting license before completing the hunter education course."***- New Mexico Statute 17-2-33.

By the mid-80s students were required nationally to complete a minimum of 10 hours of instruction a requirement imposed by the Association of Fish and Wildlife Agencies (AFWA).

The most recent change to hunter education in New Mexico occurred in November 2012, when the Department passed a rule that introduced the Mentored-Youth Hunter (MY) Program. This rule allows first-time hunters between 8 and 17 years of age the ability to participate in hunting with an adult mentor. Upon successful completion of an abbreviated online quiz with a minimum score of 80%, the youth hunter is assigned an MY number. This number is then uploaded into their Department Customer Identification Number (CIN) account. This hunter education deferral is good only once in a lifetime.

MY hunters 8 and 9 years of age are eligible to purchase a Game-hunting or Game-hunting & Fishing License and hunt small game only.

MY hunters 10 to 17 years of age are eligible to purchase a Game-hunting or Game-hunting & Fishing License and may hunt and apply for the following species: **deer, javelina, pronghorn, turkey, and small game** and is valid for two consecutive license years. To continue hunting the youth must then successfully pass a state-certified hunter education course.

Bowhunter Education – Certification is not mandatory for bowhunters in New Mexico but is highly recommended. It provides the means to introduce responsible use of archery equipment, safety, and ethics and is in accordance with the National Bowhunter Education Foundation policies and procedures. Other states have bowhunter education requirements for either all bowhunters, for hunters of a certain age, or to hunt in certain areas of the state. For many states, bowhunter education normally does not substitute for the hunter education certification. Be sure to encourage students to become very familiar with the individual state's regulations where they wish to hunt.

HUNTER EDUCATION INSTRUCTOR REQUIREMENTS

Each state and provincial fish and wildlife agency is responsible for training instructors who teach hunter education. The volunteer instructor is the backbone of hunter education in North America. The majority of volunteers are hunters who want to give back their knowledge and skills by contributing in a positive way to the hunting heritage.

ALL Volunteers

- Must be at least 18 years* of age and must not have been convicted of any felonies, domestic violence, child crimes, negligent use of firearms, or violations of any Game and Fish laws. Volunteers convicted of a game law violation will be handled on a case by case basis. (*exception of Junior Instructors)
- Must have a Department Customer Identification Number (CIN) set up through the Department of Game & Fish at the following website: <https://onlinesales.wildlife.state.nm.us/login>. Please contact the hunter education office if you need assistance setting-up a CIN account.
- Must submit to and pass a background check prior to becoming a vetted volunteer.

Instructor Certified Volunteers

- **All** prospective instructors must submit an instructor application. This application can be found on the Department website www.wildlife.state.nm.us/education/hunter-education/hunter-education-instructor/, Kalkomey volunteer website <https://new-mexico.volunteers.kalkomey.com/> or by calling the hunter education office at 505-222-4731.
- **All** prospective instructors must obtain a student certification from a New Mexico hunter education student course if one is not already on file.
- **All** prospective instructors must complete the online Instructor Hunter Education Course <https://www.hunteredcourse.com/instructor/>, the online Pre-Workshop Powerpoint, and the Instructor Pre-Workshop Packet prior to participation in the Instructor Training Workshop.
- **All** prospective instructors must attend a Department-sponsored Instructor Training Workshop.

Vetted Volunteers/ Pre- Instructor Certification Volunteers

Vetted Volunteers are an asset to a teaching team as they can provide support and assistance while other instructors are busy lecturing in the classroom. It is important to recognize that these volunteers may not have any direct responsibility for a student nor can be left alone with another student at any time during a hunter education class until they are fully certified hunter education instructors.

Volunteers in this category are not permitted to evaluate students during the firearms proficiency exam or coach a student during any live-fire course component. Approved ways of utilizing vetted volunteers include the following:

- Assist with the grading of the student worksheets and written exams
- Assist with passing out paperwork during the class
- Help set up the classroom, proficiency stations, and safety trail
- Can assist with course lectures if under the immediate supervision of a mentoring instructor.

Junior Instructors

Junior instructors are volunteers between 10 – 17 years of age. Junior Instructors must abide by all hunter education policies and procedures. These instructors are limited to certain aspects of the hunter education classroom until they turn 18 years of age. These instructors are an asset to a teaching team as they can assist while other instructors are busy lecturing in the classroom.

Junior Instructors cannot have ANY direct responsibility for a student, are not permitted to evaluate students during exams or evaluations, coach during a live-fire component, nor can be left alone with another student at any time during a hunter education class. Approved ways of utilizing Junior Instructors are the same as a Vetted/Pre-Instructor Certified Volunteer mentioned above.

Conservation Officers/Department Employees

Many Department staff are certified hunter education instructors. As state law enforcement officials, Conservation Officers have many duties but their primary purpose is to educate the public and enforce the fish and wildlife laws of New Mexico.

A Conservation Officer's role is to attend local courses offered by volunteer instructors and assist at various degrees to include presenting game law, conservation and management presentations, and participating in field/live-firing activities. Students like to ask questions, making for lively discussions.

Other Requirements

All Instructors must adhere to Department policies and procedures. A full listing of the Volunteer Instructor Rights can be referenced in the Instructor Guidelines Appendix*. (*will be given to you at the Instructor Training Workshop).

To maintain an active status in the hunter education program, **all** certified volunteer instructors must teach or assist with at least one (1) hunter education course every two (2) years. It is also recommended to participate in at least one (1) continuing education class or training every two years to stay current on Department changes, hunting, and hunter education trends.

Continuing education courses that are offered, or that qualify may include, but

are not limited to, Standards of Live Fire online training module, the Instructor Refresher Workshop online training module, Teaching Techniques, onlinetraining videos, and CPR/First Aid.

Additional trainings that are viable options are NRA courses, CCW, wildlife seminars, wilderness survival, Department commission meetings, or any other workshop or seminar that would relate to the hunter education classroom/curriculum. Many continuing education offerings are available online that can be credited to you. If questions arise regarding what may/may not suffice as a continuing ed. requirement, contact the hunter education staff. At any time an instructor takes a continuing education training they must contact the hunter education staff to receive credit.

POLICIES

Federal Guidelines – Program guidelines must adhere to federal guidelines set forth by the United States Fish and Wildlife Service. Generally, federal statutes ensure that hunter education courses are available and accessible to all people and prevent discrimination in the administration and performance of duties in hunter education programs.

Federal Laws Applicable to Hunter Education:

Title VI of the Civil Rights Act of 1964 – Prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance.

Section 504 of the Rehabilitation Act of 1973 – Ensures that no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Americans with Disabilities Act (ADA) of 1991 – Strengthened Rehabilitation Act of 1973 by ensuring that access and sites be modified to accommodate handicapped facilities, programs, and access.

Age Discrimination Act of 1975 – Prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.

Title IX of the Education Amendments of 1972 – Prohibits discrimination on the basis of sex (gender) in any education program receiving federal financial assistance.

State Guidelines – Must adhere to established statutes and regulations to prohibit any actions already prohibited by federal law such as discrimination and ensure the integrity of the program itself. Hunter education statutes generally deal with parameters established within the mandatory hunter education statute, ***New Mexico State Statute (Section 17-2-33)***.

Falsification of state records is a particularly serious crime and is pursued if an instructor is found to certify an individual who has not passed the hunter education course and/or accepts monetary incentives beyond those allowed under the hunter education donation policy.

INSTRUCTOR POLICIES

Volunteers are non-paid employees of the Department and do not receive remuneration for services.

Job Description – Instructors are given the job of presenting the prescribed curriculum to students in the best manner possible, This can include lecture, video, hands-on activities, and actual and/or simulated experiences.

Performance Standards– Instructors are expected to teach and/or assist with at least one course every two years to meet the minimum standard. Evaluation(s) may be

conducted by staff or a Department representative to improve the quality of instruction and ensure compliance of all standards of behavior. Instructors are expected to be prompt and efficient in the performance of their duties. Instructors will not cancel any courses without due notice to all concerned, including students and the Department.

Dress and Appearance – Instructors are expected to represent the Department in a professional manner and to dress appropriately for their position. An instructor vest and a name badge will be provided to all certified instructors to help maintain this professional image. Occasionally other clothing items (caps, shirts) are provided and are recommended to be worn during classes and at Department sponsored activities and events.

Conflict of Interest – Instructors may not accept personal gifts, favors, or services that influence their discharge of duties. Duties include training students in a classroom, field and/or self-taught studies. Instructors should not represent a group or themselves in another capacity while teaching hunter education if the position they take is in conflict with the mission, goals, and purpose of the Department.

Use of State Property/Facilities – State property or other resources (e.g. training aids) provided to instructors by the state will not be diverted to personal use and should be returned to the Department upon separation or termination. An exemption is any awards received by an instructor are considered personal property upon being awarded by the State. When utilizing a state facility, smoking is allowed ONLY in designated areas and instructors are required to abide by this.

Standards of Trust – No instructor shall knowingly falsify or alter any curriculum, report, document or record. Instructors shall adhere to basic principles of honesty and maintain the highest of ethical standards. Instructors shall not use their position as a hunter education instructor for personal gain. This does not include products or services that directly benefit the Department and/or students in a positive way, such as a donation of refreshments, training aids, materials, etc. that reinforce the hunter education curriculum.

Courtesy – Instructors shall be courteous to all students, parents, fellow instructors, and Department staff. Instructors must maintain a helpful attitude towards the public and the Department at all times.

Competence – Instructors shall be physically and mentally able to perform the essential duties of the position with or without reasonable accommodation, as defined by the American with Disabilities Act.

Care – Instructors shall exercise care and observe all safety and security rules in the proper performance of their job. They must be role models and strictly adhere to all principles of sporting arm safety being taught to students.

Sexual Harassment, Criminal Penalty – It is unlawful to harass any fellow instructor, student or parent, solicit sexual favors and/or use any other verbal or physical conduct of a sexual nature or make it a term or condition of passage of the course.

Drug, Alcohol, Tobacco Free Work Place – Instructors shall not use or possess alcoholic beverages or illegal drugs on-duty, when in uniform, or on any state-owned or controlled property. It is recommended that instructors will refrain from using **ALL** tobacco products during courses. If teaching in a State-owned facility smoking and tobacco use is allowed in designated areas ONLY.

Notification – If any of the aforementioned policies or rules are violated by an instructor, the hunter education staff should be immediately notified so appropriate corrective action can be taken if deemed necessary. Instructors must accept responsibility for decisions made and actions taken based on these decisions.

CLASSROOM POLICIES

ALL students **MUST** have CIN's prior to registering for any hunter education course and prior to receiving their hunter education number. Hunter education numbers cannot be assigned to passing students if a CIN account has not been created. Registration for instructor-led courses is done online through the student's CIN account.

If there is a lack of registrants, a class can be re-scheduled per volunteer discretion.

Student classes must meet the minimum hourly requirements established by the hunter education program for students to be eligible for certification.

The instructor-led courses have a mandatory homework component. This free homework can be completed by obtaining a hardcopy of the Today's Hunter New Mexico - Student Manual from the Hunter Education Office or downloading a copy from www.hunter-ed.com/newmexico/manual/. Students are required to attend **ALL** class sessions to be eligible for their hunter education number and cannot make up missed portions or test-out. This means 100% attendance!

Students 10 and younger must have a parent or responsible adult present throughout the entire class. If the responsible adult leaves during any portion of the class, they must have another parent/responsible adult substitute.

Be sure two instructors ("two-deep instruction"), or an instructor and an adult stay with any student at any time during a course.

Students with poor attitude maybe failed and dismissed from class at an instructor's discretion – ANYTIME! In the event an instructor or team dismisses a student due to a poor attitude, the instructor is encouraged to contact the hunter education office the next business day. This enables staff to be prepared in the event a parent or guardian decides that a phone call is needed to clarify the situation.

NO live ammunition is allowed into a classroom. Only dummy ammunition that is provided to instructors and teams by the Department is acceptable. Live ammunition is only permitted on the range during a live-fire component of a class.

Students and instructors are **NOT** permitted to bring personal firearms into the classroom or during range time. No Concealed Carry Weapons (CCW) are permitted, however there is an exception for uniformed law enforcement.

A live-fire component can be added to any course. It is not mandatory but highly recommended if applicable. If a live-fire component is added, it is NOT optional for the student. This is considered part of the class and cannot be missed. Instructors who wish to be Range Masters/Coaches on the firing line **MUST** first go through the Standards of Live Fire online training module. Remember that Junior instructors cannot be Range Masters/ Coaches on the line; however, they may attend the training and can assist with the range set up. The Department offers instructors access to two pellet rifle trailers to allow for the addition of a live-fire component more easily.

Donation Policy

Volunteer instructors may ask for class donations to offset out-of-pocket expenses. A general request for a donation may be asked for verbally or in writing on your student/course information letters or class flyers. Department employees are not permitted to collect donations.

A suggested method to ask for donations is a simple announcement during your course that you are a volunteer and if anyone would like to leave a donation to help offset class expenses they can do so by leaving it in a marked receptacle prior to class completion.

These donations are to reimburse volunteers for out-of-pocket expenses associated with hosting a hunter education class. If you should have a live-fire component to your class the Department will supply the needed firearms, ammunition, and eye and ear protection.

Other Donations – Instructors may accept and use donated goods and services in their courses as long as the donations are not used solely for personal gain. All donated goods and services must relate to hunter education and adhere to the goals and objectives of the Department.

If offered additional donations, the hunter education staff should be contacted for specific details. Instructors may not except these additional donations on behalf of the Department.

Performance – Instructors are expected to perform at an exemplary level. Based on past evaluations, volunteer instructor performance has been high in New Mexico and throughout North America. At times evaluations or reports are received indicating instructors lecture too much and/or read from a manual, do not comply with class procedures, may exhibit unprofessional behavior and/or are not performing at a desirable standard. When a report is received, staff will immediately investigate the circumstances and make recommendations to the instructor or team for improvement.

Records – Instructors must use the current, prescribed form(s) to properly record student and instructor participation in a course. Records are vital to the long-term success of the hunter education program and to provide hunters with the best possible service now and in the future. Instructors are required to complete all forms as accurately as possible to minimize time spent processing. *NOTE: All instructors must submit all course forms immediately upon completion of course, the quicker the forms are submitted the faster hunter education numbers can be assigned to passing students. Both a class roster and an instructor final report must be submitted together either via e-mail, fax, or mail and forms are processed in the order they are received.*

Testing and Evaluation

All students participating in an instructor-led course must pass a written exam with a minimum score of 70%. A score below 70% does not qualify any student to pass the course and receive a hunter education number.

All students must pass a firearm proficiency evaluation in an instructor-led course with a minimum score of 75%. This evaluation includes firearm carries, shooting positions, and fence crossings. This required score is higher to emphasize the importance of safe firearms handling.

These testing scores are consistent for both the Traditional and Field Day Hunter Education courses. Students must pass **BOTH** the written and firearm proficiency evaluations to be eligible for a hunter education number.

The online course requires students to pass each chapter quiz with 80% or better and the final exam with a 75% or better to receive certification.

Retesting - There are two retesting opportunities instructors may offer students.

Retest After Class: At the discretion of the instructor/team, students that receive a

written exam score of at least 60% or a proficiency evaluation score of at least 70% may be provided a retest option immediately following class dismissal. It is recommended to have two instructors present for a retesting session. Short remedial training can be provided before the retest. During the retest, students do not need to be retested on the entire evaluation but maybe retested on just the missed questions or proficiency skills only.

Retest at Another Class: At the discretion of the instructor/team, students that receive a written exam score of less than 60% or a proficiency evaluation score of less than 70% may be provided the option to retest at another scheduled hunter education class offered by the Department (even if the after-class retest option was offered and the student was unsuccessful). Students who choose to attend another class to re-test must re-test within six-months. After this time has elapsed, they will need to repeat the entire course.

Students that choose this retest option must contact the Hunter Education Office. The Hunter Education Office will register the student in the next available class of their choice that has re-testing spots available. The class type must be an identical course to the class the student failed (i.e. field day or traditional). Students will contact the instructor of the class they will retest in to obtain what day and time to arrive and must arrive during the designated testing time for the class (it is not mandatory to attend the entire class). The instructor will document pass, fail, or no show for the student on the roster. If the student is unsuccessful they are no longer permitted to retest and are required to retake the entire course. They may register for the next available class.

NEW MEXICO HUNTER EDUCATION COURSES and CURRICULUM

Traditional Student Course – Approximately 12-14 hours and is typically conducted on a Saturday and Sunday from 8 am to 5 pm. This course incorporates a combination of lecture, video, hands-on, and more review. Class scheduling is flexible to fit you, your teaching teams' schedules, and the needs of your community.

Field Day Course – Six hours in length. This course implements some lecture and video but implements more hands-on break out groups that emphasize safe firearms handling and builds on the knowledge-based skill sets the student gains from their manual reading. Class scheduling is flexible to fit you, your teaching teams' schedules and the needs of your community. This course is limited to participants 10 years of age and older.

Online Course – This is an online-only option for New Mexico residents 10 years of age and older. The option is four to 12 hours in length depending on the time it takes a student to go through the course. This course is strictly online and utilizes the same curriculum administered in the instructor-led courses.

Hunter Education Camps- Is designed for students 10 years of age and older and administers a Field Day curriculum over a 2 ½ day period. Participants register and stay in a camp-like environment with an adult. Camps encourage family involvement. A live-fire component is typically offered to include, .22 rifle, shotgun and/or archery.

Upon successful completion of any course, students will be assigned a hunter education number. This number will appear on their CIN card and they can print this card off of their CIN account. This card or other proof of passing hunter education must be carried on the youth's person while hunting.

Curriculum-

There is only one department approved curriculum, Today's Hunter – New Mexico, provided by Kalkomey.

Classes meet the minimum recommended standards set by AFWA. This allows states to recognize each other's certificates. These classes cover the following material:

- Be a Responsible and Ethical Hunter
- Know Your Firearm Equipment
- Basic Shooting Skills
- Basic Muzzleloading Skills
- Basic Archery Skills
- Basic Hunting Skills
- Being a Safe Hunter
- Outdoor Preparedness
- Wildlife Conservation and Management

Outreach and Special Events – Instructors may be requested to assist in teaching basic firearm safety, home firearm safety and special topics from time-to-time to conservation groups, school groups and/or booths during fairs, gun shows or outdoor shows. When representing the Department in any capacity, instructors are expected to maintain high standards, adhere to all policies and procedures as outlined in the Department's Volunteer Policy Manual and wear their instructor vest or other uniform items provided by the Department. Instructors receive additional credit and incentives for assisting with these outreach and special events.

HUNTER EDUCATION INSTRUCTORS SHOULD:

- Maintain the dignity and integrity of the Department with the public.
- Maintain a professional demeanor and attitude at all times.
- Be neat in appearance and dress appropriately.
- Be committed to the Department.
- Accept the guidance and decisions of Department staff.
- Help improve program, policies, procedures, and curriculum when needed.
- Involve others and solicit help, support and sponsorship from local resources.
- Teach only material found in the Today's Hunter – New Mexico student manual and associated course curriculums.
- Know the subject(s) and prepare hands-on activities to the greatest extent possible.
- Be available to teach or assist with at least one course every two years.
- Develop and acquire the necessary training supplies to give hands-on learning activities.
- Be punctual, dependable and carry out duties promptly and reliably.
- Be positive, taking students from known to unknown, simple to complex.
- Have fun in the process so you can teach forever.
- Be friendly and courteous to all students, parents, fellow instructors and Department staff.
- Be accurate with facts and know the subject matter.
- Refrain from terms like "weapon," "slaughter" or other words that give a negative connotation to shooting sports and/or to hunting.
- Refrain from stating personal opinions or philosophies, especially any that may conflict with the mission and purpose of the Department and its programs.
- Refrain from the use of alcoholic beverages, illegal drugs, smoking and/or tobacco products before and during a course. Refrain from the use of profanities, obscenities, and negative behavior.
- Evaluate efforts! Constantly try to improve on performance as well as the performance of the team. Your class critiques will help with this effort!

- Complete records and submit them immediately upon completion of a course.
- Attend continuing education training workshops to improve performance.
- Notify the staff any time there is a problem and/or conflict and/or communicate directly with others to resolve issues (instead of “bad-mouthing” others).
- Be available to volunteer for outreach opportunities, such as shooting events, camps, fairs, and or other Department-sponsored venues.

The Department is committed to train and maintain an active, informed and well- supported team of hunter education instructors.

RISK MANAGEMENT, LIABILITY, AND INSURANCE

Risk Management is a learned ability to study, recognize and evaluate the safety risks of a program activity or task and develop a plan for accomplishing it in the safest possible way by:

- Reducing the risks through training,
- Transferring risks to a third party (insurance), or
- Avoiding all or part of the activity/task altogether

Risk Management for Hunter Education means creating a safe learning environment:

Classroom

- Meets ADA standards – preferable
- Neatly arranged
- Adequately lighted
- Safe, comfortable seating
- Restroom available
- No live ammunition
- Maintain discipline

Outdoor activities

- Students prepared, informed, organized into manageable groups and checked
- Attention to outdoor conditions – weather, insects, poisonous plants and animals
- Attention to the terrain – aware of hazards – traversing terrain safely
- No live ammunition unless on a range
- Maintain discipline

Use of firearms, archery equipment, and other field equipment

- Use and emphasize the basic firearm safety rules and the “Ten Commandments of Hunting Safety”
- Give instruction on the safe use of any equipment used
- Safe background/backstop when shooting on a range
- Hearing and eye protection available during ALL firearms shooting activities
- Ammunition dispensed and used under the close supervision of the instructor(s)
- Maintain discipline

Rules to reduce risks in Department-sponsored programs

Department Employees

- Provide application and pre-service training for volunteer instructors
- Provide standardized instructor and student manuals
- Provide continuing education training
- Evaluate program, instructors, and students
- Adhere to federal, state and program policies and procedures
- Provide student training in the safe, responsible use of sporting arms
- Ensure facilities and courses are accessible and open to all persons regardless of race, creed, color, sex or handicap
- Instructors use live ammunition only during controlled, supervised live-firing exercises. Use “dummy ammunition” at all other times throughout the course
- Follow guidelines established in the Department Volunteer Manual and Instructor Workshop Training binder
- Follow philosophy and outline of student manuals provided by the program
- Do not allow students or instructors to bring personal firearms or ammunition to ANY class session
- Plan for first-aid situations and general emergency preparedness
- Determine if learning or physical disabilities exist and assist the student(s) in learning processes

NOTE: Instructors and Department staff must immediately report any unlawful actions, theft, property damage, personal injury or death to the proper authorities and to the Hunter Education Office. In the event of an emergency, instructors must secure the safety of the individual(s) in their care, notify emergency services and secure the scene.

Conviction of negligence requires these four elements:

- Legal Duty: Protect participants from unreasonable risk of harm
- The Act: Failure to act with that degree of care of a reasonable and prudent person
- Proximate Cause: Breach of the standard of care caused the injury
- Damage: Physical or emotional injury to an individual or property resulted

INSURANCE

Waivers, Releases, Agreements and Contracts – Each student under age 18 and/or their parent or guardian will check a Terms of Agreement box online before they can register for a Department-sponsored course. This explains the nature of the course to which he/she has enrolled. In a case where the student and/or parent(s) are dissatisfied with participation in a course, instructors should immediately handle the situation by meeting with the participant(s) away from others and/or invite participant(s) to contact the Hunter Education Office with their concern(s). The instructor should immediately notify the Hunter Education Office.

Sample waivers are provided for live-fire exercises so instructors can clearly communicate risks involved in those activities. The primary purpose of such waivers is to help students understand the risks of activities associated with hunting and the shooting sports.

Some facilities may require proof of liability. Typically this covers the loss or damage to items or the facility itself during the course of a scheduled activity. If the facility requires proof of insurance, contact the hunter education staff IMMEDIATELY so they can obtain an insurance waiver for the time you are conducting your class in that specific facility. It will cover you and your team, within reason, in the event damage does occur during your class.

PROGRAM PROVISIONS

Instructor Supplies and Materials – Instructors are provided materials necessary to understand how all courses offered are conducted and are provided instruction on how to properly record each course or event.

Student Supplies and Materials – Instructors are provided supplies and materials for each student, forms and information that facilitate the learning process, and forms that enable the hunter education staff to properly record a student's personal information and/or evaluations from each course.

Communications – Each active instructor is provided communications electronically, by phone, mail, or during training workshops and special events.

Record Keeping – The Hunter Education Office provides services to track all certified instructors and students.

Pre-Service Training – Staff and/or Department contractors provide basic instructor training courses for applicants interested in teaching hunter education.

Continuing Education Training – Additional training opportunities are recommended.

Proficiencies

- Both the Traditional and the Field Day courses require a proficiency evaluation that consists of:
 - Carries
 - Shooting Positions
 - Fence Crossing

Also evaluates students on proper muzzle control and keeping their finger off the trigger until ready to shoot.

Proficiencies- Carries



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



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



Cradle Carry. Comfortable and secure; reduces arm fatigue.



Shoulder Carry. Good choice when walking beside or behind others.

Don't use if someone is behind you.



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

Proficiencies-Shooting Positions



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



Prone: Steadiest of four positions. Easiest to hold



Standing: Least steady position since neither arm is supported.



Kneeling: With only one arm braced, kneeling position is less steady than the sitting position but a better option than standing.

Proficiencies-Shooting Positions



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

Lift gun up muzzle first then butt.



If two people are crossing, unload the guns. One person gives other person both guns, crosses first, then receives unloaded guns from other hunter.

NEW MEXICO DEPARTMENT OF GAME & FISH
HUNTER EDUCATION INSTRUCTOR WORKSHOP
PACKET REVIEW

1. The mission of the New Mexico Hunter Education is to provide an educational opportunity that produces _____, _____ and _____ students that will be tomorrow's hunters and competitive shooters.

2. Who is responsible for training New Mexico's hunter education instructors?
_____.

3. According to New Mexico state law, "No one under _____ years of age may hunt with a firearm without first obtaining _____."

4. Bowhunter education is mandatory for any age in New Mexico? True False

5. It is illegal for a 14-year-old, MY hunter, to apply for a muzzleloader elk hunt prior to passing a hunter education course. True False

6. Is it legal for a 16-year-old to shoot prairie dogs with a .22 rifle prior to passing a hunter education course? Yes No

7. A 16-year-old wants to hunt ducks. Do they need hunter ed and/or the MY program? _____.

8. An expired MY hunter who is 17 wants to hunt deer with a bow, do they need a class? _____.

9. Junior Instructors are between the ages of _____ and _____.

10. When utilizing a Vetted Volunteer in the classroom, these volunteers are limited to:

a. _____.

b. _____.

c. _____.

d. _____.

11. Once certified **ALL** New Mexico Hunter Education Instructors must complete the following to maintain their active status with the Program:

a. _____.

b. _____.

12. Students must have a _____ through the Department of Game & Fish prior to registering online for a hunter education course.

13. Students _____ and under must have a parent, legal guardian or responsible adult present with them throughout the entire class.

14. Where do students register for an instructor-led hunter education course?
_____.

15. Students who miss an hour of a hunter education course can make up that session at another time. True False

16. Who is the online hunter education course approved for?
_____.

17. A student who passes the proficiency exam, but fails the written exam can retake just the portion they failed after the class finishes. True False

18. Students _____ bring their own personal firearms to class and to the range to become more proficient.

19. If an instructor fails a student due to an improper attitude, they are encouraged to inform the hunter education staff by _____.

20. Students must pass the written exam with a _____ % and the firearms proficiency exam with a _____ %.

21. A nine-year-old student is qualified to attend the Field Day course. True False

22. What should an instructor do if the facility you wish to hold a class in requests proof of liability? _____.

23. Students may use either a hardcopy of the student manual or an _____ found on the Department's Hunter Education webpage.

24. How can instructors request donations to offset out-of-pocket course expenses?
_____.

25. List two ways to reduce risk in a hunter education environment:

1. _____.

2. _____.

26. Instructors must immediately report any unlawful actions, theft, property damage, personal injury, etc. to the proper authorities and to _____.