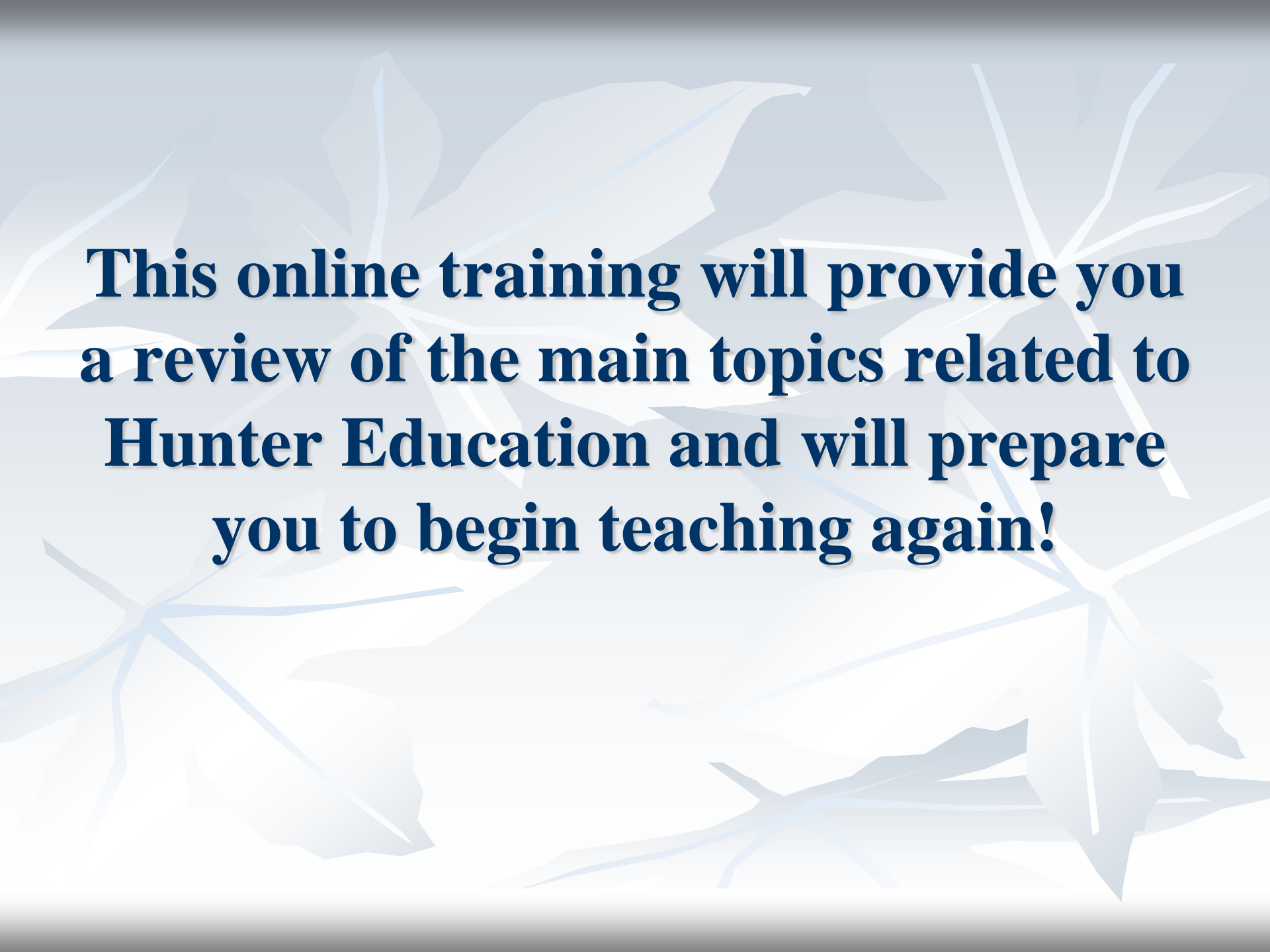




Instructor Refresher & Reactivation Training

**New Mexico Department of
Game and Fish**



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

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

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

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

Aldo Leopold, A Sand County Almanac

History

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

The Department is glad you have the desire to continue this positive, proactive movement, as we endure many more pressures to our wild lands and to our hunting heritage. The more you choose to be involved in this effort, the more proud and satisfied you will feel.

Hunter Education Mission

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

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

Reactivation V. Refresher

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

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

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

Reactivation V. Refresher

Please see below on which training path you may need:

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



HUNTER EDUCATION COURSE TYPES

Hunter Education Course Definitions

Traditional Hunter Education Course (HE)

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

Field Day Hunter Education Course (FD)

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

Course Definitions Cont.

Online Hunter Education Course

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

Specialty Camps

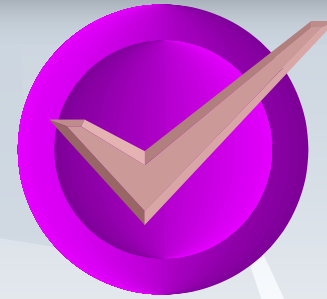
- Hunter Education Camp: weekend-long camp setting that incorporates extended break-out sessions and live fire. Held at different areas around the state.
- Conducted in a family setting. Accompanying adult participates fully with student.



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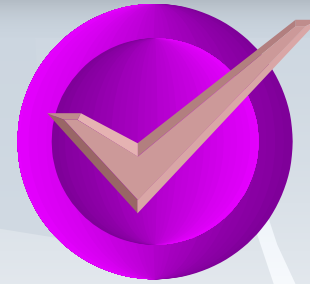
CLASSROOM POLICIES

Classroom Policies



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

Classroom Policies



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

Classroom Policies – Traditional Course



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



SETTING UP A CLASS

Organizing A Course

MUST contact the HE Office at least 2 weeks before class

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

The background features a repeating pattern of stylized, light blue leaves with prominent veins, set against a light blue gradient. The leaves are arranged in a way that creates a sense of depth and movement.

ADVERTISE

Get the Word out!

USE THE FOLLOWING:

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

The background of the slide features a repeating pattern of stylized, light blue leaves. The leaves are rendered in a flat, graphic style with visible veins, set against a light blue gradient background. The text is centered horizontally and vertically over this pattern.

GET SUPPLIES

Supply Inventory Form

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

<https://wildlife.dgf.nm.gov/education/hunter-education/hunter-education-instructor/>

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

dgf-he-dgf.nm.gov

Supply Requisition Form
New Mexico Hunter Education
3841 Military Pl NE
Albuquerque, NM 87110
1-800-229-6643 Fax (505) 222-4734

Class Expiring Date: _____
Class Ending Date: _____
Pre-Registration Date: _____

Instructor Name: _____
Instructor Number: _____
Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____ Cell: _____
E-mail: _____

Instructor Signature: _____

Firearms (quantity)	
Long Guns	
Shot	
Shotgun	
Handguns	
Revolver	
Other	

Media Equipment	
DVD	
CD	
Other	

Student Quizzes	
Page	
Other	

Videos			
Date In	Initials	Date Out	Initials
	DVD		VHS
Am. Wildlife			
Am. Wild (Dueling)			
Am. Wild (Hunting)			
Am. Wild (Hunting & Game)			
Am. Wild (Hunting & Game II)			
Am. Wild (Hunting & Game III)			
Am. Wild (Hunting & Game IV)			
Am. Wild (Hunting & Game V)			
Am. Wild (Hunting & Game VI)			
Am. Wild (Hunting & Game VII)			
Am. Wild (Hunting & Game VIII)			
Am. Wild (Hunting & Game IX)			
Am. Wild (Hunting & Game X)			
Am. Wild (Hunting & Game XI)			
Am. Wild (Hunting & Game XII)			
Am. Wild (Hunting & Game XIII)			
Am. Wild (Hunting & Game XIV)			
Am. Wild (Hunting & Game XV)			
Am. Wild (Hunting & Game XVI)			
Am. Wild (Hunting & Game XVII)			
Am. Wild (Hunting & Game XVIII)			
Am. Wild (Hunting & Game XIX)			
Am. Wild (Hunting & Game XX)			

Forms	
Am. Wild (Hunting & Game)	
Am. Wild (Hunting & Game II)	
Am. Wild (Hunting & Game III)	
Am. Wild (Hunting & Game IV)	
Am. Wild (Hunting & Game V)	
Am. Wild (Hunting & Game VI)	
Am. Wild (Hunting & Game VII)	
Am. Wild (Hunting & Game VIII)	
Am. Wild (Hunting & Game IX)	
Am. Wild (Hunting & Game X)	
Am. Wild (Hunting & Game XI)	
Am. Wild (Hunting & Game XII)	
Am. Wild (Hunting & Game XIII)	
Am. Wild (Hunting & Game XIV)	
Am. Wild (Hunting & Game XV)	
Am. Wild (Hunting & Game XVI)	
Am. Wild (Hunting & Game XVII)	
Am. Wild (Hunting & Game XVIII)	
Am. Wild (Hunting & Game XIX)	
Am. Wild (Hunting & Game XX)	

*Supply requests will only be processed after the Hunter Education Program has been notified of the scheduled class.
Requests will not be issued if a class has not been scheduled.*

Hunter Education Videos

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

Registration

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

Registration

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

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

Student Requests

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

Students with Special Needs

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

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

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

The Online Course is available in Spanish.



**ENSURE YOUR STUDENTS
ARE READY FOR CLASS**

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

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

Student Information Letter

- **Sent via email when student registers**

Includes:

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



INSTRUCTOR PREPARATION

Pre-Class Prep

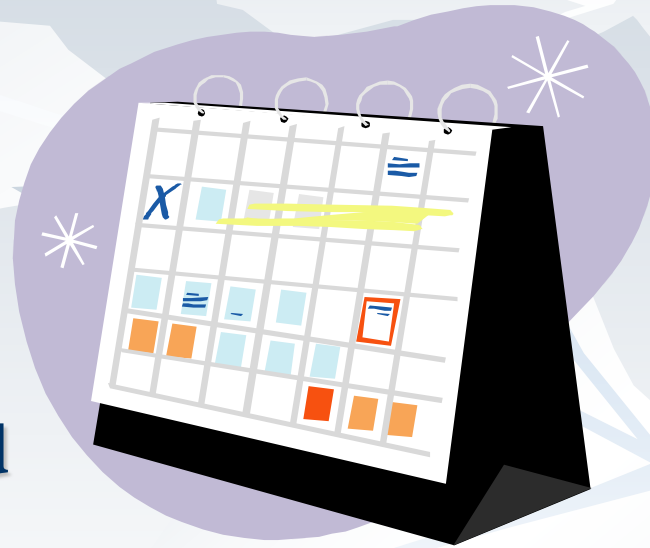
- **Create an agenda**
- **Designate assignments w/ teaching team**
- **Ensure you have training aids & equipment**
- **Practice teach**

Suggested Class Schedules

Two day

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

Flexible to fit your needs.



The background features a repeating pattern of stylized, light blue leaves with prominent veins, set against a light blue gradient background. The leaves are arranged in a way that they appear to be scattered across the frame, creating a textured, organic feel.

**TEACH AND HAVE
FUN**

First Day of Class

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

Approved Curriculum Instructor-Led Courses

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

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

Curriculum

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



Student Manual Worksheet Homework

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


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

Chapter Review Chapter Review Exercises Page 17

Chapter 1

- The hunter education programs teach students to _____.
- Name three behaviors of a responsible hunter.
i. _____
ii. _____
iii. _____
- Name three projects for which the Federal Aid in Wildlife Restoration Act (Pittman-Robertson Act) provides funding.
i. _____
ii. _____
iii. _____
- According to Aldo Leopold, the father of wildlife management, ethical behavior is _____.
- A responsible and ethical hunter should _____.

Chapter 2

- The three basic parts of a modern firearm are _____.
a. cartridge, stock, and barrel
b. action, stock, and barrel
c. stock, trigger, and action
d. barrel, chamber, and muzzle
- The _____ of a firearm is made up of parts that load, fire, and eject the cartridge or shotshell.
- Label the indicated parts on the bolt-action rifle.

i. _____ ii. _____
iii. _____ iv. _____
- Which feature of a firearm barrel puts a spiral spin on the bullet?
a. smooth bore
b. thin walls
c. rifling
d. caliber
- Shotgun barrels typically have _____ walls to reduce friction.
- List the most common shotgun chokes.
i. _____
ii. _____
iii. _____
iv. _____

Chapter 3

- What is good marksmanship?
a. keeping the target in sight
b. identifying the target correctly
c. missing the target only once in a while
d. hitting the target accurately and consistently
- When choosing a firearm, make sure it is powerful enough to kill game _____ and _____.


7. List six types of firearm actions.

- _____
- _____
- _____
- _____
- _____
- _____

8. The most accurate sight for a firearm is the _____.

9. A _____ is a device that blocks the action. It prevents the firearm from being fired accidentally.

10. Label the indicated parts on the rifle cartridge and shotgun shotshell.



- _____
- _____
- _____
- _____

11. _____ shot is required throughout the United States for waterfowl hunting.

12. The chemical compound in ammunition that ignites the gunpowder when struck by the firing pin is called the _____.

13. You should use only ammunition that exactly matches the caliber or gauge specifications marked on the _____ of your firearm.

14. What safety precaution should you take while cleaning your firearm?

- Load the firearm in case of an emergency.
- Bring ammunition into the cleaning area.
- Point the muzzle in a safe direction.
- Apply gun oil to the entire firearm.

15. Firearms should be stored _____ and in a _____ location. They should be stored separately from _____.

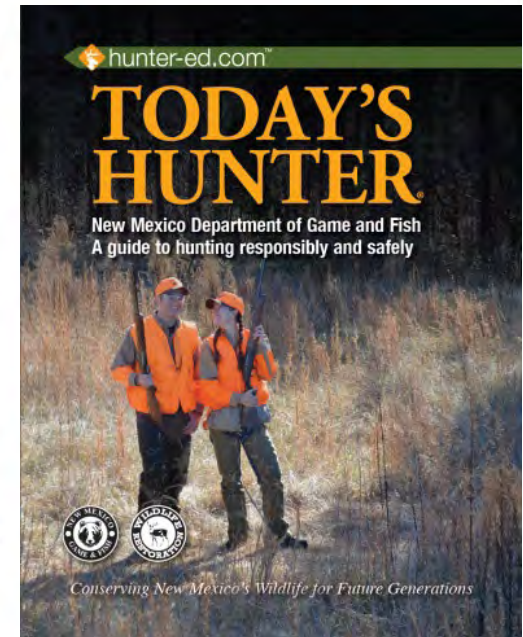
Electronic Student Manual

Students access the link to PDF version of the student manual from the Hunter Education page off the department's website, <https://wildlife.dgf.nm.gov/education/hunter-education/course-schedule/>

Hunter Education Homework

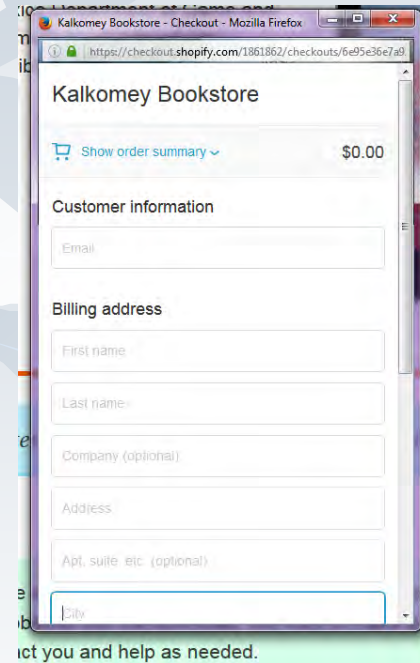
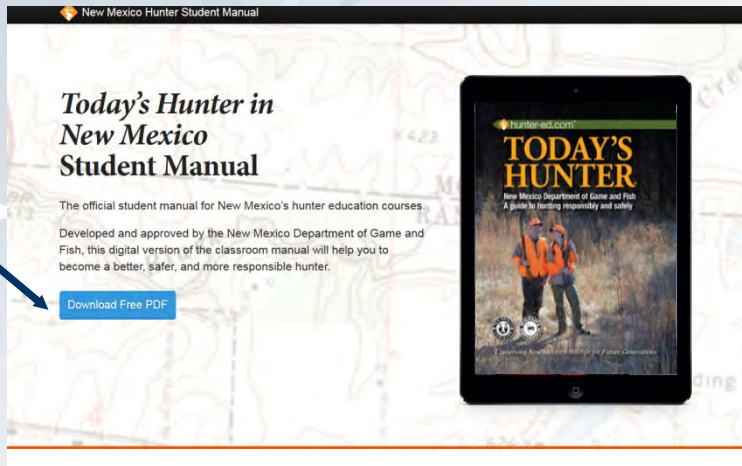
All students registered for either a hunter education or field day hunter education course have the option of completing the required pre-course homework either electronically (see link below) OR through a hardcopy student manual. Both options are free. Hardcopy manuals may be picked up from specified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

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



Electronic Student Manual

*Click
Download
Free PDF*



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

Proficiencies

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

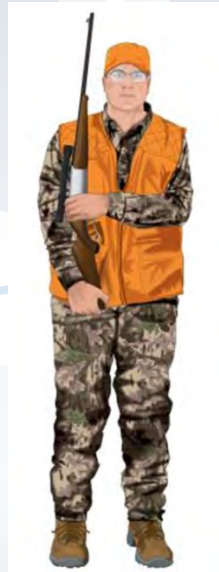
Proficiencies- Carries



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



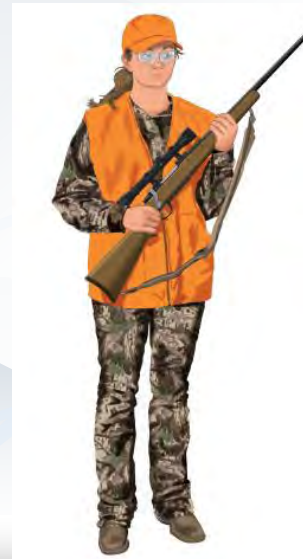
Elbow Carry: Comfortable, but has least muzzle control. Can snag in brushy terrain. Use when no one is in front of you.



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



Cradle Carry: Comfortable and secure; reduces arm fatigue.



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

Proficiencies-Shooting Positions



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



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



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



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

Proficiencies-Fence Crossings



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



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

The background of the slide features a repeating pattern of stylized, light blue leaves. The leaves are rendered in a flat, graphic style with visible veins, set against a light blue gradient background. The overall aesthetic is clean and nature-themed.

FIELD DAY CLASS

Field Day Policies

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

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

Field Day Agenda

Includes:

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

Break Out - Firearms Matching

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



Break Out - Zones of Fire

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



Break Out- Shoot/Don't Shoot

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



Additional Break-Out Groups

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



Blood Trail/Safety Trail

- 1/2 of the class participates in a blood trailing exercise, the other 1/2 in the safety trail, then rotate
- The safety trail is used to evaluate the proficiencies (safe firearms handling skills)
- The blood trail is used to enforce the importance of skills to track an animal once it has been shot

Blood Trail

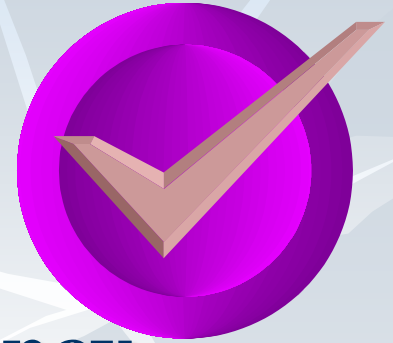
- Discuss hunting ethics, shot placement and time to wait for trailing
- Give the students different opportunities to see a variety of blood sign (some obvious and some difficult to find)
- Enforce marking the trail, keeping track of location and how to re-establish the trail if blood sign is lost

Safety Trail

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



Proficiency Evaluation— Both Courses

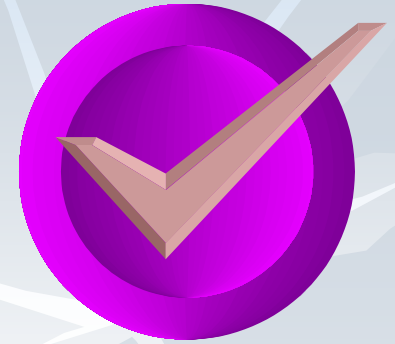


All students must pass the proficiency examination with a minimum score of **75%** which includes:

- Firearm carries
- Fence crossings
- Shooting positions

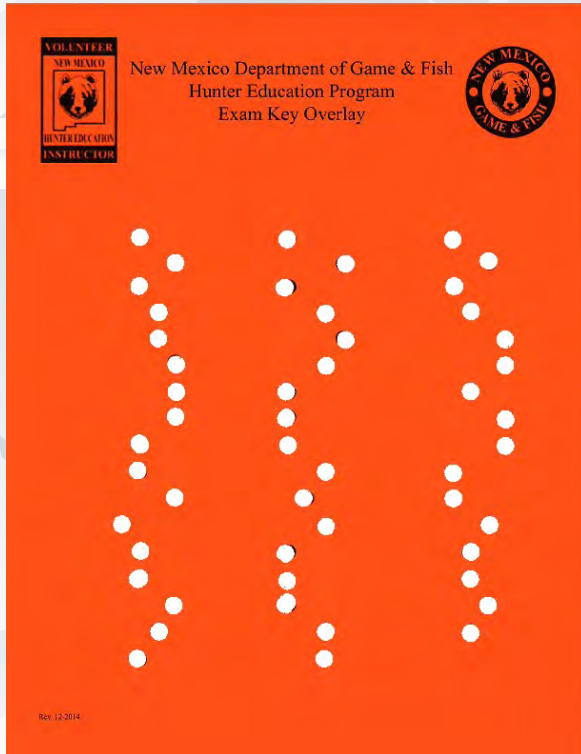


Written Exam– Both Courses



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

Grading Key Overlay



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

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

Final Exam

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



Options for Failed Students

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

RETESTING OPTIONS

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

RETEST AFTER CLASS

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

RETEST

ATTEND ANOTHER CLASS

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

RETEST

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

Mentor Youth Program Option

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

Mentor Youth Program Option

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

Class Critique

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

New Mexico Department of Game and Fish
Hunter Education
Class Critique

Students, please help us improve the class. Your name is not needed.

Class Dates: _____ Class Location: _____
Your Age: _____ Head Instructor: _____

	YES	NO
1. Did you get a student manual before class?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did you complete the manual online?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did class begin and end on time?	<input type="checkbox"/>	<input type="checkbox"/>
4. Were the instructors fair? If not, please comment below.	<input type="checkbox"/>	<input type="checkbox"/>
5. Did the instructors encourage questions?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did instructors keep control of class?	<input type="checkbox"/>	<input type="checkbox"/>
7. Why did you take this class? _____		
8. How did you hear about the class? _____		
9. What part of the class did you enjoy the most? _____		
10. What did you like least? _____		
11. What could be improved? _____		
12. Other comments: _____		

Please leave this critique with your instructor or mail to:
Hunter Education
3841 Midway Place NE
Albuquerque, NM 87109
(505) 222-4731

www.wildlife.state.nm.us

Follow us on Keyword: nmjgf

FORM 0112

Graduation



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

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



**FINAL CLASS
PAPERWORK**

Class Roster

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

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

Box 2 – Email Address

Box 3 – Phone Number

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

Box 4 – CIN

Box 5 – Age, Gender

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

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

Card No	Last Name	First Name	City	Email	Phone	CIN	Age	Sex	Pass/Fail	Ethnicity
0	BRANCH	COBEN W	PECOS	aockrf@nmcourts.gov	(505) 570-0078	02132001-FNR	14	M		
0	BRANCH	MAX E	SANTA FE	aockrf@nmcourts.gov	(505) 570-0078	02042004-UVW				
0	GARCIA	ETHAN J	HOLMAN	kristen_rudy10@yahoo.com	(505) 983-6118	03112005-KLT				
0	GONZALES	ALANA N	SANTA FE		(505) 983-6118	11202000-APV				CAUCASIAN
0	GONZALES	ALLYSON M	SANTA FE	gonzales.ally_2004@gmail.com	(505) 983-6118	02072000-NQW	11	F		HISPANIC
0	GONZALES	AU	SANTA FE		(505) 983-6118	10	8	F		
0	HARRAL	CH	ENCINO	Harral@live	(575) 584-2323	08	7	F		
0	HARRAL	STA	ENCINO	harral@live	(575) 584-2323	1118	9	F		
0	MONTEZ	DERRICA F	SANTA FE	michelle.montez@state.nm.us	(505) 310-5678	12292002-BJS	12	F		
0	MORAGA	ALYSSA M	TIJERAS	alyssamoraga@yahoo.com	(505) 366-9399	11142000-INU	14	F		
0	MORAGA	MICHAEL E	TIJERAS	MIKEMORAG@YAHOO.COM	(505) 350-8240	05081967-EJR	48	M		
0	ORTEGA	ISIAH M	SANTA FE	ORTEGA.ISIAH@YAHOO.COM	(505) 670-7641	09232000-FOR	14	M		
0	SANDOVAL	COLE	SANTA FE	nmspechteacher@hotmail.com	(505) 501-9289	11202006-LOP	8	M		
0	SANDOVAL	GRACE	SANTA FE	nmspechteacher@hotmail.com	(505) 501-9289	08302004-EHI	10	F		
0	TRETO	RAMON O	SANTA FE		(505) 983-6118	09221999-EKW	15	M		
0	VASQUEZ	GABRIEL J	SANTA FE	rjgiv78@gmail.com	(505) 629-2530	05192005-DFR	10	M		
0	VASQUEZ	ISIAH	SANTA FE	rjgiv78@gmail.com	(505) 629-2530	03022008-IUV	7	M		
0	VIGIL	BENNY J	SANTA FE		(505) 983-6118	12102000-MNS	14	M		
0	WAR	ALEX M	RIO RANCHO	bowtechjwar@gmail.com	(505) 917-8667	03162007-NRW	8	M		
0	WILSON	HAYDENT	RIO RANCHO	ernie_wsu@hotmail.com	(505) 844-1551	10091998-DVX	16	M		

Class Roster

At completion of class, enter:

Box 6- Pass/Fail

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

Box 7- Ethnicity

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

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

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

Card No	Last Name	First Name	City	Email	Phone	CIN	Age	Sex	Pass/Fail	Ethnicity
0	BRANCH	COBEN W	PECOS	aockrf@nmcourts.gov	(505) 570-0078	02132001-FNR	14	M		
0	BRANCH	MAX E	SANTA FE	aockrf@nmcourts.gov	(505) 570-0078	02042004-UVW	11	M		
0	GARCIA	ETHAN J	HOLMAN	kristen_rudy10@yahoo.com	(575) 387-2865	03112005-KLT	10	M		
0	GONZALES	ALANA N	SANTA FE		(505) 983-6118	11202000-APV	14	F		CAUCASIAN
0	GONZALES	ALLYSON M	SANTA FE	gonzales.ally.2004@gmail.com	(505) 983-6118	02072004-HQW	11	F		HISPANIC
0	GONZALES	AUBREYANA E	SANTA FE		(505) 983-6118	10032006-HNZ	8	F		
0	HARRAL	CHLOEJEAN M	ENCINO	Harral@live.com	(575) 584-2323	08132007-ASU	7	F		
0	HARRAL	STACY J	ENCINO	harral@live.com	(575) 584-2323	11182005-0XZ	9	F		
0	MONTEZ	DERRICA F	SANTA FE	michelle.montez@state.nm.us	(505) 310-5678	12292002-BJS	12	F		
0	MORAGA	ALYSSA M	TIJERAS	alyssamoraga@yahoo.com	(505) 366-9399	11142000-INU	14	F		
0	MORAGA	MICHAEL E	TIJERAS	MIKEMORAG@YAHOO.COM	(505) 350-8240	05081967-EJR	48	M		
0	ORTEGA	ISIAH M	SANTA FE	ORTEGA.ISIAH@YAHOO.COM	(505) 670-7641	09232000-FOR	14	M		
0	SANDOVAL	COLE	SANTA FE	nmspechteacher@hotmail.com	(505) 501-9289	11202006-LOP	8	M		
0	SANDOVAL	GRACE	SANTA FE	nmspechteacher@hotmail.com	(505) 501-9289	08302004-EHI	10	F		
0	TRETO	RAMON O	SANTA FE		(505) 983-6118	09221999-EKW	15	M		
0	VASQUEZ	GABRIEL J	SANTA FE	rjgiv78@gmail.com	(505) 629-2530	05192005-DFR	10	M		
0	VASQUEZ	ISAIAH	SANTA FE	rjgiv78@gmail.com	(505) 629-2530	03022008-IUV	7	M		
0	VIGIL	BENNY J	SANTA FE		(505) 983-6118	12102000-MNS	14	M		
0	WAR	ALEX M	RIO RANCHO	bowtechjwar@gmail.com	(505) 917-8667	03162007-NRW	8	M		
0	WILSON	HAYDENT	RIO RANCHO	ernie_wsu@hotmail.com	(505) 844-1551	10091998-DVX	16	M		

6

7

Class Roster

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

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

Card No	Last Name	First Name	City	Email	Phone	CIN	Age	Sex	Pass/Fail	Ethnicity
	OBRANCH	COBEN W	PECOS	aockrf@nmcourts.gov	(505) 570-0078	02132001-FNR	14	M		
	OBRANCH	MAX E	SANTA FE	aockrf@nmcourts.gov	(505) 570-0078	02042004-UVW	11	M		
	OGARCIA	ETHAN J	HOLMAN	kristen_rudy10@yahoo.com	(575) 387-2865	03112005-KLT	10	M		
	OGONZALES	ALANA N	SANTA FE		(505) 983-6118	11202000-APV	14	F		CAUCASIAN
	OGONZALES	ALLYSON M	SANTA FE	gonzales.ally.2004@gmail.com	(505) 983-6118	02072004-HQW	11	F		HISPANIC
	OGONZALES	AUBREYANA E	SANTA FE		(505) 983-6118	10032006-HNZ	8	F		
	OHARRAL	CHLOEJEAN M	ENCINO	Harral@live.com	(575) 584-2323	08132007-ASU	7	F		
	OHARRAL	STACY J	ENCINO	harral@live.com	(575) 584-2323	11182005-0XZ	9	F		
8	OMONTEZ	DERRICA F	SANTA FE	michelle.montez@state.nm.us	(505) 310-5678	12292002-BJS	12	F		
	OMORAGA	ALYSSA M	TIJERAS	alysamoraga@yahoo.com	(505) 366-9399	11142000-INU	14	F		
	OMORAGA	MICHAEL E	TIJERAS	MIKEMORAG@YAHOO.COM	(505) 350-8240	05081967-EJR	48	M		
	OORTEGA	ISIAH M	SANTA FE	ORTEGA.ISIAH@YAHOO.COM	(505) 670-7641	09232000-FOR	14	M		
	OSANDOVAL	COLE	SANTA FE	nmspeechteach@hotmail.com	(505) 501-9289	11202006-LOP	8	M		
	OSANDOVAL	GRACE	SANTA FE	nmspeechteach@hotmail.com	(505) 501-9289	08302004-EHI	10	F		
	OTRETO	RAMON O	SANTA FE		(505) 983-6118	09221999-EKW	15	M		
	OVASQUEZ	GABRIEL J	SANTA FE	rjgiv78@gmail.com	(505) 629-2530	05192005-DFR	10	M		
	OVASQUEZ	ISIAH	SANTA FE	rjgiv78@gmail.com	(505) 629-2530	03022008-IUV	7	M		
	OVIGIL	BENNY J	SANTA FE		(505) 983-6118	12102000-MNS	14	M		
	OWAR	ALEX M	RIO RANCHO	bowtechjwar@gmail.com	(505) 917-8667	03162007-NRW	8	M		
	OWILSON	HAYDEN T	RIO RANCHO	ernie_wsu@hotmail.com	(505) 844-1551	10091998-DVX	16	M		

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

Class Roster

Box 9 – Student Totals.

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

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

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

Card No	Last Name	First Name	City	Email	Phone	CIN	Age	Sex	Pass/Fail	Ethnicity
	OBRANCH	COBEN W	PECOS	aockrf@nmcourts.gov	(505) 570-0078	02132001-FNR	14	M		
	OBRANCH	MAX E	SANTA FE	aockrf@nmcourts.gov	(505) 570-0078	02132004-UVW	11	M		
	OGARCIA	CHRISTIAN J	HOLMAN	kristen_rudy10@yahoo.com	(575) 387-2893	03112005-KLT	10	M		
	OGONZALES	ALANA N	SANTA FE		(505) 983-6118	11202000-APV	14	F		CAUCASIAN
	OGONZALES	ALLYSON M	SANTA FE	gonzales.ally.2004@gmail.com	(505) 983-6118	02072004-HQW	11	F		HISPANIC
	OGONZALES	AUBREYANA E	SANTA FE		(505) 983-6118	10032006-HNZ	8	F		
	OHARRAL	CHLOEJEAN M	ENCINO	Harral@live.com	(575) 584-2323	08132007-ASU	7	F		
	OHARRAL	STACY J	ENCINO	harral@live.com	(575) 584-2323	11182005-OXZ	9	F		
	OMONTEZ	DERRICA F	SANTA FE	michelle.montez@state.nm.us	(505) 310-5678	12292002-BJS	12	F		
	OMORAGA	ALYSSA M	TIJERAS	alysamoraga@yahoo.com	(505) 366-9399	11142000-INU	14	F		
	OMORAGA	MICHAEL E	TIJERAS	MIKE@MORAGA@YAHOO.COM	(505) 350-8240	05081967-EJR	48	M		
	OORTEGA	ISIAH M	SANTA FE	OORTEGA.ISIAH@YAHOO.COM	(505) 670-7641	09232000-FOR	14	M		
	OSANDOVAL	COLE	SANTA FE	nmspeechteach@hotmail.com	(505) 501-9289	11202006-LOP	8	M		
	OSANDOVAL	GRACE	SANTA FE	nmspeechteach@hotmail.com	(505) 501-9289	08302004-EHI	10	F		
	OTIRETO	RAMON O	SANTA FE		(505) 983-6118	09221999-EKW	15	M		
	OVASQUEZ	GABRIEL J	SANTA FE	rjgiv78@gmail.com	(505) 629-2530	05192005-DFR	10	M		
	OVASQUEZ	ISAIAH	SANTA FE	rjgiv78@gmail.com	(505) 629-2530	03022008-IUV	7	M		
	OVIGIL	BENNY J	SANTA FE		(505) 983-6118	12102000-MNS	14	M		
	OWAR	ALEX M	RIO RANCHO	bowtechjwar@gmail.com	(505) 917-8667	03162007-NRW	8	M		
	OWILSON	HAYDENT	RIO RANCHO	ernie_wsu@hotmail.com	(505) 844-1551	10091998-DVX	16	M		

Completed Class Roster

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

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

Completed Class Roster

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

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

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

Can send forms e-mail or mail

Instructor Final Report

An electronic copy of the Final Report can be found on the HE Instructor page on the G&F website under Forms/Publications: <https://wildlife.dgf.nm.gov/education/hunter-education/hunter-education-instructor/>


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

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

Instructor Final Report

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

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



New Mexico Hunter Education Instructor Final Report

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

Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email at dgf-he@state.nm.us or fax. The original must be mailed to the address above.

(B2)

Lectures & Demonstrations	
<input checked="" type="checkbox"/>	Responsible and Ethical Hunters
<input checked="" type="checkbox"/>	Know Your Firearm Equipment
<input checked="" type="checkbox"/>	Basic Shooting Skills
<input checked="" type="checkbox"/>	Basic Muzzleloading Skills
<input checked="" type="checkbox"/>	Basic Archery Skills

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

(B3)

Failed Students							
List Students Alphabetically			Fail Code				
Last Name	First	MI	Fail Code	Last Name	First	MI	Fail Code
			(B4)	1 - Attendance			
				2 - Written			
				3 - Attitude			
				4 - Proficiency			
				5 - Range			
				6 - Other			

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

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

Instructor Signatures

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

_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
--	--

Students Enrolled:	(B13)
Students Failed:	(B14)
Total Certified:	(B15)
No Shows:	(B17)


(B16)

Rev 3-2001

Instructor Final Report

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

New Mexico Hunter Education Instructor Final Report



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

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

Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email at dgf-he@state.nm.us or fax. The original must be mailed to the address above.

Lectures & Demonstrations

B2	<input checked="" type="checkbox"/>	Responsible and Ethical Hunters	<input checked="" type="checkbox"/>	Basic Hunting Skills
	<input checked="" type="checkbox"/>	Know Your Firearm Equipment	<input checked="" type="checkbox"/>	Being a Safe Hunter
	<input checked="" type="checkbox"/>	Basic Shooting Skills	<input checked="" type="checkbox"/>	Outdoor Preparedness
	<input checked="" type="checkbox"/>	Basic Muzzleloading Skills	<input checked="" type="checkbox"/>	Wildlife Conservation and Management
	<input checked="" type="checkbox"/>	Basic Archery Skills		Other: _____

Failed Students

List Students Alphabetically

Last Name	First	MI	Fail Code	Last Name	First	MI	Fail Code
			B4				
			1 - Attendance				
			2 - Written				
			3 - Attitude				
			4 - Proficiency				
			5 - Range				
			6 - Other				

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

Certified Instructor Hours

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

Instructor Signatures

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

1 _____

2 _____

3 style="text-align: center;">**B16**

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

Students Enrolled: **B13**

Students Failed: **B14**

Total Certified: **B15**

No Shows: **B17**


Rev 1-2001

Instructor Final Report

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

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

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



New Mexico Hunter Education Instructor Final Report

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 Albuquerque, NM. 87120
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 Class Beginning Date: _____ Class Ending Date: _____

Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email at dgf-he@state.nm.us or fax. The original must be mailed to the address above.

(B2)

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

(B3)

Failed Students							
List Students Alphabetically			Fail Code				
Last Name	First	MI	Fail Code	Last Name	First	MI	Fail Code
			(B4)				
			1 - Attendance				
			2 - Written				
			3 - Attitude				
			4 - Proficiency				
			5 - Range				
			6 - Other				

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

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

(B16)

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

Instructor Signatures

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

Students Enrolled: **(B13)**

Students Failed: **(B14)**

Total Certified: **(B15)**

No Shows: **(B17)**

7 _____

8 _____

9 _____


10 _____

Rev 3-2001

Instructor Final Report

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

New Mexico Hunter Education Instructor Final Report



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1-800-228-6643 Fax (505) 222-4734
Class Beginning Date: _____ Class Ending Date: _____

Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email at dgf-he@state.nm.us or fax. The original must be mailed to the address above.

Lectures & Demonstrations

X	Responsible and Ethical Hunters		X	Basic Hunting Skills
X	Know Your Firearm Equipment		X	Being a Safe Hunter
X	Basic Shooting Skills		X	Outdoor Preparedness
X	Basic Muzzleloading Skills		X	Wildlife Conservation and Management
X	Basic Archery Skills			Other: _____

(B2)

Failed Students

List Students Alphabetically

Last Name	First	MI	Fail Code	Last Name	First	MI	Fail Code
			1 - Attendance				
			2 - Written				
			3 - Attitude				
			4 - Proficiency				
			5 - Range				
			6 - Other				

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

Certified Instructor Hours

Inst. Number	Last Name	First Name	Classroom	Proficiency	Range Time	Prep Time	Trail	Total
1								
2								
3								
4								
5	(B5)	(B6)	(B7)	(B8)	(B9)	(B10)	(B11)	(B12)
6								
7								
8								
9								
10								
Total Hours:								

(B3)

Instructor Signatures

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

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

Students Enrolled: (B13)

Students Failed: (B14)

Total Certified: (B15)

No Shows: (B17)


(B16)

Rev 3-2011

Instructor Final Report

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

New Mexico Hunter Education Instructor Final Report



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

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Albuquerque, NM. 87120
1-800-228-6643 Fax (505) 222-4734
Class Beginning Date: _____ Class Ending Date: _____

Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email at dgt-hel@state.nm.us or fax. The original must be mailed to the address above.

Lectures & Demonstrations	
X	Responsible and Ethical Hunters
X	Know Your Firearm Equipment
X	Basic Shooting Skills
X	Basic Muzzleloading Skills
X	Basic Archery Skills

X	Basic Hunting Skills
X	Being a Safe Hunter
X	Outdoor Preparedness
X	Wildlife Conservation and Management
X	Other:

Failed Students			
List Students Alphabetically			
Last Name	First	MI	Fail Code
			(B4)

Last Name	First	MI	Fail Code

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

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

Instructor Signatures

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

1 _____

2 style="text-align: center;">(B16)

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

Students Enrolled:	(B13)
Students Failed:	(B14)
Total Certified:	(B15)
No Shows:	(B17)


Rev 1-2021

Instructor Final Report

- **Block 9 - Range Time.**
This includes the actual time spent on the range and/or using the pellet trailer.

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

New Mexico Hunter Education Instructor Final Report



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

Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email at dgf-he@state.nm.us or fax. The original must be mailed to the address above.

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

Failed Students							
List Students Alphabetically				Fail Code			
Last Name	First	MI	Fail Code	Last Name	First	MI	Fail Code
			B4				

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

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

Instructor Signatures

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

1 _____

2 style="text-align: center;">**B16**

3 _____

4 _____

5 _____

6 _____

Students Enrolled: **B13**

Students Failed: **B14**

Total Certified: **B15**

No Shows: **B17**

7 _____

8 _____

9 _____


10 _____

Rev 3-2001

Instructor Final Report

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

New Mexico Hunter Education Instructor Final Report



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B2

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

B3

Failed Students			
Last Name	First	ME	Fail Code
			1 - Attendance
			2 - Written
			3 - Attitude
			4 - Proficiency
			5 - Range
			6 - Other

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

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

B16

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

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

B13

Students Enrolled: **B13**

Students Failed: **B14**

Total Certified: **B15**

No Shows: **B17**

7 _____

8 _____

9 _____


10 _____

Rev 1-2021

Instructor Final Report

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

New Mexico Hunter Education Instructor Final Report



HUNTER EDUCATION
NEW MEXICO
GAME & FISH
INSTRUCTOR

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

Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email at dgf-he@state.nm.us or fax. The original must be mailed to the address above.

Lectures & Demonstrations			
B2	<input checked="" type="checkbox"/>	Responsible and Ethical Hunters	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Know Your Firearm Equipment	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Basic Shooting Skills	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Basic Muzzleloading Skills	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Basic Archery Skills	<input type="checkbox"/>
			<input checked="" type="checkbox"/>
			<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Failed Students							
List Students Alphabetically							
Last Name	First	MI	Fail Code	Last Name	First	MI	Fail Code
			B4				
			1 - Attendance				
			2 - Written				
			3 - Attitude				
			4 - Proficiency				
			5 - Range				
			6 - Other				

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

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

Instructor Signatures

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

1 _____

2 _____

3 style="text-align: center;">**B16**

4 _____

5 _____

6 _____

Students Enrolled: **B13**

Students Failed: **B14**

Total Certified: **B15**

No Shows: **B17**

7 _____

8 _____

9 _____


10 _____

Rev 3-2001

Instructor Final Report

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

New Mexico Hunter Education Instructor Final Report



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

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

Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email at dgf-he@state.nm.us or fax. The original must be mailed to the address above.

(B2)

Lectures & Demonstrations	
<input checked="" type="checkbox"/>	Responsible and Ethical Hunters
<input checked="" type="checkbox"/>	Know Your Firearm Equipment
<input checked="" type="checkbox"/>	Basic Shooting Skills
<input checked="" type="checkbox"/>	Basic Muzzleloading Skills
<input checked="" type="checkbox"/>	Basic Archery Skills

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

(B3)

Failed Students							
List Students Alphabetically			Fail Code				
Last Name	First	MI	Fail Code	Last Name	First	MI	Fail Code
			(B4)				

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

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

Instructor Signatures

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

<p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p> <p>6 _____</p>	<p>7 _____</p> <p>8 _____</p> <p>9 _____</p> <p>10 _____</p>
---	--

Students Enrolled: (B13)
Students Failed: (B14)
Total Certified: (B15)
No Shows: (B17)

(B16)

Rev 3-2001


Instructor Final Report

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

Please Note:

Block 14 + 15 should total Block 13.

New Mexico Hunter Education Instructor Final Report



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Albuquerque, NM. 87120
1-800-228-6643 Fax (505) 222-4734
Class Beginning Date: _____ Class Ending Date: _____

Complete this Final Report immediately upon class completion and submit to the Hunter Education Office via email at dgf-hed@state.nm.us or fax. The original must be mailed to the address above.

Lectures & Demonstrations			
(B2)	<input checked="" type="checkbox"/>	Responsible and Ethical Hunters	<input checked="" type="checkbox"/> Basic Hunting Skills
	<input checked="" type="checkbox"/>	Know Your Firearm Equipment	<input checked="" type="checkbox"/> Being a Safe Hunter
	<input checked="" type="checkbox"/>	Basic Shooting Skills	<input checked="" type="checkbox"/> Outdoor Preparedness
	<input checked="" type="checkbox"/>	Basic Muzzleloading Skills	<input checked="" type="checkbox"/> Wildlife Conservation and Management
	<input checked="" type="checkbox"/>	Basic Archery Skills	Other: _____

Failed Students							
List Students Alphabetically							
Last Name	First	MI	Fail Code	Last Name	First	MI	Fail Code
			(B4)				
			1 - Attendance				
			2 - Written				
			3 - Attitude				
			4 - Proficiency				
			5 - Range				
			6 - Other				

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

Certified Instructor Hours							
Instr. Number	Last Name	First Name	Classroom	Proficiency	Range Time	Prep Time	Total
1							
2							
3	(B5)						
4							
5							
6							
7							
8							
9							
10							
Total Hours:							

Instructor Signatures

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

1 _____

2 _____

3 style="text-align: center;">**(B16)** _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

Students Enrolled: **(B13)**

Students Failed: **(B14)**

Total Certified: **(B15)**

No Shows: **(B17)**

Rev. 1-2011

Instructor Final Report

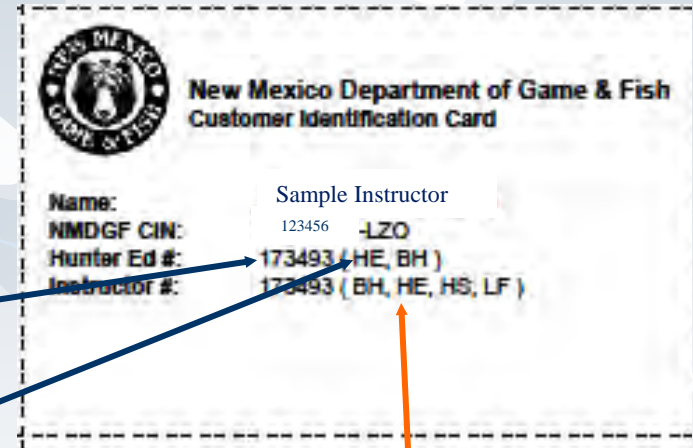
The completed final report and the class roster are submitted to the HE office.

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

Students are RESPONSIBLE for printing their cards!

Student Hunter Ed Number

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

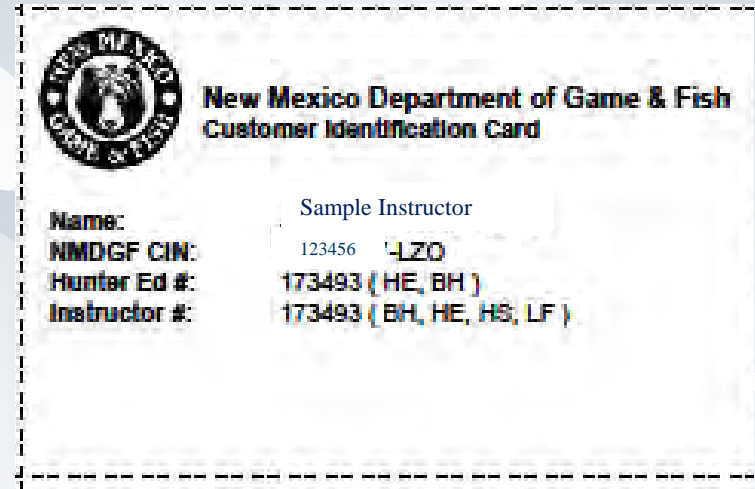


Instructor Numbers and designations are tracked. Instructor cards no longer mailed out.

Students are RESPONSIBLE for printing their OWN cards!

Student Hunter Ed Number

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



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



ONLINE COURSE

Online Course

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

Online Course

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



Ready to teach!

What's next...

REACTIVATING INSTRUCTORS

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

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

REACTIVATING LEAD INSTRUCTORS

Contact the Department's Volunteer Coordinator at ,
505-222-4704, if:

You are an instructor who has been inactive for three (3) or more years and wish to become active again.

Background Check

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

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

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

Want more information?

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

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

<https://wildlife.dgf.nm.gov/education/hunter-education/hunter-education-instructor/>

Once you have found a workshop, you can register through your Department CIN account or by calling the Hunter Education Office at 505-222-4731.

Register Online for a Workshop

New Mexico Department of Game & Fish
Online License System

NMDGF Time: 01:58:32 Logged In as JENNIFER MORGAN | Logout

MAIN MENU

- Home
- My Account
- License Sales
- Free Permits
- Off-Highway Vehicles
- Education
- Contact NMDGF
- Print NMDGF CIN Card
- Logout

HUNTER EDUCATION

NEW MEXICO HUNTER EDUCATION REQUIREMENTS

No one under 18 years of age may hunt with a firearm without possessing a certificate proving that he/she has passed this or another state's hunter education course. Uncertified juveniles may shoot (not hunt with) firearms if under adult supervision or in a supervised program. It is also illegal for anyone under 18 to apply for, or buy, any type of firearms hunting license before passing a hunter education course. Young hunters also must have their card in their possession while hunting.

[Print Duplicate Card](#) [Register for Classes](#) [Register for Workshops](#)

ABOUT OUR COURSES

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

Each class is approximately sixteen hours in length plus additional study time. Each student must demonstrate and are tested on his or her ability to handle firearms safely and pass a written examination. Parents are always encouraged to attend the class with their children. Parents are required to attend the class with children 10 years of age and younger. Information on Hunter Education and current class schedules is available below, through the main office and through any of the Department's satellite offices.

MY COURSES

Number	Type	Description	City	Dates	
07052001	HUNTER EDUCATION	MIGRATED COURSE	ALBUQUERQUE	Jul 14	View
06131999	BOW HUNTING	MIGRATED COURSE	ALBUQUERQUE	Aug 14	View

MY WORKSHOPS

Number	Type	Description	Date	
58	MEETING	ABQ PLNG MTG	12/11/2008	View
84	LIVE FIRE	ABQ LIVE FIRE	02/01/2002	View
128	ADMIN AND ORIENTATION	ABQ A&O	06/01/2001	View
171	BOWHUNTER	ABQ BOW A&O	03/01/2002	View
259	MEETING	Belen Plng Mtg	12/04/2008	View
519	FIREARMS TRAINING	Concealed Carry - Abq Shooting Range	10/01/2010	View

DRAW HELP MENU

- Hunter Harvest Reporting
- Big Game R.I.B.
- Small Game R.I.B.
- How To Attach
- Online Application FAQs
- How the Draw Works
- Increase Draw Odds
- Using Drawing Odds Reports
- Drawing Odds Reports

New Mexico Department of Game & Fish
Online License System

NMDGF Time: 08:56:03 Logged In as JENNIFER MORGAN | Logout

MAIN MENU

- Home
- My Account
- License Sales
- Free Permits
- Off-Highway Vehicles
- Hunter Education
- Contact NMDGF
- Print NMDGF CIN Card
- Logout

REGISTER FOR A HUNTER EDUCATION INSTRUCTOR WORKSHOP

SCHEDULE OF HUNTER EDUCATION INSTRUCTOR WORKSHOPS

Number	Type	Description	Date	
513	ADMIN AND ORIENTATION	Las Cruces G&F Office	12/11/2010	View
528	ADMIN AND ORIENTATION	A&O Roswell G&F Office	01/15/2011	View
514	HOME STUDY	Las Cruces G&F Office	12/12/2010	View
529	HOME STUDY	Roswell G&F Office	01/16/2011	View
510	LIVE FIRE	Albuquerque - City of Abq Shooting Range Park	11/20/2010	View
515	LIVE FIRE	Las Cruces G&F/Butterfield Range	01/15/2011	View
530	LIVE FIRE	Carlsbad Shooting Range	02/19/2011	View
517	MEETING	Planning Meeting - Albuquerque	11/30/2010	View
524	SURVIVAL	Survival for Hunters Workshop - La Luz	12/11/2010	View

DRAW HELP MENU

- Hunter Harvest Reporting
- Big Game R.I.B.
- Small Game R.I.B.
- How To Attach
- Online Application FAQs
- How the Draw Works
- Increase Draw Odds
- Using Drawing Odds Reports
- Drawing Odds Reports

New Mexico Department of Game & Fish

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

Hunter Education Staff

Questions? Contact us,

Coordinator

(505) 222-4722

Stephanie Walton, Assistant Coordinator

(505) 222-4733, stephanie.Walton@dgf.nm.gov

Roselyn Washington, Office Administrator

(505) 222-4731, dgf-he@dgf.nm.gov

THANK YOU!

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

This completes your online portion of your training!

