



Michigan 4-H Shooting Sports Instructor Certification and Recertification Policies and Application

Effective May, 2018

Certification Policy

To receive initial MI 4-H Shooting Sports Instructor Certification Applicants must:

1. Be an enrolled 4-H Volunteer that has been approved through the Volunteer Selection Process or be an approved teen leader.
2. Attend and participate fully in a MI 4-H Shooting Sports Board of Directors approved instructor certification workshop
3. Pass the test for your discipline
4. Complete the four (4) on-line volunteer e-learning course modules prior to the workshop.
5. Meet any other discipline specific qualification/certification requirements and approval of the state trainer responsible for your discipline. Trainers have the right to deny certification to anyone they feel is not prepared to safely lead a 4-H Shooting Sports Program/Club/Event.
6. Deliver the MI 4-H Shooting Sports Instructor Certification/Re-Certification Application to your **county 4-H office** where county staff will verify the activity status of the instructor, sign and date the application and update county records as needed. Trainers will have signed this form for all successful applicants at the workshop.
7. County 4-H staff will submit the **original** completed MI 4-H Shooting Sports Instructor Certification/Re-Certification Application with all required signatures within 90 days following the workshop to chris483@anr.msu.edu or the following address:

*MSU Extension Children and Youth Institute
Attn: 4-H Shooting Sports Certification
446 W. Circle Dr.
Justin S. Morrill Hall of Agriculture – Room 160
East Lansing, MI 48824*
8. Your instructor certification card will be emailed from the state office to the county office. County staff should copy cards and distribute them to the applicants in a timely manner.

Please note:

- Original, completed forms can be mailed/emailed to the state shooting sports coordinator (chris483@anr.msu.edu) by the county staff. County staff and applicant should both keep copies of forms for their records. The forms **MUST be emailed or postmarked within 90 days of the workshop**. For example, for the April 28-29, 2017 workshop, the application must be emailed or postmarked by July 29, 2017.
- It is ultimately the responsibility of the applicant to insure that forms are completed properly and mailed on time.
- MI 4-H Shooting Sports Instructor Certification/Re-Certification Application is included in this document and can be found in the resources section at the bottom of the 4-H Shooting Sports homepage at: http://4h.msue.msu.edu/4h/shooting_sports
- Please note that this is the only application that is to be used for certification and/or recertification requests. There are not separate applications for certification and recertification.

Re-Certification Policy

To **renew** MI 4-H Shooting Sports Instructor Certification:

Using the original certification date of April, 2017 as an example...

The recertification process is:

1. Certifications expire on December 31st of each year. The renewal application process should begin October 15th of the year certification expires (2020), or three years from the year of certification or most recent recertification. The completed, dated, and signed application should be received by the county 4-H office where county staff will verify the activity status of the instructor, sign off on the application and update county records as needed. A signature from a current certified shooting sports instructor supporting certification is required for renewals only. Be sure your form reaches your County 4-H Program Coordinator in a timely manner for completion of their portion of the forms.
2. Applications should be sent to the state office prior to certification expiring so certification does not lapse. Applications received after December 31st are considered lapsed and require a workshop to renew. **Original** forms are to be emailed to chris483@anr.msu.edu or mailed to the following address:

*MSU Extension Children and Youth Institute
Attn: 4-H Shooting Sports Certification
446 W. Circle Dr.
Justin S. Morrill Hall of Agriculture – Room 160
East Lansing, MI 48824*

County staff and instructors should both keep copies of applications for their records. It is ultimately the responsibility of the instructor to insure that applications are completed properly and mailed on time.

3. If the application is filled out correctly and the instructor has remained active, the instructor certification will be renewed, the application will be filed, the database will be updated, and a new certification will be emailed to the county 4-H office. The staff person should then ensure that the new card is given to the instructor.
4. This recertification process should be repeated in three years... (in this example, fall of 2023).
5. If the instructor attends a state certification workshop prior to the established recertification expiration (2020), for example, if they attend a certification workshop in the same or different discipline in October of 2017, their new recertification expiration date becomes 2020 provided the instructor meets all requirements listed above. Recertification would then be due in 2023.

Please note:

- Instructors seeking re-certification who have been inactive for more than three years, or whose certifications expiration date has passed without being renewed **must** attend a state 4-H Instructor certification workshop for one of their past certifications before all of their disciplines will be renewed. Successful completion of a certification workshop will renew **ALL** certifications that have lapsed.
- The MI 4-H Shooting Sports Instructor Certification/Re-Certification Application is included in this document and can be found in the resources section at the bottom of the 4-H Shooting Sports homepage at: http://msue.anr.msu.edu/program/info/shooting_sports
- Please note that this is the only application that is to be used for certification and/or recertification requests. There are not separate applications for certification and recertification.

MI 4-H Shooting Sports Instructor Certification/Recertification Application



This form is to be completed by all MI 4-H Adult and Teen Shooting Sports Volunteers and submitted to their county 4-H office

- Within 90 days of completing a MI 4-H Shooting Sports Instructor Certification Workshop
- Within 3 years of their most recent certification/recertification expiration date to request re-certification in one or more disciplines for which they have previously been certified

Name _____
 County _____
 Address _____
 City _____
 Zip code _____
 Day Phone _____
 Cell Phone _____
 E-mail _____
 Birth Date _____ / _____ / _____

Discipline	New Certification Request	Certification Renewal Request
Check all that apply		
Archery		
Rifle		
Shotgun		
Muzzleloader		
Pistol		
Hunting & Wildlife		
Completed 4 Volunteer e-learning modules within 90 days of training	Yes No	Not required for renewal

Check all that apply:

- I am _____ a teen volunteer (16-20 years old)
 _____ an adult volunteer
 _____ a first time workshop participant
 _____ a member of the state training team

4-H Shooting Sports Volunteer

By signing below I understand and agree to adhere to the philosophies of the 4-H Youth Development Program and the Program Policies and Safety Practices of the 4-H Shooting Sports Program.

Applicant's Signature _____ Date _____

4-H Shooting Sports State Trainer

Date of Workshop _____ Applicant Test Score _____

By signing below I acknowledge that the above named applicant has successfully completed the requirements for MI 4-H Shooting Sports Instructor Certification in the discipline indicated.

Trainers Signature _____ Trainers Printed Name _____ Date _____

(continued on next page >>>)

For instructors seeking renewal of certification only:

Please describe your current instructor activities as it relates to the 4-H shooting sports program.

_____ Number 4-H Shooting Sports meetings per year
 _____ Number of youth involved in:
 _____ Air Rifle _____ Archery _____ Hunting and wildlife
 _____ Muzzleloading _____ Small bore rifle _____ Shotgun

List any special activities your club has participated in (i.e., regional tournaments, service projects, etc.).

Please tell us about any additional trainings and/or awards you have received. (i.e., regional Leadermetes, NRA trainings, etc.).

(REQUIRED) Signature of Shooting Sports Certified instructor in your county (**Renewals Only**) Printed name Date

County 4-H Extension Staff: Please complete the box below for ALL applicants.

Has the applicant satisfactorily completed the County 4-H volunteer screening process? Yes No		
Is the applicant currently in good standing as a 4-H Volunteer? Yes No		
To the best of my knowledge, the information included on this application is correct and I _____ DO _____ DO NOT recommend this applicant for the certification and/or renewals requested.		
Comments: _____ _____ _____		
County Extension Staff Signature Mail Original to:	Printed Name or email Original to: chris483@anr.msu.edu	Date
MSU Extension Children and Youth Institute Attn: 4-H Shooting Sports Certification 446 W. Circle Dr. Justin S. Morrill Hall of Agriculture – Room 160 East Lansing, MI 48824		

