



## Michigan 4-H Shooting Sports Instructor Adult Recertification Policies and Application

Effective August 2026

**Recertification Policy** (Renewals of existing certifications are granted when volunteers submit their completed application by December 1<sup>st</sup> to their county office.)

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

1. Certifications expire on December 31<sup>st</sup>. The renewal application process opens September 15<sup>th</sup> of the year certification expires (three years from the year of certification or most recent recertification). The completed, dated, and signed application must be received by the county MSU Extension Office so staff can verify the status of the instructor, sign off on the application and update county records as needed. Be sure your form reaches your 4-H Program Coordinator by December 1<sup>st</sup>.
2. Applications will be sent to the state 4-H office by your 4-H Program Coordinator by December 15<sup>th</sup>. If we do not receive an application for recertification by the deadline; the certification will be considered lapsed and require a workshop to renew. Forms are to be emailed to [4h.shootingsports@msu.edu](mailto:4h.shootingsports@msu.edu). County staff and instructors should both keep copies of the application for their records. It is ultimately the responsibility of the instructor to ensure that applications are completed properly and submitted to the 4-H Program Coordinator 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 the new certification will be emailed to the instructor and their 4-H Program Coordinator.
4. This recertification process must be repeated every three years.
5. If the instructor attends a state certification workshop prior to the established recertification expiration, their new recertification expiration date for all existing certifications is tied to the newest expiration date, provided all requirements listed above are met.

Please note:

- Instructors seeking recertification who have been inactive for more than three years, or whose certifications are expired **must** attend a state 4-H Instructor certification workshop. We will consider based on the circumstances if all of their disciplines will be renewed or just the one for which they attended the workshop.
- If an instructor is under 21 years of age, their certification is **PROVISIONAL** until their 21<sup>st</sup> birthday. **PROVISIONAL** Status indicates that the instructor must be working with another certified 4-H Shooting Sports Instructor over the age of 21.
- The MI 4-H Shooting Sports Instructor Recertification Application is included in this document and can be found towards the top of the Leader Training & Tools webpage: [https://www.canr.msu.edu/shooting\\_sports/leader-training-tools](https://www.canr.msu.edu/shooting_sports/leader-training-tools)
- Please note that this is the **only** application that will be accepted for recertification requests.

## MI 4-H Shooting Sports Instructor Adult Recertification Application



This form is to be completed by MI 4-H Adult Shooting Sports Volunteers eligible for recertification and submitted to their county MSU Extension office.

Name \_\_\_\_\_  
 County \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 Zip code \_\_\_\_\_  
 Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_

| You will only be recertified in the disciplines you request here. |                               |
|-------------------------------------------------------------------|-------------------------------|
| Discipline                                                        | Certification Renewal Request |
| Archery                                                           |                               |
| Coordinator                                                       |                               |
| Hunting & Wildlife                                                |                               |
| Muzzleloader                                                      |                               |
| Pistol                                                            |                               |
| Rifle                                                             |                               |
| Shotgun                                                           |                               |

### 4-H Shooting Sports Volunteer

By signing below, I understand and agree to the philosophies of the 4-H Youth Development Program and the Program Policies and Safety Practices of the 4-H Shooting Sports Program. I certify that I have been active as a 4-H Shooting Sports instructor within the past 3 years.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

**County 4-H Extension Staff: Please sign below to verify this person is an Active Gold volunteer in Volunteer Central, is in good standing with your county program, and has been active as a 4-H Shooting Sports Instructor within the past 3 years.**

County Extension Staff Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Email to: [4h.shootingsports@msu.edu](mailto:4h.shootingsports@msu.edu)

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