



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

Effective December 2024

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

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

1. Certifications expire on December 31st. The renewal application process opens September 15th 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 1st.
2. Applications will be sent to the state 4-H office by your 4-H Program Coordinator by December 15th. 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. 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 21st 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
- 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

Applicant's Signature _____

Date _____

County 4-H Extension Staff: Please sign below to verify this person is Active Gold volunteer in Volunteer Central and is in good standing with your county program.

County Extension Staff Signature _____

Printed Name _____

Date _____

Email to: 4h.shootingsports@msu.edu

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