



Michigan 4-H Shooting Sports Instructor Recertification Policies and Application

Effective July 2023

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.
- 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
Recertification Application**



This form is to be completed by MI 4-H Adult and Teen 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	
Rifle	
Shotgun	
Muzzleloader	
Pistol	
Hunting & Wildlife	

Choose which applies to you:

I am: _____an adult volunteer
 _____a teen volunteer (16-20 years old)
 Date of Birth ____/____/____

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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