



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

Effective January 2025

### Recertification Policy:

Recertification for Teen Shooting Sports Leaders follows the same timeline as adult certifications until the teen leader ages out of the 4-H Program.

Renewals of existing certifications are granted when teen leaders:

- Submit their teen leader recertification application to their county 4-H office by December 1<sup>st</sup> when recertifying as a teen leader.
- Work with their county 4-H Program Coordinator to complete the VSP and submit the adult recertification application to the State 4-H office by October 15<sup>th</sup> when recertifying as an adult instructor under PROVISIONAL status (details below under “Provisional Adult”).

To **renew** MI 4-H Shooting Sports Teen Leader Certification:

### Teen Leaders:

The renewal application process for Teen Leaders follows the same timeline as adult instructors until the Teen Leader ages out of the 4-H Program:

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.

### Provisional Adult:

When Teen Leaders age out of the 4-H Program, their Teen Leader status expires August 31<sup>st</sup> of their final program year. This would be the program year that they turn 20 on or after January 1. At that time, individuals must complete the Volunteer Screening Process to become an Active GOLD volunteer before applying for an adult shooting sports instructor certification that will be PROVISIONAL until their 21<sup>st</sup> birthday. Under PROVISIONAL status, the individual must continue to work with an adult Shooting Sports Instructor who is at least 21 years old until they themselves reach their 21<sup>st</sup> birthday. The application process for this is as follows:

1. A renewal application to recertify and change status from teen leader to provisional adult instructor will be sent by September 1 of the year that youth are aged out of 4-H. Applicants must complete the Volunteer Screening Process to become an Active Gold volunteer prior to submitting their renewal application.
2. Application (including the Volunteer Selection Process) must be completed and delivered to the state 4-H office by October 15<sup>th</sup>. Forms are to be emailed to [4H.ShootingSports@msu.edu](mailto:4H.ShootingSports@msu.edu). Instructors should work with their county 4-H Program Coordinator to ensure that this deadline is met. If applications are not received in time, the individual will be considered lapsed and will need to attend a Shooting Sports Instructor Workshop to recertify.
3. The individual cannot act as a 4-H Shooting Sports Instructor until the Volunteer Selection Process is complete, they are an Active Gold Volunteer, and they have been granted PROVISIONAL Adult Instructor Status.
4. Status of their adult 4-H Shooting Sports Instructor Certification is PROVISIONAL until the individual turns 21 years old. Under PROVISIONAL status, the individual must continue to work alongside a certified adult 4-H Shooting Sports Instructor 21 or older.
5. Once they are issued their adult shooting sports certification under PROVISIONAL status, the individual returns to the 3-year recertification cycle.
6. Once the individual turns 21, PROVISIONAL status is automatically lifted, and they can act in the full capacity of a certified adult 4-H shooting sports instructor.

### 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 whether all 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](https://www.canr.msu.edu/shooting_sports/leader-training-tools)
- Please note that this is the **only** application that will be accepted for teen recertification requests.

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



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

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

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
Teen Instructors must be ages 14-19 (4-H age)

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

### 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](mailto:4h.shootingsports@msu.edu)

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