Michigan 4-H Shooting Sports Instructor Certification and Recertification Policies and Application
Effective March, 2017

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 28-39, 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.

Updated May 8, 2017
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 _________/_________/___________

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

<table>
<thead>
<tr>
<th>Discipline</th>
<th>New Certification Request</th>
<th>Certification Renewal Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rifle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shotgun</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Muzzleloader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pistol</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hunting &amp; Wildlife</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Completed 4 Volunteer e-learning modules within 90 days of training

Yes No Not required for renewal

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 of 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)

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  Printed Name  Date

Mail Original to:

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

MSU is an affirmative action/equal opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Thomas G. Coon, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned. The name 4-H® and the emblem consisting of a four-leaf clover with stem and the 4-H® on each leaflet are protected under Title 18 U.S.C. 707.