

TABLE OF CONTENTS

SECTION 1 - Program Overview

**SECTION 2 - Hunter Education
Policy**

**SECTION 3 - Teaching
Techniques**

SECTION 4 - Curriculum

SECTION 5 - Appendix



Produced by:

Pennsylvania Game Commission
Bureau of Information &
Education

Hunter Education & Outreach
Division

December 2012

Version 4.0





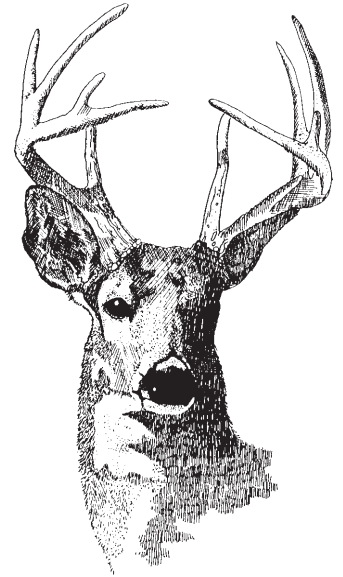
Instructor Notes:



Section 1 - Program Overview

TABLE OF CONTENTS

Introduction	1.1
Program History	1.2
Hunter Education Program Goal	1.5
Job Descriptions	1.7
Instructor Applications	1.11
Instructor Liability	1.13
Instructor Code-of-Conduct	1.15
Hunter-Trapper Education Class Procedures	1.17
Course Locations & Site Selection	1.17
Scheduling & Format of Classes	1.21
Advertising & Promotion of Classes	1.22
Class Size Limits & Pre-Registration	1.23
Class Cancellations	1.24
Independent Study Option	1.24
Supplies and Materials	1.25
Teaching Aids & Equipment	1.26
Student Age & Attendance	1.27
Course Fees	1.28
Record Keeping	1.29
Training Certificates & Replacements	1.31
Special-Needs Students	1.32
Class Visitors	1.33



Instructor Notes:





Instructor Notes:



Introduction

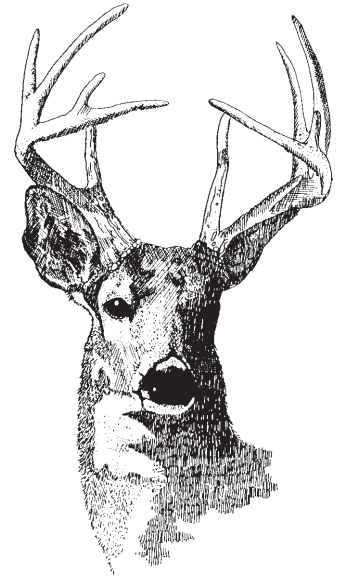
Welcome, and congratulations on becoming a member of a committed and dedicated group of instructors – **the Pennsylvania Game Commission's hunter education TEAM!** You are to be commended for your interest in becoming a hunter education instructor. The efforts of you and your fellow instructors will help ensure the future of hunting and trapping in Pennsylvania through education.

This manual serves as a guide for volunteers to conduct the Pennsylvania Game Commission's Hunter-Trapper Education program. It outlines policy and procedures together with vital program information that is required for the success of hunter education in the Keystone State.

The Pennsylvania Game Commission's Hunter-Trapper Education program is designed to meet hunter education standards as established by the International Hunter Education Association (IHEA). This program utilizes several teaching aids developed by the hunter education community in North America.

We invite you to assume the responsibilities outlined in this manual. Please read it and become familiar with its contents. Above all, keep in mind, you are part of an important team that is helping to place safe, responsible, knowledgeable and involved hunter and trappers in the forest and fields of Pennsylvania. We are confident your time and efforts will be rewarded with the satisfaction of knowing you contributed to the preservation of our hunting and trapping heritage.

Thank you for your dedication to the future of hunting and furtaking in Pennsylvania!



Instructor Notes:





Instructor Notes:

Program History

Background Information

From its beginning in 1895, the Pennsylvania Game Commission has been committed to increasing public awareness for safety and responsibility while hunting. Early efforts found concerned sportsmen assisting the Commission by spreading firearm safety information through their clubs and organizations. In the early 1950's sportsmen in cooperation with the National Rifle Association began conducting short, informal hunter safety seminars.

In 1959 the Game Commission adopted a four-hour, formal program in the safe handling of firearms. Attendance at these early hunter safety courses was voluntary. At the time, all district game protectors received comprehensive training and became certified as instructors. They coordinated the program within their assigned geographic areas, recruited and trained volunteer instructors, and assisted in conducting the classes. Many deputy game protectors also became involved as instructors. This process has endured to the present day with the agency's Wildlife Conservation Officers serving the program in the same or very similar capacities.

In 1969 the program became mandatory for all first-time hunters less than 16 years of age. Over 3,000 volunteer instructors were recruited from all walks of life with one common thread – their dedication to preserving our hunting heritage. With over 60,000 students being certified annually, these early courses continued the four hours of instruction in safe firearm handling and hunting practices.

The course content and length was increased in the mid-1970s. A six-hour, more comprehensive course of instruction was instituted. In addition to the important safety component, the course was expanded to include the subjects of hunter responsibility and ethical behavior, and instruction in game laws. The new course was more appropriately named Hunter Education. Finally, on September 1, 1982 new legislation required all first-time hunters, regardless of age to complete this important training.

Accompanying these program advancements were some significant statistics. While the number of licensed hunters was continually increasing, from just over 980,000 in the late 1950s to 1.3 million in 1982; the number of hunting related shooting injuries declined by nearly 350 annually. The program was working!



The program added a new dimension in 1980 with the Commission implementing a voluntary trapper-training program. A group of nearly 300 volunteers, most affiliated with the Pennsylvania Trapper's Association were trained and certified as instructors. The parallel program complimented the agency's hunter education training, and almost 1,000 students successfully completed these trapping courses annually. In 1986 the program became mandatory.

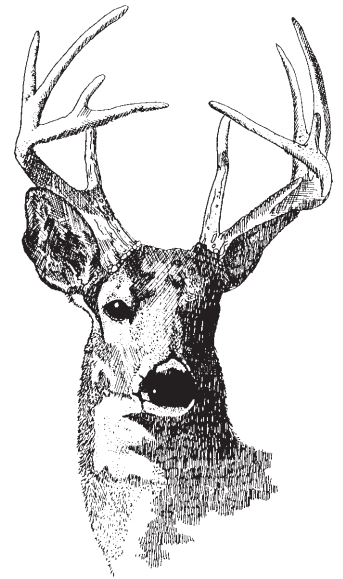
At the same time the results of a cooperative study of hunter education in North America, conducted by the U.S. Fish and Wildlife service together with the International Association of Fish and Wildlife Agencies, made further program improvements. The study recommended the subjects of survival, first aid, game care, and principles of wildlife management be added to the curriculum. This modification resulted in the revised course format that created the previous ten-hour program.

Along with this extended course came a consolidation. With an increase in the anti-trapping sentiment came a move to combine the basic hunter education course with the trapping program. The move would provide both hunters and trappers the chance to learn together. Those hunters who do not plan on trapping would be exposed to valuable training. In turn, they could lend further support to trapping's role in wildlife management. This comprehensive ten-hour course of instruction was known as our Hunter-Trapper Education program.

Current Trends

Another chapter in hunter education history was written in 1999, when the International Hunter Education Association (IHEA) adopted the first set of standards for basic hunter education. The IHEA, the recognized steering group for hunter education, is comprised of hunter education administrators from across North America. The standards were proposed in an effort to advance hunter training and address curriculum reciprocity issues. The standards describe desired learning outcomes in the form of goals. Each goal is supported by a set of defined learning objectives, which are to become the focus of training curriculums.

Since the year 2000, the Pennsylvania Game Commission has been moving toward meeting and/or exceeding the IHEA standards for basic hunter education. This training guide reflects those efforts. Through the use of innovative technologies and Internet-based distance learning systems, Hunter-Trapper Education in Pennsylvania is stepping into the future of hunter and trapper training.



Instructor Notes:





Instructor Notes:

In 2012, a new six-hour course format was developed. The purpose of this new streamlined curriculum was two-fold. First, by reducing in class time, more instructors would be able to schedule and teach additional classes each year. Secondly, the course can be held on two evenings during the week or a single day on the weekend. This allows more people interested in hunting and furtaking to fit mandated training into their busy schedules. Although in-class time is shorter, material not covered in class is delivered to all students through the use of various distance learning methods.

Today a dedicated corps of almost 2,500 volunteer instructors conducts about 900 courses annually throughout the state. Nearly 1.8 million students have been certified over this forty-plus year period. The rate of hunting-related shooting incidents has declined by nearly 80% since the program's inception. Pennsylvania looks forward to continued program growth and improvement as a dedicated corps of volunteer instructors and agency staff work in unison to preserve our rich hunting and trapping heritage.

Hunter Education Funding

Funding for hunter education in Pennsylvania comes from both the Game Fund and monies provided by the Federal Aid in Wildlife Restoration Act (also known as the Pittman-Robertson or P-R Act). The Act provides \$3 of federal funds for each \$1 of state expenditures.

The original P-R Act of 1937 placed a 10 percent excise tax on the manufacture of firearms and ammunition. Funds were authorized exclusively for wildlife restoration work, including habitat restoration, land acquisition and wildlife research. In 1970, the Act was amended by extending the 10 percent tax to handguns and subsequently in 1973, an 11 percent tax on archery equipment. More importantly, the amendments authorized these new funds to include hunter education purposes as well. In 2000, the P-R Act was again amended under the Federal Aid Improvement Act, which provided additional funding exclusively for hunter education purposes.

Federal Aid funding for hunter education is based solely on the population size of each state and is distributed through a grant process. Pennsylvania currently receives nearly \$600,000 annually from Federal Aid and spends an additional \$250,000 from Game Fund sources for hunter education. The grant process is a contractual agreement with the U.S. Fish & Wildlife Service. **It is important that procedures, policies and programs outlined in this instructor's guide be followed to ensure compliance with the grant process and future program funding.**



Goal of Hunter Education

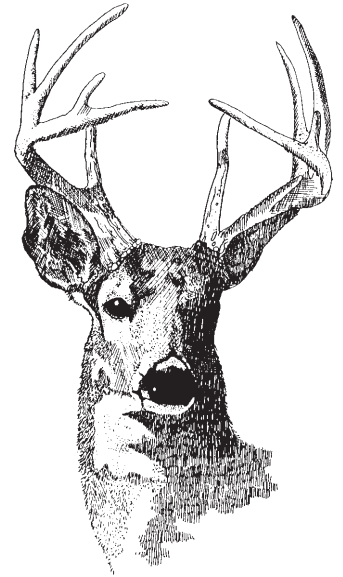
The goal of the Pennsylvania Game Commission's Hunter-Trapper Education Program is outlined below.

Program Goal

Hunter education programs, regardless of curriculum, are designed to produce hunters and trappers who are:

- **SAFE**
- **KNOWLEDGEABLE**
- **RESPONSIBLE**
- **INVOLVED**

The curriculum outlined in this guide is designed to achieve this universal hunter education goal. While certain training objectives continue to evolve over time, the goal remains constant and is driven largely by the expectations of our society. For hunting and trapping to be an accepted activity, participants must be safe, knowledgeable and responsible. To ensure the future existence of hunting and trapping, participants must also remain active to support these time-honored pursuits, both financially and politically.



Instructor Notes:





Instructor Notes:

A large, empty rectangular box with a thin black border, intended for instructor notes.



Job Descriptions

The requirements and skills of a volunteer hunter education instructor are many and varied. Through their valued dedication and effort, the future of hunting is maintained. There are several different volunteer positions within the program. Each is required to ensure the success and effectiveness of hunter education. These positions are as follows:

JOB TITLE: *Hunter-Trapper Education Instructor*

RESPONSIBLE TO: Hunter-Trapper Education Coordinators (HECs), the local Wildlife Conservation Officer and the Pennsylvania Game Commission's hunter education program staff.

Duties & Responsibilities

Hunter-Trapper Education instructors will:

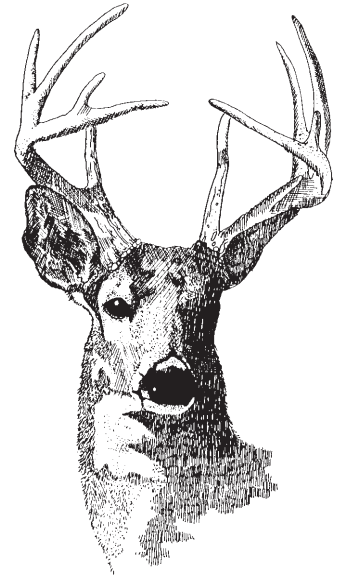
- Provide effective hunter education instruction as prescribed by the Pennsylvania Game Commission.
- Evaluate each hunter education student through observation and testing to determine successful completion of the course of study.
- Follow all hunter education polices and procedures as established by the Pennsylvania Game Commission.
- Provide complete and accurate student training records to the Pennsylvania Game Commission as prescribed.
- Maintain instructor training and certification requirements as required by the Pennsylvania Game Commission.
- Coordinate teaching activities and class scheduling with assigned Hunter-Trapper Education Coordinator and/or Wildlife Conservation Officer.
- Recommend prospective new instructors to assigned Hunter-Trapper Education Coordinator and/or Wildlife Conservation Officer.

Participation & Training

Hunter-Trapper Education instructors are required to:

- Actively participate in the teaching of at least one(1) Hunter-Trapper Education course every two (2) years.
- Attend and successfully complete at least one (1) Hunter-Trapper Education instructor's workshop every two (2) years.

(NOTE: Failure to meet the participation and training requirements can result in the recall of an instructor's certification.)



Instructor Notes:





Instructor Notes:

Minimum Qualifications

Hunter-Trapper Education instructors must:

- Be at least 18 years of age.
- Have solid background experience in hunting, trapping or related special subjects taught in the Hunter-Trapper Education course.
- Have **no** felony convictions.
- Have **no** misdemeanor convictions within the past three (3) years, or any pending indictments.
- Have **no** Game and Wildlife Code convictions that have resulted in hunting or trapping privilege revocation with the past five (5) years.
- Be of high moral character.
- Be a high school graduate or possess equivalency certification.
- Have satisfactorily passed a background investigation.
- Attend and successfully complete a formal Hunter-Trapper Education student class as provided by the Pennsylvania Game Commission within 18 months prior to or after application.
- Attend and successfully complete formal hunter education instructor training as provided by the Pennsylvania Game Commission.
- Satisfactorily assist with instructing a formal Pennsylvania Game Commission Hunter-Trapper Education class under the supervision of an experienced instructor(s) within one (1) year following initial certification.
- Participate in a minimum of one (1) formal Pennsylvania Game Commission Hunter-Trapper Education class and one (1) training conference/workshop biennially.

EVALUATIONS

Instructors will be evaluated by:

- Periodic course reviews conducted by a Wildlife Conservation Officer and/or PGC hunter education staff.
- Student questionnaires.
- Instructor activity and attendance reports.



JOB TITLE: *Hunter-Trapper Education Coordinator*

RESPONSIBLE TO: Local Wildlife Conservation Officer and/or the Pennsylvania Game Commission's hunter education program staff

Duties & Responsibilities

In addition to the duties of a hunter education instructor, the Hunter-Trapper Education Coordinator shall within his or her assigned area:

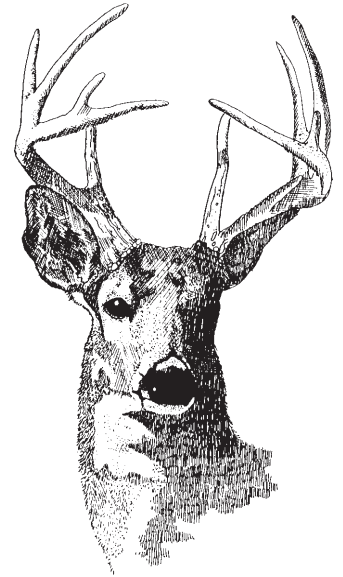
- Lead and coordinate assigned instructor team(s).
- Assist with the local recruitment, training and certification of new and existing hunter education instructors.
- Observe instructors and make recommendations to continually improve instructor's teaching ability and overall program quality.
- Provide ongoing support and assistance to hunter education instructors.
- Coordinates the scheduling of classes and the distribution of teaching materials and supplies.
- Recommend new hunter education instructor candidates to the local Wildlife Conservation Officer and/or PGC hunter education staff.

Participation & Training

In addition to the requirements as a Hunter-Trapper Education instructor the Hunter-Trapper Education Coordinator shall:

- Attend and successfully complete any Hunter-Trapper Education Coordinator training as may be required.

(NOTE: Failure to meet the above participation and training requirements can result in the recall of the position as a Hunter-Trapper Education Coordinator.)



Instructor Notes:





Instructor Notes:

Minimum Qualifications

In addition to the minimum qualifications as a Hunter-Trapper Education Instructor, the Hunter-Trapper Education Coordinator shall:

- Have at least two (2) years experience as a Hunter-Trapper Education Instructor and have demonstrated outstanding teaching and organizational skills.
- Be willing to devote the additional time and effort required to carry out the duties and responsibilities of a Hunter-Trapper Education Coordinator.
- Have the ability to direct instructors, plan and conduct instructor training programs, maintain necessary records, and follow Pennsylvania Game Commission policies and procedures as required.
- Be able to effectively communicate in both written and oral form.
- Have a devout interest and strong support for hunting, trapping and hunter education.

Evaluations

Hunter-Trapper Education Coordinators will be evaluated by:

- Review of results of instructor training and overall program quality.
- Instructor questionnaires.
- Periodic reviews by the local Wildlife Conservation Officer and/or Pennsylvania Game Commission hunter education staff.

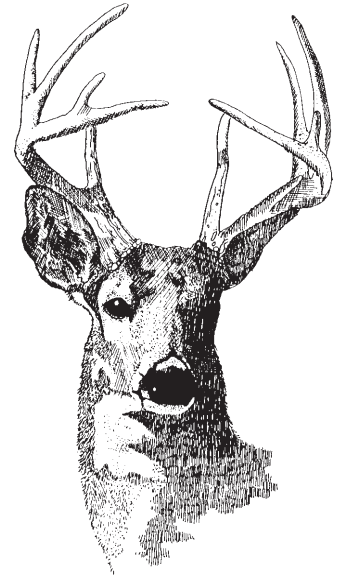


Instructor Applications

Below is an outline of the steps involved in completing the application process to become a Pennsylvania Game Commission (PGC) hunter education instructor.

- Applicant obtains and completes:
 - (1) a standard **PGC Hunter Education Instructor Application** (PGC-HTE-202)
 - (2) a Dept. of Public Welfare **Child Abuse History Clearance** (form CY 113).Completed applications are returned to the Pennsylvania Game Commission's Hunter Education & Outreach Division in Harrisburg. Applicant should keep a copy of their application.
- Applications are forwarded to local Wildlife Conservation Officer, who reviews the application. Officers conduct Game & Wildlife Code violations check, applicant interviews and contact character references for each applicant and complete the application form as required. All forms are then forwarded to the WCO's respective regional office. Officers should keep a copy of each application with any attachments on district file.
- Regional Information & Education Supervisors (IES) review applications to insure all forms are satisfactorily completed, endorse and return the original applications to the Hunter Education & Outreach Division Office in Harrisburg. IESs should keep a copy of applications with attachments on regional file.
- Regional Information & Education Supervisors (IES) will schedule and coordinate initial training workshops for all new instructors. Applicants will be notified in advance of date, time and place for this training.
- Applicants **must** attend and successfully complete a new instructor's training workshop.
- Applicants **must** attend & successfully complete a PGC Hunter-Trapper Education course as a student within an 18-month period prior to or after submitting applications to become an instructor.
- Applicant **must** assist in the instruction of a PGC Hunter-Trapper Education course within an 18-month period prior to or after submitting applications to become an instructor. (**NOTE: This may be accomplished concurrent to completing a student class.**)
- Certification of instructors will occur when all above steps are completed, including successful completion of background investigations.

*(The effective date of the above procedure for application and initial training of new PGC hunter education instructors is **January 1, 2003.**)*



Instructor Notes:



Instructor Liability

Sovereign Immunity Claims Act

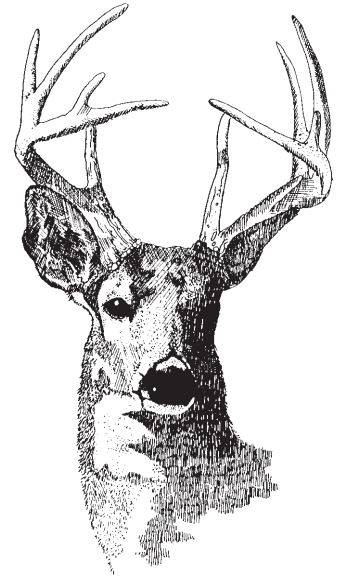
Act 142 of 1980 provides that any person who is acting or has acted on behalf of a government unit, whether compensated or not, while furthering Commonwealth business, falls within the dictates of the Sovereign Immunity Claims Act. It is the opinion of the Commonwealth's Bureau of Risk and Insurance Management that volunteer hunter education instructors, acting in good faith and at the direction of the Game Commission, have the same coverage as a regular employee while instructing in a hunter education program.

Coverage is in the amount of \$250,000 for an action or occurrence in favor of the plaintiff or \$1,000,000 in the aggregate. Coverage includes all phases of classroom instruction as well as properly supervised live-fire and field demonstration participation implemented as part of a formal hunter education program.

Volunteer-in-Public-Service Standard

Act No. 1988-179, amends Title 42 of the Pennsylvania Consolidated Statutes by adding § 8332.4 to read in part as follows:

Except as provided otherwise in this section, no person who, without compensation and as a volunteer, renders public services for a Commonwealth or local government agency conducting or sponsoring a public service program or project shall be liable to any person for any civil damages as a result of any acts or omissions in rendering such services unless the conduct of such person falls substantially below the standards generally practiced and accepted in like circumstances by similar persons rendering such services unless it is shown that such person did an act or omitted the doing of an act which such person was under a recognized duty to another to do, knowing or having reason to know that such act or omission created a substantial risk of actual harm to the person or property of another. It shall be insufficient to impose liability to establish only that the conduct of such person fell below ordinary standards of care.



Instructor Notes:





Instructor Notes:

Definitions – As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

Compensation: The term shall not include reimbursement for reasonable expenses actually incurred or to be incurred.

Public service program or project: An organized program, or other public service ordinarily conducted or rendered by volunteers.

Other Coverage

Additional liability insurance coverage may be obtained as an option by an instructor at his or her own personal expense. Organizations such as the National Rifle Association (NRA), the International Hunter Education Association (IHEA) or various private companies offer liability insurance policies that can be purchased. Instructors should contact these organizations for further information. (**NOTE:** The Pennsylvania Game Commission **does not** pay for these additional insurance coverages.)

Reporting Claims

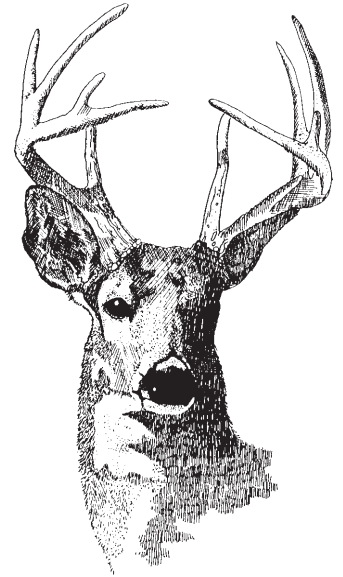
Instructors who become involved in a claim or potential claim against them, are to report **immediately** to the local Wildlife Conservation Officer, the Regional Information and Education Supervisor or directly to the Hunter Education & Outreach Division that a claim has or may be made against them.



Instructor's Code-of-Conduct

All hunter education instructors are expected to adhere to the following tenants:

- Know the lesson you are teaching and be prepared to present it.
- Adhere to the established hunter education program curriculum by teaching all of the lessons outlined to meet the standards and learning objects outlined in the program. If your philosophy conflicts with the information contained within the course content, you will be expected to teach the students the material as prepared by the Pennsylvania Game Commission.
- Be available to instruct or assist in the instruction of at least one (1) student class during a two-(2) year period, but strive to teach as many classes as possible beyond this minimum.
- Maintain a positive and professional attitude during the course.
- Be courteous, friendly and fair to all students and program participants.
- Present a clean and neat appearance while instructing.
- Wear the issued instructor uniform hat and vest at all times while teaching (excepted as may be otherwise noted in one of the program's lesson plans).
- **Do not** smoke or chew tobacco except during scheduled breaks and in a discrete area.
- **Do not** use profanity or other unacceptable language or gestures.
- Be punctual and dependable; perform instructional duties in a prompt and reliable manner.
- **Do not** consume alcoholic beverages or non-prescription medication before or during class sessions.
- Evaluate your instruction by soliciting and accepting constructive criticism designed to improve your teaching abilities.
- Use a positive approach to teaching (emphasizing "do's instead of "don'ts").
- Complete and maintain all records as required and submit them promptly.
- Attend at least one (1) instructor workshop biennially, but strive to attend as many as offered.
- Maintain the dignity of the Pennsylvania Game Commission, the hunter education program and be committed to its goals.
- Follow all policies, recommendations and guidelines established in this manual.



Instructor Notes:





Instructor Notes:

A large, empty rectangular box with a thin black border, intended for the instructor to write notes.



Hunter-Trapper Education Class Procedures

There are many considerations and steps that must be followed in the planning and instruction of a student-level Hunter-Trapper Education class. The following information establishes procedures and guidelines that instructors are to follow when planning and conducting hunter education classes.

Course Locations & Site Selection

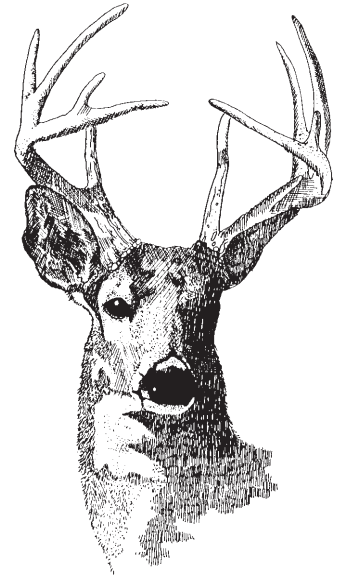
Surveys conducted across the nation indicates hunter education students are more concerned with **when** the course is conducted, rather than **where**. They are willing to drive up to 30 minutes to attend a hunter education course, **provided the course offers acceptable content and quality and meets their scheduling needs.**

With this in mind, this program will follow a set of course site criteria in selecting specific long-term course locations. To produce the best possible student-level course, selecting and maintaining a facility that greatly exceeds all of these standards will be in the best interest of the program.

Site Selection Criteria

Giving consideration to the travel time and distance described above, a facility should be selected using the below outlined criteria. Select a facility that meets or exceeds these standards. Hunter education will be well served by selecting the best possible location for classes. If you know a superior facility in your area exists, don't compromise for a lesser site without first trying to secure the better location.

Each class site shall meet the minimum standards listed on the following page:



Instructor Notes:





Instructor Notes:

INDOOR REQUIREMENTS

- Suitable classroom facility with adequate seating to meet your class size limits. The classroom needs to be quiet, distraction-free and separate from any dining/bar areas. If an HTE class is being conducted with a skills lesson format, seating for up to 50 students will be required.
- Indoor restrooms (clean, separate male/female, and handicapped accessible).
- Electricity/suitable climate control.
- Suitable lighting (classroom must be capable of dimming the lights for projected images).
- Should be accessible to anyone with a physical disability.
- Tables for displays and/or as writing a surface for students.
- If conducting a skills lessons format with limited outdoor facilities, the indoor facility should be large enough to allow up to four learning stations to be conducted simultaneously. The largest area required will be approximately a 10' X 40' space for a simulated live-fire range. Instructors may use adjoining rooms or floor levels to accommodate the four stations.

NOTE: Three stations can be conducted outside, if suitable outdoor facilities exist. (See 'Section 4 - Curriculum' for more information concerning station set-up and requirements.)

OUTDOOR REQUIREMENTS

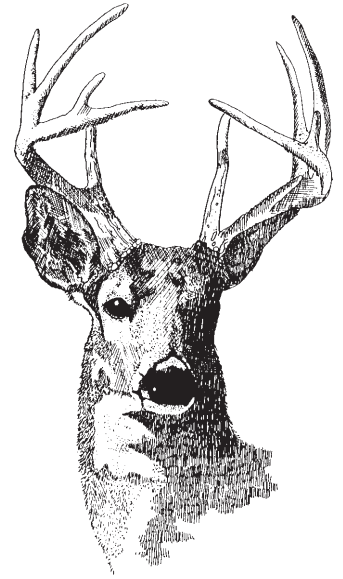
Outdoor facilities are not required if conducting an HTE class without skills lessons. If using the skills lesson format and lessons cannot be conducted entirely or partially indoors, the following separate areas are required:

- **Station 1** - an open area that is approximately 30' X 60' (minimum requirement).
- **Station 2** - an open area that is approximately 10' X 20' (minimum requirement).
- **Station 3** - must be conducted in an indoor classroom facility as described above in the *Indoor Requirements* section.
- **Station 4** - an open area that is approximately 10' X 40' for SIMULATED live-fire (minimum requirement).



Sportsmen's clubs are typically the most suitable location for a hunter education class. Other locations, such as schools, civic or municipal facilities may also qualify. The key is to attempt securing the best possible venue for that particular geographic area based upon the above listed criteria. In all cases, unless specifically authorized in advance, **NO** rental fees may be incurred, nor will any such fees be paid. Additionally, no written agreements shall be entered into with a facility. All agreements shall be considered verbal and may be terminated at any time without further clauses or stipulations.

Based on the preceding information, HTE instructors, the Hunter-Trapper Education Coordinator and the respective Wildlife Conservation Officer should work together to secure a suitable location. Further consideration should be given to the availability of a facility. Will it be available on the scheduled date(s) and times for your class? Or, will some other activity take precedence? Once established, a preferred site should be maintained as long as possible.



Instructor Notes:





Instructor Notes:

A large, empty rectangular box with a thin black border, intended for the instructor to write notes.



Scheduling & Format of Student Classes

Hunter-Trapper Education classes may be held at anytime of the year, but high priority should be given to the **period of July through October**. Surveys indicate most students don't think about attending a hunter education class until 30 to 60 days prior to going hunting. This fact supports the concept to schedule classes to meet the student's need. For those students requiring certification to hunt in another state or province, consideration should be given to an earlier class. In all cases, classes must be **scheduled a minimum of six (6) weeks prior to conducting the course**.

Instructors must consult with all members of the teaching team and confirm the course dates with the class location. Also, instructors also **must** consult with their local Wildlife Conservation Officer to confirm the class dates and delivery of needed equipment and supplies. The lead instructor should request the presence of a uniformed officer to assist in the lesson covering laws and regulations and coordinate when that officer can appear at the class. You are encouraged, however, to schedule all classes for the calendar year early in the year to gain maximum advertising exposure.

All classes are to follow the recommended formats as noted:

HTE CLASS

- **6 hours** total training time
- **Format:** Two 3-hour session or one 6-hour weekend session

EXAMPLE SCHEDULE:

Wednesday & Friday 6:00 PM - 9:00 PM
 or
 Saturday 9:00 AM - 4:00 PM (with lunch break)

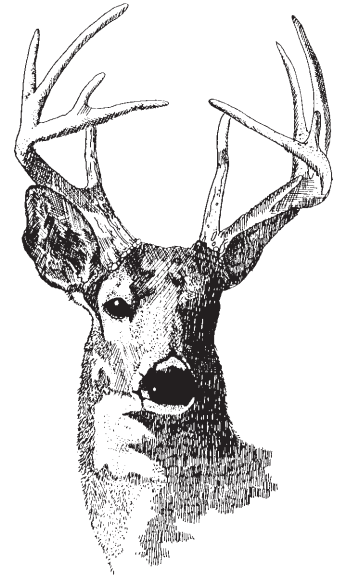
HTE CLASS with SKILLS Lessons

- **8 hours** total training time
- **Format:** one 8-hour weekend session

EXAMPLE SCHEDULE:

Saturday or Sunday 8:00 AM - 5:00 PM
 (with lunch break)

Under no circumstances, should the overall training time be less than outlined above!



Instructor Notes:





Instructor Notes:

Advertising & Promotion of Classes

When planning a Hunter-Trapper Education class, one critical aspect that is sometimes overlooked is the advertising or promotion of the event. Letting the public know when and where there are class opportunities and other pertinent information is a prerequisite to conducting a successful class.

Some ways to advertise a class include:

- Internet posting (required of all classes as part of the on-line student registration and record keeping system).
- Newspapers, radio and television.
- Ad posters (place in schools, public buildings, businesses, sportsmen's clubs, etc.).
- Club newsletters.

In all cases, a class announcement should contain the following information:

- √ Course type (HTE, BE, etc.)
- √ Date(s), time(s) of class
- √ Location of class and directions
- √ Pre-registration requirements
- √ Contact persons, including telephone number
- √ Lunch included
- √ Miscellaneous information (i.e. "dress for the weather" etc.)

REMEMBER:

Instructors should strive to promote their hunter education classes to the best of their ability, thereby avoiding any class cancellations resulting from minimum enrollment!



Class Size Limits

HTE CLASS & INDEPENDENT STUDY CLASS

There is no recommendation for a maximum class size when conducting an HTE Class. The curriculum and instructional method of this part of the training is structured in a way to be equally effective with large or small groups. The number of students in a class will be limited only by what the facility can comfortably support.

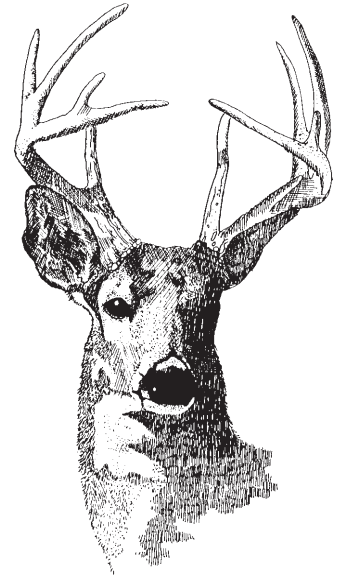
HTE CLASS with SKILLS Lessons

To maintain the quality of instruction and enable an adequate student-to-instructor ratio, these classes will **be limited to 50 students. Do not intentionally schedule classes for more than 50 students.** (Classes can be intentionally 'over-booked' to reach your maximum class size, thereby accounting for inevitable 'no shows' in attendance.) With this in mind, an adequate student/instructor ratio should be **one instructor for every 10-12 students.** Advance coordination by the instructor team is required to insure adequate instructor support. To teach a Hunter-Trapper Education class with SKILLS lessons as described in this guide, at least **four** instructors are required to conduct the rotating station format. A fifth instructor is preferred to be available to coordinate in the overall flow of the class rotations.

Student Registration

Pre-registration of students is required for **all** HTE Classes. Pre-registration is helpful in planning for supplies, etc. and to provide contact information in the event of a class cancellation. With few exceptions, all registrations will be done through the PGC's on-line registration system. If a student is not able or elects not to register online, they should register through the instructor contact listed for that class. The instructor contact listed for that class will then go online and register the student prior to a class using the on-line registration system. See the Appendix Section of this guide for more information and directions on the operation of the PGC's on-line registration system.

IMPORTANT: Instructors need to register students who contact them as soon as possible! It is preferred that the instructor contact register the student at the time of the request. Any delay may result in the class being filled by those students who register online themselves. The on-line registration system is a real-time system! Attempting to add students beyond the maximum class size is not advised.



Instructor Notes:





Instructor Notes:

Class Cancellations

In the event that student enrollment is less than adequate to hold a Hunter-Trapper Education course, the lead instructor may cancel the course. **Generally, instructors should not conduct a course with less than 10 students. In the event of the cancellation of a course, the instructor must notify all of the students registered for the class of the cancellation.** Strive to promote your course to the best of your ability to avoid cancellations due to small enrollments!

In the event of a cancellation, the lead instructor should advise the students to retain their study materials and offer to include the students in a later class. The PGC's on-line registration system has the capability to 'transfer' students to a subsequent class as needed.

Independent Study Option

The Pennsylvania Game Commission's Hunter-Trapper Education training program is presented to the public in two different formats; traditional classroom instruction and independent study.

To complete the independent study option, students can use:

- (1) Internet-based training program
(available through the PGC's website)
- or
- (2) printed student manual/workbook
(available locally or from the PGC)

Regardless of which method is used, students will need to invest about 8 hours of study time to prepare for their exam. Students completing the independent study option perform equally well on the written certification exam as do those students who participate a traditional knowledge class.

Independent study has many advantages for students. Those advantages include the ability to study at their own convenience and pace. However, this type of presentation is not beneficial for younger students who have not developed the necessary learning skills.

After completing the independent study component, all students must attend a short class where they review laws and regulations, have questions answered and then are tested to become certified.



Supplies and Materials

The Pennsylvania Game Commission will supply all necessary class materials needed to conduct Hunter-Trapper Education classes. These handouts are distributed annually to each Wildlife Conservation Officer. Contact your local WCO or HTE Coordinator at least three weeks prior to the class for these materials and supplies.

A list of course supplies used in the Hunter-Trapper Education program include:

CLASSROOM SUPPLIES

HTE Classroom Students

- √ *Today's Hunter & Trapper in Pennsylvania* student manual
- √ *Digest of Pennsylvania Hunting & Trapping Regulations*
- √ *IHEA Hunter's Handbook*
- √ HTE Student Graduate Patch and HTE Training Certificate
- √ PGC Hunter Education pencil

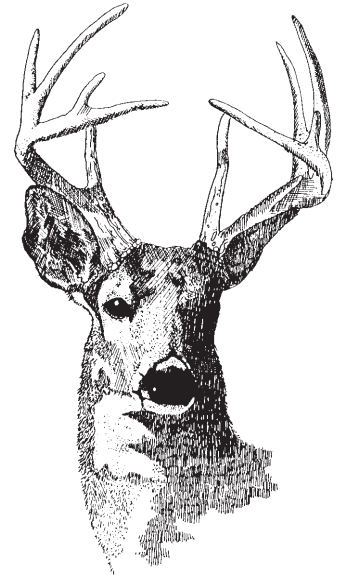
HTE Independent Study Students

- √ *Digest of Pennsylvania Hunting & Trapping Regulations*
- √ *IHEA Hunter's Handbook*
- √ HTE Student Graduate Patch and HTE Training Certificate
- √ PGC Hunter Education pencil

Each student should receive one of each of the above items as per the class-type noted. **(NOTE: Patch and certification card are reserved for those students successfully completing the course!).**

There are a considerable amount of teaching aids and equipment used to successfully conduct a Hunter-Trapper Education class. A "teaching kit" has been created that contains numerous items that are used in the program. This teaching kit is to be shared among teaching teams within a local Wildlife Conservation Officer district. Instructor teams must coordinate the scheduling of classes and the transfer of teaching kit items, supplies and materials between themselves in advance of conducting their respective courses.

Transfer should be coordinated through your local Wildlife Conservation Officer and/or HTE Coordinator.



Instructor Notes:





Instructor Notes:

HTE Teaching Aids & Equipment Kit

- (10) Mock firearms
- (4) Laser Ed firearms
- (15) Sets of eye & ear protection
- (3) Frisbees
- (1) Ball
- (4) BeamHit Pro 700 Laser Target Systems w/laser transmitters and adapter rods
- (1) Length of rope
- (1) Assortment of metallic training ammunition
- (1) Supply of plastic .22 cal. training ammunition
- (4) Fluorescent orange vests
- (1) Assortment of gun cleaning brushes
- (2) .22 cal. gun cleaning rods
- (1) Assortment of batteries
- (1) HTE Skills Class poster set (laminated)
- (1) Plano small parts box
- (1) Plastic tool box
- (1) SKB locking kit transport case

Classroom Firearms Kit

- (1) Bolt-action 30-06 cal. rifle w/scope
- (1) Lever-action 30/30 cal. rifle
- (1) Slide/pump-action 20 ga. shotgun
- (1) Hinge-action 12 ga. shotgun
- (1) Can gun lubricant
- (2) Cleaning cloths
- (1) SKB locking 4-gun transport case

Live-fire Firearms Kit

- (3) Savage Mk II-FFS bolt-action .22 cal. rifles
- (1) Savage Mk II-GY bolt-action .22 cal rifle
- (1) Gun cleaning kit
- (2) Cleaning cloths
- (1) SKB locking 4-gun transport case



Minimum Certification Age

By program policy, no one under 11 years of age is eligible to register for a hunter education course or receive a training certificate. Persons under age 11 may observe the course, but may not take the final written examination. Those persons who audit will still be required to attend and successfully complete an entire course when they reach the eligible age. Please make all students aware of this requirement at the beginning of a class.

Under certain circumstances, students desiring to hunt outside of Pennsylvania may be permitted to complete hunter education training. Refer to Section 2 - Policy for more information and procedures to follow.

NOTE: Any student who is 11 years of age on the day of certification is eligible to complete hunter education training. This is the only age criteria that should be applied to hunter education students and should not be confused with the minimum age requirements to purchase a hunting or furtakers license.

Student Attendance

HTE Class

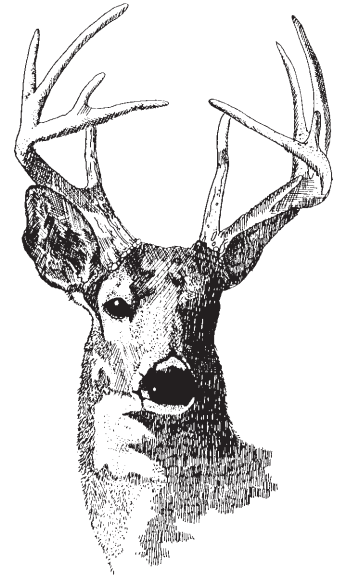
Students must register and attend **all** portions of the HTE Class. In the event a student is absent for a portion of the class, that student cannot be tested or certified. If a student fails the written exam, the entire class must be repeated at a future date. Please ensure all students are aware of this requirement at the beginning of an HTE Class.

HTE Class with Skills Lessons

Each student registered for an HTE Class with Skills Lessons is **required to attend the entire class session** of the particular course for which they are enrolled. A minimum of 6 hours of training must be available to each student. In the event a student is absent for a portion of the class, that student cannot be tested or certified. If a student fails a class, the entire class must be repeated at a future date. Please ensure all students are aware of this requirement at the beginning of an HTE Class.

HTE Independent Study Class

(Same requirements as students in a HTE Class with Skills Lessons.)



Instructor Notes:





Instructor Notes:

Course Fees

Title 34 PA Consolidated Statutes (Game & Wildlife Code) establishes **NO** fee be charged for the basic Hunter-Trapper Education program. Additionally, since all supplies, teaching aids and materials are supplied by the Pennsylvania Game Commission for this training, the need to charge should not be necessary.

Organizations may offer a lunch or snacks to students at a fee, but can **NOT** require students to purchase this item. If offered, it should be made available as an option to those students or others interested in purchasing it from a convenience standpoint.

For more information about course fees, refer to Section 2 - Hunter Education Policy.



Record Keeping

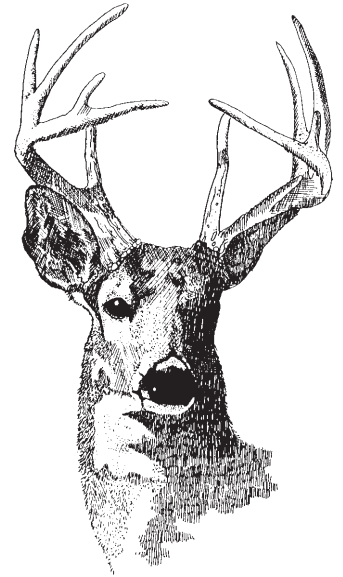
The primary method of obtaining student registration information, maintaining records and submitting class reports is through the Pennsylvania Game Commission's on-line registration system. This fast and convenient system allows for the:

- Posting of class schedules on the Internet.
- Online registration of a student for any hunter education class.
- Confirmation of student attendance.
- Submission of completed class records to the PGC's data-base of student graduates.

The on-line registration system, a web-based computer application, is the backbone of all hunter education record keeping processes. Students can search the PGC's website for hunter education classes, then register for a class of their choosing through the on-line registration system. Instructors use the on-line registration system to post classes, manage student records and print class attendance rosters. When a class is completed, instructors use the on-line registration system to submit student data which is then uploaded into the Pennsylvania Game Commission's database of hunter education student graduates.

For each hunter education class, one instructor should be given the role of class posting, student registration and record keeping. That instructor will need to have access to a personal computer with Internet access. Here's a brief overview of how the on-line registration system works:

- Class is posted on the Internet at the PGC's website
- Students 'shop' for a class on the web
- Student registers on-line for a class
- Students who do not have Internet access, contact the designated instructor who registers them using the on-line system
- Instructor prints class roster from HERRS prior to class
- Upon entering classroom, students 'check-in'
- After class, instructor enters student's status as ***pass***, ***fail*** or ***incomplete*** and 'closes' the class by submitting the class report through the on-line registration system
- On-line registration system uploads class information and the submits to the PGC's hunter education student data-base



Instructor Notes:





Instructor Notes:

Even though the process takes just a few minutes, instructors have 10 days to 'close' a class and complete the student record submission. If the class is not reported in that time period, an 'alert' message is sent as a reminder to close the class. Repeated alert messages are sent until the class is closed and the records are submitted. For more information about the on-line registration system, refer to the Appendix Section of this guide. For more information about reporting requirements see Section 2 - HE Policy.

Instructors also need to complete an Instructor Activity Report Form (PGC-HTE-200) for each hunter education activity. Activities include teaching classes or attending training. The form is used to track volunteer instructor hours in all hunter education programs and for all activities. This information is important to overall program management and is used as a matching cost basis for Federal Assistance funding for hunter education. This report is to be submitted to the local Wildlife Conservation Officer within 10 days of the conclusion of any hunter education activity and **must correspond exactly** to the information that is entered into Event Manager.



Training Certificates

Upon successful completion of a formal hunter education course, each student will receive a wallet-size training certificate. This official certificate will be completed and signed by a certified instructor and **must be presented** to the student **immediately** at the close of the last class session. Under no circumstances will a card be withheld from a student or later mailed to a student unless prior authorization is obtained from the Hunter Education & Outreach Division

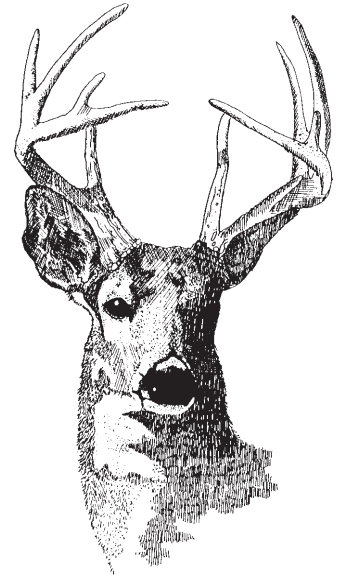
Replacement of Training Certificates

At the conclusion of a hunter education course, students must be urged to keep their certification cards in a safe place of storage. From time to time, however, a student will lose this certificate. In the event that happens a process to obtain a Replacement Training Certificate is in place.

Students requiring a replacement training certificate must contact the Hunter Education & Outreach Division in Harrisburg by calling 717-787-7015; Monday – Friday, 8 a.m. – 4 p.m. Records of course graduates are kept on computerized electronic file and will be searched to confirm their successful completion of a course. A Replacement Training Certificate will then be issued. (**NOTE:** The Hunter Education & Outreach Division will issue all replacement certificates. **Instructors will not be authorized to issue these cards.**)

Those persons having completed a hunter education course prior to the time these records were kept must complete a “*Affidavit for Replacement of a Hunter Education Certificate*” (PGC-HTE-400) form available from the Hunter Education & Outreach Division in Harrisburg. A replacement may be issued based upon the information contained in this sworn affidavit. Refer to Section 2 - HE Policy for more information concerning training certificates and fees.

(NOTE: Any training certificate or replacement training certificate issued contrary to program policy subjects the issuing instructor to dismissal and loss of liability coverage. Additionally, said instructor may be subject to prosecution.)



Instructor Notes:





Instructor Notes:

Special Needs Students

The Hunter-Trapper Education program is open to all individuals who meet the minimum age requirement of 11 years. Occasionally, a non-English speaking or physically impaired student will enroll in a course of instruction. In addition, you may encounter learning disabled students or students with reading disabilities. Even more challenging are those students with more severe mental disabilities. All of these students are entitled to hunt or trap and to the training provided in this program. We must try to accommodate their needs as best we in order to comply with the Americans with Disabilities Act.

If, after trying, you feel you cannot meet the needs of such a student, advise the student and/or the parents or guardians of your teaching limitations. Further advise that they may need to attend a subsequent class, when you are better prepared to meet their needs. An example might be the need to have an interpreter present for a hearing impaired student. Refer to Section 2- HE Policy for more information regarding special needs students.

If you have questions concerning a special needs student that you are not prepared to accommodate, contact the Hunter Education & Outreach Division (717-787-7015, M-F; 8A-4P) to discuss the needs of a student.



Class Visitors

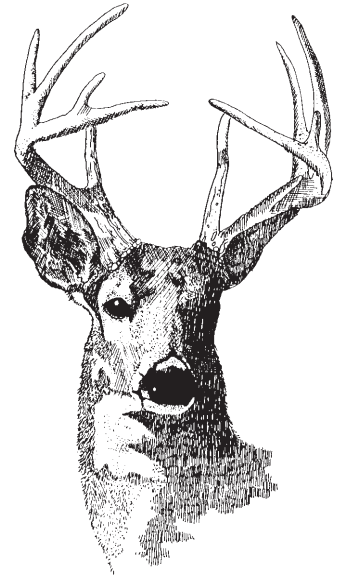
If space allows, visitors, especially a student's parent or guardian, should be welcome to monitor any Hunter-Trapper Education class. Except when specifically directed to do so by an instructor, visitors may not participate in a class activity or discussion. Also, they are required to abide by the classroom rules and conduct themselves in an orderly fashion. Those individuals who are in anyway disruptive or fail to follow instructor's directions should be requested to leave the class. Local law enforcement authorities should be called in the event the instructor's requests are met with resistance or a confrontation seems imminent.

NOTE: Instructors shall not attempt to physically remove any individual from a class.

Reporting Visitor Incidents

Instructors shall report all extreme student discipline problems or visitor incidents to their respective Wildlife Conservation Officer as soon as possible, but no later than 24 hours after the occurrence. In turn, the Wildlife Conservation Officer shall immediately report the incident to their respective Regional Director or designee. Regional Directors or their designees will report the incident to the Director of the Bureau of Information and Education and the to the Hunter Education & Outreach Division.

POSITION STATEMENT: Any person or group shall not use a Hunter Education class as a forum for the expression of personal opinions, beliefs or political causes. In addition, unless otherwise approved by the Hunter Education & Outreach Division distribution of any material not considered part of the program or a standard class hand-out, shall be prohibited.



Instructor Notes:





Instructor Notes:

A large, empty rectangular box with a thin black border, intended for instructor notes.



