



New Online Registration Getting 'Thumbs Up!'

THE NEW ONLINE STUDENT REGISTRATION process is generally getting good marks from instructors who have been using the system.

As noted in the last issue of this newsletter, Washington's hunter education instructor teams may now choose between registering students and reporting course results using traditional paper bubble forms and the paper chief instructor report *or* via the new online registration system.

Tutorials for the new online registration system are available on the main screen after instructors log on the system. Go to <http://my.register-ed.com/> and type in your login and password to enter. (NOTE: Contact the Olympia office if you've forgotten your login and password.)

In addition to the online tutorials, hunter education instructor James Brown, Ellensburg, has put together *YouTube* videos that provide step-by-step instruction. Go to http://wdfw.wa.gov/hunting/huntered/student_reg.html to locate the videos and other helpful information about online student registration.

Jim deserves kudos from all of us for his efforts in producing excellent videos!

Please remember that instructors must first enter hunter education class information into the *Event Manager* software if they plan to use online student registration. The WDFW hunter education web site is completely separate from the *Event Manager* to allow individual teams to decide whether to use online registration.

Any new software program will experience minor glitches and the *Event Manager* has been no exception. The key element that distinguishes *Event Manager* from other software programs is the level of technical support and dedication from the Kalkomey, Ltd., staff—which is precisely why we are working with them.

If you decide to use *Event Manager* and encounter any problems please be sure to alert the Olympia hunter education staff. Thus far everything in the online student registration program has either worked as planned or been tweaked and tuned up.

The challenge now is not the functionality of the online system but gaining acceptance among instructors to adopt the new approach. Why not try online student registration for your next class?

Please Submit Your 2010 Class Schedules

THE 2010 EDITION of *Washington Outdoors* — listing all hunter education class schedules—goes to the printer on December 14th and we're asking all chief instructors to submit class schedules by 12/11.

The single biggest chal-

lenge for the hunter education division is linking public interest with available classes. Our two best tools in providing that linkage are the *Washington Outdoors* booklet and the class schedule information on the agency's web site.

We know it's sometimes

hard for instructors to confirm training dates and locations a year in advance. Listing the month the class will be held and 'TBA' still lets the public know that classes are scheduled. We can update schedules on line as your dates firm up. Thanks in advance!

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Dates To Remember

- November 30 – THMFSA Nominations Due
- December 11 – 2009 Class Schedules Due
- December 31 – Chief Instructor Reports Due

Important Contacts

- Olympia: 1-800-215-1979
- Chuck Ray: 1-800-468-5006
- John Wisner: (360) 586-0347
- E-mail: huntered@dfw.wa.gov

Handling Disabilities

STUDENTS WITH DISABILITIES are increasingly common in hunter education classes. Since hunter education is a federally-funded program, it is very important that all teaching teams remember and apply the policy guidance below:

Policy: All individuals shall have equal access to hunter education. Persons of disability may require special accommodations in order to successfully complete hunter education training.

Any person, regardless of physical or mental limitation, may enroll in a hunter education course. **Instructors shall not prevent students with disabilities from enrolling in their classes.**

Instructors may have to provide special accommodations. Contact hunter education staff in advance to discuss accommodations.

Our standard is “reasonable accommodation,” which may include online learning, a modification of testing procedures (only when approved by WDFW in advance) or other elements.

Background: Individuals with disabilities have the same right to attend hunter education as non-disabled persons. Whether or not such persons can successfully complete hunter education depends in part on their disabilities and the types of accommodations required. Persons of disability—and/or their designated companions—are still required to meet program performance standards for successful completion of hunter education. A person of disability (or designee) is not relieved of the requirement to meet program standards for knowledge, and attitude.

Please remember that the public should complete and return a *Request For Accommodation* form at least 15 days before class begins. The form is on the web site at <http://wdfw.wa.gov/hunting/huntered/courses.html>.

There is no categorical exemption from hunter education training, regardless of how severe a student’s disability may be.

WHEIA Corner

THE AIRGUN RANGE at the Puyallup Fair was a big success again this year. Thank you to all the volunteers that helped make it happen.

We will need help with the Airgun Range again at the January Sportsman Show in Puyallup. Please let Jerry Bishop [(253) 369-7485] or Lyle Lewis [(425) 432-0366] know if you can help. We think the dates are January 20-24, 2010. More information will be available soon. Help is also needed at the Go-Paw Expo at the Thurston County Fair Grounds May 20 – 21, 2010. Yes, these dates are Thursday and Friday, so that we can accommodate more schools. Contact Ike Keating [(253) 631-0914] for this one.

The WHEIA Jamboree and annual meeting will be June 4 – 6, 2010. We are hoping to have it at a shooting range/gun club. If you have an idea for a location, let Harold Costa know [(360) 425-9648].

WHEIA Life Membership dues have dropped to \$150.00 until December 31, 2009. At that time they will return to \$250.00. Contact Lyle Lewis [(425) 432-0366], or mail in an application. We are also looking for a new East Side Membership Chair. Contact Lyle if you can fill this spot.

Thanks again for helping at these events.

HERO Corner

HERO (Hunter Education Resources Organization) has some old bolt-action rifles for training props.

The great news is HERO has some ammunition for your range days! We have 12 and 20-gauge shotgun shells and .22 rimfire shells. We will need to know how much ammo you actually need for your classes.

Also, hunter education teaching teams shouldn’t forget the annual NRA grants are due by the end of October.

Contact HERO at hunteredresorg@gmail.com and we can figure out how to help you.

Field Notes: News, Views And More....

Remember

Policy: Instructors charging a fee of more than \$5 per student are required to get approval in writing in advance! This policy applies to every instructor and every team.

Nominations for the Terry Hoffer Memorial Firearm Safety Award

(THMFSA) are due in Olympia by November 30. No formal application is required. The award recipient will be announced at in-service trainings in 2010.

Please remember to send any requests for ammunition through Chuck Ray or Dan Boes. All ammo requests must be approved by Chuck or Dan in advance.

Generally speaking, WDFW will reserve ammo for either (1) New teaching teams, or, (2) Teaching teams that do not charge any fees or request any donations.

WDFW hunter education ammunition costs have increased substantially in the past year. While some teaching teams have been very successful in obtaining resources to provide for their ammunition needs, other teaching teams are less fortunate and sometimes rely on out-of-pocket expenses. Obviously, we don't want instructors to subsidize costs for student range activities.

'Distance learning' takes on new meaning when students from Tasmania (yes, the one south of Australia!) travel all the way to Grant County to complete their online hunter education training. Chuck Ray recently evaluated two adult Tasmanian students who planned to hunt in Washington State but needed to complete hunter education training before purchasing their hunting licenses. Chuck reported they were well prepared and a joy to work with—although their heavy accents made them a bit difficult to understand at times. G'day mates!

The IHEA Journal is now only available online. In a continuing effort to reduce postage costs and promote sustainability, hunter education staff are

relying more upon e-communication as the preferred delivery method. While we realize this poses a burden for those instructors without computers or fast network connections, we also know that many public libraries allow free computer access.

Current and back issues of the IHEA Journal can be found at the password-protected site at www.huntershandbook.com/hej

The username is *instructor* and the password is *wal23*. (NOTE: Italics for the username and password have been added for emphasis only!)

Instructor Roger Currier, Lewis County, recently wrote to the Olympia staff and suggested that students receive a WILD Identification number instead of a hunter education number. Roger wanted to know whether that was possible.

The WILD ID number is very important in our licensing system and hunter education staff agree that all students should have one. The problem—at least in the current system—is that the only way to obtain a WILD ID number is via a license transaction. The number is attached to a “profile” for each customer, and the profile requires much more detailed information (e.g., social security number, etc.) than is available to hunter education staff.

Although it is technically possible to collect that additional information from students through hunter education training, there would likely be both public and instructor resistance. Also, the Office of the Attorney General has specifically cautioned hunter education staff against collecting and storing social security information.

A much better idea than having hunter education staff figure out ways to issue a WILD ID number is to require all students enrolling in hunter education to have a WILD ID number *before* they can participate in hunter education, bowhunter education or trapper education training. Although this approach has many benefits to both students and hunter education, it probably requires legislative approval before we can seriously consider implementation.

If every student had a WILD ID *before* enrolling in class it would be very easy to export the student's hunter education certification number to their individual customer profiles. Once in the e-system, there would be no need for a hunter education certification postcard, thus saving more hunter education staff time and money. License dealers would easily be able to verify a student's successful completion of hunter education training via the profile in the licensing system.

The suggestion to use a WILD ID number in lieu of a hunter education number has one very serious weakness—namely that every WDFW license buyer has a WILD ID number but not every buyer (e.g., angler, trapper, etc.) is a hunter and has completed hunter education training.

Ideas to share with instructors? Please e-mail or call with your suggestions!

JAN's Corner

The hunter education staff has been receiving an unusually high number of telephone calls regarding “missing” certification postcards. In some cases students freely admit they probably tossed out the card, while in other cases they just can't recall. Regardless, this has created additional work here in Olympia.

Please tell your students to carefully check their mail and look for the small white postcard that contains their hunter education certification information. *Because of the added workload burden we no longer issue duplicate postcards.*

Students who need hunter education certification numbers now must either (1) Apply for a duplicate certificate for \$8 and receive an orange, plastic card, or, (2) Provide a WILD ID number, which we will update at no charge to include their hunter education certification number.

Have a great fall season and keep up the good work!

Teaching Tips

Franklin County Teaching Team, Clare Cranston Chief Instructor

BY THE TIME we teach about handguns in our class, all students have learned basic safety rules and each of the students has had an opportunity to handle firearms. The teaching tip below is designed to see how well students can apply the information they already know.

The class instructor presenting the session on handguns will ask a simple question: "Who would like to earn extra points on the test?" Naturally, all hands in the class are eagerly raised. The instructor acknowledges the students' interest and then asks all students to pay attention to a handgun that is placed in a box in the center of the classroom.

The class instructor then asks for and selects one volunteer from the class. The directions are for the student to pick up the handgun from the box and bring it safely to the instructor who is now positioned in the front of the room.

Of course, the learning point for students to observe is muzzle control with a short-barreled firearm. Most classes will require the use of five or six student volunteers before one student performs flawlessly. Since all eyes are on the box, the handgun and the student volunteer, all students are actively engaged in this simple classroom demonstration. It also gives us an excellent introduction to the section on handguns and safety.

Whatcom County Teaching Team, Dave Vanderhoek Chief Instructor

WE TYPICALLY HAVE large classes in Whatcom County and as a result we no longer offer life-firing in our hunter education program. Conducting effective skills evaluations can be a challenge regardless of class size but we have developed a technique that works for both students and instructors. We're fortunate to enjoy a hunter education team that works closely together with each member taking an active part in our 'continuous evaluation.'

Many hunter education classes separate the instruction portion of the program from the student skills evaluation portion. Thus, student skills are typically evaluated only at or near the end of class. With 'continuous evaluation,' students are evaluated from Day One to the very end of the program. Here's how we do it:

Two instructors are assigned to conduct skills evaluation for the entire class. The instructors use the standard WDFW *Skills Evaluation Checklist*, with one sheet prepared individually for each student. Students go through the continuous evaluation process in groups of three so that they can observe and learn from fellow students.

As other instructors are conducting the classroom portion of hunter education training, the first group of three students is randomly selected from the class and assigned to go through the evaluation session. Students appear before the first instructor, sign their individual *Skills Evaluation Checklist* and are briefed on what to expect at the first station. They review the *Skills Evaluation Checklist* with the instructor and then are given a chance to ask questions before selecting from a variety of firearms and ammunition and demonstrating the first set of skills from the checklist. Students are individually graded and informed of their performance as they go through the first station

After the first group of three students is done at Station One, a new group is called and the first group goes to Station Two for more practical handling exercises, where they are again scored and informed of their performance.

The same activities go on throughout each class, with students practicing and evaluated multiple times by the end of class. This continuous evaluation process is particularly helpful with students who have limited firearms handling skills or who may be physically small for their size. By seeing students handling firearms on numerous occasions throughout the class our instructor team is very comfortable in making pass/fail decisions about student skills. It does require a substantial time commitment and it keeps two members of our hunter education very busy for the entire class, but the results speak for themselves: The continuous evaluation process really works!

One other teaching tip from our class involves the importance of physically and thoroughly checking a firearm action. We direct students to insert their pinky into the chamber of rifles and shotguns to verify that it is safe and unloaded. Our reminder is a simple question: "What is the pinky made for?"

NOTE: *Hunter education division staff encourage teams to share effective teaching tips! The above tips were derived from classroom observations conducted by hunter education staff over the past few months. If you've got a tip or if you've seen something that worked well, let us know!*

Hunter Education Annual Calendar

BELOW IS THE ANNUAL CALENDAR for hunter education activities in the months ahead. In a typical year the hunter education division doesn't have many deadlines or due dates, but the ones listed below are very important so that we can complete necessary background work in a timely fashion.

1. Please check the newsletter calendar regularly for key dates.
2. If in doubt about scheduled activities or due dates, please check in advance with fellow instructors or WDFW hunter education division staff. **Application due dates are final and no extensions are granted.**
3. Check online for immediate access to current and previous issues of hunter education newsletters
4. Let WDFW hunter education division staff know if there are any key dates missing. We want this calendar tool to be helpful to you and fellow instructors.

January 31	Applications due for incentive and multi-season permits
February 20	Newsletter posted online
March 31	Logo shirt orders due
April 20	Newsletter posted online
May (date varies)	<i>Youth Expo</i>
June 20	Newsletter posted online
July 1	THMFSA application period is open
31	Logo shirt order due
August 20	Newsletter posted online
September 1	Initial request for class schedules for year
October 20	Newsletter posted online
November 31	THMFSA application period is closed
December 11	Class schedule deadline
20	Newsletter posted online
31	C.I. Financial Reports due

Learning Points From The Online Student Registration System

THERE IS NO BETTER WAY to learn about the new online registration program than using it. Instructors who have already tried it for their classes have asked some common questions, including:

Why can't students register for class once the registration limit has been reached or class has already begun?

This is a design feature to protect instructors and teams from being inundated with either too many students or additional e-mails. At the time they schedule the class in *Event Manager*, instructors set the desired student enrollment level (e.g., 25 students, 40 students, etc.). Once the enrollment cap has been reached the only information that appears on the Event Manager calendar for the class is the town, date and the fact that class is full. Instructors do have the capability of increasing the cap (e.g., from 25 to 35, etc.) and allowing additional students to register before the class begins. Unless the cap is increased, students do not have any other enrollment information about the class.

Similarly, once class begins there is no way for students to enroll. This, too, is a design principle to protect instructors from additional class inquiries. As with the enrollment cap, only instructors have the capability of adding student enrollments. However, the instructor—not the student—winds up entering *all* of the data on the student's behalf. This is not a big deal when it's only one or two students, but it can be time-consuming as late entry student numbers grow. (NOTE: Hunter education staff have developed a printed form for instructors to give to students so that all registration information can be provided before sitting down to enter the data.) Even so, instructors who have entered lots of student registration information report it is still faster than filling out and submitting bubble forms and paper course reports.

Can I e-mail my students before class begins?

This is a piece of cake!

The Event Roster page lists all students registered for the class and there is a checkbox next to each name. If you want to e-mail individual students, simply click the box next to the name of the student. If you want to e-mail all students in the class, click the box next to the word "action" at the top of the list of student names. Then scroll down the page to the "select action" box and choose the "send e-mail" box and click "go." You then compose your e-mail and send it!

Another neat feature of the *Event Manager* is that instructors can upload files they want students to see before the class. That can include everything from a learning contract or classroom rules to a list of supplemental materials you want students to have available prior to class. (NOTE: The *Parent Agreement* form and the *Request For Accommodation* form both appear on all class listings, and instructors can post additional files as necessary.)

Is there a student roster that I can customize? I want to add more than just the student name, e-mail address, sex and phone number for my course roster.

Another piece of cake!

Though the *Event Manager* doesn't give any options for customizing the student roster, it is very simple to copy (Control-C) the information and paste (Control-V) the document into a spreadsheet or word-processing document to add whatever additional information you desire. Some instructors want to have a roster that includes daily attendance. Using the copy and paste commands you can create a basic template, which you can then customize to add class dates (for attendance), testing information, certificate numbers, etc.

Will the Event Manager allow me to print out Temporary Certificates for all students that pass?

Yes. Best of all, the *Temporary Certificates* are pre-filled out so that instructors only need to sign and date them! If you regularly use *Temporary Certificates* for your classes you will appreciate this time-saving feature. You can print certificates for individual students or the entire class. (NOTE: Be sure to check your printer settings BEFORE printing. Make sure to print a maximum of two certificates per page if you are using the "print all" command.

Chelan Instructors Remind Us That Anything Can Happen!

By Mark Lippincott, Chelan County

WE HAD AN `INTERESTING' SITUATION in our last class. At the start of each class we inform all students that attendance is required at all classes and range/testing day to complete the class and receive hunter education certificates. We tell all students that per WDFW regulations a certain number of hours are required. As instructors we have on rare occasions provided specific individual "make-up" time for students with valid excuses for missing class time, but we try to keep that to a minimum so that it does not become too time consuming. "I couldn't make it to class because I had a birthday party to go to." just doesn't cut it!

During our Tuesday evening class I had the group of students all gathered around one large table as I was showing and discussing with them my normal hunting/survival pack and all the different gear. I have them kind of check off the list of essentials in the survival chapter in the manual as they follow along. This seems to be a hit with all classes and they enjoy thinking of items they can use in a similar fashion. Naturally, it does not have to be expensive gear.

Part way through the session one young man did the projectile vomit thing and covered the table as well as several other nearby students. WOW! I've never seen that before in class! We suggested that the student try to make a quick restroom trip but he left a steady trail all the way there.

I was hoping this would not have a domino effect on the rest of the class and, fortunately, it did not. But it was not a pretty situation. Lucky for us, one of the students was also a fireman (we use the fire station classroom) and was a great help in cleaning up. I asked the young student after he returned to the classroom if he had been feeling ill at all earlier in the day and his response was, "I've felt like I was going to barf all day long!"

I believe we will modify our opening remarks now so we can mention that if anyone is feeling in that fashion, maybe they should stay home that evening! We had one of the instructors escort the student to a waiting parent soon after and completed the rest of the evening's class.



Survey Of Online Students Helps Better Understand Needs

LAST YEAR ONLY 137 of 1400+ enrollments successfully completed our online hunter education program. The big question is "Why is the figure so low?" A brief survey of online students revealed the following:

- Only 5% of respondents said they preferred online classes.
- Only 25% of respondents thought that an online class would take less time than traditional classes.
- 48% of respondents said traditional classes were either not available or were not convenient.
- 88% of respondents reported that they understood the requirements for completing the online course.

The open-ended comments from respondents were literally all over the map, ranging from "Absolutely horrendous [sic] experience" and "It would be a great program if it worked" to "I was impressed with the quality and quantity of hunter education in Washington." A common theme was the lack of opportunities for successfully completing the skills evaluation portion of the online class.

There continues to be more potential demand for hunter education training than can be met via traditional classes. Interest in the online program will likely continue to grow but there will be a correspondingly higher level of student frustration unless more skills evaluation opportunities are available. If you are interested in conducting skills evaluations for online students, please contact Chuck Ray directly for details.

From The Desk Of Lt. Crown: Hunter Education Pix Needed

IN MY LAST COLUMN I wrote about my continuing commitment to getting Fish and Wildlife Officers to attend your hunter education classes. I'm pleased with the progress made over the past year and look forward to increasing officer participation in the years ahead.

Our Fish and Wildlife Officers have their own, independent organization (Washington Game Warden's Association) and they have requested that I write a column about hunter education instructors. I'm happy to honor that request and would like to add a picture or two of hunter education instructors in action. If you are willing to share good-quality pictures of instructors and students either in class, on the range or participating in a field course activity I'd like to incorporate one or more in my article for the Washington Game Warden (magazine).

Our e-mail system cannot handle large files, so please send only one or two pictures at a time. You can send me as many pictures as you like, but each e-mail can't contain more than two pictures or it will put our e-mail account into a death spiral. I'll need pictures by December 1. Please send pictures to us at huntered@dfw.wa.gov

If you are not familiar with the Game Warden Association (GWA) or the Washington Game Warden magazine, I encourage you to check them out as additional resources for hunter education.

The GWA offers two annual \$500 scholarships to graduating high school seniors who plan to enter the criminal justice or natural resource fields. And the magazine features articles penned by Fish and Wildlife Officers about activities in each region of the state. Some are funny, some are deadly serious but all of them highlight the important work of our Fish and Wildlife Officers in protecting Washington's resources. Who knows? If you share the stories from our officers you may encourage a future student to grow up to join our officer ranks!

Chuck Ray and Dan Boes usually have an extra copy or two of back issues of the magazine, so be sure to ask them about it when you see them in your area!

The hunting seasons are in full swing as I write this column and I hope that each of you have had an opportunity to get out with family and friends to enjoy our resource.

Thanks again for your continuing support!

\$55,000+ In Shooting Range Grants Awarded For 2010

THE WDFW SHOOTING RANGE GRANT program is alive and well—despite the recent economic downturn and the dismal state government budget picture.

More than \$55,000 in grants were awarded to following six ranges earlier this fall:

Renton Fish & Game	\$25,000
Marysville Gun Club	12,815
Spokane Gun Club	7,450
Fort Colville Gun Club	5,162
Bainbridge Is. Gun Club	3,600
KBH Archers	2,641

Project activities range from baffle replacement to new trap installations.

The number of grant requests for FY 2010 exceeded \$100,000 and

only the highest-scoring grants received funding.

Range grant applications are due by June 30 each year. Grant applications are reviewed and ranked by a citizen advisory committee before being scored, discussed and ranked by WDFW staff. The consensus ranking determines which grants are eligible for funding.

Funding for the shooting range grant program comes from the hunter education apportionment of the Federal Aid in Wildlife Restoration (a.k.a. Pittman-Robertson) Act. WDFW began funding shooting range projects in 2002 and continues to support shooting range development, subject to available federal funding. Approximately \$300,000 has been awarded to range projects to date.

The annual shooting range grant

application process begins in early April, when the grant application packet is available from hunter education staff. A subsequent required meeting for prospective grant applicants helps answer questions and ensures that proposed projects fall within federal and state guidelines.

Applications are reviewed and scored in July, with preliminary notification sometime in August. Applicant organizations must complete all work by September of the following year.

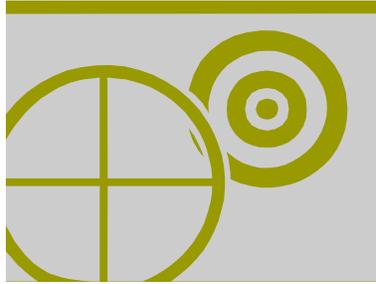
If you or your gun club are interested in applying for a grant you can get more information from the WDFW web site at: http://wdfw.wa.gov/hunting/shooting_ranges/index.html

Changes For Possessing Firearms By Non-Citizen Hunters

NEW STATE LAWS regarding possession of firearms by non-citizen hunters are now in effect. The new law now allows non-citizen hunters who are lawfully in Washington to possess and use firearms for hunting.

The previous law (RCW 9.41.170) required almost all non-citizens—including traveling hunters—to obtain a special alien’s license prior to possessing or using a firearm or face charges of a Class C felony. There were limited exceptions for Canadian citizens under the former law, but the law provided an impossible threshold for most non-citizen hunters to meet.

The revised law still provides for Class C felony charges for violators but also allows specific exemptions for traveling hunters, as follows:



“(1) A nonimmigrant alien, who is not a resident of Washington or a citizen of Canada, may carry or possess any firearm without having first obtained an alien firearm license if the nonimmigrant alien possess:

a) A valid passport and visa showing he or she is in the country legally;

b) if required under federal law, an approved United States department of justice ATF-6 NIA application and permit for temporary im-

portation of firearms and ammunition by nonimmigrant aliens; and

c) (i) A valid hunting license issued by a state or territory of the United States; or

(ii) An invitation to participate in a trade show or sport shooting event being conducted in this state, another state, or another country that is contiguous with this state....”

The practical effect of this change is that non-citizen hunters may now hunt lawfully with a modern firearm in our state without first having to apply for and receive an alien firearm license.

Non-citizen hunters are still required to comply with hunter education training requirements if they were born after January 1, 1972.

THE WASHINGTON DEPARTMENT OF FISH AND WILDLIFE

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Online learning now available at www.hunter-ed.com/wa/

Email: huntered@dfw.wa.gov
Blog: <http://hunter-education.blogspot.com>

“Safety First”

**We're on the Web at
wdfw.wa.gov**