

Washington Department of Fish and Wildlife Hunter education instructor certification procedure

Applicants must complete the following steps for certification as a Washington hunter education instructor:

- 1. Complete the instructor application, review the background disclosure statement, and complete the background check authorization. Return the application and authorization to the Olympia Office, PO Box 43141, Olympia, WA 98504.**
 - a. WDFW will conduct a background check to search for both criminal history and fish and wildlife violations.
 - b. Results of background checks are evaluated on a case-by-case basis

- 2. Complete and return the following documents per field coordinator direction:**
 - a. Instructor Assessment
 - b. Firearms Possession Disclosure form
 - c. Policy Agreement form
 - d. Volunteer Registration form

- 3. Attend a pre-service training (PST).**

- 4. Assist in teaching at least one complete course with a certified instructor.**

Once certified, instructors must remain active by assisting in at least one course each calendar year. The department may decertify instructors who are inactive at the end of each calendar year.

It is recommended to retain copies of **all materials** sent to the Olympia office.