Dear Licensed Guides and Guide Applicants:

Please take the time to read this application in its entirety. Most of the questions you may have regarding the Licensed Guide Program will be answered below.

Guide license examinations for 2018 have been scheduled for February 8, March 24 (NYSOGA Winter Meeting only), April 26, May 10, June 21, September 13 and October 18. These examinations will be held at select DEC offices with the exception of the March 24th date, which will be hosted by the New York State Outdoor Guides Association (NYSOGA) at their annual winter meeting.

This year, NYSOGA’s meeting will be held March 21-25, 2018 at the White Eagle Conference Center, Hamilton, NY. Various training seminars as well as First Aid, CPR and Water Safety certification courses will be offered at this meeting. Those interested in taking the exam on March 24, must submit their application to this office by c.o.b. Wednesday, March 14. Anyone interested in attending the First Aid, CPR or Water Safety classes must register directly with NYSOGA. For more information regarding the annual meeting, contact NYSOGA at 1-866-469-7642 or visit their website at www.nysoga.org.

The minimum fee for one category is $75 with an added fee of $20 for each additional category. A $25 non-refundable application fee must be submitted with your application form. This fee will be applied to the total cost of the license. The remaining license fee is due at the time of licensing. All payments must be in the form of a personal check or money order (US currency only) made payable to NYS DEC. Cash is NOT accepted. Per NYS Finance Law, Section 19, a $20 dishonored check fee will be charged for returned checks.

To apply for an exam, you must submit the completed application form, required documentation requested in #6 of the application form, the completed examination location information sheet, and the $25 non-refundable application fee to:

NYS Department of Environmental Conservation
Attn: Colleen Kayser, Guide License Unit
625 Broadway, 3rd Floor
Albany, NY 12233-2560
Applications must be received in this office by close of business on the date noted on the exam location information sheet. There will be no exceptions. The 2017 dates listed are the ONLY dates the examination will be scheduled. There will be no examinations given nor will any licenses be issued in person from the Albany office.

Valid first aid, CPR and water safety certifications are required for all guiding categories. These certifications are NOT required when applying to take the exam, however, proof of current certification must be provided before your guide license will be issued. As indicated on the application form, **on-line certifications are not accepted with the exception the Red Cross or American Heart Association BLENDED courses meaning half on-line and half in classroom.** There is a list of acceptable courses available on the DEC website. If you are having difficulty in locating a Water Safety Course you may contact the Outdoor Guides Association at nysoga.org.

The examination location information sheet indicating your choice of where and when you would like to take the examination(s) must be submitted with your application form.

Once your application is processed, you will be notified as to when and where you’ve been assigned to take the examination(s). You will be responsible to take and pass the examination(s) for the category(s) in which you have applied.

Upon successful completion of the examination(s), you must provide any outstanding required documentation and the remaining balance of the licensing fee in order for your guide license to be issued to you. Licenses are valid for a period of five years from the date of issue.

A study outline can be found on the DEC website, [www.dec.ny.gov](http://www.dec.ny.gov). Once in the website, use the search option to locate the Licensed Guide Program page, where you will find a link to suggested exam content. **The Field Book,** a reference book published by the Boy Scouts of America, is also recommended and can be found at any local library or book store.

If you have any questions, please feel free to call Colleen Kayser at (518) 402-8838.

Sincerely,

Eric Lahr, Director
Division of Forest Protection

Enclosures
NEW YORK STATE
LICENSED GUIDE APPLICATION

1. Legal Residence Address:

   Name: __________________________________________________________

   Street: _________________________________________________________

   P.O. Box: ______________

   City/Town: _______________  State: _____________________________

   Zip Code: _______________  Phone: (____) ____ - ________

                    (____) ____ - ________

   NYS County of Legal Residence: __________________________________

   Please note that you do not need to be a NYS resident to receive a Guides License

2. Guiding Business Name and Address: (If Applicable)

   Business Name: ________________________________________________

   Street: _________________________________________________________

   City/Town: _______________  State: ____________  Zip Code: ______

3. Date of Birth: _______________  Color of Eyes: _______________

   Height: _______________  Gender: _____________________________

   Include a recent full-face color photo trimmed to fit this box one inch by one inch (1" x 1").
   (No hats or sunglasses).

   If picture is too big for license it will be sent back to you with a request to submit a new one.
4. Check categories of guiding activities being applied for:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Whitewater Rafting</th>
<th>Tier I Rock</th>
<th>Tier I Ice</th>
<th>Tier II Rock</th>
<th>Tier II Ice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camping</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
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<td>Fishing</td>
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<tr>
<td>Hunting</td>
<td>_______</td>
<td>_______</td>
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</tbody>
</table>

5. Will you use boats or canoes in your guiding business? _________
   If answer is yes you will be signed up to take the boats and canoes exam

6. The following **MUST** be submitted with this application. (Copy of drivers license is acceptable for 6.1 - 6.3)

   6.1 Proof of Identity
   6.2 Proof of Age
   6.3 Proof of Legal Residence
   6.4 $25 Application Fee (check or money order made payable to NYSDEC)

   **ALL OTHER REQUIRED DOCUMENTS MAY BE SUBMITTED AFTER THE EXAM**

7. Check which of the following required documents and current certifications are enclosed:
   (On-line courses are not acceptable (with the exception of the Red Cross or American Heart Association BLENDED courses). A list of acceptable courses can be found on the DEC website)

   7.1 Current **Colored** Photo (1 x 1)
   7.2 Standard First Aid Card or Certificate
   7.3 CPR Card or Certificate
   7.4 Basic Water Safety Course
      (All guides are required to take a Water Safety Course)
   7.5 Physician Statement
      (Must be submitted on the Department form with the physician’s, physician’s assistant or nurse practitioner’s ORIGINAL signature)
   7.7 Copy of NYS Hunting License
      (only if hunting activity is checked in Item 4)
   7.8 Copy of NYS Fishing License
      (only if fishing activity is checked in Item 4)
      (Please be sure to copy both sides of certifications and/or license)
8. Have you ever been arrested or received a ticket for a violation of any law? __________

If so, list what the arrest/ticket was for and when the arrest/ticket occurred:
________________________________________________________________________

What was the disposition of the case(s)? ________________________________________
________________________________________________________________________

I have attached a postal money order or check (cash not acceptable) for $25 payable to the “Department of Environmental Conservation” representing the non-refundable portion of the total licensing fee and understand that it will be returned to me only if I am declared to be ineligible for licensing at this time or the application is not acceptable.

“I hereby affirm under penalty of perjury that information provided on this form is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.”

_________________________________________  ________________
Signature                                           Date

RETURN APPLICATION TO:

NYS Environmental Conservation
Attn: Colleen Kayser, Guide License Unit
625 Broadway, 3rd Floor
Albany, NY  12233-2560
Dear Licensed Guide Applicant:

The New York State Tax Law requires us to obtain your federal taxpayer identification number, which is your Federal Employer Identification Number and/or Social Security Number. As provided by this law, we will transmit these numbers to the New York State Department of Taxation and Finance. The data you provide us will be kept confidential, it will not be made available to any other parties.

Please enter your social security number below. If you report your income for tax purposes as a business, also enter your Federal Employer Identification Number. If you are not providing either number, check the appropriate box. Sign and return this form.

Sincerely,

Eric Lahr, Director
Forest Protection

<table>
<thead>
<tr>
<th>Social Security Number</th>
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</tbody>
</table>

**IF YOU DO NOT HAVE A NUMBER LEAVE BLANK**

<table>
<thead>
<tr>
<th>Federal Employer ID Number</th>
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</table>

☐ A Federal Employer Identification Number has been applied for, but has not yet been received
☐ Other, please explain.

Name: (Type or Print)  Signature:  Date:
The authority to request personal information from you, including identifying numbers such as Federal Social Security and Federal Employer Identification Numbers, and the authority to maintain such information is found in Section 5 of the New York State Tax Law. Disclosure of this information by you is mandatory. The principal purpose for which the information is collected is to enable the New York State Department of Taxation and Finance to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purposes authorized by the Tax Law.

The information will be filed in the Confidential Federal Taxpayer Identification Number file. Maintenance of this file is under the jurisdiction of the Director of Fiscal Management, NYS Department of Environmental Conservation, 625 Broadway, Albany, NY 12233-2560.
EXAMINATION LOCATION INFORMATION SHEET

1. Legal Residence Address
Name: __________________________
Street: __________________________
City / State / Zip Code: ____________

2. Check the Categories of Guiding Activities Applied for:
   - Camping ______
   - Fishing ______
   - Hiking ______
   - Hunting ______
   - Whitewater ______
   - Rock Climbing ______
   - Ice Climbing ______
   - Boats & Canoes ______

3. Exam Dates for 2018 (circle one) THESE ARE THE ONLY DATES THE EXAMINATION WILL BE SCHEDULED
   NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE

<table>
<thead>
<tr>
<th>Exam Date</th>
<th>Application must be received by 3p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, February 8, 2018 at 10:00 am</td>
<td>Wednesday, January 30, 2018</td>
</tr>
<tr>
<td>Saturday, March 24, 2018 at 2:00 pm (NYSOGA MEETING ONLY)</td>
<td>Wednesday, March 14, 2018</td>
</tr>
<tr>
<td>Thursday, April 26, 2018 at 10:00 a.m.</td>
<td>Wednesday, April 18, 2018</td>
</tr>
<tr>
<td>Thursday, May 10, 2018 at 10:00 a.m.</td>
<td>Wednesday, May 2, 2018</td>
</tr>
<tr>
<td>Thursday, June 21, 2018 at 10:00 a.m.</td>
<td>Wednesday, June 13, 2018</td>
</tr>
<tr>
<td>Thursday, September 13, 2018 at 6:00 pm</td>
<td>Wednesday, September 5, 2018</td>
</tr>
<tr>
<td>Thursday, October 18, 2018 at 6:00 pm</td>
<td>Wednesday, October 10, 2018</td>
</tr>
</tbody>
</table>

4. Select Exam Location:

   - **Region 1**
     - NYSDEC Regional Headquarters
     - SUNY Stony Brook
     - 50 Circle Drive
     - Stony Brook, NY 11790-2356

   - **Region 2**
     - 4740 21st Street
     - Long Island City, NY 11101

   - **Region 3**
     - NYSDEC Regional Headquarters
     - 21 South Putt Corners Road
     - New Paltz, NY 12561

   - **Region 4**
     - NYSDEC Regional Headquarters
     - 1150 North Westcott Road
     - Schenectady, NY 12306

   - **Region 5**
     - NYSDEC Regional Headquarters
     - 1115 NYS Rte. 86
     - Ray Brook, NY 12977

   - **Region 6**
     - NYSDEC Regional Sub-Office
     - Route 812 (2 miles east of Lowville)
     - Lowville, NY 13367

   - **Region 7**
     - NYSDEC Regional Sub-Office
     - 1285 Fisher Avenue
     - Cortland, NY 13045-1090

   - **Region 8**
     - NYSDEC Regional Sub-Office
     - 7291 Coon Road
     - Bath, NY 14810-9728

   - **Region 9**
     - NYSDEC Regional Sub-Office
     - 182 East Union Street, Suite 3
     - Allegany, NY 14706-1328

   - **March 25 NYSOGA Winter Meeting**
     - White Eagle Conference Center
     - 2910 Lake Moraine Road
     - Hamilton, NY 13346