



**Department of  
Environmental  
Conservation**

## Hunter Education Program

# Hunter Education Program Instructor Application

**Make a difference, be an instructor.**

Hunter Education Program (HEP) instructors are the key to continuing the American heritage of responsible and safe hunting and trapping. This is truly a rewarding experience, as one helps students take the first step in developing the skills and knowledge to be better hunters and trappers. Please read these instructions, complete the application and return it to start your certification process.

### **Instructor applicants must have the following qualifications:**

- Be at least 18 years of age
- Be of good moral character and have no serious legal convictions
- Have good communication skills
- Hunting experience preferred, but not required

### **Application procedure:**

1. Complete the application and return it to:  
NYSDEC Hunter Education Program, 625 Broadway, Albany, NY 12233-4800 or  
email [spedapps@dec.ny.gov](mailto:spedapps@dec.ny.gov)  
Please note that incomplete applications will be returned. If you have any questions, please contact the Hunter Education Program at 1-888-486-8332.
2. A criminal background check, an environmental violations background check and sex offender registry check will be conducted. Criminal and environmental violations do not always result in rejection, but intentional omissions will automatically disqualify an applicant.
3. If the background checks are favorable, the applicant will be contacted and interviewed by an Environmental Conservation Officer, who also does a local investigation of the applicant.
4. If the investigation is favorable, the applicant is required to attend a DEC new instructor training course. The instructor training course is 8 hours long and may include homework.
5. After successfully completing the instructor training course, applicants must complete an apprenticeship. When all aspects of the apprenticeship are completed, an applicant will become certified.
6. Once certified, instructors are required to teach at least one course per year and attend a refresher course once every two years, if they wish to remain certified. The refreshers provide new instructional materials and techniques, updates on laws, and other information valuable to instructors.

## New York State Department of Environmental Conservation Hunter Education Program Instructor Application

This form must be completed for each volunteer worker. Once signed, the form is to be retained in the Central Office and forwarded to the Bureau of Personnel on an annual basis. The information on this form is necessary to be certain that volunteers are covered by the Workers' Compensation Law. Questions concerning this form may be directed to the Hunter Education Program at 1-888-486-8332.

Please print or type.

<b>1. Name (as it appears on your driver's license).</b>				<b>2. Telephone No.</b>	
Last _____ First _____ Middle Initial _____ Suffix _____				Home (    )    -	
				Cell (    )    -	
<b>3. Mailing Address</b>					
<b>4. City</b>		<b>5. State</b>	<b>6. Zip Code</b>		<b>7. County</b>
<b>8. Is the mailing address listed above your legal residence?</b> If not, list legal residence on next page in box 32.    Yes    No			<b>9. E-mail Address</b>		<b>10. Occupation</b>
<b>11. Date of Birth</b> Month      Day      Year		<b>12. Gender</b> Male      Female	<b>13. List other legal names you have used (maiden name, legal name change)</b>		
<b>14. Name of Employer</b>				<b>15. May we contact you at work?</b> Yes      No	
<b>16. Address of Employer</b>				<b>17. Telephone No. (Work)</b> (    )    -	
<b>18. City</b>		<b>19. State</b>	<b>20. Zip Code</b>		<b>21. County</b>
<b>22. Experience: Indicate the approximate amount of time spent participating in each of the activities listed below.</b> Hunting _____ years    Bowhunting _____ years    Trapping _____ years    Waterfowl Hunting _____ years					
<b>Questions 23-28: Answer all questions HONESTLY. Include all offenses, no matter how long ago (even if charges were dismissed, you pled guilty, or received probation or community service, or if you were charged with DWI). Having a criminal history WILL NOT automatically disqualify you from being a HEP instructor. HOWEVER, if you intentionally DO NOT DISCLOSE a past criminal offense which is discovered through our background checks, you WILL BE DISQUALIFIED. If your answer to any of these questions is yes, explain fully on the next page in block 31.</b>					
<b>23. Do you have charges pending in any court or conviction in any court for any crime which is a felony or any misdemeanor as described in the NY State Penal Law for any offense (this includes D.W.I, but does not include minor traffic infractions)?</b>				Yes	No
<b>24. Do you have charges pending in any court or conviction in any court for any misdemeanor crime associated with domestic violence?</b>				Yes	No
<b>25. Have you ever been ticketed, charged or arrested by DEC for a violation of the Environmental Conservation Law (even if dismissed) or convicted or signed a compromise of civil penalty for a violation of the Environmental Conservation Law?</b>				Yes	No
<b>26. Are you under a court order restraining you from harassing, stalking, or threatening any person?</b>				Yes	No
<b>27. Have you been discharged from the Armed Forces of the United States under dishonorable conditions?</b>				Yes	No
<b>28. Have you ever had a pistol license or any application for such a license disapproved or had such a license revoked or cancelled?</b>				Yes	No



**Read and Sign This Section:**

I understand that I will be fully investigated as part of the application process, including a criminal background check, an environmental violation background check and a sex offender registry check. During the course of my certification, criminal background checks, environmental violation background checks and sex offender registry checks will be conducted at random. I hereby authorize the Department of Environmental Conservation to investigate any information provided and/or requested on this application.

I understand that certification is contingent upon approval of this application and investigation, and successful completion of training by the Department of Environmental Conservation. I understand that the instructor training course will be at least 8 hours plus additional study required for certification. I understand that to retain certification I will be required to teach at least one course per year and attend a refresher course once every two years.

I understand that certification is at the discretion of the Department of Environmental Conservation, and may be revoked or suspended at any time for failure to comply with department policies and procedures, instructor inactivity, violations of Environmental Conservation Law, violations of NY Penal Law, or other factors which may be deemed significant enough to warrant such action.

I hereby affirm under penalty of perjury that information provided on this form is true to my knowledge and belief. False statements and intentional omissions will disqualify applicants from participation in the Hunter Education Program and are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

**Signature (Required if submitting by mail)**

**Date**

**E-Signature (Required if submitting electronically)**

I Accept

By checking the "I Accept" button, you are signing this Application electronically. You agree that your electronic signature (hereafter referred to as your "E-Signature") is the legal equivalent of your manual/handwritten signature on this Application. By selecting "I Accept" using any device, means or action, you consent to the legally binding terms and conditions of this Application.

**Personal Privacy Protection Notification**

The information you are providing on this application is being requested to meet the Department's legal obligations. It will be used in accordance with Section 96 of the Public Officers Law. Failure to provide the requested information may result in your disqualification as a volunteer. The information will be maintained by the Hunter Education Program, Department of Environmental Conservation, 625 Broadway, Albany, New York 12233-4800 / 1-888-486-8332.

Requests for reasonable accommodations necessary to ensure full participation in the Hunter Education Program should be addressed to the Hunter Education Administrator, 625 Broadway Albany NY 12233-4800 / 1-888-486-8332.

The New York State Department of Environmental Conservation does not discriminate on the basis of race, color, national origin, gender, religion, sexual orientation, age, marital status, or disability in employment or provision of services.

**If submitting by mail, return this form to:**

**NYSDEC Hunter Education Program  
625 Broadway  
Albany, NY 12233-4800**

**Questions? Call the Hunter Education  
Program toll-free 1-888-486-8332 or email  
spedapps@dec.ny.gov**

For DEC staff use only	Approved (yes/no)	Date	Initials	
Criminal Background				Sent to LE _____
ECAT				Outcome _____
SOR				Sent to Region _____