



**Department of
Environmental
Conservation**

Sportsman Education Program

Sportsman Education Program Instructor Application

Make a difference, be an instructor.

Sportsman Education 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 Sportsman Education Program, 625 Broadway Albany, NY 12233-4800 or
email spedapps@dec.ny.gov
Please note that incomplete applications will be returned. If you have any questions, please contact the Sportsman 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 Sportsman 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 Sportsman Education Program at 1-888-486-8332.

Please print or type.

1. Name (as it appears on your driver's license).				2. Telephone No.	
Last _____ First _____ Middle Initial _____ Suffix _____				Home () -	
				Cell () -	
3. Mailing Address					
4. City		5. State	6. Zip Code		7. County
8. Is the mailing address listed above your legal residence? If not, list legal residence on next page in box 34. Yes No			9. Country of Citizenship		10. Occupation
11. Date of Birth Month Day Year		12. Gender Male Female		13. List other legal names you have used (maiden name, legal name change)	
14. Name of Employer				15. May we contact you at work? Yes No	
16. Address of Employer				17. Telephone No. (Work) () -	
18. City		19. State	20. Zip Code		21. County
22. Experience: Indicate the approximate amount of time spent participating in each of the activities listed below.					
Hunting _____ years Bowhunting _____ years Trapping _____ years Waterfowl Hunting _____ years					
Questions 23-30: If your answer to any of these questions is yes, explain fully on the next page in block 33.					
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)?				Yes	No
24. Do you have charges pending in any court or conviction in any court for any misdemeanor crime associated with domestic violence (includes any misdemeanor involving the use of physical force committed by a current or former spouse, parent or guardian of the victim by a person with a similar relationship with the victim)?				Yes	No
25. Have you ever been ticketed, charged or arrested 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?				Yes	No
26. Are you under a court order restraining you from harassing, stalking, or threatening an intimate partner or child of such partner?				Yes	No
27. Have you been discharged from the Armed Forces of the United States under dishonorable conditions?				Yes	No
28. Are you a fugitive from justice?				Yes	No
29. Are you an alien illegally in the United States?				Yes	No
30. Have you ever had a pistol license or any application for such a license disapproved or had such a license revoked or cancelled?				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 Sportsman 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 Sportsman 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 SEP program should be addressed to the Sportsman 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 Sportsman Education Program
625 Broadway
Albany, NY 12233-4800**

Questions? Call the Sportsman 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 _____