

## NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

### Division of Forest Protection

625 Broadway, 3rd Floor, Albany, New York 12233-2560  
P: (518) 402-8839 | F: (518) 402-8840 | Rangers@dec.ny.gov  
www.dec.ny.gov

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 2021 have been scheduled for February 4, March 6 (NYSOGA Winter Meeting only), April 22, May 13, June 17 and September 16. These examinations will be held at select DEC offices with the exception of the March 6<sup>th</sup> 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 3-7, 2021 at the White Eagle Conference Center, Hamilton, NY (pending Covid restrictions). 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 6<sup>th</sup>, must submit their application to this office by c.o.b. Wednesday, February 24<sup>th</sup>. 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](http://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 NYSDEC. 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, 3<sup>rd</sup> Floor  
Albany, NY 12233-2560

**PLEASE SEND ONLY THE \$25.00 APPLICATION FEE ALONG WITH YOUR APPLICATION.**



**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 2021 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 receive a confirmation letter informing you that your application was received. 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,

Colleen Kayser  
Licensed Guide Program Specialist

Enclosures



## NEW YORK STATE LICENSED GUIDE APPLICATION

1. Legal Residence Address:

Name: \_\_\_\_\_

Street: \_\_\_\_\_

P.O. Box: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

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: \_\_\_\_\_

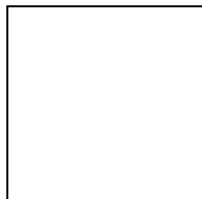
Street: \_\_\_\_\_

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:

Camping _____	Whitewater Rafting _____	Tier I Rock _____
Fishing _____	Whitewater Canoe _____	Tier I Ice _____
Hiking _____	Whitewater Kayak _____	Tier II Rock _____
Hunting _____		Tier II Ice _____

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 ( <b>send only a \$25 check or money order made payable to NYSDEC at this time</b> )	_____

**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 <b>Colored</b> 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 <b>(Must be submitted on the Department form with the physician's, physician's assistant or nurse practitioner's ORIGINAL signature)</b>	_____
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)	_____

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 Department Environmental Conservation  
Attn: Colleen Kayser, Guide License Unit  
625 Broadway, 3<sup>rd</sup> 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,

Colleen Kayser  
Forest Protection

Social Security Number		<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
IF YOU DO NOT HAVE A NUMBER LEAVE BLANK																						
Federal Employer ID Number		<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
<input type="checkbox"/> A Federal Employer Identification Number has been applied for, but has not yet been received																						
<input type="checkbox"/> Other, please explain.																						
Name: (Type or Print)	Signature:	Date:																				

## Privacy Notification

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 Whitewater
Fishing Rock Climbing
Hiking Ice Climbing
Hunting Boats & Canoes

3. Exam Dates for 2021 (circle one) THESE ARE THE ONLY DATES THE EXAMINATION WILL BE SCHEDULED
NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE. DUE TO COVID THESE DATES ARE SUBJECT TO CHANGE OR CANCELLATION

Table with 2 columns: Exam Date and Application must be received by 3p.m.
Exam Dates: Thursday, February 4, 2021 at 6:00 pm; Saturday, March 6, 2021 at 2:00 pm (NYSOGA MEETING ONLY); Thursday, April 22, 2021 at 6:00 pm; Thursday, May 13, 2021 at 6:00 pm; Thursday, June 17, 2021 at 6:00 pm; Thursday, September 16, 2021 at 6:00 pm.
Application Dates: Wednesday, January 27, 2021; Wednesday, February 24, 2021; Wednesday, April 14, 2021; Wednesday, May 5, 2021; Wednesday, June 9, 2021; Wednesday, September 8, 2021.

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 28 NYSOGA Winter Meeting: White Eagle Conference Center, 2910 Lake Moraine Road, Hamilton, NY 13346