



# CRIMINAL JUSTICE TRAINING COMMISSION POLICY MANUAL



	<b>Chapter 6 Policy 07 Firearms Instructor Requirements</b>	<b>Revised: 07/01/2018</b>
<b>Authorizing Source:</b>		<b>Applies to: All Staff</b>

## I. PURPOSE:

This policy identifies the qualifications for instructors who teach sponsored firearms courses for the Washington State Criminal Justice Training Commission (WSCJTC).

## II. POLICY:

Instructors teaching agency sponsored firearms courses are certified through the Instructor Certification Program (ICP). Because of the high liability of firearms training, the instructors must comply with a rigorous training program. This policy applies to all Assistant and Lead Firearms Instructors.

The designation of Lead Instructor is created for each discipline:

- Handgun Lead Instructor (to include Level I & II)
- Rifle Lead Instructor
- Shotgun Lead Instructor

This change is intended to allow a greater number of agencies to participate in the instructor program.

## III. DEFINITIONS AND REQUIREMENTS:

### A. Firearms Instructor Tables

**Table 1**

*Assistant Instructor – assists with basic and/or in-service training in a specific firearms discipline (applies to handgun, rifle and shotgun instructors)*

Must successfully complete:	and:	then:
WSCJTC 40-hour Instructor Development course or approved equivalency	Observe one applicable firearms class	
As a student: <ul style="list-style-type: none"> <li>• Firearms Handgun Instructor Level I and Level II if teaching handgun; or</li> <li>• Rifle Instructor course if teaching rifle; or</li> <li>• Shotgun Instructor Course if teaching shotgun</li> </ul>	<ul style="list-style-type: none"> <li>• Co-instruct one class in the respective firearms course</li> <li>• Have a competency Checklist completed by a Lead Instructor</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the Instructor Certification Program (ICP) application certified</li> <li>• Be awarded ICP status</li> </ul>
		Maintain firearms instructor minimum standards
		Attend in-service training once every two years

**Table 2**

*Lead Instructor – the principal instructor of a basic and/or in-service a specific firearms discipline (applies to handgun, rifle and shotgun instructors)*

<b>Must successfully:</b>	<b>and:</b>	<b>then:</b>
Complete all requirements for Assistant Firearms Instructor		
Co-lead a Level Handgun class	<ul style="list-style-type: none"><li>• Liaison with WSCJTC</li><li>• Procure instructional materials;</li><li>• Select instructors;</li><li>• Select training site;</li><li>• finalize course completion documentation</li></ul>	
Lead an entire course for the Firearms Instructor discipline applied for	<ul style="list-style-type: none"><li>• Be evaluated by a Lead Instructor</li><li>• Have a Competency Checklist completed by the Lead Instructor</li></ul>	<ul style="list-style-type: none"><li>• Apply for and be awarded Instructor Certification status</li><li>• Attend in-service training once every two years</li></ul>



## Private Security Certified Firearms Instructor Training Requirement

The training requirements are listed below to acquire/maintain certification.

- Email: [PSPI@cjtc.wa.gov](mailto:PSPI@cjtc.wa.gov)
- All classes will now occur in specific months:
  - March: PS Handgun Instructor Cert/Recert
  - Spring or Fall: Shotgun, Rifle, and Level 1 Scoped Rifle Instructor for LE/PS\*
  - October: PS Handgun Instructor Cert/Recert
  - \*Blended with law enforcement instructors as scheduled

### GENERAL PROGRAM INFORMATION

1. PS Certified Firearms instructor status is a three year certification status. All instructors will be subject to audit during their active status.
2. Instructor class challenges are not be permitted. All instructor applicants must take the 44-HR certification course in its entirety prior to taking any additional PS certified instructor courses.
3. All PS Certified Firearms instructors must maintain current certifications. Status waivers are not allowed. Instructors will be removed from the directory until they successfully complete a recertification course.
4. All instructors are identified as ***“Private Security Certified Handgun, Shotgun, or Rifle Instructor for WSCJTC”*** based on credentialing and the use of WSCJTC logo is prohibited from promotional materials. Active instructors are approved to link to the WSCJTC website.

### INSTRUCTOR APPLICANTS

1. Applicants for the Private Security Handgun Instructors Certification Course (#2322) have the option of doing their live-fire Entrance Qualification at a scheduled “Optional Qualification” (#2328) held a few weeks prior to the start of the certification course. The applicant will have only two attempts to qualify at that time. If the applicant fails to qualify, they will NOT be allowed to enter the course. The applicant will forfeit any fees paid for the “Optional Qualification” attempt. Applicants will NOT have the opportunity to qualify again on Day 1 of the certification class.
2. Applicants that do not choose to participate in “Optional Qualification” day will have only two attempts to successfully complete the Instructor Entrance Qualification on the morning of Day 1 of the certification course. Applicants that successfully complete the course of fire will be allowed to continue the course. Any applicants that fail to qualify at that time will NOT be allowed to continue the course and will forfeit the entire class fee.
3. All instructor applicants are subject to background check.
4. All instructor applicants will be required to review WAC 139-37 that provides program guidelines as an active PS Certified Firearms Instructor for WSCJTC.
5. All instructor applicants will review and sign applicable program policy forms while at the PS Handgun Instructor Certification course.

## RECERTIFICATION

1. Active instructor status expires every three years.
2. Prior to instructor status renewal PS Certified Firearms Instructors must successfully complete the two day recertification course. Instructors that are unable to pass a PS Certified Firearms Instructor Recertification qualification during an Instructor recertification class will have 30 days to complete successful qualification (consisting of two attempts to qualify). This retest must be scheduled with Master Trainer Lead or Assistant Master Trainer Lead or Assistant Master Trainers to complete. If the qualification is not successful the instructor's credentials will be cancelled.
3. Individuals can reapply for a later recertification class and will be required to take the recertification in its entirety.
4. Students are responsible to cover any costs associated with a retest attempt. If the student does not complete the attempt within 30-days they will have to take the course in its entirety at the next available date. The individual will be removed from the program until they can recertify.
5. Active instructors that do not successfully complete the recert course, or have their instructor status lapse will be removed from the active instructor directory until they successfully complete the recert course.

**PS Certified Firearms Instructor Training Requirements Acknowledgment**

I have read and understand the training requirements to acquire/maintain certification.

Printed Name	
Address	
City, State ZIP	
Phone	
Work Email	
Alternate Email	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date information filed with application: \_\_\_\_\_

By who: \_\_\_\_\_

## **PS/PI/BBRA/LEOSA & Private Security Certified Firearms Instructor**

### **Course Requirements**

- Initial Courses:
  - PS Handgun Instructor Certification (44-HR; #2322) – required and is prerequisite for all other instructor training. Valid for three years (no waivers given for prior experience).
  - PS Shotgun Instructor Certification (24-HR; #2321) – required for this firearm type. Prerequisite is 2322 or 2320.
  - PS Rifle Instructor Certification (40-HR; #2324) – required for this firearm type. Prerequisite is 2322 or 2320.
  - PS Optional Qualification (3-HR; #2328) – opportunity to complete entrance qualification prior to course start to be accepted to the PS Handgun Instructor Certification class.
  - Level 1 Scoped Rifle Instructor (LE/PS) (32-HR; #2326); class offered as blended class for law enforcement and private security instructors with active WSCJTC instructor training. No recert. Class instructors are ICP from LE and Security programs.
- Recertification Courses:
  - PS Handgun Instructor Recertification (16-HR; #2320) – required to maintain instructor status prior to expiration.
  - PS Shotgun Instructor Recertification (8-HR; #2323) – required for this firearm type. Prerequisite is 2322 or 2320 plus 2321.
  - PS Rifle Instructor Recertification (8-HR; #2325) – required for this firearm type. Prerequisite is 2322 or 2320 plus 2324.



# WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

## ACTIVE PS CERTIFIED FIREARMS INSTRUCTOR PROCEDURE ACKNOWLEDGEMENT

<b>Name</b>	
<b>Company Name</b>	
<b>Mailing Address</b>	
<b>City, ST ZIP</b>	
<b>Phone</b>	
<b>Business Email</b>	
<b>Alternate Email</b>	
<b>Instructor Mo/Year Expiration (Renewal Due)</b>	
<b>Law Enforcement; Corrections; Tribal Agency Employer Name and Contact Email</b>	

As an active Private Security Certified Firearms Instructor for WSCJTC, I will uphold the program procedures as outlined by the Washington State Criminal Justice Training Commission, administrators of the program. I will follow all legislative requirements that include RCW, WAC, and anything provided by the Commission to carry out my duties as an instructor. To that end,

I will: (initial all lines)

\_\_\_\_\_ 1. Notify the Commission of a change in my status as an instructor when there has been a change that precludes me from owning or possessing a firearm.

\_\_\_\_\_ 2. Notify the Commission when my status as an instructor, guard, investigator, recovery agent, business entity, or other, is suspended and/or under investigation.

\_\_\_\_\_3. Notify the Commission if my instructor status has been suspended or revoked by another state regulatory body.

\_\_\_\_\_4. Immediately remove all representation that specifies I am currently a Private Security Certified Firearms Instructor for WSCJTC from all media I use when my instructor certification lapses, I leave, am terminated, or am revoked as an instructor from the program.

\_\_\_\_\_5. Make sure my instructor contact information is updated and current (within 10 days of change) my status remains active.

\_\_\_\_\_6. I am licensed and insured, as applicable, to be an instructor for this program. I carry at least \$1 million dollars in liability insurance coverage for my business if that applies. A certificate of insurance may be requested by WSCJTC at any time during my active instructor status.

\_\_\_\_\_7. I understand that any status changes that adversely affect my role as a PS Certified Firearms Instructor for WSCJTC will be subject to public disclosure.

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Printed Name)

\_\_\_\_\_ Date

Reviewed:

\_\_\_\_\_  
Firearms Certificate Program Manager Signature/Date