



## Vermont Fish and Wildlife Hunter Education Program: Teach the Tradition.

Thank you for your interest in furthering the hunting tradition in the state of Vermont! The Vermont hunting legacy can only continue with the participation of outstanding volunteers. Our instructors are safe and ethical hunters who help new hunters get a safe start, and are passionate about passing down the legacy of hunting and general outdoorsmanship. Instructors value game meat and the production of marketable pelts, respect wildlife and the wild lands in which they live, and are active members of the community. If this sounds like you, apply to become a Hunter Education Instructor today! All instructor applicants must meet these minimum requirements:

- 1) At least 18 years of age (contact us for more information if you are under 18!)
- 2) Minimum 3 years hunting, military, or shooting sports experience
- 3) No felony, serious misdemeanors, or Fish and Wildlife violations
- 4) Undergo and pass a background check conducted by a Fish and Wildlife Game Warden
- 5) Attend and pass an instructor training course
- 6) Must be eligible to buy, own, and possess firearms in accordance with State and Federal law
- 7) Attend at least one banquet or instructor development class every other year
- 8) Teach at least one Hunter, Bowhunter, or Trapper Education class every other year

Currently, Vermont Fish and Wildlife offers three courses for potential hunters:

**Hunter Education:** Basic Hunter Education is required for all hunting licenses. This course covers basic firearm handling and safety, equips students with basic knowledge of the outdoors and wildlife management, as well as beginner hunting techniques. Students also learn about good hunting ethics, and hunter responsibility.

**Bowhunter Education:** This course is required to hunt big game with a bow and arrow. Bowhunting proves a unique challenge to hunters, but it allows an extended season to those who accept that challenge. This course readies students for bow, arrow, tree stand selection and safety, and concentrates on how to make any bowhunting trip safe and successful.

Note: some instructors teach combination courses, which combines the basic Hunter and Bowhunter Education classes, and allows students to obtain both certifications in one class.

**Trapper Education:** This course is required for anyone who wishes to purchase a license to trap furbearers. The aim of this class is to teach students to trap according to Best Management Practices, to trap safely, responsibly, and ethically. The class also covers pelt refining, and how to produce furs for sale.

Please fill out the enclosed application and mail or e-mail it to our Hunter Education Program Office to begin your Hunter Education journey!

**Fish & Wildlife Department**  
1 National Life Drive, Dewey Building  
Montpelier VT 05620  
[www.vtfishandwildlife.com](http://www.vtfishandwildlife.com)

[phone] 802-828-1193  
[fax] 802-828-1250  
[tdd] 802-828-3345

*Agency Of Natural Resources  
Hunter Education Program*

Dear Instructor Applicant:

Thank you for submitting your application with Vermont's Hunter Education Program! We appreciate your passion for the future of wildlife, wild lands, and our hunting heritage.

Included in this application package are the forms that you must fill out:

- Instructor Application** – Fill this out and return to the Hunter Education Program Office.
- FBI National Record Check Release Form** – This form must be returned to the Hunter Education Program Office and it must be notarized. Most banks, post offices, and town offices have notaries present with no charge for assistance.
- Request for Information from the Vermont Child Abuse and Neglect Registry** – The front of this form must be completed and returned to the Hunter Education Program Office. Do NOT write on the back of the form.
- Fingerprint information sheet** – Return to the Hunter Education Program Office. The individual who takes your fingerprints must sign this form.
- Vermont Criminal Information Center Fingerprint Authorization Certificate** – This form is returned to the law enforcement center where your fingerprints are taken. If you are asked to pay for the fingerprinting, save the receipt and mail a copy of it to our office so that you can be reimbursed. If the law enforcement office does not know where to mail the form, the address is at the bottom of the fingerprinting page.
- Fingerprint Reimbursement Form** – If you would like to be reimbursed for your fingerprinting, please fill out this form and send it in with the receipt to our office.

Please return the required documents via e-mail to [Nicole.Meier@vermont.gov](mailto:Nicole.Meier@vermont.gov) in the Hunter Education Program Office or in the enclosed pre-paid envelope. As a reminder: the VT Criminal Information Center Fingerprint Authorization Certificate should not be returned to the Hunter Education Program Office.

After we receive your package, you will be interviewed by Fish and Wildlife staff. You must then successfully pass a New Instructor Training class and complete a mentoring program with a Chief Instructor. Upon the successful completion of your mentor program, you will be a fully-certified instructor. We will be sure to keep in touch with you throughout this process.

If you have any questions about your certification, or any general Hunter Education queries, feel free to contact me via e-mail at [Nicole.Meier@vermont.gov](mailto:Nicole.Meier@vermont.gov) or by phone at 802-828-1193.

Sincerely,



Nicole Meier  
Information and Education Specialist  
Vermont Hunter Education Program



Return to:

**Vermont Fish and Wildlife**

**Hunter Education Instructor Application**

**1 National Life Drive, Dewey Building**

**Montpelier, VT 05602 Attn: Nicole Meier**

**Phone: 802-828-1193**

**www.vtfishandwildlife.com**



**Personal Information**

Desired Certification Disciplines:	Hunter Education: <input type="checkbox"/>			Bowhunter Education: <input type="checkbox"/>			Trapper Education: <input type="checkbox"/>		
Name (Last, First)									
Date of Birth (mm/dd/yyyy)				E-mail Address					
Street Address									
Town/City							State		
County						Zip Code			
Home Phone Number				Cell Phone Number					
Gender					Ethnicity				
T-shirt size (please specify men's/women's sizing)					Jacket size				
How would you prefer students contact you? (please check one or more)	E-mail: <input type="checkbox"/>			Cell Phone: <input type="checkbox"/>			Home Phone: <input type="checkbox"/>		

**(CONTINUED ON NEXT PAGE)**

## Criminal History

Have you ever been convicted of a crime?	
Have you ever been convicted of a Fish and Wildlife Violation?	
If yes to either question, please explain.	

## Employment History

Current Employer:					
Address:					
Current Position Held:		Date of hire:			
Supervisor:		Phone #:			
Previous Employer:					
Address:					
Position Held:		From:		To:	
Supervisor:		Phone #:			

## Personal References

Reference #1:		Relation:		Phone Number:	
Reference #2:		Relation:		Phone Number:	
Reference #3:		Relation:		Phone Number:	

Applicant Signature:		Date:	
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By signing my name, I certify that all the information provided is true. I understand that this application will be subjected to a background check through state and federal law enforcement agencies. I authorize the release of my name, address, and phone number for departmental purposes (such as disseminating to other instructors), but that my information will not be sold to any third-parties.

Return to VT Fish & Wildlife.  
 Must be notarized.

VERMONT CRIMINAL INFORMATION CENTER <b>NATIONAL CHILD PROTECTION ACT PROGRAM</b> FBI NATIONAL RECORD CHECK RELEASE FORM				
Qualified Entity				
Applicant	Last	First	Middle	
Maiden or Alias Names				
Social Security #	-	-		
Place of Birth	City/Town	State		Country
Date of Birth	Month	Day	Year	
Applicant's Telephone #	Include Area Code and Number		-	
<b>RELEASE</b>				
<p>I, _____, hereby acknowledge and agree to a check of any criminal record of convictions which may be maintained by the FBI. I understand that the results of that check will be made available to _____ for use in reviewing my suitability for employment. I further understand that I have the right to appeal the results of the criminal record check to the Vermont Criminal Information Center, Department of Public Safety, 103 South Main Street, Waterbury, Vermont, 05671-2101.</p>				
Signature of Applicant			Date	
Identity verified by:			Date	
<b>NOTARY</b>				
<p>_____ personally appeared before me and satisfied me that s/he is the person named in and who signed this Release Form. Thereupon s/he acknowledged the signing of this Release Form as his/her act and deed for the uses and purposes expressed in this document.</p>				
Printed Name of Notary			Notary Signature	
Commission Number			Commission Expires	

# Vermont Agency of Human Services

Adult Protective Services, 103 S. Main Street, Ladd Hall, Waterbury, VT 05671-2306

Child Protection Registry Unit, 103 S. Main Street, Waterbury, VT 05671-2401

## CONSENT FOR RELEASE OF INFORMATION

PLEASE PRINT OR TYPE. THIS FORM WILL BE RETURNED IF ALTERED OR STAPLED.

**If requesting information from both registries, please fill out one form and submit copies to each division**

- I hereby request the Commissioner of the Department of Disabilities, Aging and Independent Living to release to me any information in the **Adult Abuse Registry** pursuant to 33 V.S.A 6911(C)(3) involving the individual listed below in Section II.
- I hereby request information from the **Child Protection Registry** maintained by the Department for Children and Families.

### Section I. Employer Requesting Registry Check

Employer name: \_\_\_\_\_

Employer address: \_\_\_\_\_

Employer telephone number: \_\_\_\_\_ Employer fax number: \_\_\_\_\_

Employer email address: \_\_\_\_\_

I certify that this individual is a current employee, contractor or volunteer of this facility/agency or has been given a conditional offer of employment. I understand this information is only for the purposes of determining whether to hire or retain the individual to provide care, custody, treatment, transportation, or supervision of children or vulnerable adults.

*Nicole Meier* \_\_\_\_\_ 10/2/2018 \_\_\_\_\_ Date

(Authorized) Facility/Agency Signature

*Note: if you are a regulated childcare provider in Vermont, this process does not apply to you.*

### Section II. Consent From Current or Prospective Employee, Contractor, or Volunteer

Full Name: \_\_\_\_\_ Gender: \_\_\_\_\_  
(Type or Print Clearly)

Address (including City, State, Zip Code): \_\_\_\_\_

Phone number: \_\_\_\_\_ Birth Date \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Last four digits of social security number: XXX-XX- \_\_\_\_\_

Other names I have used, if any (including maiden name): \_\_\_\_\_  
(Type or Print Clearly)

I hereby authorize release of any information of reports of abuse, neglect or exploitation substantiated against me and contained in the **Vermont Adult Abuse Registry** and/or the **Vermont Child Protection Registry** to the Owner/Operator of the above named facility/agency.

\_\_\_\_\_  
(Prospective) Staff, Contractor, or Volunteer Signature \_\_\_\_\_ Date

### Section III. Response from the Agency of Human Services (Office Use Only)

#### Vermont Adult Abuse Registry

Employee's name **not found** in registry \_\_\_\_ initials

Employee's name **found** in registry \_\_\_\_ initials

#### Vermont Child Protection Registry

Employee's name **not found** in registry \_\_\_\_ initials

Employee's name **found** in registry \_\_\_\_ initials

Nature of any finding: \_\_\_\_\_

Date of such finding: \_\_\_\_\_

\_\_\_\_\_  
Signature of Commissioner's Designee \_\_\_\_\_ Date

\*\*\*\* A self-addressed, stamped envelope must be included \*\*\*\*

**Return to:**  
Vermont Fish and Wildlife  
Hunter Education Instructor Applications  
1 National Life Drive, Dewey Building  
Montpelier, VT 05602  
802-828-1193  
www.VTFishandWildlife.com



### Fingerprint Information Sheet

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone #: \_\_\_\_\_

Cell/Other Phone#: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Fingerprints were taken:

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

Location: \_\_\_\_\_  
\_\_\_\_\_

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



**Fish & Wildlife Department**  
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[phone] 802-828-1000  
 [fax] 802-828-1250  
 [tdd] 802-828-3345

*Agency Of Natural Resources*

**VERMONT CRIME INFORMATION CENTER**  
**FINGERPRINT AUTHORIZATION CERTIFICATE**  
**45 State Drive, Waterbury, VT 05671**

\*\*\***APPLICANT:** You must bring this certificate with you to your fingerprinting appointment. Identification Center staff **WILL NOT** submit your fingerprints to VCIC for processing without this form.\*\*\*

\*Agency Code: 01750VP

REASON FINGERPRINTED:

Adoption  Education  NCPA–Employment  NCPA–Volunteer  Secretary of State

NAME: \_\_\_\_\_  
Last First Middle

MAIDEN/OTHER NAMES:

\_\_\_\_\_

DOB: \_\_\_\_\_ SSN: \_\_\_\_\_ GENDER:  FEMALE  MALE

PLACE OF BIRTH:

\_\_\_\_\_ Town State Country

TELEPHONE NUMBER: \_\_\_\_\_

In addition to Vermont I have resided or been employed in the following states: (If applicable, circle appropriate states)

AL CO DE GA HI ID IL IN IA KY LA MD MA MN MS MO MT  
 NB(NE) NV NH NM OH OR PA RI SC TN UT WV WY

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

I certify that the above applicant has appeared before me and paid his or her criminal record check fee. I understand that the Department of Public Safety will bill my agency for this record check.

Our agency is responsible for paying the record check fee. I understand that the Department of Public Safety will bill my agency for this record check.

Agency Staff Signature: Nicole Meier Date: 11/20/2018

**IDENTIFICATION CENTER USE ONLY:**

TVT: \_\_\_\_\_ Date Printed: \_\_\_\_\_

**ATTN:** ID Center's the following fields are required \* before prints can be taken



