

**Fish & Wildlife Department**  
1 National Life Drive, Davis 2  
Montpelier VT 05620  
[www.vtfishandwildlife.com](http://www.vtfishandwildlife.com)

[phone] 802-828-1193  
[fax] 802-828-1250  
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*Agency Of Natural Resources  
Hunter Education Program*

Dear Hunter Education Instructors,

In 2016 the Vermont Fish & Wildlife Hunter Education staff decided that to assure safety for all hunter education students, background checks need to be conducted on all Hunter Education volunteers. Currently a thorough background check is conducted by the Vermont State Warden Service before an applicant completes the Hunter Education Instructor certification process. Non-certified Instructors are also assisting in Hunter education classes, and are an important part of our program. Those assistants must complete a background check prior to them teaching this year.

To streamline the process, the background check for any non-certified volunteer is conducted by Hunter Education Staff. It will only require the volunteer instructor's name, date of birth, the current address of the volunteer, and two references other than the Instructor they will be teaching under. No Social Security number is needed unless a record is found and verification is needed. The background check literally takes minutes, and checks for crimes against children, as well as sexual offenses.

Unless I am busy, I generally do the check the day they come in. As I said, I have the results in a matter of minutes.

We will be requiring backgrounds this season, so if you have someone you need checked, please submit the application as soon as possible.

The policy is now reflected in our instructor policy manual, and is outlined in full on the back of this page. The background check form is on the following sheet. Please submit a check form for all non-certified volunteers that help in your classes.

Thank you for your understanding and cooperation in this matter. I am sure all will agree that every step is needed to protect our students.

Sincerely,

John Pellegrini  
Hunter Education Training Coordinator



## **INSTRUCTOR POLICIES**

**Subject:** Background Checks on Non-Certified Volunteer Instructors

**Effective Date:** June 28, 2016

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**POLICY:** In order to run safe courses, the Department will conduct a background check on any non-certified volunteer instructor (NCV) helping with a Vermont Hunter Education Course. The Department reserves the right to recall any NCV at any time, based upon established guidelines, as outlined below.

Volunteers from the community are currently being used in areas where certified Hunter Education Instructors are not familiar with the topic being taught. A common example of this would be an Instructor calling on a local, EMT, or nurse to teach a first aid portion of the course, or even a volunteer administering a test. We encourage the use of NCVs, but realize that stipulations still apply.

It is necessary that all Certified Instructors provide Vermont Hunter Education staff with a list of names of NCVs, complete with address, date of birth, phone number, and e-mail address of all NCVs assisting in the course. If the NCV is not already in Event Manager, you can submit a paper form or call the Hunter Education Program Office to add them to our list of instructors. If the NCV is already in Event Manager, just add the NCV directly to the class in EM to record their hours.

If this is not possible, two weeks prior to a Hunter Education course, the Lead Instructor shall provide Hunter Education staff with a list of NCVs that will be assisting in the class.

If you need help teaching a course, please contact Hunter Education Staff for assistance.

Background checks will also be run on instructors throughout their tenure with the Hunter Education Program. Background checks will be run randomly throughout the year and may include Sex Offender Registry checks, Child Abuse Registry checks, or Computer Aided Dispatch checks.

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## Permission to Obtain a Background Check

This form authorizes Vermont Fish and Wildlife to obtain background information and must be completed by the applicant. Vermont Fish and Wildlife must keep this completed form on file for at least five years after requesting a background check.

I, the undersigned applicant, authorize Vermont Fish and Wildlife to procure background information about me. This will include criminal history, as well as a state sex offender check. I understand that, upon request, I am entitled to a copy of the background information report(s) regarding me.

Print non-certified volunteer instructor full name:

\_\_\_\_\_

Current address:

\_\_\_\_\_  
\_\_\_\_\_

Date of birth: \_\_\_\_\_ Driver's license # \_\_\_\_\_

References should include the instructor that you currently teach with.

### Reference 1:

Reference name: \_\_\_\_\_

Phone number or e-mail address: \_\_\_\_\_

### Reference 2:

Reference name: \_\_\_\_\_

Phone number or e-mail address: \_\_\_\_\_

I certify the information contained in this application is true to the best of my knowledge.

Applicant's signature \_\_\_\_\_

Return this form to:  
VT Hunter Education Program  
1 National Life Drive, Davis 2  
Montpelier, VT 05620  
Attn: John Pellegrini  
or via e-mail: [John.Pellegrini@vermont.gov](mailto:John.Pellegrini@vermont.gov)

