

NRA Trainer's Guide Updates to Revision 3-08

In addition to the NRA Trainer's Ethics, the following revisions were added to the NRA Trainer's Guide, Item EF 13530 3-08 Revised. It is the responsibility of every NRA certified instructor and appointed Training Counselor to have a NRA Trainer's Guide in their possession and to be knowledgeable of it's contents.

Adding Discipline Ratings

Instructors add instructor ratings in other disciplines by successfully completing the associated instructor courses conducted by an NRA training counselor and submitting an Instructor Application and appropriate fee. When adding ratings, instructors may not be required to attend another Basic Instructor Training Course if they have completed that course within the previous year and can demonstrate that they possess an NRA Trainer's Guide with a 2008 or later issue date. However, Training Counselors conducting the course may use their discretion and require the candidate to obtain a passing score on the Trainer's Examination or attend the course in its entirety.

Training counselors who add an instructor rating will automatically have that discipline added to their training counselor ratings, as well.

Once an expiration date has been established for an instructor, all added ratings will have that same expiration date. Certification fees are adjusted for an added rating to fairly account for any reduced certification period until the next renewal date.

When additional instructor ratings are processed, the instructor or training counselor will be issued new printed credentials showing the current ratings held.

NRA Trainer Referrals

The NRA receives several inquiries everyday from individuals looking for a basic or instructor training course. The NRA Training Department provides lists of appropriate trainers in the requester's general area and information related to their interest.

NRA trainers may choose to be included on the referral list by so indicating on their initial instructor application or at any later time by contacting the Training Department's Credentials Section (trainingcredentials@nrahq.org). Trainers may also be removed from the referral list at any time they wish.

Those on the referral list are expected to respond to inquiries in a timely manner. If you are not planning to teach NRA courses for an extended period, please ask to be removed from the referral list. You can ask to be placed back on the list when you're ready to resume teaching.

As a matter of policy, the NRA does not issue lists of all trainers for an entire area, such as a state. As a matter of privacy, the NRA will not confirm the instructor status of any individual, except for law enforcement agencies or courts who inquire on agency or court letterhead. Please be willing to show prospective students your credentials as proof of your trainer status.

Renewing Expired Credentials

Instructors and training counselors whose credentials have been expired for less than 60 months may renew by paying the required certification fees for a one-year certification for the discipline(s) to be renewed.

Those whose credentials have been expired for over 60 months but less than 120 months will be required to apply for the “NRA Instructor Revalidation Program” by submitting an application and processing fee of \$35.00 (member) \$70.00 (non-member). Once accepted, the requirement is: 1) obtain an NRA Trainer’s Guide (2008 or later edition) and the current lesson plans for each discipline to be renewed, 2) satisfactorily pass (90% correct or better) the Basic Instructor Training Course examination and the instructor examination for each discipline to be renewed, and 3) pay the required processing and certification fees for a one-year certification period for the discipline(s) renewed.

Those whose credentials have been expired for over 120 months must successfully complete in-class instructor training courses conducted by an NRA training counselor and apply for certification.

Restricting NRA Training Activities

Generally, any NRA certified instructor may conduct any NRA course they are certified to teach for any legitimate purpose. They may teach qualified individuals of their choosing and team-teach with any other qualified NRA instructors with whom a mutual agreement is reached.

Only the NRA Training Department may impose limitations or conditions that might restrict a trainer to teaching (or not teaching) for selected purposes, to selected students, or with selected other trainers when, in the NRA’s opinion, it is in the trainer’s, the public’s, or the NRA training program’s best interest to do so.

NRA Training Counselors may not impose or attempt to impose restrictive limitations on instructor candidates as a condition of instructor training. Such limitations might include (but are not limited to):

1. Limiting the instructor to whom they may or may not teach.
2. Limiting the instructor to purposes for which they may or may not teach.
3. Requiring the instructor to teach or not teach with specific instructors, teams or organizations.

The NRA will not compel an instructor or training counselor to train any specific individual, if they elect not to train that individual. However, that does not eliminate the possibility of a discrimination charge being brought by other authorities or persons.

Suspension or Revocation of Credentials

Instructor certification and training counselor or coach appointment are not the trainer's right to possess and are held solely at the discretion of the NRA. Such certification and appointment may be suspended or revoked by the NRA at any time the NRA determines it is in the NRA's and/or the public's best interest to do so.

Suspension or revocation of credentials may result from (but not limited to) improper conduct of courses, failure to follow NRA training policies, gun safety rules violations, ethics violations, criminal indictment or conviction, or actions which bring discredit to the NRA or the NRA training program.

Those whose NRA credentials are suspended or revoked may not conduct or assist in the conduct of any part of any NRA course or issue NRA course completion certificates. They may not order restricted NRA training materials and may not represent themselves as an NRA instructor, training counselor, or coach in any manner.

Upgrading Apprentice and Assistant Instructor Ratings

Apprentice Instructors, after becoming 18 years of age (but before 21 years of age) may upgrade to Assistant Instructor by submitting an instructor application, together with the appropriate processing and certification fees and a letter of recommendation from any NRA certified instructor with whom they have satisfactorily worked in the conduct of an NRA course in the rating the apprentice instructor held.

Assistant Instructors, 21 years of age or older, may upgrade to Certified Instructor by submitting an instructor application, together with the appropriate processing and certification fees and a letter of recommendation from any NRA certified instructor with whom they have satisfactorily worked in the conduct of at least two NRA course classes in the rating the assistant instructor held.

The Role of the Assistant and Apprentice Instructor

Only NRA Certified Instructors may conduct courses or lessons and provide instruction in the NRA Basic Firearm Program.

Assistant and Apprentice Instructors may assist certified instructors in the conduct of a course lesson or practical exercise. For example, the assistant or apprentice instructor may perform such roles as making and distributing class promotional materials, arranging classroom furniture, assisting students in parking or directing them to the classroom, conducting student registration, collecting fees, distributing student course materials, acting as a "demonstrator" for lessons on shooting fundamentals or positions,

transporting firearms and ammunition to the range, setting-up the range and changing targets, and assisting in after-class clean-up.

Apprentice and assistant instructors can be a valuable asset to any training team.

Air Guns

Rifles and pistols that propel a projectile by means of compressed air, stored air or gas, or spring action may not be used to complete the required live-fire exercises in an NRA rifle or pistol course. Those exercises must be conducted using conventional cartridge-firing firearms.

Air guns are not firearms. The NRA has expended considerable energy and resources to keep air guns from being classified as firearms by Federal statutes. If air guns were classified as firearms they would be subjected to the same limitations, restrictions, and controls as firearms.

Air guns may be used to work on shooting fundamentals and to supplement firing exercises in an NRA course, but they may not replace them.

CLASSROOM SAFETY

Specific precautions are necessary to assure that there are no chances for an unintentional discharge in the classroom and that all gun safety rules are followed at all times.

- No live ammunition is permitted in the classroom at anytime an NRA firearm course is being taught. This applies to everyone including students, instructors, and visitors to the room. There are no exceptions. A sign on the classroom door may be needed, especially when the classroom is at a gun club where members may enter the room while class is in session.
- All firearms carried into the classroom must be immediately inspected to assure they are unloaded.
- Each time a firearm is handled in the classroom the action must be opened and the firearm inspected by two persons to confirm it is unloaded. Doing this builds a good safety habit in your students.
- Establish for the class which directions are to be considered as the safe directions in the classroom.
- When demonstrating with a firearm, take precautions to prevent even the mistaken appearance that the firearm is pointed in an unsafe direction. During a rehearsal, have someone view the demonstration from various student seats to assure the demonstration does not appear to be unsafe from the students' perspectives.
- Make sure a finger does not touch or appear to touch a trigger unless the act of firing the gun is being demonstrated.
- Firearms located in the classroom should have their actions open when not being used in a demonstration requiring the action to be closed. They must be pointed in a safe direction at all times.

- Dummy ammunition in the classroom must be clearly and easily distinguishable from live ammunition.
- During NRA reloading courses, no firearms are permitted in the classroom. This applies to everyone in the classroom without exception.

The Role of Examinations in a Basic Course

Use the examination as a tool to enhance learning, not as a pass/fail evaluation. Exam results can also be used as an indication of an instructor's success.

Note – The most important element is the student's attitude. As an instructor you must make a subjective judgment as to whether the student has gained the requisite knowledge, skills and attitude in order to receive a completion certificate.

Teaching Your First Course

It is recommended that newly certified instructors and newly appointed training counselors begin teaching formal NRA courses as early as is practical following receipt of their printed credentials. That which seemed so clear and understood during your own training can fade into uncertainty and misunderstanding with the passage of time unless it is reinforced by actual training experience.

Probably the best initial experience for a new trainer is to team-teach a course with an established, experienced training team or, as an alternative, to audit the course conducted by such a team. This allows the new trainer to gain confidence and to see, first-hand, how the course progresses smoothly from start to finish.

If you have questions in preparing for or presenting your course, you should first research this Trainer's Guide and the course lesson plan. The next recourse should be to consult with the trainer who trained you; they are responsible to be your mentor. If your question or concern is still not addressed to your satisfaction, contact the NRA National Instructor Trainer.

Using The Internet

The Internet can be a very useful media for trainers to promote their courses. More people gain access to the Internet everyday, and for many it has become their primary means of searching for information on items of interest.

NRA trainers may post their NRA courses on the NRA Web site at no charge by completing and submitting the posting application form found at <https://www.nrahq.org/education/training/register.asp> . Each class must be posted by submitting a separate application. Each trainer may post up to four NRA classes for each calendar month. Postings may include street addresses, phone numbers and email addresses; they may not include Web addresses or links to Web sites. The class length entered on the posting application must at least equal the minimum course length(s)

shown in the lesson plan(s) for the course(s) to be conducted. Show only the course(s) to be presented for a particular class; general advertisements are not allowed. Postings are automatically removed after the class starting date has passed. Training counselors posting instructor training courses should include the time for the required Basic Instructor Training course as a part of the total course length.

Many clubs and shooting-related organizations also post schedules of upcoming firearm training classes on their Web sites. Check with the Web Master of those sites to determine if your classes may be included.

A growing number of trainers have developed their own Web sites to promote their training activities. They often include such phrases as, “firearm instruction,” “gun safety,” and “pistol training” to help assure that those searching the Internet for a firearm instructor will be referred to their site.

Maintaining Training Records

All instructors and training counselors are expected to retain copies of all NRA course or workshop reports and are highly encouraged to retain student exams and other documentation or notes that reflect the student’s knowledge, skill or attitude demonstrated during a course.

The NRA Training Department does not retain basic course student records. Only the basic course student’s instructor may issue a replacement course completion certificate. Therefore, it will be necessary for the instructor to rely on their retained records to assure that a former student satisfactorily completed the course. Do not rely on your memory.

Copies of basic course reports may also be required to verify the required training activity to be eligible to become a training counselor candidate.

Retained records and notes regarding the student’s knowledge (exams), skills (gun handling and shooting performance), and attitude (adherence to safety rules and general demeanor) could be very valuable to an instructor who is called to testify in a future legal action regarding a former student’s course performance and to show that the student was properly trained.

COACHES

The Coach Education Program (CEP) educates and develops coaches to become technically competent in the sport sciences and sport specific theory of coaching and who are dedicated to developing athletes in pursuit of sustained competitive excellence in the shooting sports.

The program design develops a coach's ability to train shooters in the disciplines of smallbore/air rifle, pistol, shotgun, or highpower rifle. There are three general categories of coaches: [Discipline] Coach (Level 1), Certified [Discipline] Coach (Level 2), and

Advanced Certified [Discipline] Coach (Level 3), where [Discipline] is Rifle, Pistol, Shotgun, or Highpower Rifle. The CEP recognizes and/or certifies individuals who have successfully completed coach training and an individualized development program in coaching skills needed to coach athletes in competition. Along with the Junior [Discipline] Trainer and the Assistant National [Discipline] Coach (Level 4), this hierarchy provides a path to develop coaches from grassroots to the elite level. All CEP requirements make coaches aware of their coaching responsibilities and help coaches meet them. Requirements are fewer at the lower levels and increase in number as a coach progresses.

Coaches are recognized or certified for a three-year period. All coaches must be active to maintain and renew their recognition/certification credentials. When renewing at the end of the three-year period, all coaches must provide a copy of their coaching log indicating their coaching activity during each year of the previous three-year period.

The CEP develops coaches who will be working with athletes at all levels of competition, from local matches to international championships. If you are interested in working with shooting athletes, young or old, and willing to be active in coaching and teaching in a competitive shooting program we encourage you to participate in the CEP. For more information, contact the Coach Education Program or connect to <http://www.nrahq.org/education/> and select Coach Education Program from the menu.