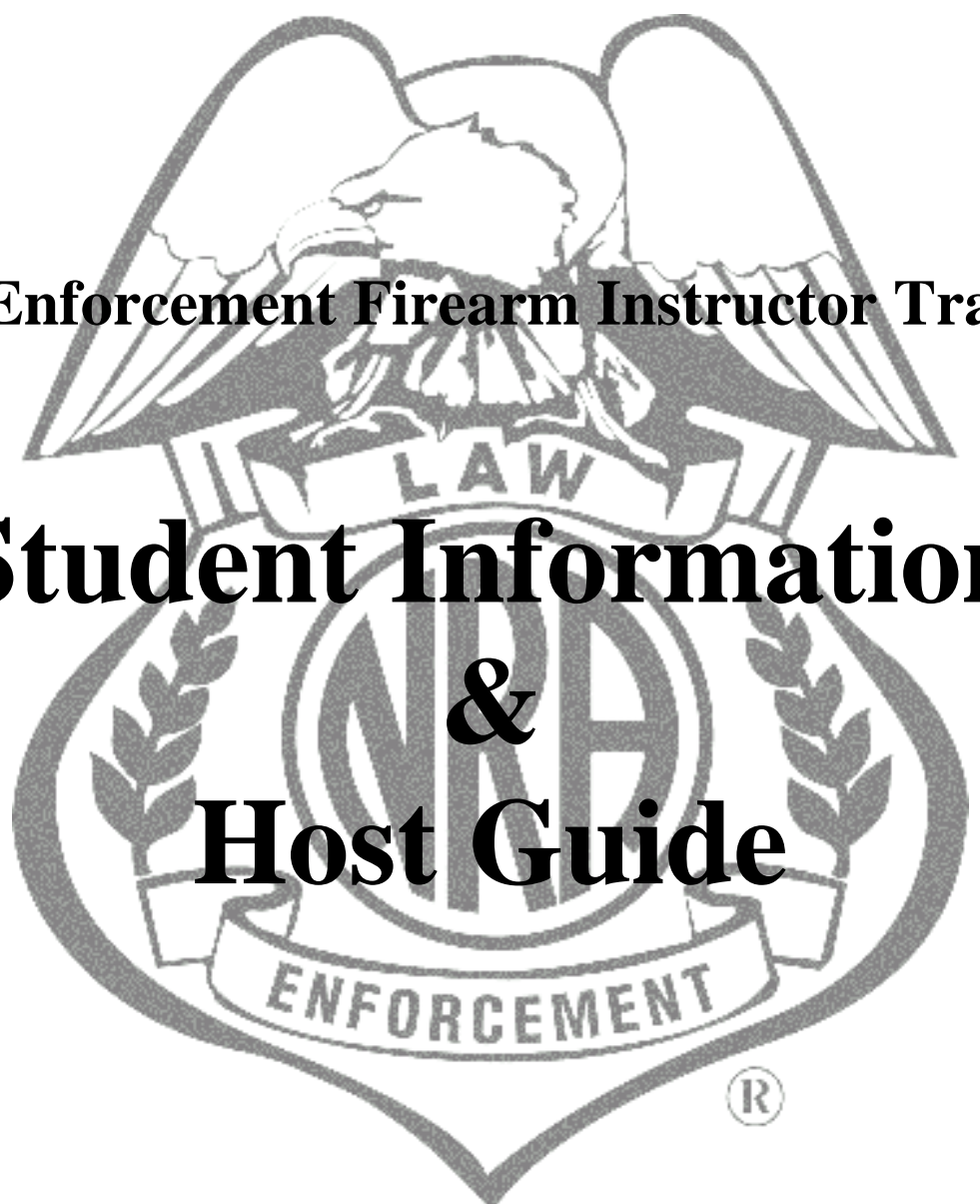


NATIONAL RIFLE ASSOCIATION
LAW ENFORCEMENT ACTIVITIES DIVISION

Law Enforcement Firearm Instructor Training



Student Information
&
Host Guide

NATIONAL RIFLE ASSOCIATION

Law Enforcement Activities Division

11250 Waples Mill Road

Fairfax, VA 22030

Phone: (703) 267-1640

Fax: (703) 267-3834

Email: lead@nrahq.org

Website: <http://www.nrahq.org/law>

NRA LAW ENFORCEMENT ACTIVITIES DIVISION

FIREARM INSTRUCTOR DEVELOPMENT SCHOOLS OVERVIEW

NRA Law Enforcement Firearm Instructor Development Schools develop and enhance both instructor skills and firearm handling skills of all students so they can effectively teach their officers to win lethal encounters. These schools are intended for public and private law enforcement officers and military personnel who are currently assigned, or about to be assigned, duties as law enforcement firearm instructors.

The curriculum is designed to prepare students to develop and conduct safe, effective, reality-based and agency-related firearm training. Classroom instruction and practical exercises on the range provide a model for students to use in building their own agency programs. In addition, the school will enhance each student's firearm knowledge and handling skills. All classes and range exercises are conducted at the instructor level, with students conducting many of the range exercises to gain experience. Students are exposed to a wide variety of shooting techniques, training methods, and tactical philosophies, which allows them to choose what best serves their students.

Each of our Instructor Development Schools consists of a minimum of forty-four (44) contact hours during a five (5) day school. *“Contact hours” refers to actual instructional time in the classroom and on the range, and does not include travel time between the lodging and training site, meal times, or range clean-up.* Classes will be conducted from approximately 0800 to 1800 hours, Monday through Friday, plus one late night, (two late nights in the Tactical Shooting Instructor), to accommodate reduced light shooting. 100% attendance and participation is **MANDATORY** for successful school completion. Students must demonstrate teaching and shooting proficiency and pass a written examination in all of the schools.

INSTRUCTOR SCHOOL DISCIPLINES

Handgun Instructor B This school is our primary handgun instructor school. Students will be taught classroom instructional methods, how to effectively teach Law Enforcement handgun skills with both the semi auto pistol, revolver and off-duty/back-up handgun, how to develop dynamic and practical range training relevant to their agency's needs and will be expected to make a classroom presentation at the end of the week.. Drills on the range enforce skills in the areas of coaching, accurate shot placement, multiple threats, decision-making, shooting while moving, identifying threats and firing in reduced light, tactical use of cover, concealed-carry training, one-handed malfunction clearing, firing from unconventional positions, and use of verbal range training commands.

Handgun/Shotgun Instructor – This school compresses the handgun instructor school to 3 ½ days and adds a day and a half of shotgun instructor training. Concealed-carry considerations, and unconventional shooting positions blocks of instruction are replaced with shotgun marksmanship and handling classroom presentations and range work. Shotgun drills include firing from cover, use of kneeling and prone positions, moving targets, malfunction clearing, firing on the move, and transitioning to the handgun.

Tactical Shotgun Instructor – The shotgun is one of the most underutilized tools available to officers because their training has failed to instill confidence in their abilities and eliminate the hesitation they have towards firing the shotgun. This school begins with a focus on the fundamentals of the law enforcement pump-action and semi-automatic shotguns, ammunition considerations, combat firing techniques, and the shotgun as a multi-purpose launching platform. Utilizing the law enforcement shotgun as a less-lethal delivery platform is also taught in the classroom and on the range with the students receiving a separate manufacturers “Less

Lethal Instructor” certification. Advanced range work includes moving targets, firing on the move, multiple threats, decision-making, select loading, speed reloading techniques, transitioning to handgun, one-hand malfunction clearing, identifying threats and firing in reduced light conditions. Students groups will design a tactical course of fire, develop a lesson plan and run fellow students through their course at the end of the week.

Select-Fire Instructor *B* This school is designed for the rifle with full-automatic and burst-fire capability and applies to both pistol and rifle caliber firearms. Classroom presentations cover how to teach basic fundamentals of marksmanship, handling, zeroing, practical range drill development, and liability issues. Range work covers marksmanship, operating techniques, use of cover, various firing positions, pivots and turns, use of the “safety circle” concept, reloading under stress, firing on the move, multiple threats, decision-making, reduced light threat identification and firing, semi-automatic, burst and automatic firing trigger control, and handgun transition techniques. Students groups will design a tactical course of fire, develop a lesson plan and run fellow students through their course at the end of the week.

Patrol Rifle Instructor *B* This school centers on the law enforcement rifle for patrol officers using iron sights or optics (which must be removed for zeroing exercises). The classroom portion informs students how to teach basic fundamentals of rifle marksmanship and handling, how to zero iron-sighted rifles, and discusses zeroing policy and liability concerns. Range work quickly moves from basic marksmanship to tactical movement, use of cover, various firing positions, pivots and turns, use of the “safety circle” concept, reloading under stress, firing on the move, multiple threats, unconventional shooting positions, decision-making, and reduced light threat identification and firing. Students groups will design a tactical course of fire, develop a lesson plan and run fellow students through their course at the end of the week.

Tactical Shooting Instructor – This school combines the use of the law enforcement handgun with the long gun, either a patrol rifle, or a shotgun with a single projectile (slug). The school is geared towards bringing the “street to the range” training concept and teaches how to utilize both the handgun and a long gun in the law enforcement environment. Range work involves use of cover, various firing positions, pivots and turns, use of the “safety circle” concept, reloading under stress, firing on the move, multiple threats, unconventional shooting positions, reduced light training, (two nights worth), and more. We’ve taken our old Tactical Handgun discipline and incorporated a law enforcement long gun into the program.

Precision Rifle Instructor *B* This school is for the firearm instructor involved in teaching long-range scoped rifle programs at their agencies. Classroom presentations cover long range rifle marksmanship fundamentals, tactical rifle handling, long range rifle shooting positions, zeroing, use of cover and concealment, conducting practical range training, ammunition selection and considerations, long range rifle equipment, use of trajectory charts and rifle data books, range estimation, weather and environmental considerations, and reduced light training. Range work includes zeroing, position work, precision single shots, rapid loading and firing, various support firing positions, multiple targets, angle firing, reduced light firing, firing from cover, handgun transition and threat identification. Students groups will design a tactical course of fire, develop a lesson plan and run fellow students through their course at the end of the week.

Tuition *B* Tuition for each Instructor Development School is \$525 per student, payable by check, credit card, or purchase order to the NRA prior to the school. In addition, the hosting agency may charge a “range fee” to cover cardboard, staples, coffee, snacks and other out-of-pocket expenses, payable directly to the host on site. Range fees vary from \$25-\$50.

Note: *Tuition may be tax deductible for education expenses* -U.S. Citizens: Treasury Regulation 1.162.5 permits an income tax deduction for educational expenses (registration fees, cost of travel, meals and lodging) undertaken to maintain or improve skills required for one's employment or other trade or business.

STUDENT PREREQUISITES

Students must first meet the eligibility requirements below before attending any of our schools. In addition, students must have a good working knowledge of the firearms used and the capability to safely and accurately operate them prior to attending any NRA school. Without this basic background, students will find it difficult to keep pace with the instruction, practical exercises, and successfully complete the proficiency assessments. ***Students who are not able to demonstrate proficiency in the operation of their firearms or who commit unsafe acts will be dropped from the school.*** (See Equipment and Skills Preparation section).

ADDITIONAL PREREQUISITES

Tactical Shotgun B Officers must have successfully completed a recognized law enforcement firearm instructor school that included “general methods of instruction” prior to attending these schools. These are advanced tactical shooting schools, and are not to be considered basic shooting or methods of firearm instruction schools.

Tactical Shooting B Officers must have successfully completed a law enforcement firearm instructor school that included “general methods of instruction” prior to attending these schools. Documentation of this fact will be required to be submitted with the student application. These are advanced tactical shooting schools, and are not to be considered basic shooting or methods of firearm instruction schools. The student should be proficient at handling and shooting his handgun **AND** long gun prior to attending.

Patrol Rifle B A marksmanship ability of consistent 6 inch groups with a rifle at 50 yards from prone, sitting, kneeling and standing positions, and the ability to make accurate rifle sight adjustments, field strip, reassemble, load and unload, prior to arrival.

Precision Rifle B Officers must have successfully completed a recognized law enforcement firearm instructor school that included “general methods of instruction” prior to attending these schools. A marksmanship ability of consistent 1 ½” groups at 100 yards from a prone position, and the ability to make accurate rifle scope adjustments, field strip, reassemble, load and unload the rifle.

ELIGIBILITY REQUIREMENTS

Certain eligibility requirements must be met **PRIOR** to attending any NRA Law Enforcement Firearm Instructor school. Application to attend must be made on the proper forms to NRA headquarters and confirmation to attend received prior to arriving at schools. **NRA Membership is NOT REQUIRED to attend any NRA Law Enforcement Firearm Instructor School.** You must be:

1. **A public law enforcement officer**, vested with powers of arrest, required to carry a firearm in the furtherance of their duties, working for any federal, state, county or municipal agency having a minimum of 3 years of law enforcement related experience. These may include but are not limited to officers, deputy sheriffs, agents, investigators, troopers, park rangers, land & natural resource officers, animal wardens, tribal police, correctional officers, railroad police, etc...
2. **A private law enforcement officer**, licensed, authorized and required to carry a firearm in the furtherance of their duties working for a licensed security agency, company or corporation having a minimum of 3 years of law enforcement/security related experience. These may include but not be limited to private corrections, nuclear security, private investigators, bank and/or armored car guards, personal protection personnel, etc...

3. **A retired or previously employed law enforcement officer** who **HAD** arrest powers, has **NO** criminal convictions, may lawfully possess a firearm, has remained active in law enforcement training, and has a minimum of 3 years of law enforcement related experience.
4. **A current member of the United States military**, active duty or reserve, applying to attend under written orders from their command, or applying with a letter of request from the commanding officer or a senior NCO of their unit.

Any other individuals who believe they may qualify or have a specific articulated need for this training, but who do not meet the specific criteria listed above may make application to attend by submitting written documentation addressing their special circumstances. These applications will be considered on a case by case basis.

CERTIFICATION REQUIREMENTS

At the completion of all NRA Law Enforcement Firearm Instructor Schools, a course completion certificate shall be issued. Certification, good for 3-years, may be applied for immediately upon successful completion of each school and when the following requirements are met:

1. An ***Application for Certification*** must be completed and submitted to the NRA's Law Enforcement Activities Division within 12-months of the completion of school. (Certification is free if applied for within 30 days of completing their school. Thereafter it is \$30.)
2. The person applying for certification must be an NRA member. (NRA membership must be maintained in order for the certification to remain valid). Law Enforcement personnel may apply for and receive NRA membership through an exclusive offer of only \$20/year through the NRA's Law Enforcement Activities Division.
3. Agency membership enrollment for private security agencies is a pre-condition for all private security officers to certify with the NRA. Agency enrollment is \$95/3-years and has its own unique benefits.
4. Agency enrollment is available for both public and private law enforcement agencies. Agency membership permits the agency to submit all firearm lesson plans and course of fire to the NRA's Law Enforcement Activities Division for review and approval. All lesson plans and courses of fire are kept confidential and on file at the NRA's Law Enforcement Activities Division for a period of 3 years.

STUDENT EQUIPMENT REQUIREMENTS

The following is a list of required equipment necessary for **ALL schools**. (See *Additional Equipment Requirements* section below for additional school specific equipment requirements):

1. **Duty Handgun** B A law enforcement duty-type handgun.
2. **Magazines or Speedloaders** B If using a semi-automatic, bring a minimum of 4 magazines (5 if round capacity is less than 10). If using a revolver, bring a minimum of 5 speed loaders.
3. **Holster, Belt, ammo Pouches** B The holster must be duty-type (patrol), strong-side directional draw, equipped with a handgun retention device and securely fastened to the gun belt.

4. **Eye and Ear Protection, Cap** – Student must wear “wraparound” or “side panel” safety glasses. Prescription glasses may be used if shatterproof and equipped with side shields. Ear plugs or ear muffs (preferred) and a cap with a bill to deflect ejected brass must also be worn.
5. **Knee and Elbow Pads** B Knee and elbow pads are optional for kneeling and prone position shooting.
6. **Appropriate Clothing** B Students should bring appropriate clothing to participate in the range exercises consistent with prevailing weather conditions. Range exercises will be conducted in inclement weather unless a safety hazard exists.
7. **Duty Flashlight** B Law enforcement hand-held duty flashlight capable of one-hand operation.
8. **Notebook and Marker** B A small pocket spiral notebook, pen or pencil, and a jumbo permanent marker.
9. **Cleaning Equipment** B Bring cleaning equipment for your firearms.

These are law enforcement instructor schools. ONLY law enforcement duty-type firearms and equipment are acceptable. Do not bring competition guns or equipment. If you are doubtful about what equipment is acceptable, contact the NRA at 703-267-1640 or lead@nrahq.org.

ADDITIONAL EQUIPMENT REQUIREMENTS

In addition to the above listed equipment, students will need to bring the below listed equipment specific to the school in which they are attending:

Handgun Instructor School

- **Back-up or off-duty firearm and equipment** - Off-duty/backup handgun may be a revolver or semi-automatic and may be another duty gun. Holster may be IWB, ankle, paddle, fanny-pack, or other suitable concealed carry holster.
- **Magazines / speedloaders** - at least 3 magazines or speedloaders with appropriate carrying pouch.
- **Ammunition** - 1200 total rounds: 800 for primary handgun, and 400 for off-duty handgun.
- **Jacket or vest** - Bring a cover garment for concealed carry range exercises.

Handgun/Shotgun Instructor School

- **Shotgun** - A law enforcement duty-type, 12-gauge pump or semi-automatic shotgun with sling.
- **Ammunition, (Handgun)** - 900 rounds.
- **Ammunition, (Shotgun)** - 50 slugs, 20 buckshot, 50 birdshot (#7½ or #8).

Tactical Shotgun Instructor School

- **Shotgun** - A law enforcement duty-type, 12-gauge pump or semi-automatic shotgun with sling.
- **Ammunition, (Shotgun)** - 100 slugs, 100 buckshot, 500 birdshot (#7½ or #8).
- **Ammunition, (Handgun)** - 100 rounds.

Select-Fire School Instructor School

- **Select-fire rifle or submachine gun** - Any law enforcement duty-type select-fire rifle with sling.
- **Magazines** - At least 3 rifle magazines with a capacity of 20 rounds or more.
- **Ammunition, (Rifle)** - 1,500 rounds.
- **Ammunition, (Handgun)** - 100 rounds.

Patrol Rifle Instructor School

- **Rifle** B A law enforcement duty-type patrol rifle or carbine (rifle or pistol caliber is acceptable) with sling.
- **Magazines** B At least 3 rifle magazines with a capacity of 20 rounds or more.
- **Ammunition, (Rifle)** B 1200 rounds.
- **Ammunition, (Handgun)** B 100 rounds.
- **Waterproof ground cover** B A waterproof ground cover or shooting mat is recommended for prone zeroing exercises.

Tactical Shooting Instructor School

- **Back-up or off-duty firearm and equipment** - Off-duty/backup handgun may be a revolver or semi-automatic and may be another duty gun. Holster may be IWB, ankle, paddle, fanny-pack, or other suitable concealed carry holster. Duty belt and equipment are NOT suitable for these exercises. This is required!
- **Long gun** - A law enforcement duty-type patrol rifle, carbine, (rifle or pistol caliber is acceptable) or shotgun with sling. (Note: shotguns utilized will be required to fire slugs only during this school.)
- **Magazines / speedloaders, (Secondary handgun)** - at least 3 magazines or speedloaders with appropriate carrying pouch.
- **Magazines, (Long gun)** - At least 3 rifle magazines with a capacity of 20 rounds or more.
- **Ammunition, (Handgun)** - 850 total rounds; 800 for primary & 50 for secondary pistol.
- **Ammunition, (Long gun)** - 800 rounds, (reduced recoil is acceptable for shotgun slugs).
- **Jacket or vest** - Bring a cover garment for concealed carry range exercises.
- **Old shirt** - An old shirt or T-shirt that may be used on a target for practical exercises.

Precision Rifle Instructor School

- **Rifle** - Optically sighted law enforcement bolt-action or semi-automatic precision rifle, caliber .223 or larger, fitted with a sling, capable of holding at least 4 rounds within the rifles integral or detachable box magazine.
- **Telescopic sight** - The telescopic sight should be one suitable for law enforcement or military purposes and comes equipped with a duplex type reticle, micrometer scales, turret-type elevation and windage adjustment knobs which can be turned with the fingers and have both detent and audible clicks when adjusted. (Standard hunting-type telescopic sights equipped with coin or screwdriver

windage/elevation adjustment knobs are not suitable for this school).

- **Ammunition, (Rifle)** - 400 rounds.
- **Ammunition, (Pistol)** – 50 rounds.

- **Bipod and sandbags** - Rifle should be equipped with a law enforcement-type bipod. Student may also wish to bring sandbags for support shooting.

- **Spotting scope or binoculars** - A tripod-mounted spotting scope, or binoculars are optional.

- **Cleaning equipment and tools** - Rifles will be cleaned frequently during the school.

- **Shooting mat** - A shooting mat or waterproof groundsheet is recommended.

EQUIPMENT AND SKILLS PREPARATION

1. **Technically inspect firearms and condition of equipment** B Have the agency's authorized, factory-trained armorer test fire and conduct a technical inspection of the firearms being brought to the school to ensure the firearms are safe to fire, functioning reliably with the ammunition to be used, and that the sight system is solidly attached and functioning properly. Also, check the condition of ALL equipment you will be bringing to the school. NRA provides no personnel or facilities to repair or clean firearms at the school site. Appropriate cleaning equipment and the daily cleaning of firearms used during the week are the sole responsibility of the student.

2. **Student proficiency** B Before attending any NRA Law Enforcement Firearm Instructor School students should practice and become proficient with the firearms and equipment to be used in order to help facilitate the student's successful completion of the school. As this is an instructor and not an operator level school there is not sufficient time to spend teaching the basic operation and handling of firearms. Students attending whose skills are not at a level deemed appropriate by the NRA instructors may be asked to leave and may not be entitled to a refund of their monies.

3. **Physical skills** B Students must be physically capable of quickly and safely assuming standing, kneeling, sitting and prone positions, shooting from around, over and under cover, maintaining these positions for a period of time, and safely recovering **without** assistance from these positions.

4. **Safety** – Safety is our number one priority and is **EVERYONES** responsibility. As such, safety violations will not be tolerated. Students deemed by the NRA instructors to be unsafe will be asked to leave and may not be entitled to a refund of their monies. A solid understanding of the English language, both comprehensive and spoken, is required in order to attend the NRA Law Enforcement programs.



NRA Law Enforcement Firearm Instructor Development SCHOOL APPLICATION



- *Tuition is \$525 payable to NRA upon application prior to school*
- *Range Fees, if any, are payable on site to the hosting agency*

All schools are limited in size. Enrollment is on a first come - first serve basis depending upon applicant's eligibility, seat availability, and receipt of tuition at NRA prior to school. Students are responsible for providing their own firearm(s), ammunition, related equipment, transportation, meals and lodging. In the event of student cancellation more than 10 days prior to the first day of school, a full refund will be made. A \$100 fee processing fee shall be charged for any cancellation made less than 10-days out from the first day of school. The NRA is not responsible for any expenses incurred by the applicant, other than tuition, in the event the host and/or the NRA cancel the school. The NRA retains the discretionary right to accept or decline all applications for class placement and/or registration.

Send your completed School Application and Release/Waiver with your \$525 tuition payment to:

**NATIONAL RIFLE ASSOCIATION
Law Enforcement Activities Division
11250 Waples Mill Road
Fairfax, VA 22030**

Phone: (703) 267-1640 • Fax: (703) 267-3834

Website: <http://www.nrahq.org/law> • Email: lead@nrahq.org

PERSONAL INFORMATION

SCHOOL DATES: _____ LOCATION: _____ TYPE: _____

APPLICANT'S NAME: _____ AGE : _____

AGENCY NAME: _____ E-MAIL: _____

AGENCY STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

AGENCY PHONE: _____ HOME PHONE: _____

FAX: _____ CELL PHONE: _____ E-MAIL: _____

TYPE OF FIREARM TO BE USED: _____ CALIBER/GAUGE: _____

Payment (circle one): Check Money Order Purchase Order #: _____ Credit Card Cash

Credit Card #: _____ Type: _____ Expiration Date: _____

Cardholder's Name: _____ Account Zip Code: _____

Signature for Credit Card Authorization: _____ Date: _____



SCHOOL APPLICATION

ELIGIBILITY



(Check appropriate box, fill in corresponding blank(s), and sign bottom of page.)

I am currently a full-time PUBLIC or PRIVATE (Security) law enforcement officer:

- Public law enforcement or correctional officer, employed by a federal, state, county, or municipal law enforcement agency, who is authorized to be armed.
 (NOTE: You **MUST** provide a photocopy of your public law enforcement credentials with this application.)

Number of years of service (must be at least 3): _____ years.

- Licensed private security officer or correctional officer, who is authorized to be armed.
 (NOTE: You **MUST** provide a photocopy of your private security credentials with this application.)

Number of years of service (must be at least 3): _____ years.

I am not currently a full-time PUBLIC or PRIVATE (Security) law enforcement officer with arrest powers; however, I am:

- A retired public law enforcement officer, who had arrest powers, has **NO** criminal convictions, may lawfully possess a firearm, and has remained active in law enforcement training.

Number of years of service: _____ years. Agency retired from: _____

Explain how you have remained active in Law Enforcement training: _____

The above circumstances do not apply to me; however, I would like to be considered for discretionary acceptance. (Acceptance will be determined on a case-by-case basis at the NRA's sole discretion. You will be contacted upon determination of your eligibility):

- A previously employed public law enforcement officer who **had** arrest powers, has remained active in law enforcement training, has **NO** criminal convictions, and may lawfully possess a firearm.

Number of years of service (must have been at least 3 years): _____ years.

Agency you were employed by: _____

Explain how you have remained active in Law Enforcement training: _____

- Active duty U.S. Military/Reserves/National Guard under orders to attend, (retired military are not eligible).

- Other: _____

(NOTE: On a separate sheet, explain why you need this training.)

UNDER PENALTY OF PERJURY, I SWEAR THE INFORMATION PROVIDED IS TRUE AND ACCURATE. I HAVE READ AND UNDERSTAND THE REQUIREMENTS AND RESTRICTIONS ON ATTENDING THIS TRAINING.

SIGNATURE

DATE

Revised 08/08

**RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS,
AND ASSUMPTION OF THE RISK AGREEMENT**

WHEREAS, in return for instruction in firearms use of premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Undersigned agrees to the following:

The Undersigned agrees to indemnify, hold harmless and defend the National Rifle Association of America, and any of its employees, directors, officers or agents (hereinafter the "NRA"), from any and all fault, liabilities, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with: the discharge of firearms; the course of instruction; the Undersigned 's participation in the course of instruction; the range, buildings, land and premises used for the course of instruction (hereinafter the "Premises"); the Undersigned's presence on or use of said Premises; and any and all acts or omissions of the Undersigned. And should any such claim, demand or lawsuit arise or be asserted in any way whatsoever related thereto, whether arising under the laws of the United States or of any State, or under any theory of law or equity, the Undersigned will indemnify, hold harmless and defend the NRA, from any and all costs, expenses or liability including, but not limited to, the cost of any settlement or judgment made or rendered against the NRA, whether individually, jointly, or in so lido with the Undersigned, together with all costs of court and other costs or expenses incurred in connection with any such claim, demand or lawsuit, including attorney's fees.

The Undersigned furthermore waives for himself/herself and his/her executors, administrators, assignees or heirs, any and all rights and claims for damages, losses, demands and any other actions whatsoever, which he/she may have or which may arise against the NRA, (including, but not limited to any and all injuries, damages or illnesses suffered by the Undersigned or the Undersigned's property), which may, in any way whatsoever, arise out of, be related to or be connected with: the course of instruction; the Premises, including any latent defect in the Premises; the Undersigned's presence on or use of said Premises; the Undersigned's property (whether or not entrusted to the NRA); and, the discharge of firearms. The NRA shall not be liable for, and the Undersigned, on behalf of himself/herself and his/her executors, administrators, assignees or heirs, hereby expressly releases the NRA from any and all such claims.

The Undersigned hereby expressly assumes the risk of entering the Premises and of taking part in activities on the Premises, which include, but are not limited to, instruction in the use of firearms, the discharge of firearms and the firing of live ammunition.

The Undersigned furthermore hereby acknowledges and agrees that he/she has read, understands and will at all times abide by all NRA range rules and procedures.

This instrument binds the Undersigned and his/her executors, administrators, assignees or heirs.

UNDERSIGNED:

NATIONAL RIFLE ASSOCIATION OF AMERICA:

(Signature)

(Signature)

(Print Name)

Edward J. Land, Jr.

Secretary of the National Rifle Association

(Date)

NOTE: Signing this form is voluntary; however, registration acceptance is dependent on signature.

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HOSTING INFORMATION



Thank you for your interest in supporting law enforcement firearm training. We look forward to working with you and your staff. If you have any questions, please call us at 703-267-1640, email us at LEAD@nrahq.org, check our website at <http://www.nrahq.org/law>, or write to the address on the inside front cover.

REQUEST PROCEDURE

Complete the 4-page “Checklist” at the end of this section. It is best to select a date 6-9 months prior to the date of the school to allow for adequate advertising time. If you have questions about the schools or scheduling, please call a Program Coordinator at 703-267-1640 or the Training Manager at 703-267-1638.

Prepare directions and area map indicating the location of classroom, range, suggested hotels and directions from major highways. This information will be sent to all registered students.

Send your request package to:

NATIONAL RIFLE ASSOCIATION
Law Enforcement Activities Division
11250 Waples Mill Road
Fairfax, Virginia 22030

You may also fax your checklist to us at 703-267-3834. Once received, reviewed and scheduled, you will receive an email confirmation from the Training Manager.

STUDENT TUITION AND PAYMENT

Tuition for each Instructor Development School is \$525 per student, payable to the NRA upon application prior to the school. In addition, the hosting agency may charge a reasonable per student “range fee” to cover cardboard, staples, coffee, snacks and other out-of-pocket expenses, that will be payable directly to the host on site.

Approximately 21 days prior to the school, the NRA must be in receipt of a minimum of 20 completed student application forms accompanied by tuition payment (\$525 per student) in the form of check, money order, purchase order or credit card. If this requirement is not met, the school may be canceled by the NRA for a lack of students.

CLOSED SCHOOLS

Hosting agencies may wish to consider a “*Closed School*” which is not open enrollment, but limited to the qualified personnel of the host or their qualified guests. The NRA will conduct Closed Instructor Schools, for a flat rate of \$9,300, (Continental US only) for up to 20 students with negotiation available for larger class sizes. Closed Schools may be scheduled with less lead time. **If your agency requires a contract on a closed school, it must be received by us no later than 3 weeks before the start of the school.**

CLASS SIZE

Open enrollment Instructor Development Schools are limited in size to a maximum of 24 students. This will include the 2 complimentary seats offered to you for hosting a school of at least 20 students, (1 seat for every 10 paying students). It should be noted though that the size of the range will ultimately dictate the maximum number of students permitted to ensure a safe and effective school.

STUDENT INFORMATION PACKETS

When we receive your completed “*Checklist*”, we will incorporate your maps, hotel information, range and classroom information into a “*Student Information Packet*”. You will be mailed a master copy of this information packet for you to photocopy and distribute as needed to your local area law enforcement agencies. All prospective students must receive a complete student packet.

NRA RESPONSIBILITIES

The NRA’s Law Enforcement Activities Division agrees to provide the following services and responsibilities:

- Advertise your school on the official NRA LEAD website, the Policetraining.net website, and within various other NRA and outside law enforcement related periodicals.
- Handle all aspects of student registration to include tuition payments.
- Provide highly qualified law enforcement firearm training professionals to instruct the school.
- Provide student information packets to any prospective student.
- Provide all manuals, handout materials and targets to be used on the range for the week.
- Provide course completion certificates at the end of the week to all students successfully completing the school.

HOST RESPONSIBILITIES

The hosting agency agrees to provide the following services and responsibilities:

- Provide a liaison to be present throughout the school and be responsible for meeting the requirements listed below, plus any other reasonable requests made by the NRA staff. The host liaison will serve as the local contact point for students and the NRA staff prior to and during the school. The host liaison will meet with the NRA staff during the weekend **prior** to the school to facilitate set up of the classroom and range facilities.
- Advertise the school regionally by sending out “*Training Opportunity Notifications*” via teletype or other state law enforcement network to all local area law enforcement agencies. Provide school announcements to other qualified students as requested informing them of the school.

- Provide “Student Information Packets” as necessary to all eligible individuals inquiring about the school. (You will be provided a master copy of this packet once your school has been scheduled.)
- Receive, securely store and confirm receipt of all NRA training materials shipped to your facility from the NRA and other outside vendors. Arrange for the materials to be available for the classroom and range setup during the weekend prior to the start of the school.
- Assist in the return shipping of unused materials back to the NRA at the conclusion of the school. All shipping costs will be incurred by the NRA. This will usually not consist of more than 1 to 2 boxes, and will normally only require providing a secure area to store these boxes pending the arrival of FedEx.
- Print course completion certificates and a class roster. Blank certificates will be provided by the NRA instructors at the beginning of the week. Print a final class roster, enough for each student plus 4 additional for the NRA instructors and NRA headquarters. Provide original and a photocopy of the course completions certificate for all students.

CLASSROOM REQUIREMENTS AND EQUIPMENT

- A **SECURE** classroom with chairs and desks/tables large enough to accommodate the class size comfortably. The classroom should be located in close proximity to range to facilitate a timely transition from classroom activities to range activities with a minimum of downtime. **It is necessary for the classroom to be reserved for the exclusive use of the NRA for duration of this training.** Weather and other environmental factors may require changes to the daily schedule.
- A portable LCD projector, laptop computer and a projection screen. Please notify us if you are unable to provide these items as we can then make arrangements to provide them ourselves.
- Chalkboard, dry-erase board or flipchart with markers or chalk.

RANGE REQUIREMENTS AND EQUIPMENT

- NRA law enforcement firearm instructor training is conducted using a “HOT RANGE” in compliance with the *NRA Law Enforcement Training Range Safety Rules*. If this poses a problem or violates your range safety rules, we **MUST** discuss the matter before committing to a school. Please contact the training manager at 703-267-1638 if you have any concerns in this respect
- Ideally, there should be a minimum of one firing point for every student. As a majority of our range exercises are conducting utilizing the coach/student method of range instruction, some schools may be able to be conducted using one firing point for every two students. This is a judgment call on the part of the NRA will be determined on a case by case basis. Additionally, we need one additional target (maybe a portable target) on each end for certain drills.
- The following is the minimum range length needed for conducting NRA law enforcement firearm instructor schools:
 - 25 yards – Handgun, Handgun / Shotgun, Tactical Shotgun, Tactical Shooting
 - 50 yards – Patrol Rifle, Select-fire
 - 200 Yards – Precision Rifle Instructor

- A significant portion of one day is typically spent teaching the importance of using cover appropriately. Barricades, barrels, or some other portable item that can be used to simulate cover must be provided. Portable target frames are ideal. At least one for every two firing points is required.
- If staple guns are used to secure targets, a minimum of 1 staple gun for every 3 firing points, with extra staples for each, is required.
- Reduced light shooting (night firing) is conducted one night during the school, (two for the Tactical Shooting school), typically Wednesday, and the range must allow these required exercises. Depending on the time of year, shooting may be required until 10PM.
- Electricity will be required on the range during the reduced light portion of the school to power a portable LCD projector. An outdoor “shootable” projection screen will also be required. A screen can be readily made using 2x4’s and sheetrock, white-painted plywood, cardboard backers duct taped together, or a white sheet strung over rope. This screen should measure approximately 8 feet high by 8 feet wide. This screen will be shot during dim light training. **Note:** This is not required for Precision Rifle or Select-fire schools.
- Clay pigeons and foot or hand traps will be used, if available during the Handgun/Shotgun School. An average of 25 clay pigeons per student will be required to be provided by the host.



NRA LAW ENFORCEMENT FIREARM INSTRUCTOR TRAINING



CHECKLIST (page 1 of 4)

TYPE OF SCHOOL / TRAINING REQUESTED	OPEN / CLOSED	DATES REQUESTED
	<input type="checkbox"/> / <input type="checkbox"/>	
	<input type="checkbox"/> / <input type="checkbox"/>	
	<input type="checkbox"/> / <input type="checkbox"/>	
	<input type="checkbox"/> / <input type="checkbox"/>	

HOST AGENCY NAME: _____

HOST AGENCY ADDRESS: _____

HOST COORDINATOR'S NAME: _____

WORK PHONE #: _____ FAX #: _____

EMAIL: _____ CELL #: _____

SHIPPING ADDRESS for School Materials (cannot be a P.O. Box):

You may charge a minimal (\$25 - \$50) "range fee" to cover cardboard, staples, coffee, donuts, and other out-of-pocket expenses. This fee will **NOT** be collected by the NRA, but be paid directly to you by the students on site.

RANGE FEE: \$ _____ CHECK PAYABLE TO: _____
TO COVER: _____

Special Instructor Requests:

Note: A Reasonable attempt is made on our end to accommodate special instructor requests for our hosts. Many reasons for not being able to fulfill a special request exist to include instructor availability, instructor qualifications and fiscal responsibility. Please keep in the mind; the final decision must be a sound business decision and ultimately is ours.

By affixing my signature, I am certifying I have read the current NRA Host Guide, I fully understand the requirements for hosting NRA training, and I can and will comply with all requirements.

Print Name

Signature

Date

FOR NRA OFFICE USE ONLY

NRA LAW ENFORCEMENT FIREARM INSTRUCTOR TRAINING

CHECKLIST (page 2 of 4)

CLASSROOM INFORMATION:

Secure Classroom Reserved Exclusively for the NRA During the School Week: **YES / NO**

Classroom Available for Setup the Weekend Prior to the School: **YES / NO**

Classroom Location (full street address for student's information):

Classroom seating max #: _____ # of Desks: _____ # of Tables: _____

Portable LCD Projector: **YES / NO** Extra Bulbs: **YES / NO** Screen: **YES / NO**

Instructor Table: **YES / NO** Chalkboard, dry erase or flip chart: **YES / NO**

RANGE INFORMATION:

This range is Indoor Outdoor

Range Reserved Exclusively For The NRA During The School Week: **YES / NO**

Does the Range Have a First Aid/Medical Kit On Site (Required): **YES / NO**

Range Available for Setup During the Weekend Prior to the School: **YES / NO**

Range Location (full street address for student's information):

Distance from Classroom to Range: _____ Number of Firing Positions: _____

Maximum distance from which we can shoot (yards): 25 50 75 100 200 Other

NRA LAW ENFORCEMENT FIREARM INSTRUCTOR TRAINING

CHECKLIST (page 3 of 4)

RANGE INFORMATION - (continued):

Target Frames and Backers (*must be at least 1 per student*), please provide a brief description: _____

Portable Target Frames (If applicable), please provide a brief description: _____

Number of Staple Guns: _____ Extra Staples: YES / NO P.A. System: YES / NO

Moving Target System: YES / NO If yes, please provide a brief description: _____

Range screen to be shot at during dim light training. Please provide a brief description: _____

Method of throwing clay pigeons (*Handgun/Shotgun School ONLY*), brief description: _____

Are there ANY range restrictions? If so, please list: _____

Is there anything else you think we should know about but have not asked? _____

NRA LAW ENFORCEMENT FIREARM INSTRUCTOR TRAINING

CHECKLIST (page 4 of 4)

SUGGESTED HOTELS (at least 3):

HOTEL NAME: _____

Address: _____

Phone: _____

Fax: _____

Rate: _____

HOTEL NAME: _____

Address: _____

Phone: _____

Fax: _____

Rate: _____

HOTEL NAME: _____

Address: _____

Phone: _____

Fax: _____

Rate: _____

DIRECTIONS and MAP:

Attach Directions and a Map which shows:

1. Major highways
2. Hotels
3. Range location
4. Classroom location
5. Other important details (airport, landmarks, etc.)
6. Mileage between all the above, and a "North" arrow

Your map will be copied and included in the student packet. Please DO NOT copy local street/county maps as they WILL NOT reproduce or fax clearly. Printed Google or Mapquest maps work best.