



Michigan 4-H Shooting Sports

2022 Instructor Recertification Policy & Application

Deadline: December 31, 2022

Re-Certification Policy Renewals of existing certifications are automatically awarded if volunteers have used their training with youth and paperwork is completed every 3 years by the deadline. *No further attendance at workshops is required at this time.*

NEW: Corrections – Instructors who may have been denied certification in the past due to administrative issues are encouraged to request correction to have certifications issued/restored. Applicants should have remained involved in their local programs in support roles during this time, allowing them to be current on procedures on the range and previously completed other requirements. If applicant has not been involved in the past 3 years with a local club, consider an 8-hour workshop to receive full certification as a refresher. Applicants will be handled on a case-by-case basis, with certifications restored (or awarded) when possible. Deadline: December 31, 2022.

To renew a Michigan 4-H Shooting Sports Instructor Certification(s):

1. Certifications expire on December 31st each year. The renewal window typically opens mid-October of the year certification expires (three years from the year of certification or most recent recertification). Deadline for receipt of recertification forms is December 31, 2022.
 - a. Completed, dated, and signed application is due to the county 4-H office. County staff verify instructor status, sign off on the application and update local records.
 - b. A signature from a current certified shooting sports instructor supporting certification is required for renewals only. County staff may sign this when there are not enough instructors to fulfill this requirement at the local level.
2. Instructors must sign applications and return it to their county 4-H staff professional for signature by December 31, 2022. Applications received after this date are considered lapsed and require a workshop to renew. Please keep a copy of the application for your records. It is ultimately the responsibility of the instructor to ensure that applications are completed properly and mailed on time.
3. **County Staff Actions:** see page 2.
4. If the application is filled out correctly and the instructor has remained active, certification will be renewed, database updated, and a new Instructor Certificate emailed to the county 4-H office. County staff will share the new certificate is given to the instructor, uploading it into Volunteer Central, and file it with any local club files.
5. Recertification is repeated every three years.
6. If the instructor attends a certification workshop prior to the established recertification expiration, the new recertification expiration date applies for all existing certifications. It is automatically adjusted, provided all requirements listed above are met.
7. **Optional Continuing Education Videos:** Selecting this option will give you access to view e-learning modules used for Instructor Certification workshops. Viewing them provides a program

update and helps ensure legacy volunteers have the same information as newly certified instructors. These videos are requirements for certification workshops, and only need to be viewed once. These include:

- a. Introduction to Michigan 4-H
- b. Working with Youth
- c. Overview of 4-H Shooting Sports
- d. Risk Management

****Please note:**

• *Instructors who have been inactive for more than three years, or whose certifications are expired must attend a 4-H Instructor Certification Workshop for one of their past certifications before all of their disciplines will be renewed. **Successful completion of a certification workshop will renew ALL lapsed certifications.***

• The Michigan 4-H Shooting Sports Instructor Re-Certification Policy and Application included in this document and can be found towards the top of the [Leader Training & Tools](https://www.canr.msu.edu/shooting_sports/leader-training-tools) webpage:
https://www.canr.msu.edu/shooting_sports/leader-training-tools

County Staff: Please follow these steps prior to signing and submitting the Application:

1. Ensure the volunteer is active gold status in Volunteer Central; and
2. Ensure the volunteer is properly enrolled in 4-H online, including properly adding new Shooting Sports project areas for **each discipline** they are seeking recertification for (*for example, tagging a shotgun volunteer as "Shooting Sports: Shotgun" under club projects*); and
3. Disciplines for recertification and the project areas in 4Honline should match information stored at the [Instructor Certification Database](#); and
4. If the volunteer has selected optional viewing of e-learning modules, please activate them on their Volunteer Dashboard.
5. **Sign and submit application to** Laura Quist, quistla1@msu.edu by December 31, 2022 with "2022 Recertifications <county name>" in the subject line. Applications received after this date are considered lapsed and require a workshop to renew.
6. County staff should keep a copy for their records and upload into Volunteer Central accordingly.

Contact State Shooting Sports Coordinator Laura Quist, quistla1@msu.edu or 231-942-7552 with questions about this policy, 2022 Corrections, and new optional continued learning opportunities. Open Office Hours are available for support with any portion of this process.



Michigan 4-H Shooting Sports 2022 Instructor Recertification Application

4-H Adult & Teen Shooting Sports Volunteers seeking recertification should submit this form to their county 4-H office by Dec. 31, 2022. Requests for Corrections should share a brief comment on the back of this form, sharing the issue and certification requested.

Name	
County	
Club	
E-mail	
Phone	
<p>Choose all that apply to you: ___ age 16-20 ___ age 21+</p> <p>Optional but encouraged continued learning opportunities: ___ Please activate e-learning modules on my Volunteer Central dashboard I have not yet viewed that are required for future Instructor Certification workshop:</p> <ul style="list-style-type: none"> • Introduction to Michigan 4-H • Working with Youth • Overview of 4-H Shooting Sports • Risk Management 	

	Recertification request <i>(Must have already taken a workshop in this area to check below; and USED the certification in the last 3 years). Check all that apply</i>
Discipline	
Archery	
Rifle	
Shotgun	
Muzzleloader	
Pistol	
Hunting & Wildlife	
Coordinator	

<p>4-H Shooting Sports Volunteer: By signing below, I understand and agree to the philosophies of the 4-H Youth Development Program and the Policies and Safety Practices of the 4-H Shooting Sports Program.</p>		
Applicant's Signature		Date
Additional Signature	Printed Name	Date
<p><i>Another Shooting Sports Certified Instructor who can verify Applicant has been active in the past 3 years (Optional but preferred.) See policy.</i></p>		
<p>County 4-H Extension Staff: Please sign below to verify volunteer is Active in 4HOnline as described in policy and submit to Laura Quist, quistla1@msu.edu by December 31, 2022.</p>		
County 4-H Staff Signature	Printed Name	Date