Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact phone

Instructor Applicant Checklist

**Instructions:** 1. Print this Checklist (this is your cover sheet) and ALL the accompanying documents.

 2. Bring **BLANK** copies of these documents and this Checklist to your Instructor Training class.

\_\_\_ Instructor Applicant Checklist

\_\_\_ Instructor Application (PWD 733)

\_\_\_ Authorization & Consent for Disclosure of Criminal History (PWD 1039)

\_\_\_ Game Warden Interview (PWD 424) – **Filled out and turned in by Game Warden.**

 Game Warden Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ New Instructor Course Training Report – **DO NOT** fill out these forms before the Instructor Training.

\_\_\_ Release and Acknowledgement – **DO NOT** fill out these forms before the Instructor Training.

\_\_\_ Mutual Agreement (Hunter Education Professional Educators/Teachers Only)

\_\_\_ Student Hunter Education Course # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Hunter Education applicants only)

\_\_\_ Student Boater Education Course # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Boater Education applicants only)

 **OR** \_\_\_ USCG/USPS Student Certification Documents provided

**\* \* \* Be sure all documents are SIGNED in the right places. \* \* \***

**FOR AUSTIN USE ONLY**

Name: Inst #

Category: Prof Ed GW HEDH Inst Cert Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ReCert Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employee Volunteer HEDB Inst Cert Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ReCert Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 USCG USPS BED Inst Cert Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ReCert Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dates

\_\_\_ Application Completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Authorization & Consent for Disclosure of Criminal History (1039) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Game Warden Interview \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ New Instructor Course Training Report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Release and Acknowledgement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Mutual Agreement (HED Professional Educators/Teachers Only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Student HEDH Course # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Student HEDB Course # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Student BED Course # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **OR** \_\_\_ USCG/USPS Student Certification Documents (Copies received)

\_\_\_ Request for Documentation 🞎Email 🞎 Letter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Follow up 🞎Email 🞎 Letter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Follow up 🞎Email 🞎 Letter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ New Instructor Packet mailed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_