

II

TEXAS PARKS AND WILDLIFE DEPARTMENT HUNTER EDUCATION INSTRUCTOR MANUAL

II. HUNTER EDUCATION PROGRAM FORMS

REQUEST FOR LITERATURE

STUDENT COURSE ROSTER/COUNTY CODE LISTING

INSTRUCTIONS FOR COMPLETING SCANTRON FORMS

HUNTER EDUCATION TEMPORARY STUDENT CARD (From Student Reg. Form)

HUNTER EDUCATION STUDENT CERTIFICATE SAMPLE (Sent from Austin)

TEMPORARY DUPLICATE HUNTER ED STUDENT CERTIFICATE
(Obtained from any Law Enforcement Office)

TEMPORARY DUPLICATE FAX EXAMPLE

COURSE VERIFICATION CARD (Sent when class is entered)

SAMPLES OF ADDITIONAL FORMS/MATERIALS:

- Certificate of Attendance
- Certificate of Appreciation
- Hunter Education Program Brochure
- Instructor Decal
- Instructor Name Badge
- Mailing Envelope
- Safe Texas Hunter Decal
- Shooting Safety Rules
- Targets

SAMPLE PUBLIC SERVICE ANNOUNCEMENT

SAMPLE SCHOOL/FACILITY AUTHORIZATION FOR USE OF FIREARMS/TRAINING AIDS

EVALUATIONS: SELF, TEAM, STUDENT

STUDENT ENROLLMENT/RELEASE FORM

HOME STUDY COURSE FIELD ACTIVITIES RELEASE OF LIABILITY (SAMPLE)



**Request for Literature
Hunter Education
Texas Parks & Wildlife**

Course Start Date: _____ Location: _____
 Course Start Time: _____ City: _____
 Order Date: _____ OR _____
 Instructor ID#: _____ Course Contact Phone: () _____
 Fax: (512) 389-4372 SS# _____

Ship To: (Freight Delivery cannot be made to a Post Office Box number)

Name	
Address	
City	
State, Zip	

Requested By		Date
Name	Chris Lena	Div Contact Approval / Mail code
Phone	(512) 389-4795	Chris Lena / 66
AY	ASF	Org unit
		0431
Proj Code		
EDHE01		
Special Comment:		

Item Number	Description	Order Quantity	Issued	Warehouse Use
OL00117	INSTRUCTOR COURSE FINAL REPORT			
OL00125	STUDENT STANDARD FINAL EXAM			
OL00126	STUDENT 4-C DECAL			
OL00231	TEXAS HUNTER EDUCATION MANUAL			
OL00144	SHOOTING SAFETY RULES BROCHURE			
OL00145	TARGET (50 FT RIFLE)			
OL00146	HUNTER EDUCATION PROGRAM BROCHURE			
OL00147	HUNTER HANDBOOK MAGAZINE			
OL00221	STUDENT STANDARD ANSWER SHEET			
OL00223	STUDENT STANDARD PRETEST/EXPERIENCE SURVEY			
OL00224	STUDENT STANDARD TEXAS REGULATIONS QUIZ			
OL00226	STUDENT GRADUATE DECAL			
OL00232	ENROLL IN A HUNTER EDUCATION COURSE POSTER			
OL00233	STUDENT REGISTRATION FORM			
	SUPPLY ORDER FORM			
OL00236	OUTDOOR ANNUAL			
OL00252	BUSINESS REPLY ENVELOPE (6X9)			
OL00717	INSTRUCTOR'S STUDENT COURSE ROSTER			

Carrier	Filled by	Date

TPWD COUNTY CODE LISTINGS

Anderson	001	Donley	065	Kaufman	129	Real	193
Andrews	002	Duval	066	Kendall	130	Red River	194
Angelina	003	Eastland	067	Kenedy	131	Reeves	195
Aransas	004	Ector	068	Kent	132	Refugio	196
Archer	005	Edwards	069	Kerr	133	Roberts	197
Armstrong	006	Ellis	070	Kimble	134	Robertson	198
Atascosa	007	El Paso	071	King	135	Rockwall	199
Austin	008	Erath	072	Kinney	136	Runnels	200
Bailey	009	Falls	073	Kleberg	137	Rusk	201
Bandera	010	Fannin	074	Knox	138	Sabine	202
Bastrop	011	Fayette	075	Lamar	139	San Augustine	203
Baylor	012	Fisher	076	Lamb	140	San Jacinto	204
Bee	013	Floyd	077	Lampasas	141	San Patricio	205
Bell	014	Foard	078	LaSalle	142	San Saba	206
Bexar	015	Fort Bend	079	Lavaca	143	Schleicher	207
Blanco	016	Franklin	080	Lee	144	Scurry	208
Borden	017	Freestone	081	Leon	145	Shackelford	209
Bosque	018	Frio	082	Liberty	146	Shelby	210
Bowie	019	Gaines	083	Limestone	147	Sherman	211
Brazoria	020	Galveston	084	Lipscomb	148	Smith	212
Brazos	021	Garza	085	Live Oak	149	Somervell	213
Brewster	022	Gillespie	086	Llano	150	Starr	214
Briscoe	023	Glasscock	087	Loving	151	Stephens	215
Brooks	024	Goliad	088	Lubbock	152	Sterling	216
Brown	025	Gonzales	089	Lynn	153	Stonewall	217
Burleson	026	Gray	090	Madison	154	Sutton	218
Burnet	027	Grayson	091	Marion	155	Swisher	219
Caldwell	028	Gregg	092	Martin	156	Tarrant	220
Calhoun	029	Grimes	093	Mason	157	Taylor	221
Callahan	030	Guadalupe	094	Matagorda	158	Terrell	222
Cameron	031	Hale	095	Maverick	159	Terry	223
Camp	032	Hall	096	McCulloch	160	Throckmorton	224
Carson	033	Hamilton	097	McLennan	161	Titus	225
Cass	034	Hansford	098	McMullen	162	Tom Green	226
Castro	035	Hardeman	099	Medina	163	Travis	227
Chambers	036	Hardin	100	Menard	164	Trinity	228
Cherokee	037	Harris	101	Midland	165	Tyler	229
Childress	038	Harrison	102	Milam	166	Upshur	230
Clay	039	Hartley	103	Mills	167	Upton	231
Cochran	040	Haskell	104	Mitchell	168	Uvalde	232
Coke	041	Hays	105	Montague	169	Val Verde	233
Coleman	042	Hemphill	106	Montgomery	170	Van Zandt	234
Collin	043	Henderson	107	Moore	171	Victoria	235
Collingsworth	044	Hidalgo	108	Morris	172	Walker	236
Colorado	045	Hill	109	Motley	173	Waller	237
Comal	046	Hockley	110	Nacogdoches	174	Ward	238
Comanche	047	Hood	111	Navarro	175	Washington	239
Concho	048	Hopkins	112	Newton	176	Webb	240
Cooke	049	Houston	113	Nolan	177	Wharton	241
Coryell	050	Howard	114	Nueces	178	Wheeler	242
Cottle	051	Hudspeth	115	Ochiltree	179	Wichita	243
Crane	052	Hunt	116	Oldham	180	Wilbarger	244
Crockett	053	Hutchinson	117	Orange	181	Willacy	245
Crosby	054	Irion	118	Palo Pinto	182	Williamson	246
Culberson	055	Jack	119	Panola	183	Wilson	247
Dallam	056	Jackson	120	Parker	184	Winkler	248
Dallas	057	Jasper	121	Parmer	185	Wise	249
Dawson	058	Jeff Davis	122	Pecos	186	Wood	250
Deaf Smith	059	Jefferson	123	Polk	187	Yoakum	251
Delta	060	Jim Hogg	124	Potter	188	Young	252
Denton	061	Jim Wells	125	Presidio	189	Zapata	253
DeWitt	062	Johnson	126	Rains	190	Zavala	254
Dickens	063	Jones	127	Randall	191		
Dimmit	064	Karnes	128	Reagan	192		

INSTRUCTIONS FOR COMPLETING SCANTRON FORMS

Student Form

1. **Do not staple forms or write** anywhere other than in designated areas.
Note: Make any notations on Temporary Student Card area only
2. Use only #2 pencil in case mistakes need correcting.
3. Print **legibly** in all areas of front and back pages.
4. After printing in boxes, completely fill in “oval” or “bubble” in appropriate areas under boxes.
5. When printing addresses, leave **ONE (1)** space between number sets and street names, etc.
Example: 1234 HUNTER AVE APT 17
6. Social Security Number is **optional**, but preferred. **If unavailable, don't worry about it, just leave it blank.**
7. Driver's license number is requested, but sometimes not available on younger students.
8. Check for correctness **before** sending in.
9. Always include Instructor ID Number.
10. Certification Date is day of course completion.
11. Always show exam score.
12. Instructor signature is required on ALL forms – front and back of student form.
13. TEMPORARY STUDENT CARD must be completed entirely in **INK**.

Final Report

1. Print **legibly** in all areas.
2. Check appropriate area if “Team Taught”
3. If Team Taught, divide students equally and each instructor **MUST** complete a Final Report.
4. Course Type will be **Hunter**.
5. Sub-Course Type is always: **001 – BASIC**.
6. Class Type will be Structured or Home Study. (Only mark one)
Note: Must use **one** Final Report per instructor per course taught.
7. Fill in Instructor Number and Assistant Number if assisted by an Assistant Instructor. (No Final Report necessary for Assistant)
8. Start Date is **first day** of class.
9. Date Certified is **last day** of class.
10. Total Hours must be minimum of TEN (10) no matter which course was taught.
11. Total Days must be minimum of TWO (2) no matter which course was taught.
12. **Sign, attach to student forms with appropriate fees and send in within 7 days of completion.**

**Note: Do not send cash in the mail. Use personal check or money order.
Keep copy or receipt with Class Roster Form and retain for at least three (3) years.**

Temporary Duplicate

TEMPORARY DUPLICATE
HUNTER EDUCATION STUDENT CERTIFICATION

Student's Name: _____
 (Please Print Legibly)

Address: _____

City: _____ State: _____ Zip Code: _____

Student I.D. No. _____ Date of Birth: ____/____/____

Instructor I.D. No. _____ Certif. Date: ____/____/____

Issued by Texas Parks and Wildlife Department as verified by:

Name: _____
 (Please Print) (TPWD regional or field office)

 (Signature) (Date)

PWD 433A-K0700 (1/06)

Course Verification Card

TEXAS PARKS & WILDLIFE

TO: _____

FAX NUMBER: _____

FROM: Texas Parks and Wildlife Department
 Hunter Education

VOICE NUMBER: (512) 389-4999

FAX NUMBER: (512) 389-8042

TEMPORARY DUPLICATE
HUNTER EDUCATION STUDENT CERTIFICATION

Student's Name: _____
 (Please Print Legibly)

Address: _____

City: _____ State: _____ Zip Code: _____

Student I.D. No. _____ Date of Birth: ____/____/____

Instructor I.D. No. _____ Certif. Date: ____/____/____

Issued by Texas Parks and Wildlife Department as verified by:

Name: _____
 (Please Print) (TPWD regional or field office)

 (Signature) (Date)

PWD 433A-K0700 (1/06)

PLEASE PRINT LEGIBLY

PLEASE PRINT LEGIBLY

****Note: This entire page must be retained to be valid as a temporary duplicate certificate.****

PWD 433AA-K0700 (1/06)

**TEXAS OUTDOOR EDUCATION PROGRAMS
 COURSE VERIFICATION CARD**

Dear Instructor:

We have received your final report for the Hunter Bowhunter Boater Education course completed on _____ (Certification Date)

Your course information has been processed and your student(s) should receive their certificates within one week. If you or your student(s) have any questions, please call the Austin staff at (800) 792-1112.

Thank you for your efforts!
 Outdoor Education Safety Programs Staff, Austin

PWD 487-K0700 (12/02)

Temporary Duplicate Fax Sheet

WILDLIFE RESTORATION **TEXAS IS FOR HUNTERS** **TEXAS HUNTER EDUCATION**

TEXAS PARKS AND WILDLIFE DEPARTMENT
 4200 Smith School Road - Austin, Texas 78744-3291
 www.tpwd.state.tx.us

CONGRATULATIONS: You have completed the Texas Hunter Education course. Now you know the basic rules of hunting safety. We ask that you always respect the rights of others when hunting, that you practice what you have learned and that you share your knowledge with others to keep hunting a safe and respected outdoor pursuit.

PROOF OF CERTIFICATION MUST BE CARRIED WITH YOU WHILE HUNTING IN TEXAS. It is accepted in all other states and provinces requiring a state-sponsored Hunter Education course, provided you comply with any additional or special requirements of those jurisdictions. We recommend that all hunters under 17 years of age hunt under adult supervision. A duplicate card may be obtained by contacting Texas Parks and Wildlife Department or visit www.tpwd.state.tx.us/hunter

HUNTER EDUCATION CERTIFICATE
 THE PERSON NAMED BELOW HAS SUCCESSFULLY COMPLETED THE TEXAS PARKS AND WILDLIFE DEPARTMENT'S HUNTER EDUCATION COURSE

CERTIFICATION DATE: _____ STUDENT NO. _____ BIRTHDATE: _____

 EXECUTIVE DIRECTOR

SEE REVERSE SIDE FOR OPENING INSTRUCTIONS

1040
 1/09

TEMPORARY STUDENT CARD *MUST BE COMPLETED IN INK.

(NAME-PLEASE PRINT) _____ (DATE OF BIRTH) _____

has successfully completed the following certification course through Texas Parks & Wildlife. The student's Social Security number is the Temporary Student I.D. number.

 ANGLER EDUCATION (TEMP. STUDENT I.D.#)

 BOATER EDUCATION (TEMP. STUDENT I.D.#)

 HUNTER EDUCATION (TEMP. STUDENT I.D.#)

 BOWHUNTER EDUCATION (TEMP. STUDENT I.D.#)

CERTIFIED BY: _____ DATE: _____

 SIGNATURE (PRINT) INST. I.D.# _____

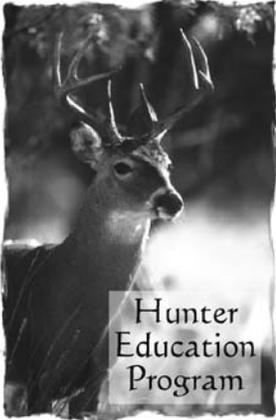
TEXAS PARKS & WILDLIFE
OUTDOOR EDUCATION PROGRAMS

TEXAS PARKS & WILDLIFE
 Department of Parks, Wildlife and Law Enforcement

Temporary Student Card

Hunter Ed Student Certificate

Texas Parks & Wildlife



Awards this
Certificate of Attendance
to
John Doe

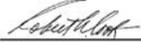
Date

THIS IS NOT OFFICIAL CERTIFICATION

Instructor

Hunter Education Coordinator





Robert L. Cook
Executive Director

Certificate of Attendance: Students under age receive a “Certificate of Attendance” upon successful completion of course. These certificates are automatically mailed from Austin and are often required for out-of-state and youth hunting opportunities.

Certificate of Appreciation



Presented to:

John Doe

For your public service cooperation and outstanding contributions to the Texas Hunter Education Program.

Date

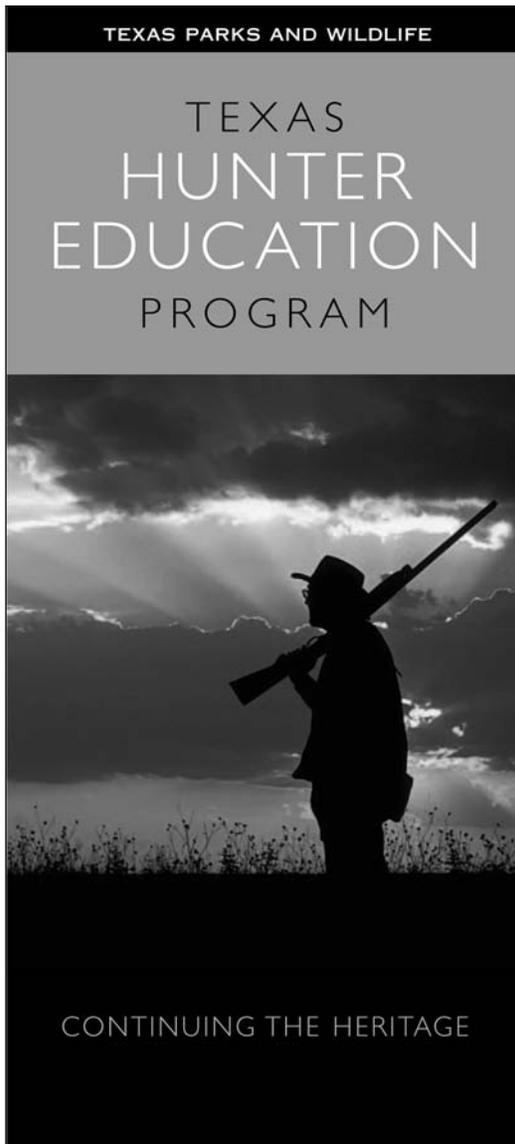
Hunter Education Coordinator



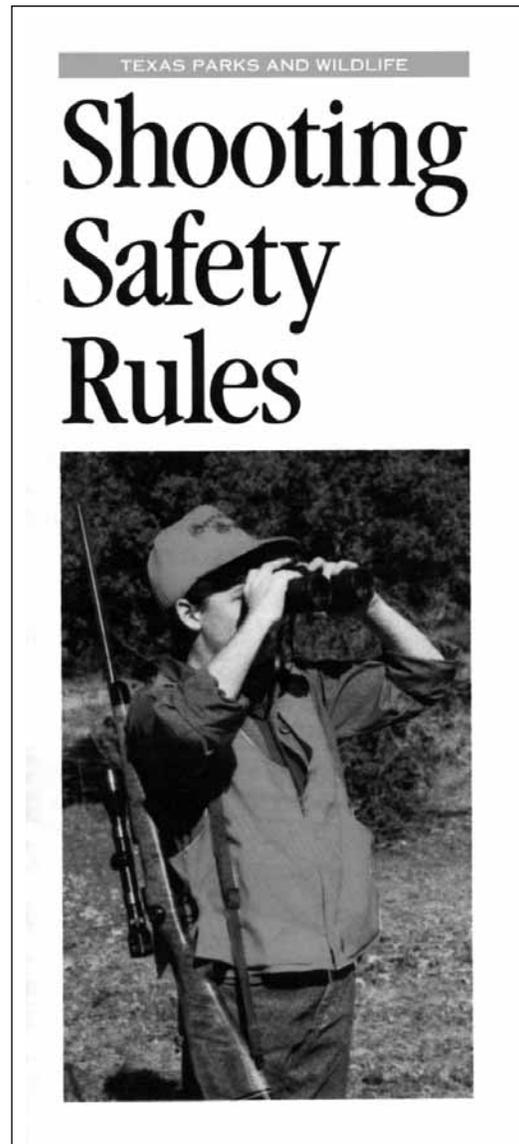


Robert L. Cook
Executive Director

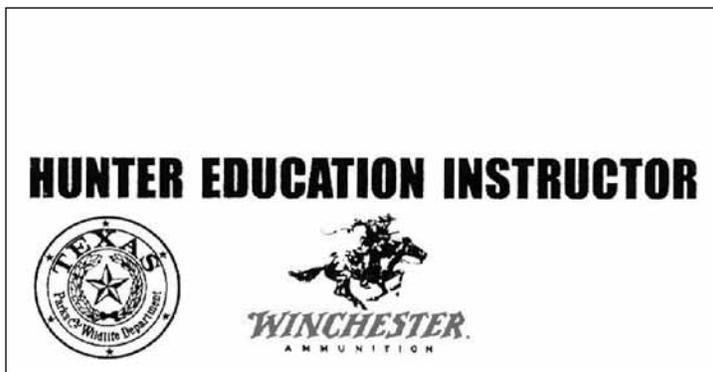
Certificate of Appreciation: Instructors are encouraged to request and present a “Certificate of Appreciation” to those who support the Hunter Education Program.



Hunter Education Program Brochure



Shooting Safety Rules Brochure



Instructor Name Badge



Targets

SAMPLE PUBLIC SERVICE ANNOUNCEMENT

For Immediate Release

HUNTER EDUCATION COURSE SET

Your town.... A course in hunter education has been scheduled for _____
(Dates)

beginning at _____ in _____, according to _____,
(a.m./p.m.) (City)

Hunter Education Instructor.

According to Texas Parks and Wildlife Department, if you were born on or after September 2, 1971, and you are

- under 12 years of age, you must be accompanied*.
- age 12 through 16, you must successfully complete a hunter education course, or you must be accompanied*.
- age 17 and over, you must successfully complete a hunter education course; or purchase a "Hunter Education Deferral," and you must be accompanied*.

Hunter Education Deferral (cost: \$10) – Allows a person 17 years of age or older who has not completed a hunter education program to defer completion for up to one year. A deferral may only be obtained once and is only valid until the end of the current license year. A person who has been convicted or has received deferred adjudication for violation of the mandatory hunter education requirement is prohibited from applying for a deferral. Take the course by August 31 of the current license year and receive a \$5 discount.

***Accompanied means:** By a person who is at least 17, who is licensed to hunt in Texas, who has passed hunter education or is exempt (born before Sept. 2, 1971), and who is within normal voice control. Proof of certification or deferral is required to be on your person while hunting.

Note: Certification is **not** required to purchase a hunting license.

However, any individual may take the course on a voluntary basis and is encouraged to attend regardless of requirements, according to _____.
(Name)

"The course is open to adults and youngsters and will include instruction in modern firearms and primitive sporting arms handling and safety, outdoor responsibility and ethics, laws and regulations, wildlife conservation and management, hunting traditions, field care of game and wilderness first aid and survival," _____ added.
(Name)

The minimum age for certification is 12 years and cost is \$10. Students 12 years of age or older successfully completing the course will be issued a "Temporary Student Card" at the end of the course. Students will then receive an original "Hunter Education Certificate" from Texas Parks and Wildlife after processing the paperwork. Those less than 12 years of age will receive a "Certificate of Attendance," but must take the course again after turning 12 for proper certification. Since 1972, more than 650,000 Texans have already completed the hunter education course, which is mandatory in 50 states and 10 Canadian provinces.

For more information, contact _____ at _____
(Name) (Phone)

or Texas Parks and Wildlife Department at (800) 792-1112, (512) 389-4999 or the Web site at www.tpwd.state.tx.us/learning/hunter_education/

FACILITY AUTHORIZATION LETTER FOR TRAINING AID USE

To Whom It May Concern:

I, _____, Texas Parks and Wildlife Department certified
(Name/s)

Hunter Education Instructor/s, request permission to bring the following training aids on to

(Location)

for the purpose of teaching hunter education on _____.

(Date/s)

Training aids may include simulated/actual props, rifles, shotguns, handguns, air guns and/or archery equipment. No live ammunition will be available.

Firearm Description

Serial

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Archery Equipment Description

I hereby grant permission for the use of listed training aids and fully agree to allow hunter education course instruction to be conducted at and on the above listed location and date.

Authorizing Individual:

Printed Name: _____

Date: _____

Signed: _____

Hunter Education Instructor:

Printed Name: _____

Date: _____

Signed: _____

TEXAS PARKS AND WILDLIFE DEPARTMENT HUNTER EDUCATION

INSTRUCTOR SELF-EVALUATION

Carefully review the evaluations your students completed for the course. How does your rating of yourself compare with those of your students? Did you agree on what subjects were most useful? Least useful? Be as specific as you can with your evaluation.

1. How well did this class perform on the Final Exam?
2. How did the group react to demonstrations and student participation exercises?
3. Did I "target" this class well in the areas of:
interest? _____
level of skill and experience? _____
4. What specific topics should be:
omitted _____
added _____
emphasized more _____
emphasized less _____
5. Which lessons require:
more time _____
less time _____
6. What changes, if any, should be made in the sequence of the lessons?
7. What activity/subject seemed to motivate the students the most?
8. What changes should be made in:
materials _____
classroom set-up _____
teaching methods _____
evaluation methods _____
9. I should use (more, less, about the same) different teaching methods/aids in the next class.
10. I should spend (more, less, about the same) time organizing my course.
11. I should spend (more, less, about the same) time preparing and studying the lesson objectives and planning their presentation.
12. I should spend (more, about the same) time studying the subject matter and technical information.

TEXAS PARKS AND WILDLIFE DEPARTMENT HUNTER EDUCATION

TEAM MEMBER EVALUATION

Used by instructors who are team teaching, to evaluate one another. (Not sent to Austin)

Please circle the number which indicates your rating for each statement. Remember that 1 is the poorest rating; 3 is average; and 5 is the best rating.

	Never		Usually		Always
Main points (objectives) were clear – essential ideas were properly emphasized.	1	2	3	4	5
Instructor was knowledgeable about the subject, and the information was up-to-date.	1	2	3	4	5
Instructor related subject well to the overall course objectives.	1	2	3	4	5
Instructor kept the information well sequenced and ideas were in logical order.	1	2	3	4	5
Instructor used varying methods, techniques, training aids and hands-on activities.	1	2	3	4	5
Students appeared to be interested and were attentive to the instructor.	1	2	3	4	5
Students were given a chance to ask questions, make comments, or participate in an activity.	1	2	3	4	5
Instructor was well prepared with needed materials, class organization, and/or equipment handling.	1	2	3	4	5
Instructor started and finished on scheduled time.	1	2	3	4	5
Instructor made good use of the time and avoided things that did not pertain to hunter education.	1	2	3	4	5

Comments: Strong points, areas that need attention, etc.

TEXAS PARKS AND WILDLIFE DEPARTMENT HUNTER EDUCATION

STUDENT COURSE EVALUATION

STUDENT: Please help us make this course better by completing the following evaluation.
Please CIRCLE the number which indicates your rating for each question.
Remember that 1 is the Poorest rating; 3 is Average; and 5 is the Best.
Thank you.

INSTRUCTOR _____

COURSE DATES _____

	Never		Usually		Always
1. Instructor was knowledgeable and made good use of time.	1	2	3	4	5
2. Instructor was prompt, prepared and organized.	1	2	3	4	5
3. Instructor taught course in an interesting, informative manner.	1	2	3	4	5
4. I had many chances to participate or ask questions.	1	2	3	4	5
5. Student material was useful and will be saved.	1	2	3	4	5
6. Videos helped me understand better.	1	2	3	4	5
7. Training aids helped me understand better.	1	2	3	4	5
8. Tests provided a fair evaluation of what was learned.	1	2	3	4	5
9. Facilities were adequate and comfortable.	1	2	3	4	5

PLEASE CONTINUE ON THE BACK

