

SCHOOL ANNOUNCEMENT

NRA Law Enforcement HANDGUN/SHOTGUN Instructor Development School

School Starts at 7:30 a.m. on Monday in Classroom located at:

**Kansas National Guard Armory
108 S. 1st Street
Hiawatha, KS 66434**

August 7 - 11, 2023 • Monday-Friday

HOSTED BY:

Hiawatha Police Department
Hiawatha, KS

Dustin Winters • 785-742-2156 • dwinters@cityofhiawatha.org

- *Tuition is \$685 payable to NRA prior to week of school (ck, mo, cc, or po#).*
- *There is no Range Fee.*

NRA Law Enforcement HANDGUN/SHOTGUN Instructor Certification
Is Applied for Upon Successful Completion of School and Tuition Paid.

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**Send Application, copy of LE Officer or Armed Guard photo ID, and \$685 tuition payment to:**

**NATIONAL RIFLE ASSOCIATION**

Law Enforcement Division  
11250 Waples Mill Road  
Fairfax, VA 22030  
Phone: (703) 267-1640

**<http://le.nra.org> - [LE@nrahq.org](mailto:LE@nrahq.org)**

# NRA LAW ENFORCEMENT 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 0730 to 1800 Monday, and 0800 to 1730 hours, Tuesday through Friday, plus one late night 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 DISCIPLINE

**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.

**Tuition** – Tuition for each Instructor Development School is \$685 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 generally vary from \$25-\$50 but may be higher.

**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.*

## 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.
5. **A GSA Approved Government Contractor**, under some circumstances. A letter on company letterhead verifying your current employment, and/or GSA contractual agreement, and a readable copy of your government-issued photo ID must accompany application.

See page 2 of the application for a complete list of categories of eligibility. Applicants must be ***A CITIZEN OF THE UNITED STATES OR A LAWFUL PERMANENT RESIDENT OF THE UNITED STATES.***

## 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 6-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** – A law enforcement duty-type handgun.
2. **Magazines or Speedloaders** – 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** – 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** – Knee and elbow pads are optional for kneeling and prone position shooting.
6. **Appropriate Clothing** – 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** – Law enforcement hand-held duty flashlight capable of one-hand operation.
8. **Notebook and Marker** – A small pocket spiral notebook, pen or pencil, and a jumbo permanent marker.
9. **Cleaning Equipment** – 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 [LE@nraHQ.org](mailto:LE@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/Shotgun Instructor School:**
  - **Shotgun** - A law enforcement duty-type, 12-gauge smooth-bore (not rifled) pump or semi-automatic shotgun with sling.
  - **Ammunition, (Handgun)** - 900 rounds.
  - **Ammunition, (Shotgun)** - 50 slugs, 20 buckshot, 100 birdshot (#6, #7 ½, #8 or #9).

# CURRICULUM

**OUR CURRICULUM** is designed to help the law enforcement Handgun/Shotgun instructor develop, prepare, and conduct safe, effective, reality-based, and agency-related/appropriate handgun/shotgun training programs, both in the classroom and on the range. All classes and range exercises will be conducted at the instructor level. The students will be expected to conduct many of the range exercises.

**CLASSROOM** – Approximately 22 contact hours will be spent in the classroom. Subjects will include, but not be limited to:

1. LE Handgun Marksmanship Fundamentals
2. LE Practical Handgun Handling Techniques
3. Coaching Techniques
4. Teaching Firearm Safety
5. Preparation and Construction of Lesson Plans
6. Tactical Use of Cover and Concealment
7. Effective Communication
8. Methods of Instruction and Use of Training Aids
9. Off-Duty Safety and Concealed Carry Considerations
10. Reduced Light Training
11. LE Shotgun Marksmanship Fundamentals
12. LE Practical Shotgun Handling Techniques
13. Liability Considerations
14. Developing and Conducting Practical Range Training

**RANGE** – Approximately 22 contact hours will be spent on the range. Subjects will include, but not be limited to:

1. Instructional Coaching and Partnering Techniques
2. Teaching Field Stripping and Assembly
3. Teaching Loading and Unloading Procedures
4. Teaching Reloading and Clearing Malfunctions
5. Teaching Shooting Positions
6. Teaching Flash Sight Firing
7. Teaching Safe and Practical Range Exercises (Grouping and Zeroing; Ball and Dummy/Malfunction, Clearing; Multiple Target Engagement; Body Armor Drills/Alternative Points of Aim; Shoot/No-Shoot; Challenge Drills, Decision Making and Problem Solving; Shooting and Moving; Close Quarter Target Engagement; Stress Inducement; Shotgun Moving Targets; Shotgun Shooting Positions; etc.)
8. Teaching Dim Light Techniques
9. Teaching the Tactical Use of Cover/Concealment
10. Teaching Transition Techniques
11. Teaching Incapacitation Techniques
12. Engage in Proficiency Assessments Throughout Range Work

## LODGING

*These are a few nearby hotels/motels and not necessarily a complete list.  
For other available lodging, we suggest you search the Internet.  
Confirm current rate when making reservations as it is subject to change, tax  
additional.*

Best Western Plus  
119 East Lodge Road  
Hiawatha, KS 66434  
785-740-7000



# NRA Law Enforcement Firearm Instructor Development School

## APPLICATION



- Tuition is \$685 payable to NRA upon application prior to school.
- Range Fee, if any, is payable on site to the hosting agency, not NRA.

**DO NOT SEND RANGE FEES TO NRA**

**Schools are limited in size. Slot confirmation will be provided via email upon receipt and approval of completed Application paperwork and tuition payment in full (or state or local agency P.O.).**

An incomplete *Application* will prevent enrollment consideration. Students are responsible for providing their own firearm(s), ammunition, related equipment, transportation, meals and lodging. Student cancellations made less than 10-days from the first day of school may incur a \$100 non-refundable fee. Cancellations made otherwise will receive a full refund. The NRA is not responsible for any expenses incurred by the applicant, other than refund of tuition in the event the school is cancelled. The NRA retains the right to accept or decline applications.

**Send Application, readable copy of current Law Enforcement or Armed Security photo ID & \$685 tuition payment to:**

### NATIONAL RIFLE ASSOCIATION

Law Enforcement Division  
11250 Waples Mill Road  
Fairfax, VA 22030  
Phone: (703) 267-1640

**<http://le.nra.org> - [tcole@nrahq.org](mailto:tcole@nrahq.org)**

SCHOOL DATES: August 7 – 11, 2023 LOCATION: Hiawatha, KS TYPE: Handgun/Shotgun

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: \_\_\_\_\_ OTHER E-MAIL: \_\_\_\_\_

TYPE OF FIREARM(S) TO BE USED: \_\_\_\_\_ CALIBER/GAUGE: \_\_\_\_\_

Payment (circle one): Check /Money Order    Credit Card    State or local Purchase Order# : \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Signature for Credit Card Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

**(You Must Complete Pages 1, 2 & 3)**





# APPLICATION



Check ONE box, fill in corresponding blank(s), and attach required supporting documentation.)

**I am currently a PUBLIC Law Enforcement or a PRIVATE Security officer:**

- Public law enforcement or correctional officer, working for a federal, state, county, municipal or other governmental law enforcement and required to be armed.

Number of years of total service: \_\_\_\_\_ (require minimum of 3)

**A readable copy of your Law Enforcement photo ID must accompany application.**

- Licensed by a federal, state, county, or municipal licensing board or agency as private security officer or privatized correctional officer who is authorized and required to be armed in my official capacity.

Number of years of total service: \_\_\_\_\_ (require minimum of 3)

**A readable copy of your Armed Guard photo ID must accompany application.**

- Nuclear Security, Number of years of total service: \_\_\_\_\_ (require minimum of 3)

**I AM NOT a PUBLIC Law Enforcement or a PRIVATE Security officer, however I am:**

- A **RETIRED** public law enforcement officer, who worked for a federal, state, county, municipal or other governmental law enforcement agency who was required to be armed.

Number of years of total service: \_\_\_\_\_ (require minimum of 3)

**A readable copy of your Retired LE photo ID must accompany application.**

- A **PREVIOUSLY EMPLOYED** public law enforcement officer who worked for a federal, state, county, municipal or other governmental law enforcement agency who was required to be armed.

Number of years of total service: \_\_\_\_\_ (require minimum of 3)

**A readable copy of your Previous LE photo ID or employer verification letter must accompany application.**

- A **uniformed or civilian member of the U.S. Military, Military Reserves or National Guard.**

*(Regrettably, former and/or retired military are not eligible).*

**A letter on unit or organization letterhead from a Senior NCO or other authorized person, requesting your attendance in this school, and a readable copy of a government issued photo ID must accompany application.**

- Full-time civilian firearm instructor employed by a PUBLIC law enforcement agency

**A readable copy of your employee photo ID or employer verification letter must accompany application.**

- Government Contractor (GSA Approved)

**A letter on company letterhead verifying your current employment, and/or GSA contractual agreement, and a readable copy of your government-issued photo ID must accompany application.**

**AFFIRMATION FOR ALL APPLICANTS**

***I AFFIRM THE FOLLOWING: I AM A CITIZEN OF THE UNITED STATES OR A LAWFUL PERMANENT RESIDENT OF THE UNITED STATES; I MAY LAWFULLY POSSESS FIREARMS AND AMMUNITION; I MAY LAWFULLY ATTEND THIS SCHOOL AND LAWFULLY RECEIVE ASSISTANCE, TRAINING, DATA AND INFORMATION REGARDING LAW ENFORCEMENT TECHNIQUES AND EQUIPMENT, INCLUDING FIREARMS AND AMMUNITION; I HAVE READ AND UNDERSTAND THE REQUIREMENTS AND RESTRICTIONS ON ATTENDING THIS TRAINING; AND THE INFORMATION I HAVE PROVIDED IS TRUE AND ACCURATE. I UNDERSTAND I WILL BE REQUIRED TO SUCCESSFULLY COMPLETE ALL RANGE DRILLS BOTH RIGHT AND LEFT HANDED. I AM ABLE TO FLUENTLY READ AND SPEAK ENGLISH.***

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**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 shall **indemnify, hold harmless and defend** the National Rifle Association of America, and any of its employees, directors, officers, contractors, agents and any people or entities similarly situated to any of the foregoing, (hereinafter, collectively "NRA"), from any and all fault, liabilities, costs, fees, expenses, claims, remedies, demands, actions, lawsuits, or any similar matters, arising out of, or 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 matter arise or be asserted in any way whatsoever related thereto, under any theory of law or equity, the Undersigned will **indemnify, hold harmless and defend** 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 NRA, whether individually, jointly, or in solido with the Undersigned, together with all costs of court and other costs or expenses incurred in connection with any such matter, 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 fault, liabilities, costs, fees, expenses, claims, remedies, demands, actions, lawsuits, or any similar matters, 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); or the discharge of firearms. **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** 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.

In the event that any portion of this document is deemed unenforceable, the other portions shall be enforced in a manner which best serves the original intent of the parties.

**UNDERSIGNED:**

**NATIONAL RIFLE ASSOCIATION OF AMERICA:**

\_\_\_\_\_

(Print Name)

\_\_\_\_\_

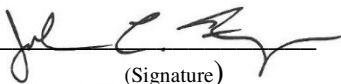
(Signature)

\_\_\_\_\_

(Date)

John Frazer  
\_\_\_\_\_

(Print Name)

  
\_\_\_\_\_

(Signature)