

**NATIONAL RIFLE ASSOCIATION  
LAW ENFORCEMENT DIVISION**

**LAW ENFORCEMENT FIREARM INSTRUCTOR  
TRAINING PROGRAMS**

**Student Information  
&  
Host Guide**

**NATIONAL RIFLE ASSOCIATION**

**Law Enforcement Division**

11250 Waples Mill Road

Fairfax, VA 22030

*Phone:* (703) 267-1640

*Fax:* (703) 267-3834

*Email:* LE@nrahq.org

*Website:* www.nrale.org

Rev: 06-29-15



# LAW ENFORCEMENT FIREARM INSTRUCTOR TRAINING PROGRAMS

## PROGRAM OVERVIEW

NRA Law Enforcement Firearm Instructor Schools both develop and enhance a student's instructional abilities and firearm handling skills so they can effectively teach their officers to win lethal encounters. These schools are intended for public and private law enforcement officers who are currently assigned, or about to be assigned, duties as law enforcement firearm instructors. Additionally, our military armed forces routinely look to these programs as a means to diversify and augment their own training requirements.

Our curriculum is designed to prepare students to develop and conduct safe, effective, reality-based and agency-specific 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 will allow them to eventually determine what training will best serve the officers at their own agencies.

Each of our Instructor Development Schools is five (5) full days in length, and consists of forty-four (44) contact hours. (*"Contact hours" refers to actual instructional time in the classroom and out on the range, and does not include travel time from one's lodging to class, any travel time between the classroom and range, meal times, or any time necessary for range clean-up at the conclusion of each day's training.*) Classes typically run from approximately 0800 to 1800 hours, Monday through Friday, plus one late night, to accommodate reduced light training.

## COURSE DESCRIPTIONS

**Handgun Instructor** - Our primary handgun instructor school, students in this course are taught adult learning & instructional methods, how to effectively teach "Law Enforcement" specific handgun handling and marksmanship 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 with students being required to make a classroom presentation at the end of the week. Training on the range will focus on developing skills in the areas of coaching, accurate shot placement, multiple threats, decision-making, shooting while moving, threat identification, shooting in reduced light, tactical use of cover & concealment, concealed & off-duty carry, one-handed malfunction clearing and other incapacitation firearm manipulation techniques.

**Handgun/Shotgun Instructor** – This school compresses the handgun instructor school to 3½ days and adds a day and a half of shotgun instructor training. Classroom and practical exercises related to concealed-carry considerations, unconventional shooting positions and use of the back-up and/or off-duty handgun are replaced with classroom and practical exercises on shotgun handling & marksmanship fundamentals. Shotgun range training exercises include firing from cover, shooting from standing, kneeling and prone positions, malfunction clearing, shooting while moving, and handgun transitioning.

**Tactical Shotgun Instructor** – The law enforcement shotgun is one of the most powerful and versatile, yet most underutilized, tools available to our officers because traditional training techniques have failed to instill confidence in their abilities thereby creating the hesitation most have towards firing it. Focusing primarily on the pump-action and semi-automatic law enforcement shotguns, classroom topics taught include shotgun

handling & marksmanship fundamentals, combat firing techniques and ammunition considerations. Advanced range work includes moving targets, firing on the move, multiple threats, decision-making, select loading, speed reloading techniques, handgun transition, one-hand malfunction clearing, identifying threats and firing in reduced light conditions. Additionally, a day is dedicated towards teaching the utilization of the law enforcement shotgun as a less lethal delivery platform with the students receiving a separate manufacturer's "*Less Lethal Instructor*" certification at the end of the week. Students groups will develop a lesson plan and design a tactical course of fire which they will then run their fellow students through at the end of the week.

**Patrol Rifle Instructor** - This school focuses on the close to medium range law enforcement patrol rifle equipped with iron sights or low powered optics (the latter of which will be required to be removed for zeroing exercises and qualification). Classroom topics taught include rifle handling & marksmanship fundamentals, zeroing of mechanical or iron sights, zeroing policy and liability concerns. Range work quickly moves from basic marksmanship to movement, use of cover, various firing positions, pivots and turns, use of the "*Safety Circle*" concept, reloading under stress, shooting while moving, multiple threats, unconventional shooting positions, decision-making, and identifying threats and firing in reduced light. Students groups will develop a lesson plan and design a tactical course of fire which they will then run their fellow students through at the end of the week.

**Select-Fire Instructor** – This school is designed for the submachine gun or rifle with full-automatic and/or burst-fire capability and is suitable to both pistol and rifle caliber firearms. Classroom topics taught include handling & marksmanship fundamentals, zeroing, practical range drill development, and liability issues. Range work covers marksmanship, operating techniques, trigger control exercises for semi-automatic, burst and full-auto firing, use of cover & concealment, conventional & unconventional shooting positions, pivots and turns, use of the "*Safety Circle*" concept, reloading under stress, firing while moving, multiple threats, decision-making, reduced light threat identification, and handgun transition techniques. Students groups will develop a lesson plan and design a tactical course of fire which they will then run their fellow students through at the end of the week.

**Tactical Shooting Instructor** – This school combines the use of the law enforcement handgun and patrol rifle and is geared towards indoctrinating officers into the "*Street to Range*" training concept. Focusing on teaching officers how to operate tactically in the law enforcement environment with both the handgun and rifle simultaneously, range work involves the 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, shooting in a reduced light environment, cover/contact drills and more.

**Precision Rifle Instructor** – This school is designed for the firearm instructor assuming responsibility for the teaching of long range, optically sighted rifle training at their agencies. Classroom presentations cover long range rifle marksmanship fundamentals, tactical bolt-action rifle handling, long range rifle shooting positions, zeroing of optical sights, 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 considerations. 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 develop a lesson plan and design a tactical course of fire which they will then run their fellow students through at the end of the week.

## SCHOOL TUITION

Tuition to attend NRA Law Enforcement Firearm Instructor Development Schools is \$595 per person payable by check, money order, credit card or government purchase orders to NRA which must be received prior to the first day of class. Additionally, there may also be a nominal “*range fee*” that is charged by the hosting agency to cover their expenses for the school that is payable to the host on site. 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. NRA is not responsible for any expenses incurred by the applicant, other than refunding of tuition in the event the school is cancelled.

*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. **You should consult with your tax advisor to make sure you qualify for any deductions.**

**NRA MEMBERSHIP IS NOT REQUIRED TO ATTEND AND SUCCESSFULLY COMPLETE ANY NRA LAW ENFORCEMENT FIREARM INSTRUCTOR PROGRAM.**

## COURSE COMPLETION REQUIREMENTS

A course completion certificate is issued to all students at the end of class who have successfully completed any NRA Law Enforcement Firearm Instructor Development Course. The following five standards are required for successful completion:

1. **Attendance** – 100% attendance is mandatory throughout the entire 5-day school;\*
2. **Proficiency Assessments** – Complete all proficiency assessments as taught on the range throughout the week;
3. **Written Exam** – Obtain a minimum score of 80% on the written exam;
4. **Qualification Course** – Obtain a minimum score of 100% accountability and 90% accuracy on all qualification courses. 100% accountability is defined as all rounds fired being accounted for inside the shaded target silhouette. 90% accuracy is defined as 90% of the rounds fired being accounted for within the designated inner scoring area(s) of the shaded target silhouette;
5. **Competency Evaluation** – Successfully and consistently demonstrate throughout the week, to the satisfaction of NRA Training Staff, safe and competent handling & marksmanship skills expected of a law enforcement firearm instructor.

*\*NOTE: There is no time allotted in the school schedule for the “make up” of missed classroom or range material. Unscheduled court appearances, family emergencies, agency callouts, and/or any other legitimate reasons that may occur, while understandable and regrettable, may result in the student’s having to withdraw and attend the school again, in its entirety, at another time. Requests for tuition reimbursement for withdrawals due to legitimate work or family related emergencies may be granted at the discretion of the NRA. Any decision(s) to dismiss are made at the sole discretion of onsite NRA training staff.*

## CERTIFICATION PROGRAM

NRA Law Enforcement Instructor Certification is available to anyone successfully completing any NRA Law Enforcement Firearm Instructor Development Course. Certification is optional, is valid for 3-years, and may be applied for immediately upon successful completion of each school and when the following requirements are met:

1. Applicants must be 21 years of age or older at the time of application. An ***Application for Certification*** must be completed and submitted to the NRA's Law Enforcement Division within 6-months of completion of school. Certification is free if applied for within 30 days of completing an NRA school and is \$30 if applied for thereafter, (**Note:** We do not offer reciprocal instructor certifications.)
2. ***NRA membership*** is a requirement of NRA Law Enforcement Firearm Instructor Certification. NRA membership must be maintained in order for one's certification to remain valid. Law enforcement and military personnel may obtain a discounted NRA membership through the NRA's Law Enforcement Division.
3. ***Agency Affiliation*** is an additional pre-condition for all private security officers wishing to certify with the NRA's Law Enforcement Division. If an applicant is employed by a private security company or other private organization, the applicant's company/organization must be ***Agency Affiliated*** with the NRA, which also comes with its own benefits, (see below), and which must be maintained by the instructor's company or organization throughout the certification period. This will include, but is not limited to, private security, nuclear security (this does not include DOE sites), armored car guards, personal protection specialists, private investigators, privatized corrections, etc. The cost to affiliate your agency or organization is \$95 for three years or \$150 for five years.
4. While "***Agency Affiliation***" is optional for the U.S. Military and all federal, state, county and municipal organizations, there remain benefits to becoming "***Agency Affiliated***" with the NRA's Law Enforcement Division. They include:
  - a. The ability to submit your agency or organization "***Training Lesson Plans***" and "***Qualification Courses of Fire***" to the NRA's Law Enforcement Division for an independent & impartial review and approval, thus adding an additional layer of liability protection to your training program. Approvals remain valid for three years, at which time the agency is responsible for resubmitting their programs for review again.
  - b. The ability to provide NRA Law Enforcement "***Training Completion***" certificates and "***Qualification***" certificates to your officers based on your approved lesson plans and courses of fire. These certificates are available for purchase from our program materials webpage at <http://materials.nrahq.org/go/products.aspx?cat=Law%20Enforcement%20Training>.
  - c. Professional affiliation with one of the oldest firearm safety and training organizations in the world.

The NRA Law Enforcement Division has implemented a "***Continuing Education***" requirement as part of its recertification process. To recertify as an *NRA Law Enforcement Firearm Instructor*, proof of having obtained a minimum 24 hours of continuing education, related to either "***firearms training***" or "***instructor development training***" during the 3-year certification period that is expiring must be included with your recertification application packet. This continuing education must be training you have attended in person and as a student.

**Firearms Training** is defined as "*hands-on*", "*practical*" or "*skills based*" training actually involving the use of firearms. This would typically be indicative of training designed to improve one's handling proficiency, marksmanship ability, tactics or other skills as they directly relate to the safe use of firearms.

**Instructor Development Training** would be defined as instruction, schooling or education one has obtained designed to enhance, augment and/or improve one's "presentation", "teaching" or "public

speaking” capabilities.

Examples of acceptable training may include, but are not specifically limited to:

- Successful completion of another NRA Law Enforcement Division firearm instructor school;
- Attendance and successful completion of NRA Education & Training civilian firearm classes;
- Firearm or instructor development training conducted by a federal, state, or local training academy;
- Attendance at the annual training conferences of recognized professional training associations;
- Training provided by a firearms manufacturer relative to the use of law enforcement firearms they produce;
- Up to 8 hours of factory armorer training will be credited towards the 24 hour training requirement;
- Up to 8 hours of continuing education can be credited towards the 24 hours training requirement for participation at the NRA’s *National Police Shooting Championships* (NPSC) and/or *Tactical Police Competitions* (TPC).

For full information related to our continuing education requirements, please refer to our “*Frequently Asked Questions*” document found online at <http://le.nra.org/training/recertification.aspx>.

## **ELIGIBILITY REQUIREMENTS**

Specific eligibility requirements must be met prior to attending any NRA Law Enforcement Firearm Instructor school. Registration in any of these programs must be made on the proper forms with appropriate documentation attached. Registration confirmation to attend must be received from NRA prior to arriving at any school. All applicants must be United States citizens or lawful permanent residents of the U.S. who must also be able to lawfully possess firearms and ammunition. Additionally, applicants must meet one of the following six criteria:

1. **A “Public” law enforcement officer** employed by a federal, state, county or municipal organization with powers of arrest, authorized to be armed in the discharge of their duties and having a minimum of 3-years experience as such. Reserve, auxiliary and/or part-time law enforcement officers who meet the above description may also be eligible and will be evaluated on a case-by-case basis.
2. **A retired or previously employed “Public” law enforcement officer** who has retired or has otherwise separated from their agency prior to retirement and had a minimum of 3-years experience as such and has remained active in law enforcement firearm training.
3. **A licensed “Armed” private security officer** – This is defined as someone who is licensed by a federal, state or municipal regulatory agency to provide “Armed” personal protection or other physical security services and has a minimum of 3-years experience as such.

**NOTE:** “*Experience*” can be any combination of documented sworn law enforcement and/or armed private security work. Experience need not all be with a current employer, and does not necessarily need to be continuous or even obtained through an unbroken chain of employment. If your employment experience isn’t continuous and/or all with a single employer though, you will be required to provide appropriate documentation from the additional sources.

4. **A member of the United States Armed Forces.** Members of the military must provide a letter from their unit or command specifically requesting their admittance into the school in support of their unit’s mission. Former members of the military, (those who have retired, been discharged or have resigned their commissions), are not eligible to attend and once separated, must then establish eligibility through one of the other criteria.

5. **A full-time civilian firearm instructor who is employed by a public law enforcement agency** to provide law enforcement specific firearm training to its armed law enforcement personnel. A letter from the Chief, Sheriff, or other appropriate command person attesting to their full-time employment status and experience will be required of anyone attempting to establish eligibility under this section.
6. **A full-time civilian contractor** employed by a U.S. company or corporation actively engaged in a verifiable GSA contract to provide firearm training or other armed personal / physical security protection types of service to the U.S. government or military. A letter from a program manager or other appropriate individual attesting to the company's contractual obligation and the individual's current employment status and experience is required of anyone attempting to establish eligibility under this section.

Documentation establishing one's eligibility will be required when submitting all applications. NRA retains the right to accept or decline any application.

### **STUDENT PREREQUISITES**

Students must have a good working knowledge of their firearms and possess the capability to safely and accurately operate them prior to attending any NRA school. Without this foundation, the student will find it difficult to keep pace with the instruction & practical exercises and may be asked to leave.

1. **Firearms and equipment** – It is the student's responsibility to ensure all equipment brought to school is safe and operating correctly. It is highly recommended to have an authorized, factory-trained armorer conduct a technical inspection of all firearms being brought to any school to ensure they are safe to fire, functioning reliably with the ammunition to be used, and the sight systems are solidly attached and correctly sighted in prior to coming. Likewise, holsters, belts, magazines and other equipment should also be inspected by an appropriately trained individual prior to coming. Maintenance or repairs needing to be made to a student's firearm or other equipment is the sole responsibility of the student. The NRA does not provide loaner firearms or equipment, nor can we guarantee appropriate cleaning facilities will always be available at these schools. Therefore we highly encourage all students to bring back-up firearms or equipment in the event of an equipment failure and to bring their own cleaning equipment. The NRA is not responsible for a student's inability to continue or successfully complete any program due to the failure of a student's equipment.
2. **Student proficiency** – Prior to attending 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 these are "instructor level" and not "operator level" schools there is not sufficient time to spend teaching the basic operation and handling of the firearm, nor is this the appropriate venue to be using or experimenting with new or otherwise unfamiliar firearms, holsters or other equipment. It is the student's responsibility, prior to attending, to ensure they are able to safely handle, load, fire, reload, unload, clear and make safe any firearm they will be using at these schools. It is the students responsibility, prior to attending, to ensure they possess the following minimum marksmanship skills:
  - Capable of consistently shooting 6" or smaller groups, from any position with a handgun, out to 15 yards;
  - Capable of consistently shooting 6" or smaller groups, from any position with a shotgun, (firing rifled slugs), out to 25 yards;



- Capable of consistently shooting 6” or smaller groups, from any position with a patrol rifle, (utilizing iron sights), out to 50 yards;
- Capable of consistently shooting 1 ½” or smaller groups, from the prone position with a bolt action rifle,(utilizing a law enforcement or military style, variably powered optical sight), out to 100 yards.

Students not able to meet the aforementioned marksmanship skills prior to arriving at school will most likely be unable to keep up or successfully complete the programs. Students whose skills are not at a level deemed appropriate by the NRA training staff may be asked to leave and may not be entitled to a refund of their monies.

**3. Physical skills** – Students must be physically capable of safely:

- Shooting from an unsupported position with both their right and left hands;
- Shooting from around, over and under cover, and;
- Quickly assuming the standing, kneeling, squatting, sitting and/or prone positions, maintaining these positions for a period of time, and safely recovering from these positions **without** assistance.

**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, (conversationally fluent, as well as read and write in English), is required in order to attend the NRA Law Enforcement programs.

## **SCHOOL PREREQUISITES**

**Handgun** – In addition to the aforementioned marksmanship skills, prospective students must have completed a basic operator level handgun training program and be completely familiar with the nomenclature, operation, field stripping procedures, cleaning & reassembly of their handgun.

**Handgun/Shotgun** – In addition to the aforementioned marksmanship skills, prospective students must have completed a basic operator level handgun and shotgun training program and be completely familiar with the nomenclature, operation, field stripping procedures, cleaning & reassembly of both their handgun and shotgun.

**Tactical Shotgun** – In addition to the aforementioned marksmanship skills, prospective students must have completed a recognized law enforcement firearm instructor development school that included some sort of “*general methods of instruction*” as part of its curriculum. Documentation must be provided at the time of application to the school. Furthermore, one must have completed a basic operator level shotgun training program and be completely familiar with the nomenclature, operation, field stripping procedures, cleaning & reassembly of their shotgun.

**Patrol Rifle** – In addition to the aforementioned marksmanship skills, prospective students must have completed a basic operator level patrol rifle training program and be completely familiar with the nomenclature, operation, field stripping procedures, cleaning & reassembly of their rifle as well as the

operation of all sighting system(s) their rifle may be equipped with.

**Tactical Shooting** – In addition to the aforementioned marksmanship skills, prospective students must have already completed a recognized law enforcement firearm instructor development school that included some sort of “*general methods of instruction*” as part of its curriculum. Documentation must be provided at the time of application to the school. Furthermore, one must have completed a basic operator level handgun and patrol rifle training program and be completely familiar with the nomenclature, operation, field stripping procedures, cleaning & reassembly of both their handgun and rifle.

**Select-fire** – In addition to already possessing the marksmanship abilities previously mentioned, prospective students should have already completed a basic operator level select-fire or SMG training program and be completely familiar with the nomenclature, operation, field stripping procedures, cleaning & reassembly of their rifle as well as the operation of any optic their rifle may be equipped with.

**Precision Rifle** – In addition to the aforementioned marksmanship skills, prospective students must have already completed a recognized law enforcement firearm instructor development school that included some sort of “*general methods of instruction*” as part of its curriculum. Documentation must be provided at the time of application to the school. Furthermore, one must have completed a basic operator level scoped rifle training program and be completely familiar with the nomenclature, operation, field stripping procedures, cleaning & reassembly of their rifle as well as the operation of any optic their rifle may be equipped with.

## **EQUIPMENT REQUIREMENTS**

The following equipment and ammunition requirements for attending NRA Law Enforcement Firearm Instructor Schools:

### **REQUIRED AND RECOMMENDED EQUIPMENT FOR ALL SCHOOLS**

- **Eye protection, ear protection and ball 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 hat with a bill to deflect ejected brass must also be worn. **(Required)**
- **Duty flashlight** – A hand-held law enforcement flashlight capable of one-handed operation. Firearm mounted lights may be brought but may not be substituted for use during hand-held light exercises. **(Required)**
- **Notebook and marker** – A small pocket spiral notebook, pen or pencil, and a jumbo permanent marker. **(Required)**
- **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. **(Recommended)**
- **Knee and elbow pads** – Knee and elbow pads are for kneeling and prone position shooting. **(Recommended)**
- **Cleaning equipment** – Bring cleaning equipment for your firearms. **(Recommended)**

These are law enforcement instructor schools and as such, only law enforcement duty-type firearms and equipment should be utilized. Competition guns and equipment are not appropriate and should not be

brought. Questions about the appropriateness of your equipment should be directed to NRA staff at 703-267-1640 or at [LE@nrahq.org](mailto:LE@nrahq.org). The following is a list of additional equipment and ammunition requirements specific to each school.

### **HANDGUN INSTRUCTOR SCHOOL**

- **Handgun** – A law enforcement duty-type handgun.
- **Magazines or speedloaders** – Depending on the type of handgun you are bringing to the school, plan on bringing no less than 3 magazines or speedloaders. (6 – 8 are recommended as the additional magazines and speedloaders will help reduce the amount of time spent reloading during range exercises).
- **Holster, belt, ammo pouches** – The holster must be a duty-type (patrol), strong-side directional draw, equipped with a handgun retention device and capable of being securely fastened to the gun belt and appropriate carrying pouch(s) for magazines and/or speedloaders.
- **Back-up or off-duty handgun and equipment** – Off-duty/backup handgun. May be a revolver or semi-automatic or may be the duty gun in a concealment holster. 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! (**Note: Shoulder holsters and/or cross draw holsters are not appropriate and will not be permitted to be used for these exercises.**)
- **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**

- **Handgun** – A law enforcement duty-type handgun.
- **Magazines or speedloaders** – Depending on the type of handgun you are bringing to the school, plan on bringing no less than 3 magazines or speedloaders. (6 – 8 are recommended as the additional magazines and speedloaders will help reduce the amount of time spent reloading during range exercises).
- **Holster, belt, ammo pouches** – The holster must be a duty-type (patrol), strong-side directional draw, equipped with a handgun retention device and capable of being securely fastened to the gun belt and appropriate carrying pouch(s) for magazines and/or speedloaders. A shotshell carrier or pouch that attaches to the belt is strongly recommended as well.
- **Shotgun** – A law enforcement duty-type, 12-gauge pump or semi-automatic shotgun capable of holding no less than 4-rounds in the magazine tube and equipped with a sling.
- **Ammunition, (Handgun)** – 900 rounds.
- **Ammunition, (Shotgun)** – 50 slugs, 20 buckshot, 100 birdshot (#7½, #8 or #9).  
(**Note: Buckshot may be substituted for birdshot.**)

### **Tactical Shotgun Instructor School**

- **Shotgun** – A law enforcement duty-type, 12-gauge pump or semi-automatic shotgun capable of holding no less than 4-rounds in the magazine tube and equipped with a sling.
- **Handgun** – A law enforcement duty-type handgun.
- **Magazines or speedloaders** – Depending on the type of handgun you are bringing to the school, plan on bringing no less than 3 magazines or speedloaders.
- **Holster, belt, ammo pouches** – The holster must be a duty-type (patrol), strong-side directional draw, equipped with a handgun retention device and capable of being securely fastened to the gun belt and appropriate carrying pouch(s) for magazines and/or speedloaders. A shotshell carrier or pouch that attaches to the belt is strongly recommended as well.
- **Ammunition, (Shotgun)** – 100 slugs, 100 buckshot, 500 birdshot (#7½, #8 or #9).
- **Ammunition, (Handgun)** – 100 rounds.  
(Note: Buckshot may be substituted for birdshot.)

### **Patrol Rifle Instructor School**

- **Rifle** – A law enforcement duty-type semi-auto patrol rifle or carbine (rifle or pistol caliber is acceptable) equipped with a sling. It is recommended that students with rifles equipped with optics should have back up iron sights for zeroing exercises. Bolt-action and/or lever-action rifles are not appropriate for this course.
- **Magazines** – A minimum of 3 rifle magazines with a capacity of 20 rounds or more with appropriate carrying pouch(s). (6 – 8 are recommended as the additional magazines will help reduce the amount of time spent reloading during range exercises).
- **Handgun** – A law enforcement duty-type handgun.
- **Magazines or speedloaders** – Depending on the type of handgun you are bringing to the school, plan on bringing no less than 3 magazines or speedloaders.
- **Holster, belt, ammo pouches** – The holster must be a duty-type (patrol), strong-side directional draw, equipped with a handgun retention device and capable of being securely fastened to the gun belt and appropriate carrying pouch(s) for magazines and/or speedloaders. Rifle magazine pouch(s) that attach to the belt are strongly recommended as well.
- **Ammunition, (Rifle)** – 1200 rounds.
- **Ammunition, (Handgun)** – 100 rounds.
- **Waterproof ground cover** – A waterproof ground cover or shooting mat is recommended for prone zeroing exercises.
- **Knee and elbow pads** – recommended (not required); kneeling and prone shooting positions are part of this course.

### **Select-Fire School Instructor School**

- **Select-fire rifle or submachine gun** – Any law enforcement rifle, carbine or sub-machine gun capable of semi-automatic, burst and/or fully automatic fire, equipped with a sling. (Iron sights, reflex types sights or low powered optics are all acceptable for this course).
- **Magazines** – A minimum of 3 rifle magazines with a capacity of 20 rounds or more with appropriate carrying pouch(s). (6 – 8 are recommended as the additional magazines will help reduce the amount of time spent reloading during range exercises).
- **Handgun** – A law enforcement duty-type handgun.
- **Magazines or speedloaders** – Depending on the type of handgun you are bringing to the school, plan on bringing no less than 3 magazines or speedloaders.
- **Holster, belt, ammo pouches** – The holster must be a duty-type (patrol), strong-side directional draw, equipped with a handgun retention device and capable of being securely fastened to the gun belt and appropriate carrying pouch(s) for magazines and/or speedloaders. Rifle magazine pouch(s) that attach to the belt are strongly recommended as well.
- **Ammunition, (Rifle)** – 1,500 rounds.
- **Ammunition, (Handgun)** – 100 rounds.

### **Tactical Shooting Instructor School**

- **Handgun** – A law enforcement duty-type handgun.
- **Magazines or speedloaders** – Depending on the type of handgun you are bringing to the school, plan on bringing no less than 3 magazines or speedloaders. (6 – 8 are recommended as the additional magazines and speedloaders will help reduce the amount of time spent reloading during range exercises).
- **Holster, belt, ammo pouches** – The holster must be a duty-type (patrol), strong-side directional draw, equipped with a handgun retention device and capable of being securely fastened to the gun belt and appropriate carrying pouch(s) for magazines and/or speedloaders. Rifle magazine pouch(s) that attach to the belt are strongly recommended as well.
- **Back-up or off-duty firearm and equipment** – Off-duty/backup handgun. May be a revolver or semi-automatic or may be the duty gun in a concealment holster. Duty belt and equipment are NOT suitable for these exercises. This is required! (**NOTE: Shoulder holsters and/or cross draw holsters are not appropriate and will not be permitted to be used for these exercises.**)
- **Rifle** – A law enforcement duty-type semi-auto patrol rifle or carbine (rifle or pistol caliber is acceptable) equipped with a sling. (Iron sights, reflex types sights or low powered optics are all acceptable for this course). Bolt-action and/or lever-action rifles are not appropriate for this course.
- **Magazines** – A minimum of 3 rifle magazines with a capacity of 20 rounds or more with appropriate carrying pouch(s). (6 – 8 are recommended as the additional magazines will help reduce the amount of time spent reloading during range exercises).

- **Ammunition, (Handgun)** – 850 total rounds; (800 for primary & 50 for secondary pistol).
- **Ammunition, (Rifle)** – 800 rounds.
- **Jacket or vest** – Bring a cover garment for concealed carry range exercises.

### **Precision Rifle Instructor School**

- **Rifle** – Optically sighted law enforcement bolt-action or semi-automatic rifle, caliber .223 or larger and fitted with a sling. Rifles with non-detachable magazines should be capable of holding at least 4 rounds. Detachable magazines capable of holding 5 – 20 rounds are preferred as those capable of holding more may be difficult to use when shooting from the prone position.
- **Telescopic sight** – The telescopic sight should be one suitable for law enforcement or military purposes equipped with a duplex or mil-dot style reticle, micrometer scales, tactile 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).
- **Handgun** – A law enforcement duty-type handgun.
- **Magazines or speedloaders** – Depending on the type of handgun you are bringing to the school, plan on bringing no less than 3 magazines or speedloaders.
- **Holster, belt, ammo pouches** – The holster must be a duty-type (patrol), strong-side directional draw, equipped with a handgun retention device and capable of being securely fastened to the gun belt and appropriate carrying pouch(s) for magazines and/or speedloaders.
- **Ammunition, (Rifle)** – 400 rounds.
- **Ammunition, (Pistol)** – 50 rounds.
- **Scientific calculator** – A handheld calculator capable of performing algebraic computations is recommended.
- **Data book** – An appropriate law enforcement or military style precision rifle data book to record your training is highly recommended.
- **Bipod and sandbags** – Rifle should be equipped with a law enforcement or military style bipod. A sandbag to be used for supporting the rear of the rifle is highly recommended.
- **Spotting scope or binoculars** – A tripod-mounted spotting scope or binoculars are optional.
- **Cleaning equipment and tools** – Appropriate rifle cleaning equipment **is required** as rifles will be cleaned frequently during the school.
- **Shooting mat** – A shooting mat or waterproof groundsheet is highly recommended as a majority of the range exercises are shot from the prone position.



## NRA Law Enforcement Firearm Instructor Development School APPLICATION



- *Tuition is \$595 payable to NRA upon application prior to school.*
- *Range Fee, if any, is payable on site to the hosting agency, not 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 & \$595 tuition payment to:**

**NATIONAL RIFLE ASSOCIATION**  
 Law Enforcement Division  
 11250 Waples Mill Road  
 Fairfax, VA 22030  
 Phone: (703) 267-1640 - Fax: (703) 267-3834  
[www.nrale.org](http://www.nrale.org) - [LE@nrahq.org](mailto:LE@nrahq.org)

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(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.**

## 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.**

\_\_\_\_\_  
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:

**T**he 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.

**T**he 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.

**T**he 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.

**T**he 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.

**I**n 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:**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**NATIONAL RIFLE ASSOCIATION OF AMERICA:**

John Frazer

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

## **GENERAL HOSTING INFORMATION**

Over the last 50+ years NRA Law Enforcement Firearm Instructors Schools have been conducted at various facilities around the world. Our programs are specifically designed to be conducted at even the most modest of classroom and range facilities and do not require turning or other exotic target systems or PA equipment.

Assuming one's classroom and range are suitable, our schools can be conducted at any facility at no cost whatsoever to the hosting organization. We provide the training staff, manuals, program materials and even the targets used throughout the week.

## **OPEN ENROLLMENT SCHOOLS**

The most common type of school we conduct, an "*Open Enrollment*" school is one in which a host agency or organization has agreed to provide the use of their range and classroom for an openly advertised school whose success will be directly contingent upon an appropriate number of individual student registrations being received prior to its commencement. Open enrollment schools are typically scheduled 4 – 5 months out minimally for advertising purposes and to permit interested officers ample time to complete the registration process.

## **CLASS SIZE**

The optimal class size for an "*Open Enrollment*" school is approximately 20 – 24. Class sizes are dictated by the hosting agency's range and classroom limitations to ensure a safe and effective school. Maximum class sizes set will always include the host's complimentary seats.

## **HOST COMPENSATION**

As compensation for the use of their facilities hosting agencies or organizations are provided with complimentary seats in the class. The number of complimentary seats provided to our host is directly related to the number of students ultimately registering for the school and is calculated at one seat for every 9 paying students.

## **STUDENT TUITION PAYMENTS & OTHER FEE'S**

Course tuition to attend any "*Open Enrollment*" school is \$595 per student, payable to NRA and will be collected by the NRA at the time application to attend is made.

In addition to the course tuition a hosting agency may charge a reasonable per student "*Range Fee*" to cover cardboard, staples, coffee, snacks and other miscellaneous expenses they may incur. The range fee is payable directly to the hosting agency's representative on the first day of class and is the responsibility of each student attending.

## **CANCELLATION POLICY**

NRA makes every effort to avoid cancelling scheduled schools whenever possible. With this being said though, we realize natural disasters, low enrollment numbers and exigent or other unforeseen agency needs may require the cancelling of a school from time to time. For this reason NRA considers the scheduling of any "*Open Enrollment*" school to be an "*At Will*" agreement that may be cancelled by the NRA and/or the host at any time. NRA assumes no responsibility for any expenses incurred by any student applicant or hosting agency, other than the refund of course tuition, in the event a school is cancelled by either party.

Approximately 4 weeks prior to a schools commencement date NRA will review student registration numbers and reserves the right to cancel said school for a lack of students.

## **CLOSED ENROLLMENT SCHOOLS**

A “*Closed Enrollment*” school is one which a host agency or organization has contracted a flat fee with NRA to conduct a school for a specific group of eligible students, (usually their own agency personnel). This type of school is not advertised openly and is, in general, not open to outside persons. Closed enrollment schools can typically be scheduled with less lead time, many times in as little as 4 weeks depending on the schools particular location. The NRA will conduct “*Closed Enrollment*” schools for a flat fee of \$10,500 for up to 20 students within the continental U.S. Custom pricing for classes outside of the continental U.S., for class sizes larger than 20 or for more than one school is available upon request.

## **HOSTING REQUEST PROCEDURE**

To host any NRA Law Enforcement Firearm Instructor program complete the 4-page “*Host Request Form*” at the end of this section. It is best to select a school date 6-9 months out to allow for adequate advertising time. If you have questions about the schools or scheduling of dates, please contact the Training Manager at 703-267-1629 or at [LE@nrahq.org](mailto:LE@nrahq.org).

Please complete all sections, print clearly and include complete addresses with zip codes as information on this form will be used for the shipping of materials and as well as be provided to all registered students.

Send your completed “*Host Request Form*” to:

**NATIONAL RIFLE ASSOCIATION**  
**LAW ENFORCEMENT DIVISION**  
**ATTN: Training Manager**  
11250 Waples Mill Road  
Fairfax, Virginia 22030

You may also email your completed “*Host Request Form*” to [LE@nrahq.org](mailto:LE@nrahq.org) or fax it to us at 703-267-3834. Once received, reviewed and approved, your school will be assigned to an NRA Law Enforcement Division staff member who will be your school coordinator and liaison and be responsible for the registration of attendees. You will also receive email confirmation from the Training Manager of your assigned school coordinator and confirming for you the scheduling of your school.

Your assigned school coordinator will be responsible for taking the information you’ve provided in your “*Host Request Form*” and creating a “*School Announcement*” and “*Student Information Packet*” that will have your range, classroom and other information incorporated into it. You will be emailed a master copy of this document for you to photocopy and distribute as needed to your local area law enforcement agencies or other interested individuals as requested of you. All registered students will also receive a copy of this.

## **SCHOOL RESPONSIBILITIES**

### **THE NRA'S LAW ENFORCEMENT DIVISION AGREES TO BE RESPONSIBLE FOR:**

- Nationally advertising your school on the official NRA Law Enforcement Division website and within various other NRA and other outside law enforcement related websites & periodicals, (“*Open Enrollment*” schools only);
- Handling all aspects of student registration to include processing of tuition payments;
- Providing NRA Law Enforcement Division Training Staff to instruct the school;
- Creating and disseminating school announcements and student information packets to any prospective student(s);
- Providing all manuals, handout materials and targets to be used for the week to include shipping expenses;
- Providing course completion certificates at the end of the week to all students successfully completing the school.

### **THE HOSTING AGENCY AGREES TO BE RESPONSIBLE FOR:**

- Providing a liaison person to be present throughout the school and who will serve as the local contact point for students and NRA staff prior to and during the school. If possible, the host liaison should be available to meet with the NRA staff for an hour or two on the Sunday prior to the commencement of school to facilitate classroom and range set up. The host liaison should also be available to assist NRA Staff with any other reasonable requests as necessary.
- Regionally advertising the school by sending out “*Training Opportunity Notifications*” via fax, email or other state law enforcement computer networks, (as permitted), to local area law enforcement agencies, trainers and/or officers and provide “*School Announcements*” and/or “*Student Information Packets*” as requested to any eligible individuals inquiring.
- Receiving, confirming receipt and securely storing of all NRA training materials shipped to your facility from the NRA and other outside vendors;
- Arranging for all NRA training materials to be available to NRA Training Staff on the Sunday prior the start of the school;
- Assist, as needed, in the return shipping of unused materials back to the NRA at the conclusion of the school, (*Note: 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*);
- Printing of a class roster and course completion certificates for NRA Training Staff. Student information and blank course completion certificates will be provided by NRA Training Staff at the beginning of the week. (*Note: We will require one copy each of the “Class Roster” for each student plus 4 additional for NRA Training Staff. Of the “Course Completion Certificates”, we will require their printing and one photocopy of each.*)

## CLASSROOM REQUIREMENTS AND EQUIPMENT

A convenient, secure and comfortable classroom, protected from the elements is the key to providing students with an environment conducive to learning. The following are our minimum classroom requirements:

- A climate controlled classroom with sufficient chairs and desks/tables large enough to comfortably accommodate the class and is capable of being secured is required. The classroom should be located in close proximity to the 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 the duration of this training as weather and other environmental factors may require changes to the daily schedule.**
- A laptop or desktop computer as well as a digital or LCD multimedia projector will be required in the classroom. The PC must be minimally capable of running version 2003 PowerPoint presentations. If you are using an older version of Microsoft PowerPoint, a free Microsoft PowerPoint Viewer utility should be installed on the PC prior to the first day of class. Please notify us if you are unable to provide these items as we can then make arrangements to provide them ourselves.
- Chalkboard or dry-erase board with chalk and/or markers.

## RANGE REQUIREMENTS AND EQUIPMENT

Likewise, a range capable of providing a safe and effective training environment is important to the overall success of these programs. The following are the minimum requirements needed of any range facility to be used for NRA Law Enforcement Firearm Instructor Programs:

- NRA Law Enforcement Firearm Instructor schools are conducted on a “**HOT**” range and in compliance with *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 703-267-1629 or at [LE@nrahq.org](mailto:LE@nrahq.org) 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 and will be determined on a case by case basis. NRA schools cannot be conducted on any range with less than 10 contiguous firing points.
- The following are the minimum range lengths needed for conducting NRA Law Enforcement Firearm Instructor Schools:
  - 25 yards – Handgun, Handgun / Shotgun, & Select-fire;
  - 50 yards – Patrol Rifle, Tactical Shooting, & Tactical Shotgun;
  - 200 Yards – Precision Rifle Instructor.

- A significant portion of one day is 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. A minimum of 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, is required.
- First Aid kit, fresh water, shade and toilet facilities, (portable shade and port-a-johns are acceptable), must be available on the range during the week.
- Reduced light training is conducted one evening during the week, typically on Wednesday, in each of our schools. The range facilities must allow for these required exercises.
  - Depending on the time of year when using outdoor ranges, this may require shooting until 10PM.
  - *A portable digital multimedia projector* \* and an *8' x 8' projection screen* capable of being shot upon will be required during the reduced light training portion of class. This “shootable” screen can be easily and readily made from 2x4’s and sheetrock, a couple of pieces of plywood spray painted white, a white sheet strung up over some rope or even 6 – 8 cardboard backers duct taped together. **NOTE:** This is not required in the Precision Rifle or Select-fire programs.
  - Electricity will be required on the range to power the portable digital multimedia projector.

\* - This projector and screen is used to demonstrate creating agency specific scenario based decision making training. If your projector is fixed and incapable of being moved out onto the range for this part of the school, please advise us on Page 2 of the “*Host Request Form*” so we can make arrangements to bring one.



**Page Left Blank Intentionally**



# NATIONAL RIFLE ASSOCIATION

## Law Enforcement Division

### HOST REQUEST FORM

(Page 1 of 4)



SCHOOL DISCIPLINE 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: \_\_\_\_\_  
(Please include rank and/or title)

WORK PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELL #: \_\_\_\_\_  
(Required) (Required)

SHIPPING ADDRESS FOR SCHOOL MATERIALS (cannot be a P.O. Box):  
\_\_\_\_\_

You may charge a nominal "range fee", (\$25 - \$100), 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 MADE 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 ultimately is ours.

SCHOOL RESTRICTIONS, IF ANY: \_\_\_\_\_

*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 & responsibilities.*

\_\_\_\_\_  
Print Name Signature Date

FOR NRA OFFICE USE ONLY			
Date request received:	By:	Attendance capped at:	By:
Date school Scheduled:	By:		



# NATIONAL RIFLE ASSOCIATION

## Law Enforcement Division

### HOST REQUEST FORM

(Page 2 of 4)

#### CLASSROOM INFORMATION

CLASSROOM ADDRESS: \_\_\_\_\_  
(Please provide complete mailing address as this will be where students are told to report on the first day of class)

Is the classroom able to be secured during and after class each day? YES / NO

Is the classroom climate controlled, (air conditioned and/or heated)? YES / NO

If not, please explain: \_\_\_\_\_

Is the classroom reserved exclusively for NRA for during this week? YES / NO

Is the classroom available for setup the weekend prior to the school? YES / NO

Classroom seating max #: \_\_\_\_\_ # of Desks: \_\_\_\_\_ # of Tables: \_\_\_\_\_

Is the classroom capable of having a separate instructor table at the back of the class? YES / NO

Is there a chalkboard or dry erase board and markers available? YES / NO

#### PRESENTATION EQUIPMENT INFORMATION

PowerPoint presentations are used extensively for the classroom portion of the NRA Law Enforcement Firearm Instructor programs. A laptop or desktop computer capable of running version 2003 Microsoft PowerPoint presentations and a digital or LCD multimedia projector is required in the classroom. If you are using an older version of PowerPoint, a free PowerPoint Viewer utility is available for download from the Microsoft website and should be installed on your PC prior to the first day of class.

Is there a laptop and/or desktop computer available in the classroom? YES / NO

Is there a "Portable" digital or LCD multimedia projector available in the classroom? YES / NO

Are there Extra Bulbs? YES / NO Is there a Projection Screen? YES / NO

Are Flashdrives permitted to be used in your classroom computer equipment? YES / NO

Are CD-Rom/DVD's permitted to be used in your classroom computer equipment? YES / NO

Is there anything else you feel we should know about your classroom facilities? \_\_\_\_\_

**WE DO NOT HAVE THE NECESSARY COMPUTER AND/OR PROJECTOR. REQUEST THE NRA SUPPLY:**

Laptop Computer:

Portable Multimedia Projector:

BOTH:

# NATIONAL RIFLE ASSOCIATION

## Law Enforcement Division

### HOST REQUEST FORM

(Page 3 of 4)

### RANGE INFORMATION & DESCRIPTION

Please complete a separate page 3, (*Range Information & Description*) for each range expected to be used for the school(s) you are hosting.

**RANGE LOCATION:** \_\_\_\_\_  
(Please provide full street address or GPS coordinates)

Distance from Classroom to Range: \_\_\_\_\_ Indoor?  Outdoor?

Is the range reserved exclusively for the NRA during the school week (Required)? **YES / NO**

Range composition? Gravel / Asphalt / Grass / Concrete / Other: \_\_\_\_\_

Length, (meters/yards)? 25 50 100 200 Other: \_\_\_\_\_

Width, (meters/yards)? \_\_\_\_\_ Total # of firing positions? \_\_\_\_\_

Please provide a brief description of your target system, trap and backstop: \_\_\_\_\_

Are there additional portable target frames/stands available? **YES / NO**

If so, please provide a brief description: \_\_\_\_\_

Does the range have a first aid/medical kit on site (Required)? **YES / NO**

Are there bathroom facilities present on the range (Required)? **YES / NO**

Will there be hydration and shade accommodations on the range (Required)? **YES / NO**

Is the range available for inspection during the weekend prior to the School? **YES / NO**

Number of Staple Guns? \_\_\_\_\_ Extra Staples? **YES / NO**

Type of barricade/simulated cover available on range, (Required): \_\_\_\_\_

How late is firing permitted on your range? \_\_\_\_\_

Is there a wireless P.A. system available? **YES / NO**

Are there ANY range restrictions or anything else you think we should know? \_\_\_\_\_

# NATIONAL RIFLE ASSOCIATION

## *Law Enforcement Division*

### HOST REQUEST FORM

(Page 4 of 4)

### **SUGGESTED HOTELS**

Please provide the name, address and phone number of 3 local hotels you could recommend as being clean, safe and convenient to your classroom and range:

**HOTEL NAME:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

**HOTEL NAME:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

**HOTEL NAME:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

### **DIRECTIONS & MAPS**

Please provide a map with this packet that contains all of the following information on it:

- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>1. Local major highways</li><li>2. The hotel locations</li><li>3. Classroom location</li></ol> | <ol style="list-style-type: none"><li>4. Range location</li><li>5. Other important details, (airport or other landmarks)</li></ol> |
|--|--|

This map will become part of the “*Student Information Packet*” and included with the registration confirmation sent to each student. Please provide a clear color printed map with the above information clearly notated on it from one of the internet mapping services, (such as Google Maps, MapQuest, Yahoo or Bing Maps). Please do not photocopy street or other printed maps as they typically do not reproduce or fax clearly.

Completed “*Host Request Forms*” can be emailed, faxed or mailed and should be forwarded to the attention of the **Law Enforcement Training Manager** at:

**NRA – Law Enforcement Division**

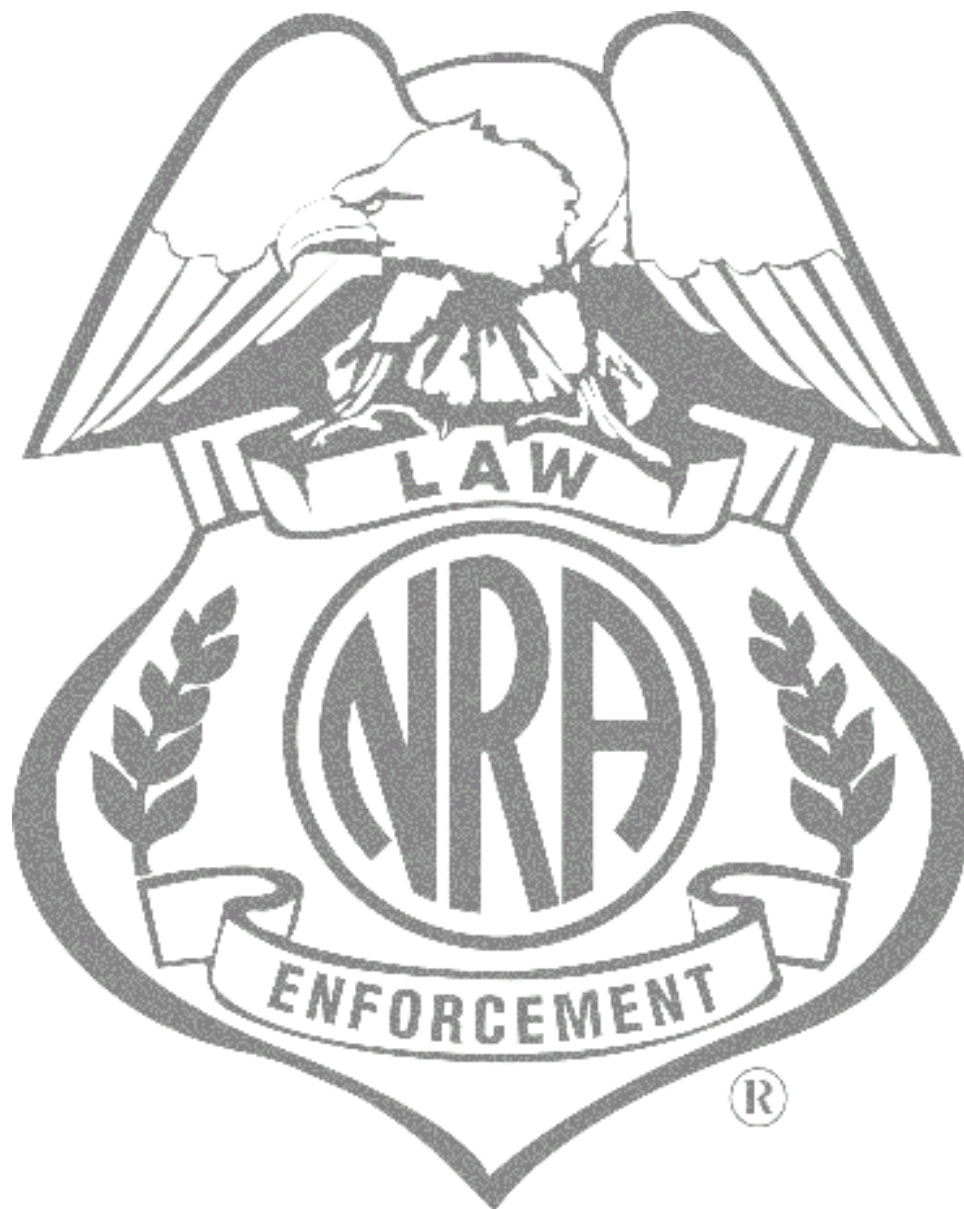
11250 Waples Mill Road

Fairfax, Virginia 22030

703-267-3834 (Fax)

[LE@nrahq.org](mailto:LE@nrahq.org)





## **NATIONAL RIFLE ASSOCIATION**

### **Law Enforcement Division**

11250 Waples Mill Road

Fairfax, VA 22030

*Phone:* (703) 267-1640

*Fax:* (703) 267-3834

*Email:* LE@nrahq.org

*Website:* www.nrale.org