



Douglas County

SHERIFF

"A Tradition of Service"



Daniel J. Coverley
SHERIFF

DOCUMENTATION THAT MUST BE SUBMITTED IN ORDER TO BECOME A CCW INSTRUCTOR

1. **Business License** – A business license needs to be obtained from each location your class will be held. (Carson City, Lyon County, City of Reno, City of Sparks, Washoe County, etc.). If Douglas County provide Fictitious Firm Name.
2. **Certificate of Education** – Qualifications/certificates to instruct.
3. **Lesson Plan** – Complete copy of your lesson plan including approved test.
4. **Resume** – Must include personal information (including DOB and SSN), experience and why you are a good candidate to be a CCW instructor.
5. **Waiver** – Instructors must provide a waiver indicating that the Douglas County Sheriff's Office is authorized to perform a local criminal background check.
6. **Letter of Agreement** – All instructors must agree to abide by all requirements of the Nevada Sheriffs' and Chiefs' Association and the Douglas County Sheriff's Office.



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AUTHORIZATION TO RELEASE CRIMINAL HISTORY RECORD

To: Douglas County Sheriff's Office and Criminal Justice Agencies

I hereby give my written consent for any criminal justice agency to dissemination my record of criminal history to the Douglas County Sheriff's Office for the purpose of becoming a sheriff-approved firearms instructor.

I understand that a record of criminal history means the information contained in records collected and maintained by agencies of criminal justice, consisting of descriptions, which identify the subject, notation of arrests, detention, indictments, information or other formal criminal charges and disposition of charges including dismissals, acquittals, convictions, correctional supervision and release.

I hereby release, discharge, exonerate and hold harmless all criminal justice agencies, including the Douglas County Sheriff's Office, its agents and representatives and any person furnishing information, from any and all liability of every nature and kind arising out of the inspection of my records of criminal history.

Signature of Applicant

Date

Printed Name of Applicant

DOB



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Nevada Concealed Weapon Training Standards

LETTER OF AGREEMENT

1. **I, the perspective Firearm Instructor, have read and understand the required minimum CCW standards as issued by the Nevada Sheriffs' and Chiefs' Association pursuant to the authority given to the Association in NRS 202.3657.**
2. **I understand it is my responsibility as a CCW Certified Firearm Instructor to maintain the new minimum standards and the Nevada CCW Proficiency Test as issued by the Nevada Sheriffs' and Chiefs' Association.**
3. **I understand it is my responsibility to administer the written Proficiency Test, which requires a 70% to pass. Evidence of the administration of the proficiency test will be indicated on the students' certificate as "PASS or FAIL."**
4. **I understand it is my responsibility as a CCW Certified Firearms Instructor in Douglas County Nevada, to inform the Douglas County Sheriff's Office of any changes that might affect my eligibility to instruct firearm classes, including any address or phone number changes.**
5. **I understand it is my responsibility as a CCW Certified Firearms Instructor in Douglas County Sheriff's Office with a current Business License and Certification of Instruction.**
6. **I understand it is my responsibility as a CCW Certified Firearms Instructor to comply with all rules and regulations required by the Douglas County Sheriff's Office and the Sheriffs' and Chiefs' Association.**
7. **I authorize the Douglas County Sheriff's Office to perform a local criminal background check.**

Signature of perspective instructor: _____

Printed name of instructor: _____ **Date:** _____



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NSCA TRAINING STANDARDS

- All Concealed Weapon training is to take place in the State of Nevada.
- All Concealed Weapon training is to be a minimum of 8 hours in length.
- All Concealed Weapon training is to be no older than 1 (one) year to be considered for an application.
- Out-of-state applicants must apply in the county in which they take their training.

NEVADA CONCEALED HANDGUN TRAINING STANDARDS

Revised October 1, 2013 by the NVSCA

The Nevada Sheriffs and Chiefs Association (NVSCA) establishes the minimum training standards required for the issue and renewal of carry concealed handgun permits (CCW) and the minimum standards required to become an instructor for concealed handgun permits

Authority for the NVSCA to establish these standards is provided in Nevada Revised Statute 202.3657

The following standards are the minimum required for the course of instruction which must be obtained prior to an individual applying for a CCW permit, or prior to the renewal of a permit.

Please review these standards thoroughly to ensure your complete understanding. The requirements are defined under the headings of Resident, Non-Resident, Instructor Qualification, and Instructor Disqualification.

All of these standards are a minimum requirement, nothing precludes an instructor from providing additional training.

I. RESIDENT CCW PERMIT/NEW

Training

All training must take place within the state of Nevada. The course must be a minimum length of 8 hours. This can be one 8-hour course or two 4-hour courses that are no longer than 15 days apart. No certificate shall be issued until the student successfully completes the entire course. The course must include the approved written examination and firearms qualification for a handgun. The certificate is valid for the CCW application for one year from the date of successful completion of the course.

Training must include instruction in the use of handgun and in the laws of this State relating to the use of firearms and concealed carry of firearms, liability, and gun safety.

The certificate must only state qualification with a handgun. It does not require specific make, model or caliber to be listed. The certificate must state the course was 8 hours in length and the location the training occurred, to include classroom and range. The certificate shall have the instructor and student signatures and initials where appropriate.

Written Examination

The written examination attached will serve to demonstrate basic knowledge of the required subjects. The test requires a minimum of 70% to pass, and will be indicated on the certificate as "Pass/Fail" only.

In the event the student has a learning disability the test can be administered as an oral examination, with the same scoring requirements.

Firearms Qualification

A total of 30 rounds for 6 shot or larger capacity and 25 rounds for 5 shot capacity must be fired. Firearms with less than a 5 shot capacity will have to be reloaded at each stage to comply with the 5 shot capacity standards. A minimum score of 70% is required to pass, and shall be indicated on the certificate as “Pass/Fail” only. A humanoid style target such as the B27, B21 or FBI Q shall be used.

6 Shot Capacity Course

3 yards	6 rounds	No time limit	Freestyle stance and grip
5 yards	12 rounds	No time limit	Freestyle stance and grip
7 yards	12 rounds	No time limit	Freestyle stance and grip

5 Shot Capacity Course

3 yards	5 rounds	No time limit	Freestyle stance and grip
5 yards	10 rounds	No time limit	Freestyle stance and grip
7 yards	10 rounds	No time limit	Freestyle stance and grip

II. RESIDENT CCW PERMIT/RENEWAL

Training

All training must take place within the state of Nevada. The course must be a minimum length of 4 hours. No certificate shall be issued until the student successfully completes the entire course. The course must include qualification for a handgun. The certificate is valid for the CCW application for one year from the date of successful completion of the course.

Training must include instruction in the use of a handgun and in the laws of this State relating to the use of firearms and concealed carry of firearms, liability, and gun safety.

The certificate must only state qualification with a handgun. It does not require specific make, model or caliber to be listed. The certificate must state the course was 4 hours in length and the location the training occurred, to include classroom and range. The certificate shall have the instructor and student signatures and initials where appropriate.

Written Examination

A written examination is not required for renewal.

Firearms Qualification

A total of 30 rounds for 6 shot or larger capacity and 25 rounds for 5 shot capacity must be fired. Firearms with less than a 5 shot capacity will have to be reloaded at each stage to comply with the 5 shot capacity standards. A minimum score of 70% is required to pass, and shall be indicated on the certificate as “Pass/Fail” only. A humanoid style target such as the B27, B21 or FBI Q shall be used.

6 Shot Capacity Course

3 yards	6 rounds	No time limit	Freestyle stance and grip
5 yards	12 rounds	No time limit	Freestyle stance and grip
7 yards	12 rounds	No time limit	Freestyle stance and grip

5 Shot Capacity Course

3 yards	5 rounds	No time limit	Freestyle stance and grip
5 yards	10 rounds	No time limit	Freestyle stance and grip
7 yards	10 rounds	No time limit	Freestyle stance and grip

III. NON-RESIDENT PERMIT/NEW

Training

All training must take place within the state of Nevada, **and in the county** in which the person will apply for the non-resident permit. If that county does not have approved instructors the applicant may go to the nearest county that does. The course must be a minimum length of 8 hours. This can be one 8 hour course or two 4 hour courses that are no longer than 15 days apart. No certificate shall be issued until the student successfully completes the entire course. The course must include the approved written examination and firearms qualification for a handgun. The certificate is valid for the CCW application for one year from the date of successful completion of the course.

Training must include instruction in the use of a handgun and in the laws of this State relating to the use of firearms and concealed carry of firearms, liability, and gun safety.

The certificate must only state qualification with a handgun. It does not require specific make, model or caliber to be listed. The certificate must state the course was 8 hours in length and the location the training occurred, to include classroom and range. The certificate shall have the instructor and student signatures and initials where appropriate.

Written Examination

Same requirements as a new resident permit.

Firearms Qualification

Same requirements as a new resident permit.

IV. NON-RESIDENT PERMIT/RENEWAL

Training

All training must take place within the state of Nevada, and in the county in which the person will apply for the non resident permit. If that county does not have approved instructors the applicant may go to the nearest county that does. The course must be a minimum length of 4 hours. No certificate shall be issued until the student successfully completes the entire course. The course must include qualification for a revolver and/or a semi-automatic pistol. The certificate is valid for the CCW application for one year from the date of successful completion of the course.

Training must include instruction in the use of a revolver and/or semi-automatic handgun to which the application pertains, and in the laws of this State relating to the use of firearms and concealed carry of firearms, liability, and gun safety.

The certificate must only state qualification with a handgun. It does not require specific make, model or caliber to be listed. The certificate must state the course was 4 hours in length and the location the training occurred, to include classroom and range. The certificate shall have the instructor and student signatures and initials where appropriate.

Written Examination

A written examination is not required for non-resident renewal.

Firearms Qualification

A total of 30 rounds for 6 shot or larger capacity and 25 rounds for 5 shot capacity must be fired. Firearms with less than a 5 shot capacity will have to be reloaded at each stage to comply with the 5 shot capacity standards. A minimum score of 70% is required to pass, and shall be indicated on the certificate as "Pass/Fail" only. A humanoid style target such as the B27, B21 or FBI Q shall be used.

6 Shot Capacity Course

3 yards	6 rounds	No time limit	Freestyle stance and grip
5 yards	12 rounds	No time limit	Freestyle stance and grip
7 yards	12 rounds	No time limit	Freestyle stance and grip

5 Shot Capacity Course

3 yards	5 rounds	No time limit	Freestyle stance and grip
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5 yards	10 rounds	No time limit	Freestyle stance and grip
7 yards	10 rounds	No time limit	Freestyle stance and grip

V. INSTRUCTOR QUALIFICATION and APPROVAL

A person interested in becoming an authorized CCW instructor in the state of Nevada shall submit a resume of their training and experience, along with a comprehensive lesson plan to the Sheriff in the county in which they intend to teach. A person is not required to submit a lesson plan to each Sheriff in every county they intend to teach, but as a guideline the application should be to the Sheriff in the county in which most of their training will be conducted.

The Sheriff receiving the application package will ensure the instructor and lesson plan meet the standards set by the NVSCA. If the person is approved as an instructor by one Sheriff within the state of Nevada then all other Nevada Sheriffs must recognize that person as an approved instructor.

Potential instructors will be considered on their individual merits. The information that must be submitted to a Sheriff, and the individual requirements to be an instructor are as follows:

- Certification in firearms training, and a comprehensive resume of the individuals experience in firearms and firearms instruction. Certification in training can come from the NRA, U.S. Military, law enforcement, or other national firearms or shooting organizations.

Note: If a potential instructor is going to solely use NRA certification they must possess the certificate and valid instructor card for "Personal Protection Outside the Home."

- A detailed lesson plan which accounts for the minimum course length and standards adopted, which includes, but is not limited to: instruction in the use of revolvers, semiautomatic handguns, the laws of this State relating to the use of a firearms and concealed carry of firearms, liability, and gun safety. The lesson plan should include a copy of the course certificate and all relevant handouts and student learning materials.
- A business license in the city or county where instruction will be given (if applicable.)
- Any individual applying to be an instructor is not required to possess a Nevada CCW, but they ***must be eligible*** to obtain a Nevada CCW. This will include signing a waiver that acknowledges and permits the Sheriff to conduct a criminal records check.

Acceptance or denial of an instructor application rests with the Sheriff who receives the application package.

VI. INSTRUCTOR DISQUALIFICATION

In the event an instructor is found to have violated any provisions set forth in federal, state, local law, or standard from the NVSCA it will be grounds to disqualify the person as an approved CCW instructor. The procedure for the disqualification of an instructor is as follows:

- When an instructor is found to have violated NVSCA standards, federal, state, or local law the finding Sheriff or CCW staff will document the incident(s) and send it to the NVSCA CCW Sub-Committee Chairman with the request the chairman take action.
- The Chairman will forward the packet to the committee members who will discuss the matter and examine the facts. Following this review the committee will vote on whether or not to disqualify the instructor. The voting results will be forwarded to the Chairman.
- If less than a majority of committee members vote for disqualification the instructor will remain approved and the Chairman will take no further action.
- If a majority of the committee members vote for disqualification the Chairman will take the vote under advisement and make the final decision. If the Chairman determines the instructor will remain qualified that decision will be relayed to the committee members and no further action will be taken.
- If the Chairman elects to disqualify the instructor a letter will be sent to the instructor informing him/her of their disqualification and the reasons for the disqualification. The letter will also explain that the instructor may appeal the Chairman's decision, in writing, back to the Chairman.
- The Chairman will forward the disqualification and appeal to three uninvolved Nevada Sheriffs, who will discuss the matter and vote to uphold the disqualification or honor the appeal. Their vote will be communicated in writing to the Chairman who will notify the instructor. This panel of Sheriffs decision will be final.



**Nevada Sheriffs and Chiefs
Firearms Safety Course
Certification of Completion
and Firearms Proficiency Certificate**
(TO BE COMPLETED BY INSTRUCTOR ONLY)



Issued to: _____
Applicant's Name

Date: _____

I, _____, an instructor for _____
Instructor's Name – Please Print Clearly Name of Business – Please Print Clearly

certify that the above named applicant has completed a course of instruction to include the following:

Applicant Instructor
Initials Initials

Successfully completed a course of instruction and demonstrated proficiency in basic firearm knowledge and the safe handling of firearms.		
Successfully completed a course of instruction and demonstrated proficiency in ammunition knowledge and the safe handling of ammunition.		
Successfully completed a course of instruction and demonstrated proficiency in the cleaning and the care of firearms.		
Successfully completed a course of instruction and demonstrated proficiency in storage and child proofing firearms.		
Successfully completed a course of instruction and demonstrated proficiency in handgun shooting techniques and positions.		
Successfully completed a course of instruction in the laws pertaining to the use of firearms in the State of Nevada and the County in which the application is submitted.		
Successfully completed a course of instruction in the use of deadly force, the force continuum, civil and criminal liability.		
Successfully completed a course of instruction in the knowledge of avoiding criminal attack and controlling a violent confrontation.		
Successfully completed a course of instruction and demonstrated proficiency in firing a handgun and range safety.		
Successfully completed and passed a written examination and a firearms qualification course as required.		

Check all that apply

☐ Full Course (8 Hours): If Full Course , Written Test: ☐ Pass ☐ Fail

☐ Renewal Course (4 Hours)

This certificate satisfies the State of Nevada's CCW Permit Instruction Requirements.

Location of Classroom and Range (please include County):

Classroom Address _____ Date: _____ Times: _____ to _____

Range Address _____ Date: _____ Times: _____ to _____

Instructor Signature

Under penalty of Perjury, I attest that I have completed an approved course of instruction and qualified with a handgun. I understand filing a false application is an act of Forgery and a violation of Nevada law.

Applicant Signature

Rev 5/2016