

ALASKA DEPARTMENT OF FISH AND GAME
HUNTER INFORMATION AND TRAINING



**Muzzleloader
ONLINE FIELD DAY
“Teaching Guide”**

DESIGNED FOR

Online Muzzleloader Graduates

November 1, 2009

GUIDELINES FOR FIELD DAY

FIELD DAY BREAKDOWN: (Maximum of 12 students)

- Student check-in (All need a **Field Day Qualifier Certificate**)
- Ensure all personal muzzleloader firearms are empty and safe
- Review of safety rules
- Discuss “Weapons Restricted” (current MZ regulations in AK)
- Being a responsible muzzleloader hunter
- Live-fire shooting proficiency
- Written test (At instructors discretion)

Instructor Items:

- Class Roster
- Hodgdon powder manual or HIT “Powder Cheat Sheet”
- Current ADF&G regulations (“Restricted Weapons” section)
- Instructor Course Report, Temporary Certification Forms, blank moose drawing
- One instructor MZ kit (CO2 discharger for any possible problems)

Student Check-In:

- Each student should sign in, show their Field Day Qualifier Certificate and pick up a temporary certification card, student feedback form, and blank moose diagram, and powder cheat sheet
- One instructor should then meet each student outside to have them demonstrate with a brass rod (.22 caliber ramrod) and their range rod that firearm is empty; mark with masking tape and then allow them to set their firearm in the gun rack in the classroom

Class Introduction: Introduce the instructors – stress to students that the instructors are volunteers. Facility layout – restrooms, smoking, breaks, food, lunch, and safety factors (at the range make sure they stay out of danger areas). Explain Field Day objectives and class schedule, what they will be covering (firearm safety, AK regulations, proficiency shoot). Explain that they will have earned their Muzzleloader Certification when they successfully complete the course.

Take role call and explain class rules. Safety is imperative - *Any student who muzzles anyone during the live-fire exercise will automatically fail the course. Students will also be judged on attitude – all students must have a safe, positive attitude. There will be no smoking at or near the loading station or firing line during the live-fire exercise.*

Inform the students that the written test will only be required if the instructor feels a student is lacking in any way from classroom discussion to any behavior and/or actions during the live-fire proficiency shoot. The student would then be given the current written test from our traditional muzzleloader course and would need to score 80% or better (40-50 questions).

Have students complete the “blank moose” drawing to include: heart, lung, brain, spine, shoulder blade, and upper/lower front leg bones. Let them know this will be reviewed and discussed during the lecture portion of game anatomy

FIREARM SAFETY & ACCIDENTS

Firearm Handling and safety: Responsible firearm handling is the most important skill for hunters to practice. Safe habits you learn in this class can help eliminate firearms accidents.

STUDENT LEARNING OBJECTIVES:

Identify and state the four rules of firearm safety
Discuss and understand the major causes of injuries
Understand the safety issues of black powder and approved substitutes

Major Causes of Firearm and Hunting Accidents: Most firearm accidents happen at home. Almost all firearm and hunting accidents are preventable.

Three major causes of hunting accidents: (What are they?)

Safety Violations (hunter ignores safety rules)

Hunter Judgment (hunter makes a poor choice, pressure to HARVEST an animal)

Lack of Skill (hunter has not taken the time to learn about or practice with their firearm)

A) Four Rules of Safe Firearm Handling:

Always control the muzzle of your firearm. Keep the muzzle pointed in a safe direction and **NEVER** point the muzzle at anything you are not willing to destroy!

Keep your finger off the trigger until ready to fire. Keep your finger outside of the trigger guard until you are ready to shoot. Think of the trigger guard as a “finger rest” - a place to keep your finger *on* but not *in* until you are ready to fire.

Treat every firearm as if it were loaded. Immediately check every firearm you hold. Check the firearm even if another person tells you it is unloaded. All muzzleloaders should have a range rod marked with masking tape to indicate to all that the firearm is empty.

Be sure of your target and what is beyond. This is the most common cause of fatal hunting accidents – another hunter shot because they were mistaken for game or were beyond the target and not seen by the shooter. Never shoot at a movement or a sound. Look well past your target before you shoot. Positively identify the target before you shoot. **Never shoot at a skylined animal.** Another person or building may be over the hill or in the woods beyond the target.

B) Additional Safety Rules for the Muzzleloader Hunter:

NEVER HANDLE ANY FIREARM THAT YOU ARE NOT FAMILIAR WITH

More accidents and deaths happen in the home than in the field. Politely refuse the offer, tell them to keep the muzzle pointed in a safe direction and put the firearm down.

NEVER USE A FIREARM UNTIL YOU BECOME FAMILIAR WITH HOW IT WORKS.

Seek qualified guidance and instruction regarding the use of your firearm. If you obtain a firearm that does not have an owner's manual, write the manufacturer and request a new manual.

WHEN YOU PICK UP A FIREARM, POINT IT IN A SAFE DIRECTION AND IMMEDIATELY CHECK TO SEE IF THE FIREARM IS UNLOADED.

Muzzleloading rifles have no action to open to determine if the gun is unloaded. You must insert a range rod down the barrel to determine if there is a projectile loaded in the barrel.

KEEP GUNS UNLOADED UNTIL YOU ARE READY TO SHOOT.

For muzzleloader rifles do not prime the pan or cap the nipple until ready to fire.

NEVER PLACE A LOADED FIREARM IN A VEHICLE, BOAT, ORV, OR AIRPLANE.

This is the leading cause of hunting accidents in Alaska.

DO NOT USE A GUN THAT DOES NOT HAVE A MECHANICAL SAFETY.

Use of any firearm that has no mechanical safety device is not recommended. A half-cock hammer position is NOT a safety.

Many muzzleloading rifles do not have a mechanical safety and therefore additional steps must be taken to help ensure the gun is as safe as possible. To guard against an accidental discharge **CARRY THE FIREARM UNPRIMED** until ready to shoot with the:

- Percussion hammer down on a faucet washer nipple protector
- Flintlock frizzen open and the cock down. A frizzen cover of leather is often used as an additional aid toward safety in flintlock actions.

KEEP ALL BODY PARTS AWAY FROM THE MUZZLE AT ALL TIMES

Pay attention when you are loading your muzzleloader. It can be very easy to swing your head or arms over the barrel as you reach for something on the loading bench.

USE THE CORRECT GRANULATION OF POWDER FOR YOUR FIREARM.

Read and follow the manufacturer's recommendations for your particular muzzleloader.

DO NOT OVERLOAD A MUZZLELOADER.

Powder loads in excess of 100 to 110 grains of blackpowder or approved substitutes rarely produce the best accuracy and the gain in velocity and range is insignificant in the field. This is based on a .50 caliber muzzleloader.

ALWAYS WEAR EYE AND EAR PROTECTION WHEN YOU SHOOT A FIREARM.

Unburned powder, sparks, hot gasses or even a metal fragment from the cap igniting can escape when the gun is fired.

ALWAYS KEEP PROPELLANTS COVERED AND AWAY FROM THE FIRING LINE
All powder should be kept a minimum distance of 10 feet from the firing line at the designated loading station. NO EXCEPTIONS.

ALWAYS KEEP PRECUSSION CAPS ON THE FIRING LINE AND AWAY FROM THE LOADING STATION.

FOLLOW MANUFACTURERS' RECOMMENDATIONS FOR USE, STORAGE AND TRANSPORTATION OF POWDER, CAPS/PRIMERS, AND FIREARMS

Review powder safety guidelines: (Distribute the Hodgdon powder manual to all students (if available) or the "powder cheat sheet" that is provided to traditional students in their packets. Online students will not have a packet so the cheat sheet will be in file cabinet or instructor kit.

BLACK POWDER IS CLASSIFIED AS AN "EXPLOSIVE" BY D.O.T.
Fewer dealers are choosing to carry black powder as a result of this classification and the restrictions associated with it. Regardless, when loaded into a firearm black powder is being used as a propellant for the projectile.

BLACK POWDER SUBSTITUTES ARE CLASSIFIED AS A "PROPELLANT"
As a result, black powder substitutes are more readily available.

SMOKELESS POWDERS ARE CLASSIFIED AS A "PROPELLANT"
This powder generates extremely high pressures and is too powerful for muzzleloaders not designed to use it. Be sure to read the manufacturer's manual as to what the recommended propellant and load is for your muzzleloading rifle. **When in doubt, only use black powder or approved black powder substitutes.**

Both black powder and its approved substitutes produce relatively lower pressures than smokeless powders.

Black powder is manufactured in several different sized granules.

- Size of granules controls speed at which the powder burns.
- Number of "F"s indicates the size of the granules and burn rate.
- The more "F"s on the container, the smaller the granules and the faster it'll burn.

Fg: largest size granule of black powder with the slowest burn rate.

-Fg powder is used in cannon, muskets, and 10 gauge or larger shotguns.

FFg: used for rifles that are .50 caliber or larger and for 12 and 20 gauge shotguns.

FFFg: used for rifles that are .50 caliber and under as well as shotguns up to & including 28 gauge.

FFFFg: smallest size granule of black powder and has the fastest burn rate

FFFFg: Use ONLY in flintlock rifle priming pans. NEVER use 4F black powder as the primary charge in a rifle, pistol, or shotgun

Black powder substitutes are manufactured in both loose and pellet form. The two most common brands available are Pyrodex and Triple Seven.

PYRODEX is offered in three granulation sizes:

- “P” for pistol
- “RS” for rifle and shotgun
- “SELECT”
- Use grain for grain to equal black powder performance

Triple Seven is offered in two granulation sizes:

- FFg equivalent
- FFFg equivalent
- Reduce loads by 15% to equal black powder performance

Black Powder Substitute Pellets

- Pellets contain a standard volume and are designed for in-line muzzleloaders only
- **DO NOT** mix pellets and granulated powder.

Charges of black powder and approved substitutes are measured in grains. Grains are a measurement of weight. However, black powder and approved substitutes are ALWAYS measured by volume and not by weight. NEVER load black powder or approved substitutes directly from the container into the barrel. Use an approved plastic or brass powder measurer.

* Please note that the above information provides only a general guideline for powder use and the manufacturer’s recommendations take precedence.

LIMITED EFFECTIVENESS OF MUZZLELOADERS

STUDENT LEARNING OBJECTIVES:

Understand the current “Restricted Weapons Hunt” regulations as they apply to muzzleloaders
Understand the ballistic limitations of muzzleloading rifles using the MPBR data

A) Review current AK Muzzleloader Regulations from current regulations book.

*Discuss and distinguish the difference in regulations between “Muzzleloader Only” hunts and “Open Season” hunts around the state

Minimum caliber size (currently .45 caliber) for ALL BIG GAME hunting in Alaska

Definition of “muzzleloader”; a shoulder mounted long gun with a barrel that is either rifled or smooth bore and discharges a single projectile

MAY NOT hunt with a muzzleloader equipped with a scope or using smokeless powder during any permitted, registered or special season hunt for “Muzzleloaders” only

Provide an update on current “Muzzleloader Only” hunting opportunities

Discuss the current regulations on Military Lands and Urban Hunts; e.g. possible requirement for Basic Hunter Education in addition to specific weapon certification.

Discuss military training conflicts and other user groups (non-hunters) in these areas and the high visibility of their actions

B) Review ballistic limitations of muzzleloading firearms

Muzzleloading firearms have a limited effective range (@ 125 yards)

Velocity, the speed at which a projectile can travel, is limited in muzzleloading firearms. Since the velocity is limited, so is the **effective range**.

Muzzleloaders fire large, heavy projectile at velocities around 1200-1600 feet per second (fps). Range is also limited by the **trajectory**

Effectiveness of muzzleloaders is also limited by **penetration**. If a muzzleloader is shot at an animal beyond its effective range, it may not have the energy to penetrate the vital area causing a clean and efficient kill.

A **hunter's marksmanship** skills also play a big roll in the effectiveness of the muzzleloader. If a hunter cannot place the projectile in the proper area of the game animal, wounding loss is sure to occur. Practice and know your own effective range; DO NOT TAKE SHOTS BEYOND IT

When loaded equally, blackpowder cartridge rifles DO NOT have a more effective range then a muzzleloading rifle

C) Ballistic limitations of muzzleloading firearms with MPBR information:

Maximum point blank range (Definition)

Distance (in yards) a bullet can travel and not rise or fall more then a pre-determined measurement above and below the point of aim. HIT program has selected 6" to be an acceptable trajectory allowance for Alaskan game (not more than 3" high or 3" low)

For conical bullets a rough estimate of MPBR can be determined by dividing the velocity by 10
Example: muzzle velocity of 1300 FPS divided by 10 = 130 yards.

Due to low ballistic coefficient for round ball divide the velocity by 13
Example: muzzle velocity of 1300 FPS divided by 13= 100 yards.

Beyond the maximum point blank range bullet performance decreases dramatically and the hunter plays a "guessing game" that will certainly lead to increased wounding loss

BECOMING A RESPONSIBLE MUZZLELOADER HUNTER

STUDENT LEARNING OBJECTIVES:

Understand the importance of marksmanship and range estimation
Identify and clearly understand shot selection and the vitals for big game in Alaska
Understand the importance of hunter orange as it relates to hunting accidents
Understand the basics of meat care and wanton waste laws in Alaska

A) Range estimation

- Most hunters overestimate the distance to a target
- Practice range estimation on objects at known distances
- Archery course 3-D targets provide excellent practice for range estimation
- Estimate ranges in a variety of backgrounds and settings

B) Marksmanship

- Responsible hunters will develop an effective load and practice with that load
- Practice from the various **shooting positions** (Standing, kneeling, sitting, and prone)
- Explain to students that one does not always get that perfect "rest" in the field
- Shooting sticks are an excellent way to add support
- When in doubt about taking a shot, pass it up the shot (remember to respect the resource)

C) Shot Selection (Revisit the moose diagram)

- The most effective shot is the **double lung/heart** shot.
- Best scenario is broadside or slightly angling away from the hunter
- Study game anatomy of the animal you are hunting
- Shots to the brain or spinal cord are fatal but should be avoided (discuss size of brain vs lungs)
- Know your own personal effective range and do not attempt shots beyond that

D) Hunter Orange

No single factor has reduced hunting accidents as much as wearing Hunter Orange because it reduces accidents where one hunter mistakes another person for game. Over 40 states now require the wear of Hunter Orange clothing. The wearing of Hunter Orange is not required in Alaska, but is strongly recommended.

There are many good reasons to wear hunter orange but no good reasons NOT to wear it.

E) Meat Care

- Discuss Wanton Waste laws in Alaska
- Keep meat clean, cool, dry
- Discuss proper equipment to work on a moose in the field
- How to care for meat in subzero climates

PROFICIENCY SHOOT

STUDENT LEARNING OBJECTIVES:

Understand all range safety procedures

Clearly understand all range commands

Know what the requirements are to pass required shooting proficiency

Demonstrate and understand the responsibilities of being a "Safety Coach"

Items needed to conduct the range portion are as follows:

- Target stands and bases
- Staple gun & staples
- Test targets
- Eye & ear protection
- Binoculars
- CO2 discharger with various action type adaptors (inline, #209, musket, flintlock) and CO2 cylinders
- Loading tables

Mandatory issues for the proficiency shoot

- Eye and ear protection is MANDATORY for everyone on the range at all times.
- All caps and capping tools are to remain on the firing line.
- For flintlock shooters; only an instructor approved priming flask will be allowed at the firing line for priming powder
- All powder to remain at the loading station at all times
- No smoking at or near the loading station or firing line
- Students are required to provide their own personal firearms as well as ALL the necessary equipment and supplies to safely complete their field shoot. NO ADF&G MATERIALS OR GUNS WILL BE PROVIDED. If a student does not have the necessary materials and equipment to participate in the proficiency shoot, they will have to reschedule for another on-line field day.
- All powder must be in the **original factory container** to allow for easy identification for both the student and instructor. No powder horns or other containers allowed. Students are expected to follow powder loading guidelines as outlined in the student manual. No other powder is allowed!
- **12 students MAXIMUM (6 shooters with 6 coaches).** Pair up students and explain the one shooter with one safety coach requirement.
 - This is a proficiency shoot so NO PRACTICE shots are allowed
 - First student in each pair will shoot their 5 rounds and then the other shooter will shoot 5 rounds
- Students must follow and demonstrate the basic four main safety rules
- Students must demonstrate and show their gun is unloaded prior to any shooting
- Minimum loads are equal to 1 grain of powder per the caliber.
 - Example: .45 caliber=45 grains, .50 caliber = 50grains
- Suggested maximum loads are as follows: *
 - .45 Cal = 100g
 - .50 Cal = 120g
 - .54 Cal = 120g
 - .58 Cal = 140g

* As per Lyman Black Powder Handbook & Loading Manual; 2nd Edition

Always check your firearm manufacturer's maximum suggested load before using any firearm

A) Proficiency Shoot

Basic marksmanship skills must be demonstrated by all applicants for the muzzleloader certification. The students are required to bring their own personal firearm, powder, and bullets. All powder must be in its original container.

Basic marksmanship shall be demonstrated by firing five shots at a stationary target at the distance established by the Hunter Information and Training Program. The student may fire from sitting, kneeling, standing or prone positions only and may not use any external rest or support.

Shooting distance will either be at 25 yards (if shooting indoors or at limited distance outdoor range) or 50 yards (normal outdoor range). Whenever possible, the 50 yard distance is preferred and should be utilized.

If shooting at a distance of 25 yards, a student must place four out of five shots within four inches. If shooting is done at 50 yards, shots must be within eight inches. We are looking for a “group” here not bulls-eye shooting.

B) Range Safety Rules

These rules are intended to provide instructors with the necessary safety procedures to be used during the live fire and qualification exercises. The following procedures and rules must be followed. Exceptions to the procedures and rules must be approved by the state hunter education coordinator prior to the beginning of any range portion of the course.

If the live-fire exercise is conducted on an established, supervised range the lead instructor is responsible for following the rules of the facility. A thorough inspection of the live-fire range should be conducted prior to the beginning of any live-fire events to ensure the facility is safe and ready to use.

No person may be permitted to participate in the live-fire exercise if, in the opinion of the instructor, the person is under the influence of alcohol or any other behavior altering substance or exhibits an unsafe attitude.

FOUR FIREARM SAFETY RULES:

- a. Keep all guns pointed in a SAFE direction at all times.

NOTE: Any student who fails to adequately control the muzzle of the firearm during the live-fire exercise will not pass the muzzleloader certification class on that day. The student will be allowed to sign up for and retake the course at a future date with no additional cost.

- b. Keep fingers off the trigger until your sights are on your target and you are given the command “commence firing”.
- c. Always keep all guns unloaded and range rods inserted in the barrels until shooters are ready and authorized to load and fire.
- d. Be sure of your target and what is beyond. Look well past your target before shooting.

All persons participating in the live-fire qualification exercise, conducting the exercise, or observing shall wear appropriate eye and ear protection.

Loading stations are to be maintained a minimum distance of 10 feet from the firing line. These loading stations are to be equipped with all the necessary items needed to safely load a muzzleloader. Each loading station can accommodate a maximum of eight students. Percussion caps and capping tools are not permitted at the loading stations and must only be kept on the firing line. Any equipment at the loading station is not permitted on the firing line.

Only paper targets and wooden or range-provided frames may be used. No metal targets will be used.

Make all muzzleloaders safe when not shooting:

- Keep pointed in a safe direction
- Unload and place all applicable safeties “on”
- Insert range rod into the barrel
- Set the muzzleloader in a secure location, e.g. loading station
- Muzzle must be pointed in a safe direction (straight up is preferred)

Firearm Malfunction:

- Direct the student or student’s safety coach to immediately raise their hand
- Instruct the student to keep the muzzle pointed down range
- If the cap did not go off, it is usually either a faulty cap OR the student failed to back off the safety associated with the hammer assembly.
- If the cap/primer did go off and the gun failed to fire, you will ask the shooter to keep the muzzle pointed down range for a minimum of 30 seconds
- Place a new cap on the nipple or reprime and have the student attempt another shot
- If the cap/primer goes off and the muzzleloader still fails to fire, you will instruct the shooter to keep the muzzle pointed down range for an additional 30 seconds then empty the gun with a discharger, swab, cap, and reload

Since this is the student’s personal firearm, the student should then use a CO2 silent ball discharger to remove the projectile and powder charge. Instruct the student to re-swab the barrel and snap off 2-3 caps to ensure the barrel is dry and the flash hole is free and clear of obstructions. If the discharger fails to remove the projectile and powder charge, the breech end of the muzzleloader should be inserted into a bucket of water for a minimum of one hour to deactivate the powder charge. The gun should then be disassembled, cleaned, and reassembled.

If the muzzleloader repeatedly fails to fire it should be removed from the firing line, unloaded, and not used for the duration of the live fire exercise. The student will need to sign up for a future muzzleloader online field day.

Use clear, concise, and consistent range commands during any live-fire event. Explain all range commands to the students prior to the beginning.

C) Range commands are as follows:

All of the commands given below are to only be given by the designated range safety officer with the exception of **“CEASE FIRING”**. That command can be given by anyone on the range if needed.

“Ready on the range”

This command directs students to put on their eye/ear protection and allows instructors to check one final time that everyone has returned from down range and the range is clear of people.

“Commence loading”

The students may start loading, and then fire as soon as they are ready.

“Cease firing”

After this command, no muzzleloader shall be discharged without permission of the range officer. The “cease firing” command can be given by anyone on the range because of an unsafe condition. This command can also be given at the end of a specific time limit.

“Report all hot loads”

This command is given after the expiration of an allotted time or the command “cease firing”. The term hot load is the same as a loaded firearm. If any hot loads are reported to the range officer, the students will be directed to shoot the muzzleloader at their target once the range officer determines it is safe to do so.

“Ground all rifle butts and make the line safe”

This command is given after all hot loads have been fired and the range officer is sure there are no loaded firearms on the line. At this time all students should place their guns at the loading stations with the muzzles pointed upward in a safe direction, safeties on, and range rods inserted into the barrels.

“Is the line safe?”

Students should step away from their guns and signal to the range officer that their muzzleloaders are grounded and secure. Range officer should visibly check that all muzzleloaders are secure. Range officer should also remind students that **NO ONE** is to touch any firearms while anyone is down range.

“The line is safe, we are now clear to go down range”

Students may now go down range and check targets. When finished, students should return to behind the firing line and wait for the next command.

D) Instructor Range Procedures

Safety is the most important consideration when conducting the live-fire exercise.

The range officer and instructors need to make sure that no percussion caps or capping tools make their way to the loading stations. These items are to stay only on the firing line.

There will be a minimum of one HIT certified muzzleloader instructor for every six shooting stations on the firing line. The maximum number of shooting stations permitted on a firing line shall be six. The ratio of shooting stations per certified instructor should not exceed 6. At any time, the instructor may reduce the number of shooters, if there are any safety concerns.

The range officer shall conduct a safety and procedure orientation for all instructors and students prior to each range session.

One safety coach will be paired with every shooter. The class will be broken into groups of two people. The students will take turns being either the “shooter” or the “coach.” It is the coach’s job to oversee the shooter’s actions while handling and loading the muzzleloader and to make sure all proper procedures are being followed. Coaches are not permitted to physically assist the shooter during the loading process. Everyone loads their own Muzzleloader.

Students are required to shoot from one of the following positions: standing, sitting, kneeling or prone for their qualification exam without the assistance of any rest.

Students may shoot any selection of bullets and powder that meets our earlier stated limits and complies with manufacturers recommendations.

For the qualification exam a student will fire five rounds from any one of the four positions (standing, sitting, kneeling and prone). Qualification standards are found in section 5.4 and 5.5 of your policy manual.

Students may re-test one time during the day. If time permits and pending the instructors approval, a student may shoot a third time. If student fails the shooting portion they must retake the entire course. The student can sign up and attend a Traditional HIT Muzzleloader course at no additional cost, but if they decide to retake the online course, they would pay again.

Instructor should inspect and approve all targets before they are removed from the target stand.

WRITTEN TEST

Only required if the instructor has concerns of student's overall knowledge of the course material

All students must successfully pass a written test with a minimum score of 80%. There are 50 questions so each student must answer 40 correctly.

Reading and writing are the most common disabilities that the instructor is likely to encounter. Each student's knowledge must be evaluated based on a written examination provided. An instructor or a parent may read the test to them. In special cases, students may be allowed to answer orally as well. Students who fail to achieve the minimum score on the written exam should be interviewed to ascertain whether failure is due to lack of knowledge, a failure to understand the test questions, or a learning disability. If the instructor believes that the student missed questions because of a learning disability or a failure to understand the question, he or she should ask the same questions orally (but phrased in a different way). If the student can then answer correctly, he or she should be given a pass on those questions.

Language should not be a barrier to participation. Instructors shall make reasonable efforts to accommodate students with limited use of the English language. If the student does not read English, the student may take the written exam orally. If the student neither reads nor speaks English, instructors may ask the student to bring someone who can translate into their native language.

PAPERWORK

The following items need to be submitted to the HIT Administrative Office after each Online Field Day Course.

- Instructor Course Report (Lead Instructor)
- Temporary Certification Form
- Student Consent Form (All students)
- Field Day Qualifier Certificate
- Online Course Student Feedback Form
- Student Answer Sheet (If test was required)

Please call **267-2187** if you have ANY paperwork questions.
Thanks for volunteering your time to teach!

