


ALL DAY RANGE AND FIELD DAY INSTRUCTOR **(ADRFD Instructor training)**

Training Note: Current and active MN certified volunteer hunter education firearm safety instructors (HEFAS) teaching the traditional firearms safety classroom course may apply to be an ADRFD Instructor. To apply for training in your local area, please contact your area Regional Training Officer (RTO) directly and furnish your name along with (HEFAS) instructor number. Click for a [full-size map](#)  of RTO's.

Current (HEFAS) instructors **MUST** review the HunterExam.com™ course; see [Step 3](#) below.






New volunteers interested in becoming a certified All Day Range and Field Day Instructor (ADRFD Instructor) will need to fulfill a number of requirements prior to attending the Instructor certification session. The steps are as follows:

Step 1: Download Forms

Complete the following documents. You have a choice of saving each document individually as a *Microsoft Word* document to your computer or download them all at once (pdf file) and print out to complete by hand, under the firearms safety instructor packet link below.

[Checklist for ADRFD Instructor training](#) (see attached on Page 4) ***Must Print***

Note: Applicants should read and understand the "*checklist for ADRFD instructor training*" form. Applicants entering the instructor training session without properly completed forms will not be allowed to be certified. **DOWNLOAD the 5 required documents:**

1. [Instructor training worksheet](#) 
2. [Volunteer instructor application](#) 
3. [Instructor training supplemental information](#) 
4. [BCA POR form](#) 
5. [Volunteer agreement](#) 

Fill out and print each document and bring to the instructor training session.

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Step 2: Volunteer Instructors Procedure Manual

After downloading forms in Step 1, download the *Volunteer Instructors Procedure Manual* (VIP) and use it to complete the [Instructor training worksheet](#). The answers to the instructor worksheet will be found in the VIP manual. A hardcopy of the manual will be part of the materials provided at the instructor training session. To download VIP manual, click on link below and you can save to your computer.

- [Volunteer Instructors Procedure Manual](#) (1 MB) 

Step 3: Online Hunter Ed Course

One of the essential requirements to becoming a volunteer safety instructor is having knowledge of the course materials you will be responsible for teaching. Many applicants have taken a firearms safety course as a youth, which may have been over 15, 20, 25 or 30 years ago. Even though the basics of firearms handling and hunting ethics have not changed for several decades, over the last 5 to 7 years, the firearms safety course content has been updated. Instructors must be familiarized with online course content.

Instructors must complete the online Hunter Ed course sponsored by HunterExam.com™. To go directly to the online course, click on the link: [HunterExam.com](#).

Current HEFAS Instructors and New Instructor applicants are **not required** to pay the online course fee, nor take the final exam to get the *Field Day Voucher*. However, instructors are asked to provide proof of completing the online course by *Printing* each chapter quiz results page (see example on page 3) at HunterExam.com. There are 15 chapter quizzes.



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Step 4: ADRFD Instructor Training Sign up

Once the required documents and Online HunterExam™ course are completed then you need to register for the instructor training for the All Day Range and Field Day Course Option. Regional Training Officers will conduct the instructor training throughout Minnesota. Check the current safety instructor [course calendar](#) for dates and locations or sign up for the [instructor e-mail list](#) to be notified of instructor training sessions as they become scheduled.

Sample of Quiz results from Online Course

Below is an example from HunterExam.com™ (Screenshot of Quiz score from Chapter 1).

[HunterExam.com](#) / [USA](#) / [Minnesota](#) / [Exam Center](#)

Logged in as Brice larsinski ([logout](#))



Online Hunting Safety Exam Center

Congratulations Brice!

You have completed the Chapter 1 quiz with a grade of **100%**!

Next Steps:

- [Study](#) the next chapter

Instructors: You can give feedback on the course at any time by [taking this quick survey!](#)

Students will have the opportunity to give feedback once they have completed the course.



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NAME: _____

Check List for Required Documents (NEW Applicants/Re-certifications Only)

Applicants should turn in the completed documents in the order as listed below:

- Volunteer Instructor Application

BCA background check completed. (Double sided)

- BCA POR Form

Applicant must fill out BCA POR form. (Single page)



- Volunteer Agreement: Applicant reads and provides signature on adhering to safety program policies
(Single page)

- Instructor Training Supplemental Information (Two pages)

This form allows applicants to provide information related to Youth education and hunting/firearms/instructor experience.

- Volunteer Safety Instructor Precertification Worksheet with 17 questions (Three pages)

Applicant uses [Volunteer Procedure Manual](#) to complete worksheet

- HunterExam.com web-based Hunter Education Firearms safety course

Link: <http://www.hunterexam.com>

*****MUST** review the HunterExam™ online course but **Not required** to pay course fee to take the Final exam or Print out Voucher. **MUST** print and turn in all 15 chapter quiz result pages.