



Michigan 4-H Shooting Sports Instructor Recertification Policy & Application *Modified for 2021 – Extended Deadline: Feb. 28, 2022*

Re-Certification Policy Renewals of existing certifications are automatically awarded if volunteers have used their training with youth and paperwork is completed every 3 years by the deadline.

No further attendance at workshops is required at this time.

2021 Modification: *Due to the pandemic, some instructors have been unable to meet with clubs for periods when in-person programming was disallowed. Some clubs had difficulty re-establishing normal club schedules and meeting routines. Others may find it difficult to obtain the required 3rd signature from another certified instructor. These should not be barriers for the recertification of our instructors. For these reasons, modifications and optional continuing learning options are presented for this year's recertification effort. Deadline for submission of the recertification form is extended to February 28, 2022.*

To **renew** a Michigan 4-H Shooting Sports Instructor Certification(s):

1. Certifications typically expire on December 31st each year. The renewal window opens October 15th of the year certification expires (three years from the year of certification or most recent recertification; *or four years for those who were postponed in 2020 due to the pandemic*).
Deadline for submission of the recertification form is extended to February 28, 2022.
 - a. Completed, dated, and signed application is due to the county 4-H office. County staff will verify the activity status of the instructor, sign off on the application and update county records as needed.
 - b. A signature from a current certified shooting sports instructor supporting certification is required for renewals only. **This is optional for 2021 recertification effort and may be omitted when** there are not enough instructors to fulfill this requirement or quarantine/covid issues present difficulties to obtaining the third signature. Be sure your form reaches your County 4-H Program Coordinator in a timely manner for completion of their portion of the forms.
2. **Instructors** should sign their application and return it to their county 4-H staff professional for signature by February 28, 2022. Applications received after this date are considered lapsed and require a workshop to renew. Keep a copy of the application for your records. It is ultimately the responsibility of the instructor to ensure that applications are completed properly and mailed on time.
3. **County Staff:** see staff action list on page 2.
4. If the application is filled out correctly and the instructor has remained active, certification will be renewed, database updated, and a new Instructor Certificate emailed to the county 4-H office. County staff should ensure that the new certificate is given to the instructor, loaded in Volunteer Central, and filed with club files.
5. Recertification is repeated every three years.
6. If the instructor attends a state certification workshop prior to the established recertification expiration, the new recertification expiration date for all existing certifications is tied to the newest expiration date, provided all requirements listed above are met.

7. NEW – *Optional* Continuing Education Videos

- a. Visit your dashboard on volunteer central to view e-learning modules being used for Instructor Certification workshops. Viewing them now means not needing to view them prior to future workshops. Look for:
 - Welcome to MSU Extension Introduction to Michigan 4-H
 - Working with Youth Overview of 4-H Shooting Sports **(NEW!)**
- b. **Policy Update:** Learn what new policies and practices have been implemented since your last training workshop. This brief presentation will highlight major changes and point to resources for further information. Viewing is highly encouraged but not required. A gift valued at will randomly awarded to 5 participants, and one viewer will win a prize valued at \$100 for their shooting sports club! Video will be posted at: <https://www.canr.msu.edu/events/2021-shooting-sports-instructor-recertification-deadline>

****Please note:**

- Instructors who have been inactive for more than three years (*four years if certification was originally dated 2020 but postponed due to the pandemic*), or whose certifications are expired must attend a 4-H Instructor Certification Workshop for one of their past certifications before all of their disciplines will be renewed. **Successful completion of a certification workshop will renew ALL lapsed certifications.**
- The Michigan 4-H Shooting Sports Instructor Re-Certification Policy and Application included in this document and can be found towards the top of the [Leader Training & Tools](https://www.canr.msu.edu/shooting_sports/leader-training-tools) webpage: https://www.canr.msu.edu/shooting_sports/leader-training-tools

County Staff: Please follow these steps prior to signing and submitting the Application:

1. Ensure the volunteer is active gold status in Volunteer Central; and
2. Ensure the volunteer is properly enrolled in 4-H online, including properly adding new Shooting Sports project areas for **each discipline** they are seeking recertification for (*for example, tagging a shotgun volunteer as "Shooting Sports: Shotgun" under club projects*); and
3. Disciplines for recertification and the project areas in 4Honline should match information stored at the [Instructor Certification Database](#); and
4. If the volunteer has selected optional viewing of e-learning modules, please activate them on their Volunteer Dashboard.
5. **Sign and submit application to** Leah Christie, chris483@msu.edu by February 28, 2022. Applications received after this date are considered lapsed and require a workshop to renew. County staff should keep a copy for their records.

Contact State Shooting Sports Coordinator Laura Quist, quistla1@msu.edu or 231-577-9056 with questions about this policy, 2021 modifications, and new optional continued learning opportunities. Open Office Hours are available for support with any portion of this process.



Michigan 4-H Shooting Sports 2021 Instructor Recertification Application

4-H Adult & Teen Shooting Sports Volunteers seeking recertification should submit this form to their county 4-H office by Feb. 28, 2022.

Name	
County	
E-mail	
Phone	
<p>Choose all that apply to you: ___ age 16-20 ___ age 21+ Optional, but encouraged continued learning opportunities: ___ Option A. Please activate e-learning modules on my Volunteer Central dashboard I have not yet viewed that are required for future Instructor Certification workshop:</p> <ul style="list-style-type: none"> • Welcome to MSU Extension • Introduction to Michigan 4-H • Working with Youth • Overview of 4-H Shooting Sports (NEW!) <p>___ Option B. (Policy Update video and gift draw!) Please email me when video is complete.</p>	

	<p>Recertification request (Must have already taken a workshop in this area to check below; and check IF you USED the certification in the last 3 years (or 4 years, in the case of 2020 re-certifications). Check all that apply</p>
Discipline	
Archery	
Rifle	
Shotgun	
Muzzleloader	
Pistol	
Hunting & Wildlife	
Coordinator	

4-H Shooting Sports Volunteer: By signing below, I understand and agree to the philosophies of the 4-H Youth Development Program and the Program Policies and Safety Practices of the 4-H Shooting Sports Program.

1. Applicant's Signature	Date
2. Additional Signature	Printed name
	Date
<p><i>Another Shooting Sports Certified Instructor who can verify Applicant has been active in the past 3 (or 4) years. Optional but preferred. See policy for further information.</i></p>	
<p>County 4-H Extension Staff: Please sign below to verify volunteer is Active in 4HOnline as described in policy and submit to Leah Christie, chris483@msu.edu, before February 28, 2022.</p>	

3. County Extension Staff Signature Printed Name Date