

# BECOMING an OUTDOORS WOMAN INSTRUCTOR APPLICATION

<b>OFFICE USE ONLY</b>	INSTRUCTOR #: _____ STATUS: _____ CITY CODE: _____ TYPE: _____
	CERT DATE: _____ EXP DATE: _____ OCC CODE: _____ REG: _____
	NCIC CHECK: _____ KBI CHECK: _____ KDWP: _____ CO: _____

**NOTE: You must be at least 18 years of age. Mail to: Kansas Department of Wildlife and Parks, Attention: BOW, 512 SE 25th Ave., Pratt, KS 67124 or email to BOW@ks.gov.**

Have you ever been convicted of a felony? Yes  No  If convicted, explain below: \_\_\_\_\_

Have you ever been charged with domestic violence? Yes  No  If convicted, explain below: \_\_\_\_\_

Have you ever been adjudged a sexual offender? Yes  No  If convicted, explain below: \_\_\_\_\_

Have you ever been convicted of a wildlife violation? Yes  No  If convicted, explain below: \_\_\_\_\_

I consent to a criminal background investigation through the Kansas Bureau of Investigation and any other agencies as deemed necessary? Yes  No  Initials \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ D.O.B: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

GENDER (circle one) M F Non-binary/other No Answer Self-describe SOCIAL SECURITY #: \_\_\_\_\_

TEACHING OR VOLUNTEER EXPERIENCE: (additional writing space on second page) \_\_\_\_\_

SUBJECTS YOU PREFER TO TEACH: (Please circle your choices) Bowhunting/Archery, Rifle, Handguns, Shotguns, Fishing, Fly Fishing, Canoeing, Kayaking, Paddleboarding, First Aid, Bird Watching, GPS/Geocaching/Orienteering, Wilderness Survival, Biking, Plant ID, Backpacking, Camping, Outdoor Photography, Game Processing.

Others (list): \_\_\_\_\_

How did you hear about this BOW program application? \_\_\_\_\_

If appointed a BECOMING an OUTDOORS WOMAN Instructor, I will follow the course outlined by the Department of Wildlife and Parks. I will comply with all program polices and procedures. I further certify that all of the above information is true and correct.

**Please Note: Criminal background checks are done on all applicants.**

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## **BECOMING an OUTDOORS WOMAN INSTRUCTOR APPLICATION PROCESS**

The following procedure is to be used in certifying Becoming an Outdoors Woman applicants. Please complete each of these steps in order.

### ELIGIBILITY

All potential applicants for Instructor status must be at least 18 years of age, and pass a criminal background check.

### APPLICATION AND INITIAL SCREENING

All potential applicants must submit an instructor application to the KDWP Office in Pratt. This application may be obtained online on the KDWP website, from a Wildlife and Parks employee or from the Pratt KDWP office. Upon receipt of the completed application in Pratt, the applicant will be issued an Instructor number and will be entered into Pending status. All applicants will be subjected to a criminal background check (NCIC & KBI). Individuals with a criminal history may be denied certifications using these guidelines:

- a. Any felony conviction will be grounds for disqualification;
- b. Applications will be held without action pending the outcome of unresolved charges;
- c. If any conviction or judgement results in loss of the right to own firearms the applicant is disqualified;
- d. Any person who has been adjudged a sexual offender is disqualified;
- e. Recent criminal activity (within 2 years) is evaluated based upon the severity of the problem or upon the public's knowledge of the events and their attitude toward the individual concerned. Certification will be denied for individuals whose backgrounds could diminish their effectiveness as instructors or which might jeopardize the integrity of the hunter education program;
- f. Violation of any Wildlife and Parks Law or Regulation is evaluated based on its severity and its effect on the individual as a role model for the students. Recommendations from Department Law Enforcement personnel are weighed heavily in these cases.

### FINAL CERTIFICATION

A Pending instructor with completed background check has 12 months to complete the initial certification process.