



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.)
2. **Certificate of Education** – Qualifications/certificates to instruct. One (1) copy of your current NRA card (with the expiration date).
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.

POST OFFICE BOX 218 • MINDEN, NEVADA 89423

Administration 775-782-9900 • Investigations 775-782-9905 • Civil 775-782-9942 • Jail 775-782-9921

Records 775-782-9933 • Dispatch 775-782-5126 • Fax 775-782-9919



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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.

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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' & CHIEFS' ASSOCIATION

"POLICING FOR THE 21ST CENTURY"

Nevada Sheriffs and Chiefs CCW Proficiency Test

Revised 6/28/11

1. Anyone who acquires a firearm for personal defense needs only to learn how to handle the firearm safely.
 - A. True
 - B. False

2. If you own a handgun you should study the manufacturer's instructions to learn how it operates.
 - A. True
 - B. False

3. As long as a cartridge fits into the chamber or magazine of a firearm it means that it's the correct ammunition for that particular firearm.
 - A. True
 - B. False

4. As a general rule soft or hollow point expanding-bullets are more effective for self-defense.
 - A. True
 - B. False

5. The fundamental principle of firearm safety is to treat every gun as if it is _____ at all times.
 - A. Loaded
 - B. Unloaded

6. Everyone should comply with the following firearm handling safety rules:
 - A. Keep the muzzle or barrel pointed in a safe direction.
 - B. Keep the finger off the trigger and outside the trigger guard.
 - C. Keep the action open and the firearm unloaded until ready to use.
 - D. All of the above.

7. When shooting on an organized range, either indoors or outdoors, you are responsible for _____.
 - A. Reading the rules.
 - B. Understanding the rules.
 - C. Obeying all range commands.
 - D. All of the above.

8. For firearms to work safely and reliably they require _____.
- A. Correct ammunition.
 - B. Regular cleaning and care.
 - C. To be stored in a locked gun cabinet.
 - D. Both A & B.
9. It is always best to depend on the use of force for your protection.
- A. True
 - B. False
10. If you are out for a walk and feel threatened or intimidated by the occupant of a car you should:
- A. Show the occupant your firearm.
 - B. Point your firearm at the occupant and ask him to move on.
 - C. Retreat in the opposite direction from which the car is traveling.
11. The term "deadly force" means:
- A. That force which under the circumstances it is used is readily capable of causing serious pain.
 - B. That force which under the circumstances it is used is readily capable of causing death.
 - C. That force which under the circumstances it is used is readily capable of causing death or serious bodily harm.
12. Warning shots should not be utilized because _____.
- A. Firing the weapon can have an effect on your ability to think clearly.
 - B. Rounds shot into the air return to the ground at a high velocity and can cause injury.
 - C. Both A & B.
13. A basic firearm handling safety rule is:
- A. Always keep your firearm loaded and ready to use.
 - B. Always keep the firearm unloaded until ready to use.
 - C. Neither A or B.
14. The first rule of firearms safety is:
- A. Determine whether the firearm is loaded.
 - B. Determine if the safety is on.
 - C. Keep the muzzle pointed in a safe direction.
 - D. Remove the magazine from the firearm.
15. Dry-firing is an effective way to practice your:
- A. Stance.
 - B. Sight picture.
 - C. Trigger control.
 - D. All of the above.

16. Before dry-firing you should:
- A. Unload your firearm.
 - B. Clean your firearm.
 - C. Unload and double-check your firearm.
 - D. Use appropriate ammunition.
17. When you stop shooting the first thing you should do is:
- A. Move your finger out of the trigger guard.
 - B. Remove the magazine.
 - C. Check the chamber.
 - D. Put the safety on.
18. The first thing to do when cleaning your gun is:
- A. Run a bronze brush through the bore.
 - B. Carefully unload it.
 - C. Use a good bore cleaner.
 - D. Wipe the outside with a slightly oiled patch.
19. Before you shoot you should:
- A. Observe what is beyond your target.
 - B. Identify your target.
 - C. Be sure your target is clear of any innocent bystanders.
 - D. All of the above.
20. Why is cleaning your firearm important?
- A. To prevent malfunctions.
 - B. To protect the firearm from corrosion.
 - C. To inspect for damage.
 - D. All of the above.
21. When on a firing range all firearms should have their muzzles pointed down-range unless:
- A. They are in a gun case.
 - B. They are in a gun storage rack.
 - C. They are holstered.
 - D. Any of the above.
22. It is okay to drink alcoholic beverages before, or while, you are shooting, if:
- A. You only have a few drinks.
 - B. You are out in the woods with a few close friends.
 - C. You have a good meal within an hour before shooting.
 - D. None of the above.

23. Firearm safety is:
- A. Everyone's responsibility.
 - B. The range master's responsibility.
 - C. Your responsibility.
 - D. The instructor's responsibility.
24. If you witness someone using a firearm in an unsafe manner, you should tell the rangemaster, tell the instructor, or politely tell the person who is doing it that it is not a safe thing to do.
- A. True
 - B. False
25. When storing firearms that will not be used for a while, you should:
- A. Unload them.
 - B. Clean them.
 - C. Lubricate them.
 - D. Use an appropriate gun lock, locked container, or safe.
 - E. All of the above.
26. The use of an appropriate holster may prevent an accidental discharge.
- A. True
 - B. False
27. On a firing range when anyone is down range all handguns should:
- A. Have muzzles pointed in a safe direction.
 - B. Be unloaded.
 - C. Be unhandled.
 - D. Have actions open.
 - E. All of the above.
28. Per NRS 200.120 justifiable homicide is the killing of a human being:
- A. In defense of habitation, against one who manifestly intends, or endeavors, by violence or surprise, to commit a felony.
 - B. In defense of property or person, against any person or persons who manifestly intend to endeavor, in a violent, riotous, tumultuous, or surreptitious manner, to enter the habitation of another for the purpose of assaulting or offering personal violence to any person dwelling or being therein.
 - C. In necessary self-defense.
 - D. All of the above.
29. Firearms descriptions for the CCW permit are revolver and/or semi-automatic firearm:
- A. True
 - B. False

30. Unless suspended or revoked by the issuing sheriff a permit for a Nevada resident will expire:
- A. On the fifth anniversary of the date of issuance or renewal.
 - B. On the fifth anniversary of the permittee's birthday nearest the date of issuance or renewal.
 - C. On the third anniversary of the date of issuance or renewal.
 - D. On the third anniversary of the permittee's birthday nearest the date of issuance or renewal.
31. Unless suspended or revoked by the issuing sheriff a permit for a non-Nevada resident (out-of-state) will expire:
- A. On the fifth anniversary of the date of issuance or renewal.
 - B. On the third anniversary of the date of issuance or renewal.
 - C. On the fifth anniversary of the permittee's birthday nearest the date of issuance or renewal.
 - D. On the third anniversary of the permittee's birthday nearest the date of issuance or renewal.
32. According to N.R.S. 200.130 bare fear of any of the offenses mentioned in NRS 200.120, to prevent which the homicide is alleged to have been committed, shall not be sufficient to justify the killing. It must appear that the circumstances were sufficient to excite the fears of a reasonable person, and that the party killing really acted under the influence of those fears and not in a spirit of revenge.
- A. True
 - B. False
33. Per NRS 202.367 a permittee shall notify the issuing sheriff in writing within 30 days, if:
- A. His permanent address changes.
 - B. His permit is lost.
 - C. His permit is destroyed.
 - D. His permit is stolen.
 - E. Any of the above.
34. Per NRS 202.3667, whenever a permittee is in actual possession of a concealed firearm, he/she must carry:
- A. A minimum of two extra magazines or speed loaders.
 - B. Proper identification.
 - C. His permit or duplicate issued pursuant to sec. 7.
 - D. His fishing or hunting license.
 - E. B and C.
35. A CCW applicant must complete an approved course of instruction which must include:
- A. Firearms safety.
 - B. Recommended modes of concealed carry.
 - C. Nevada laws pertaining to the proper use of firearms.
 - D. Instruction in the use of a handgun.
 - E. All of the above.
36. The sheriff shall deny or revoke a permit if he determines that the applicant or permittee:
- A. Has been convicted of a felony under the laws of any state or territory of the U.S.
 - B. Has habitually used intoxicating liquor or a controlled substance to the extent that his normal faculties are impaired.
 - C. Has an outstanding warrant for his arrest.
 - D. Has made a false statement on any application for a permit or for a renewal of a permit.
 - E. Any of the above.

37. Homicide is justifiable when committed in lawful defense of:
- A. Yourself.
 - B. Your spouse.
 - C. A member of your family.
 - D. A person in your presence or in your company.
 - E. Any of the above.
38. A person is considered to be in violation of NRS 202.350 and can be arrested for Carrying a Concealed Weapon if:
- A. The firearm is on his/her person and carried in plain view or "open carry."
 - B. The firearm is completely concealed from view.
 - C. The person does not have a Nevada Concealed Firearm Permit.
 - D. All of the above.
 - E. B and C
39. As a CCW holder you can still be held criminally liable for violating NRS 202.320, drawing a firearm in a threatening manner, when the drawing of the firearm is not in necessary self defense.
- A. True
 - B. False
40. Per NRS 202.3673, unless certain exceptions apply, a Concealed Weapon Permit holder can carry a firearm concealed in public except when in:
- A. A public building located on the property of a public airport.
 - B. A public building located on the property of any public school without written permission.
 - C. A public building that has signs posted at each entrance that no firearms are allowed inside.
 - D. All of the above.



NEVADA SHERIFFS' & CHIEFS' ASSOCIATION

"POLICING FOR THE 21ST CENTURY"

CCW Proficiency Test **Answer Sheet** **INSTRUCTOR USE ONLY!**

- | | | | |
|-----|---|-----|---|
| 1. | B | 21. | D |
| 2. | A | 22. | D |
| 3. | B | 23. | A |
| 4. | A | 24. | A |
| 5. | A | 25. | E |
| 6. | D | 26. | A |
| 7. | D | 27. | E |
| 8. | D | 28. | D |
| 9. | B | 29. | B |
| 10. | C | 30. | A |
| 11. | C | 31. | A |
| 12. | C | 32. | A |
| 13. | B | 33. | E |
| 14. | C | 34. | E |
| 15. | D | 35. | E |
| 16. | C | 36. | E |
| 17. | A | 37. | E |
| 18. | B | 38. | E |
| 19. | D | 39. | A |
| 20. | D | 40. | D |