

## Appendix 1

# NRA INSTRUCTOR TRAINING PROGRAM PRE-COURSE QUESTIONNAIRE

Thank you for your interest in the NRA Instructor Training Program. The goal of this program is to develop instructors to teach NRA Basic Firearm Training Courses according to the lesson plans and training standards of the National Rifle Association. This program is *not* designed to prepare you to teach other firearm training courses (such as law enforcement, security, or hunter safety courses), nor to prepare you to develop firearm training courses of your own.

The NRA Instructor Training Course is designed to teach you *how to teach* others to shoot using NRA lesson plans and training methods. The course is *not* designed to improve your shooting skills. Taking the NRA Basic course in the discipline you wish to obtain is a prerequisite for certification. You will be asked to demonstrate your firearm background through participation in pre-course assessment or qualification exercises.

A complete NRA Instructor Training Course consists of two parts. The first is basic instructor training, which consists of 6 hours of instruction. The second part is discipline-specific instructor training, which consists of an additional 5 to 14 hours of instruction *per discipline*. For example, an NRA Instructor Training Course in rifle, pistol, and shotgun lasts at least 40 hours.

During the NRA Instructor Training Course, you will receive from your Training Counselor the *NRA Trainer's Guide*, the appropriate NRA Instructor Candidate Packet which includes the course outlines and lesson plans for the disciplines you wish to teach, the appropriate NRA basic course student packet which includes the handbook, certificates, *NRA Gun Safety Rules* brochure and other materials used in NRA basic courses.

The NRA Training Counselor who conducts your course will make a recommendation to NRA concerning your certification based on an evaluation of your knowledge, skills, and attitude. You will be asked to demonstrate your organizational and teaching skills through participation in several practical exercises during the course of your training. You will also be asked to complete an instructor certification examination. A minimum score of 90 percent is required for certified instructor applicants (85 percent for assistant and apprentice instructor applicants). *However, attendance at the course, or a passing grade on the examination, does not guarantee that you will receive the recommendation of the NRA Training Counselor.*

## **NRA TRAINING COUNSELOR GUIDE**

### *Appendix 1: NRA Instructor Training Program Pre-Course Questionnaire*

Initial Certified Instructor credentials are valid for two years. After completion of the second year, instructors will need to have reported training at [nrainstructors.org](http://nrainstructors.org) and complete an online NRA Trainer Refresher course to recertify. Recertification will be required every other year.

Certified Instructors must have a valid email address and be registered at [nrainstructors.org](http://nrainstructors.org). They must remain current on NRA policies and procedures by thoroughly reviewing the NRA Training Department Update email blasts, [nrainstructors.org](http://nrainstructors.org) and visiting the NRA Blog at: [nrablog.com](http://nrablog.com).

**NRA TRAINING COUNSELOR GUIDE**  
*Appendix 1: NRA Instructor Training Program*  
*Pre-Course Questionnaire*

I have read the description of the NRA Instructor Training Program on the previous pages, understand its goals, and am interested in attending a course to prepare me to become an NRA Certified Instructor.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email address \_\_\_\_\_ @ \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Today's Date \_\_\_\_\_ Date of Birth \_\_\_\_\_

Occupation \_\_\_\_\_

Highest level of education completed \_\_\_\_\_

NRA Member? \_\_\_\_\_ Status (Annual, Life, etc.) \_\_\_\_\_

Do you currently hold ratings as an NRA Basic Firearm Training Instructor or NRA Shooting Coach? \_\_\_\_\_ If yes, which ratings do you hold? \_\_\_\_\_

Which instructor ratings are you interested in obtaining? \_\_\_\_\_

Why do you wish to become an NRA Certified Instructor? \_\_\_\_\_

Where do you plan to conduct the classroom and range portions of your NRA Basic Firearm Training Courses? \_\_\_\_\_



## Appendix 5

# NRA INSTRUCTOR TRAINING PROGRAM PRE-COURSE QUALIFICATION

## PISTOL

Name of Candidate \_\_\_\_\_ Date \_\_\_\_\_

The NRA Instructor Training Pre-Course Qualification is to be administered after the potential Instructor Candidate has completed the entirety of the Basics of Pistol Shooting (Instructor Led Training.) The Pre-Course Qualification must be administered before an individual attends an Instructor Training Course and is a hands-on, practical exercise to evaluate an individual's knowledge, skills and attitude in safety, loading, unloading, clearing firearm malfunctions, and shooting skills. The qualification is conducted in three phases. *Alternatively, candidates may provide documented proof of Classified Sharpshooter or better in NRA Conventional or Action Pistol, Classified Marksman or better in International Defensive Pistol Association (IDPA) or Classified "C" or better in US Practical Shooting Association(USPSA)/International Practical Shooting Confederation(IPSC) or a certification as an NRA LEAD Handgun/Shotgun or Tactical Handgun certified instructor.*

### **Passing/Failing:**

The NRA Pre-Course Qualification for Pistol will have a maximum score of 100 points and a minimum passing score of 80 points. Minimum passing requirement must be met in each phase.

### **Unsafe Gun Handling:**

Candidates who demonstrate unsafe gun handling will be given 0 points for that particular skill test. Examples of unsafe gun handling include pointing the gun in an unsafe direction or any area not designated as safe by the Training Counselor, sweeping one's own body, or placing the finger on the trigger before being ready to shoot.

### **PHASE 1 - LOADING/UNLOADING**

Location: Classroom or Range

Using dummy ammunition, instructor candidate must load and unload a single action revolver, double action revolver, and a semi-automatic pistol.

*Requests for assistance will result in a deduction of 3 points per action type in the exercises; candidate will be given a score of 0 for safety violations.*

**NRA TRAINING COUNSELOR GUIDE**

*Appendix 5: NRA Instructor Training Program Pre-Course Qualification  
Pistol*

**Loading**

Minimum Passing 12 points / Maximum 15 points  
5 points maximum per action type

	Points
Single Action Revolver	_____
Double Action Revolver	_____
Semi-Automatic Pistol	_____
<b>TOTAL</b>	_____

**Unloading**

Minimum Passing 12 points / Maximum 15 points  
5 points maximum per action type

	Points
Single Action Revolver	_____
Double Action Revolver	_____
Semi-Automatic Pistol	_____
<b>TOTAL</b>	_____

**PHASE 2 – CLEARING COMMON PISTOL STOPPAGES**

Location: Range

Using dummy ammunition, instructor candidate must demonstrate how to clear a common pistol stoppage using a semi-automatic pistol. Training Counselor will set-up the pistol and conduct a practical exercise involving failure to fire and double feeds.

***Requests for assistance will result in a deduction of 3 points per action type in the exercises; candidate will be given a score of 0 for safety violations.***

**FAILURE TO FIRE DRILL:** If candidate waits 30 seconds keeping the gun pointed in a safe direction, taps the bottom of the magazine, and pulls the slide to the rear, 5 points will be given.

**DOUBLE FEED DRILL:** If the candidate locks the slide to the rear, removes the magazine, and renders the pistol unloaded 5 points will be given.

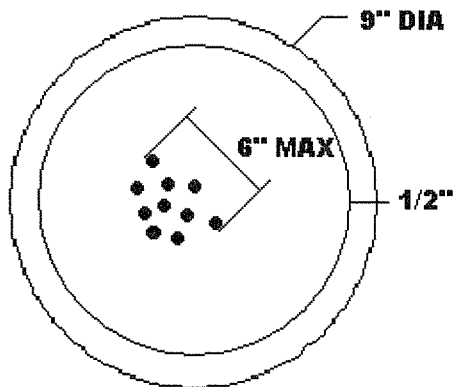
Minimum Passing 8 points / Maximum 10 points  
 5 points maximum per stoppage type

	Points
Semi-Automatic Failure to Fire	_____
Semi-Automatic Double Feed	_____
<b>TOTAL</b>	_____

**PHASE 3 – PISTOL SHOOTING**

Location: Range

Candidate will shoot any gun of their choice, regardless of action, sights or caliber, at a blank 9 inch diameter paper target at a distance of 15 yards. Candidates will fire 20 shots from a two-handed, unsupported, standing position. Targets will be broken into two ten-shot targets or four five-shot targets. Three points will be given for each scoring hit. In order for a hit to count, it must fall inside a 1/2" border from the edge of the plate. Shots that break the edge of the 1/2" border will count as hits. All scoring hits on a target must be within a 6" or less extreme spread (see below). Candidates will be allowed to shoot their own firearms if desired. *Two requalification shoots are allowed within any 24-hour period.*



If adjusted distance is required due to range limitations, the following formulae will be used; all distances are in inches (hit scoring and requirements remain the same):

- Target Diameter: Target Distance divided by 60.0
- Outside Border: Target Diameter divided by 18.0
- Extreme Spread: Target Diameter divided by 1.5

***Candidate will be given a score of 0 for safety violations.***

**NRA TRAINING COUNSELOR GUIDE**

*Appendix 5: NRA Instructor Training Program Pre-Course Qualification  
Pistol*

Minimum Passing 48 points / Maximum 60 points  
3 points for each scoring hit

Pistol Shooting Points  
\_\_\_\_\_

<b>Phase I Loading Unloading Sub-Total:</b>	<input type="text"/>
Minimum Passing 80%	
<b>Phase II Clearing Stoppages Sub-Total:</b>	<input type="text"/>
Minimum Passing 80%	
<b>Phase III Pistol Shooting Sub-Total:</b>	<input type="text"/>
Minimum Passing 80%	
<b>Pistol Pre-Course Qualification Total Score:</b>	<input type="text"/>



## Appendix 8

# NRA INSTRUCTOR TRAINING COURSE BUDGET WORKSHEET

The NRA has prepared this budget worksheet to assist you in estimating the costs involved in planning and conducting an NRA Instructor Training Course. As explained earlier, the NRA does not expect Training Counselors to pay these costs themselves. You may recover your costs by charging a course fee and/or by using a sponsor. You may partially recover your costs, completely recover your costs (break even), or make a profit. This decision is up to you. Training Counselors must keep in mind that generating profits may require them to obtain a business license in their locality, and is likely to affect their liability insurance coverage and tax situation.

### **Leadership**

(Items marked with an asterisk should be pro-rated according to the number of courses you conduct per *year*. You may wish to spread the cost of attending a Training Counselor workshop over several years.)

Travel costs (e.g., personally owned vehicles, \$.55 per mile) \_\_\_\_\_

NRA certification fees\* \_\_\_\_\_

Cost of attending Training Counselor workshop\* \_\_\_\_\_

Liability insurance\* \_\_\_\_\_

### **Facilities**

Classroom rental fee \_\_\_\_\_

Range rental fee \_\_\_\_\_

### **NRA Materials: Training Team**

(Initial cost or depreciation on existing items.)

Instructional wall charts \_\_\_\_\_

**NRA TRAINING COUNSELOR GUIDE**

*Appendix 8: NRA Instructor Training Course  
Budget Worksheet*

Videotapes, DVDs, etc... \_\_\_\_\_

NRA Training Counselor shirt and hat \_\_\_\_\_

NRA Training Counselor patch and rockers \_\_\_\_\_

**NRA Materials: Instructor Candidates**

*NRA Trainer's Guides* \_\_\_\_\_

NRA Instructor Candidate Packets \_\_\_\_\_

NRA Basic Course Student Packets \_\_\_\_\_

NRA Instructor Course Completion Cards \_\_\_\_\_

Instructor Course Report Form \_\_\_\_\_

Shipping \_\_\_\_\_

Sales tax \_\_\_\_\_

**Non-NRA Materials: Training Team**

(Rental costs, actual costs, and/or depreciation)

Audiovisual equipment \_\_\_\_\_

Depreciation on personally owned firearms \_\_\_\_\_

Dummy ammunition \_\_\_\_\_

Other training aids \_\_\_\_\_

**Non-NRA Materials: Instructor Candidates**

Ammunition \_\_\_\_\_

Targets \_\_\_\_\_

Target repair materials (stapler, staples, pasters, etc.) \_\_\_\_\_

Disposable ear plugs	_____
Eye protection	_____
Photocopying costs for pre-course questionnaires and assessment forms	_____
Refreshments	_____
<b><u>Promotion</u></b>	
Internet	_____
Print advertisements	_____
Photocopying costs for course flyers	_____
Postage	_____
Telephone	_____
<b><u>Subtotal of Expenses</u></b>	_____
<b>(Less Amount Donated by Sponsor)</b>	_____
<b>Total Expenses</b>	_____
<b>Projected Profit</b>	_____
<b>Total Projected Revenue</b>	_____

Divide total expenses by the anticipated number of participants in the course to compute the “break-even” fee for instructor candidates. If you plan to make a specific profit, add it to the expenses and divide the sum by the number of instructor candidates to compute the course fee.

## Appendix 11

### HOW TO INTRODUCE A SPEAKER

Proper introductions at a training course are important. Students attending the course expect to hear and see qualified trainers and good introductions help establish prestige for the staff. Here are some suggestions for NRA trainer and guest speaker introductions:

- NRA Trainer
  1. Give the full name carefully. Avoid the use of nicknames.
  2. Describe the trainer's experience: shooting, training, recognitions, or awards.
  3. Describe involvement in NRA.
  4. Describe the trainer's function in the training course and explain why they were selected for the particular assignment in the course.
  5. State their occupation.
  6. Be professional.
  
- A guest speaker at a training course needs a slightly different type of introduction:
  1. Be brief.
  2. Avoid stale or stilted phrases, such as "This speaker needs no introduction" or "We are gathered here tonight."
  3. Briefly answer the following questions:
    - a. Why is the subject of interest in general?
    - b. Why is it of interest to this particular audience?
    - c. Why is this speaker the one to present it?
  4. Give the speaker a sincere buildup, but don't oversell them.

## **NRA TRAINING COUNSELOR GUIDE**

### *Appendix 11: How to Introduce a Speaker*

5. Make the speaker's name the climax of your introduction by pausing before it, saying it clearly, and raising your voice a bit. "I am pleased to present (short pause) Ms. Gloria Brooks!" Her name is usually recognized as the signal for her to come forward. Don't give it until you are ready for her.
6. Face the audience until you have finished saying the speaker's name, and then quickly turn to the speaker for their acknowledgement.
7. Be sure to thank the speaker after they have finished and, when appropriate, congratulate them on their presentation.

## Appendix 9

# NRA BASIC FIREARM TRAINING COURSE BUDGET WORKSHEET

The NRA has prepared this budget worksheet to assist you in estimating the costs involved in planning and conducting an NRA Basic Firearm Training Course. The NRA does not expect instructors to pay these costs themselves. You may recover your costs by charging a course fee and/or by using a sponsor. You may partially recover your costs, completely recover your costs (break even), or make a profit. This decision is up to you. Instructors must keep in mind that generating profits may require them to obtain a business license in their locality, and is likely to affect their liability insurance coverage and tax situation.

### **Leadership**

(Items marked with an asterisk should be pro-rated according to the number of courses you conduct per *year*. You may wish to spread the cost of attending an instructor training course or recertification activity over several years.)

Travel costs (e.g., personally owned vehicles, \$.55 per mile) \_\_\_\_\_

NRA certification fees\* \_\_\_\_\_

Cost of attending instructor training course\* \_\_\_\_\_

Liability insurance\* \_\_\_\_\_

Guest speaker for NRA Personal Protection Course \_\_\_\_\_

### **Facilities**

Classroom rental fee \_\_\_\_\_

Range rental fee \_\_\_\_\_

**NRA TRAINING COUNSELOR GUIDE**  
*Appendix 9: NRA Basic Firearm Training Course*  
*Budget Worksheet*

**NRA Materials: Training Team**  
(Initial cost or depreciation on existing items.)

Instructional wall charts \_\_\_\_\_

Videotapes, DVDs \_\_\_\_\_

NRA Certified Instructor shirt \_\_\_\_\_

NRA Certified Instructor cap \_\_\_\_\_

NRA Certified Instructor patch and rockers \_\_\_\_\_

**NRA Materials: Basic Course Students**

NRA basic course student packets \_\_\_\_\_

Shipping \_\_\_\_\_

Sales tax \_\_\_\_\_

**Non-NRA Materials: Training Team**  
(Rental costs, actual costs, maintenance, and/or depreciation.)

Audiovisual equipment \_\_\_\_\_

Depreciation on personally owned firearms \_\_\_\_\_

Dummy ammunition \_\_\_\_\_

Other training aids \_\_\_\_\_

**Non-NRA Materials: Basic Course Students**

Ammunition \_\_\_\_\_

Targets \_\_\_\_\_

Target repair materials (stapler, staples, pasters, etc.) \_\_\_\_\_

Disposable ear plugs \_\_\_\_\_

Eye protection	_____
Photocopying costs for course handouts	_____
Refreshments	_____
<b><u>Promotion</u></b>	
Internet	_____
Print advertisements	_____
Photocopying costs for course flyers	_____
Postage	_____
Telephone	_____
<b>Subtotal of Expenses</b>	_____
<b>(Less Amount Donated by Sponsor)</b>	_____
<b>Total Expenses</b>	_____
<b>Projected Profit</b>	_____
<b>Total Projected Revenue</b>	_____

Divide total expenses by the anticipated number of participants in the course to compute the “break-even” fee for basic course students. If you plan to make a specific profit, add it to the expenses and divide the sum by the number of students to compute the course fee.



## Appendix 13

### NRA INSTRUCTOR COURSE EVALUATION

Please complete the following evaluation. It is one of the ways we monitor and improve NRA training programs. Thank you for your help.

#### GENERAL INFORMATION

How did you find out about the course? NRAINSTRUCTORS.org

Other \_\_\_\_\_

#### YOUR KNOWLEDGE AND SKILLS

As a result of your training, on a scale of 1 – 5, (1 indicating not at all, and 5 indicating extremely well), please rate the following.

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. Explain why shooters and instructors are important                                 | 1 | 2 | 3 | 4 | 5 |
| 2. Use the NRA Instructional method to teach shooting skills                          | 1 | 2 | 3 | 4 | 5 |
| 3. Use of NRA's training philosophy of Total Participant Involvement (TPI)            | 1 | 2 | 3 | 4 | 5 |
| 4. Explain, demonstrate and use the fundamentals of shooting                          | 1 | 2 | 3 | 4 | 5 |
| 5. Explain how to evaluate and improve a student's shooting skills                    | 1 | 2 | 3 | 4 | 5 |
| 6. Proceed with planning and conducting your first NRA course                         | 1 | 2 | 3 | 4 | 5 |
| 7. Register and use <a href="http://nrainstructors.org">http://nrainstructors.org</a> | 1 | 2 | 3 | 4 | 5 |

#### COURSE ORGANIZATION AND INSTRUCTION

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 8. The Trainers presented a favorable image                 | 1 | 2 | 3 | 4 | 5 |
| 9. The Trainers presented the information effectively       | 1 | 2 | 3 | 4 | 5 |
| 10. The Trainers made the course enjoyable                  | 1 | 2 | 3 | 4 | 5 |
| 11. The Trainers answered my questions                      | 1 | 2 | 3 | 4 | 5 |
| 12. The material presented was easily understood            | 1 | 2 | 3 | 4 | 5 |
| 13. The material was presented in a logical manner          | 1 | 2 | 3 | 4 | 5 |
| 14. This course has prepared me to teach beginning shooters | 1 | 2 | 3 | 4 | 5 |

Based on your experience in this class, would you take another course with us?

YES NO If no, please explain: \_\_\_\_\_

Based on your experience in this class, would you take any other NRA courses?

YES NO If no, please explain: \_\_\_\_\_

**THE NRA TRAINING COUNSELOR GUIDE**  
**Appendix 13: NRA Instructor Course Evaluation**

**COMMENTS**

How can this course be improved:

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Based on your experience, please provide any further statements you deem necessary for the improvement or our program:

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Thank you for your time!