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# HUNTER EDUCATION

## Course Set Up Guidelines 2017

## INTRODUCTION

Thank you for teaching safe and responsible hunting to youth and adults in Georgia. The hunter education program is administered through a partnership between the Law Enforcement Division and the Wildlife Resources Division's Hunter Development Program.

As both Divisions work together to educate students regarding safe hunting and shooting skills, we want to encourage Rangers and Volunteer instructors to partner with gun clubs, outdoor stores and other venues. These venues may be further utilized in guiding students toward the "next steps" in becoming a hunter. This informational packet is intended to assist with the recent changes and additions that have taken place within the program. By following the guidelines outlined in the following pages, instructors should be able to navigate the GO System and administer their hunter education classes. If questions or comments arise, please contact [Jennifer.Pittman@dnr.ga.gov](mailto:Jennifer.Pittman@dnr.ga.gov) or call at 770.761.3010.

## HOW TO CREATE A CUSTOMER ACCOUNT

**\*EVERY HUNTER EDUCATION STUDENT MUST HAVE A CUSTOMER ACCOUNT REGARDLESS OF AGE\***

Students must use the following steps to locate or create their customer account:

**Step 1:** Access the Go Outdoors Georgia Website by logging into [www.gooutdoorsgeorgia.com](http://www.gooutdoorsgeorgia.com).

**Step 2:** Click on the top box labeled “Licenses & Permits - Purchase/Renew/Reprint Licenses” (Any link on the [www.gooutdoorsgeorgia.com](http://www.gooutdoorsgeorgia.com) page will take the customer to the Go Outdoors Georgia Licensing Look Up page where the student can either locate or create his/her customer account)

**Step 3:** Enter your date of birth, last name and third personal identifier. Third personal identifiers include: the last 4-digits of your Social Security Number, Customer Account Number, and Other document type (driver’s license). Select “Continue.”



**Step 4:** If the student has an existing account, it will bring the account up and the student can verify the account information. If not, the system will advise the student that it could not locate a customer record using the information provided and ask if the student would like to create a new customer record.

**Step 5:** Click the green box, “Yes, Create a New Customer Record.”

**Step 6:** Student will enter their information. **All fields indicated with an (\*) are required. (For students age 16 and over who do not have a driver’s license, they can use their learners permit number or they must obtain a Georgia ID card.)**

**Step 7:** Click blue box at the bottom right, “Create Customer.” The system will create the customer an account and open up customer’s new account. This is where the student can retrieve customer account number.

## HOW DO STUDENTS REGISTER FOR A HUNTER EDUCATION CLASSROOM COURSE?

Students must register through:

## **Go Outdoors, Georgia Online Portal (www.gooutdoorsgeorgia.com)**

**Step 1:** Select “Events and Hunter/Boater Classes – Register for a Class Today” box.

**Step 2:** Log in to your account

**Step 3:** Select the blue box, “Register for an Event or Quota Hunt.”

**Step 4:** Search events; choose hunter safety certifications, Start Date/End Date, Zip code, and miles from Address desired.

**Step 5:** Select desired class, by clicking Hunter Education class in blue above each class location.

**Step 6:** Select the blue box, “Participate in This Event” (This will register the student for the event).

**NOTE:** The student must register prior to the Application Close Date (**2 days prior to class**).

## **CLASSROOM HUNTER EDUCATION COURSE**

We are all familiar with the Traditional Classroom Hunter Education Course. These are the courses that Rangers and Volunteer Instructors will be teaching within their assigned area. Classroom courses must contain at least 8 hours of instruction. We have transitioned through several changes in the way we go about setting a class up and class reporting measures, although the class materials and subject matter we teach has stayed the same.

### **HOW DO YOU SET UP A HUNTER EDUCATION COURSE?**

**Step 1:** Determine a location for the course, pick date(s) and time(s). Determine the minimum number of students you wish to teach (standard is 5), and determine the maximum number that the location can accommodate.

**Step 2:** Complete the Hunter Education Course Application (Appendix). Input the above information. Choose who is going to be the Chief Instructor and contact person for the course. List ALL additional instructors and their GO Customer ID #.

**NOTE:** Hunter Development Program Administrative staff will volunteer each listed instructor for the event. There must be a volunteer listed for the class before a student can register for it.

**Step 3:** Ranger and/or Volunteer Instructor submits HE Course Application to LED Region Office for approval. Region Office maintains copy for their records and tracking purposes.

**Step 4:** LED Region Office submits HE Course Application to Hunter Development Program Administrative staff by emailing form to HS-temp1@dnr.ga.gov.

**Step 5:** Hunter Development Program Administrative staff will add the class and send an email to the lead instructor that the class has been posted.

### **Cancelled classes due to low participation numbers:**

**This must be done at least two (2) business days before the class.**

LED Ranger or Lead Volunteer must email/call Hunter Development Program Administrative staff to cancel the class at 770.761.3010 or [hs-temp1@dnr.ga.gov](mailto:hs-temp1@dnr.ga.gov). LED Ranger or Volunteer must contact the participants that have registered to inform them of the cancelled class.

### **HOW TO SET UP PRIVATE HUNTER SAFETY CERTIFICATION CLASS**

**Step 1:** All instructors must have or create a GO system account customer ID number and complete an application as a volunteer hunter education instructor. Go to this website: <https://events.gooutdoorsgeorgia.com/Events/CustomerLookup.aspx> to complete a volunteer application. You will be prompted to look up or create a GO System account here.

**Step 2:** Complete a Hunter Education Course Application form and return it to your Regional LED office for approval. (Appendix)

**Step 3:** LED Regional Office submits Course Application form to Hunter Development Program via email: [HS-temp1@dnr.ga.gov](mailto:HS-temp1@dnr.ga.gov) or fax 706.557.3042

**Step 4:** Hunter Development Program Administrative staff will create a private class and send you a link to your class to distribute to your students. (Your class will not be listed for public viewing or registration on the GO System calendar of events. Only you will have access to the class registration link).

**Step 5:** Have your students register for your Hunter Education class using the link that you provide to them. They must have a GO System account to do so. If they do not have an account, they will be prompted to create an account. In creating the student accounts, any student that is 16 years of age or older will be required to provide their driver's license number or another state approved ID number.

**Step 6:** Conduct your Hunter Education class. Contact your Regional Law Enforcement office or your local Hunting & Shooting Education Specialist if you need special equipment or materials for your class.

**Step 7:** After completing unit instruction and testing, submit your class roster to [hs-temp1@dnr.ga.gov](mailto:hs-temp1@dnr.ga.gov) that includes the name, GO System customer ID number and pass/fail status for each student.

**Step 8:** Complete and submit the Hunter Education Instructor time sheet for your class to [hs-temp1@dnr.ga.gov](mailto:hs-temp1@dnr.ga.gov). Please note, every volunteer instructor must fill out their own volunteer time sheet. (Appendix)

**Step 9:** You will receive confirmation that your students' results have been entered into the GO System.

**Step 9:** Direct your students to the link: <https://www.gooutdoorsgeorgia.com/> and have them click on the button labeled: “*Hunting/Fishing Licenses & Permits*” to print out their Hunter Ed cards. Any other licenses or permits your students have will be printed on this page as well.

## **FORMS YOU NEED TO FILL OUT FOR THE CLASSROOM COURSE**

\*Class Roster and Student Cards (printed off the GO System by the lead instructor from his/her account)

\*Walk-In Student Form (Appendix)

\*Hunter Education Instructor Volunteer Time and Mileage Form (Appendix)

**Once class is complete submit all forms to [hs-temp1@dnr.ga.gov](mailto:hs-temp1@dnr.ga.gov) to manage the class**

Rangers and volunteer instructors will no longer manage their classes. They just need to ensure all required forms are completely filled out and submit those forms through the LED Region office for forwarding to the Hunter Development Program department.

## **CLASS ROSTER AND STUDENT CARDS**

### **HOW DO I PRINT MY CLASS ROSTER AND STUDENT CARDS?**

**Step 1:** Go to Go Outdoors Georgia website <https://www.gooutdoorsgeorgia.com>

**Step 2:** Select “Events and Hunter/Boater Classes – Register for a Class Today” box.

**Step 3:** Enter your date of birth, last name and social security number. Select “Continue.”

**Step 4:** On your customer profile page under My Events select “Manage Class.” Choose the class you want to manage by selecting “Manage Class” again.

**Step 5:** This will take you to the Class Details page. To access the class roster and print the hunter education cards for your class click the blue box, “Print Roster & Certification Cards.” Your class roster and cards will appear and they can be printed from here.

**NOTE:** Only the lead Volunteer for the Class can access the roster and certification cards.

Those students that did not pre-register will not be given a certification card at the end of class. They should be directed to their Go Outdoors Account where they will be able to print their own card once the class is finalized.

**\*\*Do not give out any more of the old green or yellow hunter safety certification cards. \*\***

Once you have completed the class, be sure to mark whether the student passed or failed on your student roster and student walk-in sheets. You should strike a line across those students’ information that pre-registered but, did not attend the class.

### WALK-IN STUDENT SHEETS

Walk-In Student Forms are for those students who did not pre-register prior to class. These forms must be completely filled out by the student before the end of class or the student will not get credit for taking the class. All students now, regardless of age, are required to have an account set up in the GO System in order for their hunter education certificate to be entered and saved in the GO System. There will be times that walk-in students do not have an account set up. For those two or three day classes, this is normally not a problem. Simply ask the student to set up an account prior to returning to class and bring their customer ID number back with them. See Appendix for the Hunter Education Walk-in Form.

**NOTE:** There is a 5 business day wait time, once Hunter Development Program Administrative staff receives the class information, for Walk-In Students to receive their hunter education cards.

**NOTE:** The student must register prior to the Application Close Date (**2 days prior to class**).

### HUNTER EDUCATION INSTRUCTOR VOLUNTEER TIME AND MILEAGE FORM

**NOTE:** Each Ranger and Volunteer Instructor participating in a class will need to complete their own Volunteer Time Sheet/Class Make Up Sheet. (see Appendix). The Lead

Lead Instructors will complete the form in its entirety to include the make-up of the class (located at the bottom of the form). All other Rangers and Volunteer Instructors participating in the class should complete the top two portions. These instructors do not need to fill out the class make up section. Each volunteer should date each line they spent planning, preparing and teaching the hunter education class. If the class is more than one day, the volunteer time sheet should reflect that with a day written on each line and the hours and/or mileage for each date. Rangers must still report their time and mileage as they have in the past on their bi-weekly report.

### CD – ROM COURSE

The CD-ROM Hunter Education Course will continue to be a valid method for Georgia residents to acquire their hunter education certification (as long as they continue to be available through the online course vendors). The CD Course is provided free of charge to the customer. The CD-ROM will be available to customers at all Region Offices. Rangers/Volunteers DO NOT teach the two hour review any more. The questions posed and material presented on the CD-ROM is representative of the test given in the classroom. All responsibility for this certification course falls on the student to ensure all steps are taken.

**Step 1:** Student acquires CD-ROM from DNR Region Office. Region Office provides CD-ROM, CD-ROM Instructions sheet and Customer Information Form to student (Appendix).

**Step 2:** Student locates or creates their Go Outdoors Georgia Customer Account.

**Step 3:** Student fills out Customer Information Form with Customer Account Number.

**Step 4:** Student completes the CD-ROM Course.

**Step 5:** Student either prints or saves their course completion certificate.

If the CD is removed from the computer before printing or saving the certificate; the next time the CD is put in the computer it will start over and there is no way to retrieve the certification completion voucher.

**Step 6:** Student submits Customer Information Form and Course Completion Certificate to the Hunter Education Department. The student can email the course completion certificate and their customer information form to [hs.temp1@dnr.ga.gov](mailto:hs.temp1@dnr.ga.gov), or fax to 706.557.3042 or mail both to the address on the form.

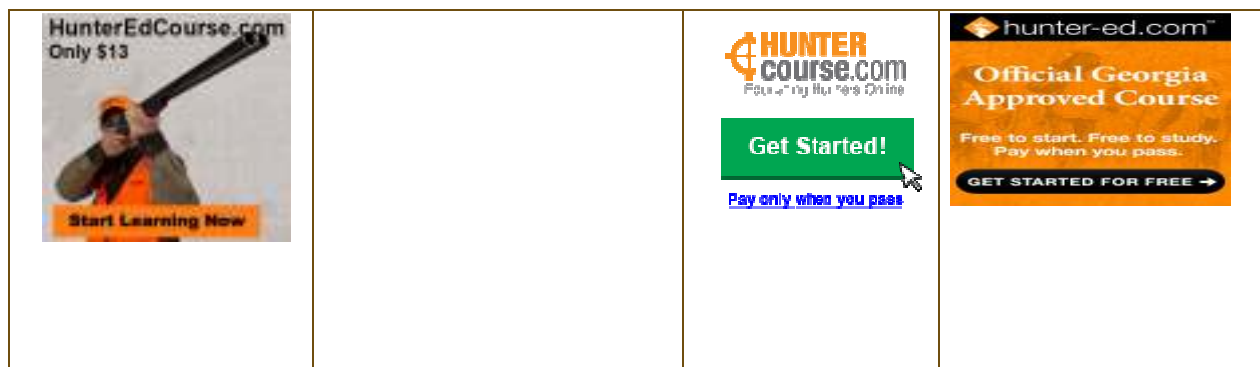
**Step 7:** Once the student is entered by Hunter Development Program administrative staff they can access their Go Outdoors Georgia account and print their hunter education card.

### ONLINE COURSES

There are currently four approved online hunter education courses (with varying fees) that provide a convenient alternative to the classroom course.

<u>HUNTEREDCOURSE.COM</u>	<u>BE A SAFE HUNTER</u>	<u>HUNTERcourse.com</u>	<u>HUNTER-ED.COM</u>
<p>Why take your state-required hunter education course here?</p> <ul style="list-style-type: none"> <li>-Low cost: \$13-lowest online cost for a narrated &amp; interactive experience. No pass-no pay</li> <li>-Animations, closed captioning, narration and photos (not illustrations)</li> <li>-Sixth grade reading &amp; comprehension level</li> <li>-Free ebook to assist</li> </ul>	<p>Students of this course will learn how to be safe, responsible hunters. This course provides 24/7 toll free technical support, each page is narrated and you only pay when you pass. This course has a charge of \$9.95.</p> 	<p>The Hunter Course class has:</p> <ul style="list-style-type: none"> <li>-EXCLUSIVE: Virtual Field Day to best prepare you for the field!</li> <li>- Full Narration</li> <li>- Full Illustration</li> <li>- Animations</li> <li>- Videos</li> <li>- Visual Quiz Questions</li> <li>- One-time course fee of \$29.00</li> </ul>	<p>Learn the official content taught in Georgia's classroom courses! Hunter-ed.com has something for everyone, including:</p> <ul style="list-style-type: none"> <li>- Award-winning, fun to watch videos</li> <li>- Interactive animations</li> <li>- Mobile friendly course</li> <li>- Course narration</li> </ul> <p>Take the course on your own time and at your own pace, we'll save your progress. Free to sign up, \$19.50 after you pass!</p>





**Step 1:** Student should locate or create a **GoOutdoorsGeorgia** account. If student is unable to locate their GoOutdoorsGeorgia account, they will be prompted to create one.

**Step 2:** Once student's account is created, Student chooses to take and complete any of the four online hunter education courses above, located on the WRD Website, [www.georgiawildlife.com](http://www.georgiawildlife.com).

**Step 3:** After student passes the course they are asked to put in their GO account number and then pay for Online Hunter Education Course, they can log into their account at Go Outdoors Georgia and print their new Georgia Hunter Safety Certificate. If having trouble printing their certificate? Please have them call 1-800-366-2661.

**If students do not put their GO account number at the end of the online course, then the system does not link their hunter education completion voucher to their account. The student must then submit their completion voucher and Customer Information Form to [hs-temp1@dnr.ga.gov](mailto:hs-temp1@dnr.ga.gov). Students must put in their GO account number when prompted so the two online systems link the accounts together.**

## APPENDIX

CD Rom Instruction Sheet

Customer Information Form

Hunter Education Course Application Form

Hunter Education Walk in Form

Volunteer Time Sheet/Class Make Up Form

Class Pass/Fail Form (printed off the GO system)



If you choose to complete your hunter education course using the CD-ROM, you will need to complete the following steps:

- Locate or Create a **GoOutdoorsGeorgia** account (Click on "*Purchase/Reprint Hunting & Fishing Licenses, Recreational Passes and Hunter Education Cards*"). If you are unable to locate your GoOutdoorsGeorgia account, you will be prompted to create one.
- Complete the CD-ROM course.
- You can **Email** ([hs-temp1@dnr.ga.gov](mailto:hs-temp1@dnr.ga.gov)) your **Course Completion Certificate** (from the CD-ROM program) and a **Customer Information Form** OR Mail forms to our office (Wildlife Resources Division, Hunter Education Coordinator, 2065 US Hwy 278, SE, Social Circle GA 30025).



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## HUNTER EDUCATION CUSTOMER INFORMATION FORM

You must go to [www.GoOutdoorsGeorgia.com](http://www.GoOutdoorsGeorgia.com) and locate or create your GA-DNR Customer to provide the information needed on this form.

### Hunter Education Student Information:

GA-DNR Customer Number: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Important:** You must attach your online or CD hunter education course completion certificate to this form. (Please also write your GA-DNR Customer Number on your course completion certificate)

**Warning:** O.C.G.A 16-10-20; "A person who knowingly and willfully makes a false, fictitious or fraudulent statement...in any manner within the jurisdiction of any department or agency of state government...shall, upon conviction thereof, be punished by a fine of not more than \$1000 or by imprisonment for not less than five years, or both." I understand that the purpose for completing this document is that the record indicating a successful completion of the hunter education course cannot be found for the student requested. I have completed this document as accurately as possible and hereby certify that I have read and understand Georgia Law 16-10-20.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Return to:**  
Wildlife Resources Division  
Hunter Education Coordinator  
2065 US Hwy 278, SE  
Social Circle, GA 30025 -or-  
Hs-temp1@dnr.ga.gov



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**HUNTER EDUCATION COURSE APPLICATION**  
To Schedule a Hunter Education Course Please Complete and  
Submit This Form to the Hunter Development Program Office

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_

End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_

Student Minimum: \_\_\_\_\_

Student Maximum: \_\_\_\_\_ Live Firing Class: Yes/No

**CHIEF INSTRUCTOR/CONTACT INFO:**

GO Customer ID #: \_\_\_\_\_ Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Mobile Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**ADDITIONAL INSTRUCTOR(S)/CID #:**

GO Customer ID #: \_\_\_\_\_ Name: \_\_\_\_\_

GO Customer ID #: \_\_\_\_\_ Name: \_\_\_\_\_

GO Customer ID #: \_\_\_\_\_ Name: \_\_\_\_\_

GO Customer ID #: \_\_\_\_\_ Name: \_\_\_\_\_

GO Customer ID #: \_\_\_\_\_ Name: \_\_\_\_\_

**LOCATION INFORMATION:**

Location Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Comments:

Return to:  
Wildlife Resources Division  
Hunter Education Coordinator  
2065 US Hwy 278 SE Social Circle, GA 30025  
[HS-temp1@dnr.ga.gov](mailto:HS-temp1@dnr.ga.gov)  
Fax: 706-557-3042

CLASS # \_\_\_\_\_

PASS \_\_\_\_\_ FAIL \_\_\_\_\_

## **Hunter Education Student Information Form**

**ATTENTION:** You must go to [www.GoOutdoorsGeorgia.com](http://www.GoOutdoorsGeorgia.com) and locate or create your GA-DNR Customer Number to provide the information on this form.

### **Hunter Education Student Information:**

GA-DNR Customer Number: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

