



PENNSYLVANIA GAME COMMISSION

HUNTER/TRAPPER EDUCATION

2001 ELMERTON AVENUE HARRISBURG, PA 17110-9797 | 717-787-7015

To the Prospective Instructor:

Thank you for your interest in becoming a volunteer instructor for the Pennsylvania Game Commission's (PGC) Hunter-Trapper Education Program. Policy requirements for prospective instructors can be viewed on page 3 of this document. To begin the process of becoming a volunteer instructor, you will first need to complete and submit several forms to obtain background clearances. **Click the "Hunter-Trapper Education Instructor Application" link on the previous webpage to view the forms and additional instructions for completing them. All of the necessary forms have been compiled into one document which you may complete, sign and submit electronically for your convenience.** The required forms are:

1. PGC Hunter-Trapper Education Program Instructor Application (PGC-HTE-202)
2. Disclosure Statement Application for Volunteers*
3. PA Department of Human Services (DHS) Release Authorization and Child Abuse History Form (CY-113)

*PLEASE NOTE

- If you have been a resident of Pennsylvania during the entirety of the previous ten (10) years or more, you will need to sign the *"Disclosure Statement Application for Volunteers."*
- However, **if you are an out-of-state applicant or have lived out-of-state in the past ten (10) years**, you must submit a Federal Bureau of Investigation Criminal Background Check on your own and send those results to the PGC Hunter-Trapper Education and Outreach Division. For more information on FBI background checks, call: 717-787-7015.

All of these forms may be completed, signed and submitted electronically.
If you are not able to electronically sign the forms, you may:

- Complete the forms on your computer, print, sign in ink, scan and email to: pgchuntereducation@pa.gov

OR

- Print the forms, complete and sign them in ink, then either scan and email them to pgchuntereducation@pa.gov or mail them in a legal size or larger envelope to:

Pennsylvania Game Commission
Hunter Education & Outreach Division
1200 Elmerton Avenue
Harrisburg, PA 17110

If completing the application forms by hand, please print neatly. Illegible applications cannot be processed.

If you are currently certified as an instructor in one of the PGC's Hunter-Trapper Education programs, you do not need to complete the Child Abuse History Clearance form. In completing this form, the Pennsylvania Department of Public Welfare requires that:

- Address information must be the applicant's current home address.
- All information must be completed in full. (The form asks for all previous names, addresses and household members since 1975. This information must be provided to the best of your knowledge and belief. If necessary, attach additional pages.
- In the section marked "Purpose of Clearance," check the box marked "Volunteers."

Be sure to double check all forms before submitting to make sure you've included all required signatures.

DO NOT SEND CASH OR CHECKS! Any fees associated with these applications will be paid by the Pennsylvania Game Commission.

Upon receipt of these forms, a "Request for Criminal Record" form will be completed and submitted by PGC staff and a copy of your application will be forwarded to your local State Game Warden (SGW) for review and approval. If you have don't know your local SGW, we encourage you to speak with them about your interest in becoming an instructor. You can reach your local SGW through your PGC Region Office. Contact information for PGC Region Offices is listed on the last page of this document. The Hunter Education and Outreach Division will contact you when your clearances have been completed and provide you with information about instructor orientation and training.

We look forward to you becoming a valuable member of PGC Hunter-Trapper Education Team!

Sincerely,
PGC Hunter-Trapper Education Programs Staff

HUNTER EDUCATION POLICY

Part: 1 Number: 1.1

**Subject: Instructor Certification Effective Date:
July 1, 2019 (revised)**

POLICY: Any individual desiring certification as an adult instructor in a Pennsylvania Game Commission Hunter-Trapper Education Program shall meet the following requirements:

- Be at least 18 years of age.
- Be a high school graduate or possess a graduate equivalency diploma (GED).
- Have no felony convictions.
- Have no misdemeanor convictions within the past three (3) years.
- Have no Game & Wildlife Code convictions that resulted in the revocation of hunting or trapping license privileges within the last five (5) years. *(Other violations of the Game & Wildlife Code are subject to review and may result in the rejection of any application.)*
- Complete and submit all applications as required.
- Maintain a high moral and ethical character and pass the required background investigations.
- Be a graduate of a Pennsylvania student-level hunter education course. The student-level course must be taken in-person within the specific course of instruction in which the individual desires certification (e.g. Hunter-Trapper Education, Bowhunter Education, etc.).
- Possess a solid background of experience in hunting, trapping or the related subjects taught in the specific course of instruction in which the individual desires certification (e.g. Hunter-Trapper Education, Bowhunter Education, etc.).
- Successfully complete a Pennsylvania Game Commission training workshop for new instructors for the specific course in which the individual desires certification (e.g. Hunter- Trapper Education, Bowhunter Education, etc.).

Prospective instructors will be certified upon completion of the previously noted requirements. Certification periods begin on July 1st and are renewed on a biennial basis contingent upon the instructor meeting minimum participation requirements.

REJECTION OF APPLICATIONS

The Pennsylvania Game Commission reserves the right to reject the application of any applicant who does not meet the minimum requirements as outlined by this policy. Those applicants that are rejected will be notified in writing of the rejection. Applicants may appeal a rejection through an administrative hearing process in accordance with the Administrative Agency Law of April 28, 1978, P.S. 202, No. 53 SS5, 2 PA. C.S.A. SS502 et. Seq.

CONTACTING THE PENNSYLVANIA GAME COMMISSION

Below is a list of Pennsylvania Game Commission Offices and the counties they serve.

Pennsylvania Game Commission, Headquarters Division of Information and Education

2001 Elmerton Avenue
Harrisburg, PA 17110-7015
Phone: 717-787-7015
Fax: 717-772-0542

NORTHWEST REGION

INFORMATION & EDUCATION SUPERVISOR
P.O. Box 31
1509 Pittsburgh Road
Franklin, PA 16323
Phone: 833-742-4868

Counties: Butler, Clarion, Crawford, Erie,
Forest, Jeferson, Lawrence, Mercer, Venango,
and Warren

NORTHCENTRAL REGION

INFORMATION & EDUCATION SUPERVISOR
1566 South Route 44 Highway
P.O. Box 5038
Jersey Shore, PA 17740-5038
Phone: 833-742-4868

Counties: Cameron, Centre, Clearfield, Clinton,
Elk, Lycoming, McKean, Potter, Tioga, and
Union

NORTHEAST REGION

INFORMATION & EDUCATION SUPERVISOR
3917 Memorial Highway
Dallas, PA 18611-0220
Phone: 833-742-4868

Counties: Bradford, Carbon, Columbia,
Lackawanna, Luzerne, Monroe, Montour,
Northumberland, Pike, Sullivan, Susquehanna,
Wayne, and Wyoming

SOUTHWEST REGION

INFORMATION & EDUCATION SUPERVISOR
4820 Route 711
Bolivar, PA 15923
Phone: 833-742-4868

Counties: Allegheny, Armstrong, Beaver,
Cambria, Fayette, Greene, Indiana, Somerset,
Washington, and Westmoreland

SOUTHCENTRAL REGION

INFORMATION & EDUCATION SUPERVISOR
8627 William Penn Highway
Huntingdon, PA 16652
Phone: 833-742-4868

Counties: Adams, Bedford, Blair, Cumberland,
Franklin, Fulton, Huntingdon, Juniata, Mifflin,
Perry, Snyder, and York

SOUTHEAST REGION

INFORMATION & EDUCATION SUPERVISOR
253 Snyder Road
Reading, PA 19605-9791
Phone: 833-742-4868

Counties: Berks, Bucks, Chester, Dauphin,
Delaware, Lancaster, Lebanon, Lehigh,
Montgomery, Northampton, Philadelphia, and
Schuylkill