



# SHASTA COUNTY SHERIFF

Michael L. Johnson  
SHERIFF - CORONER

Dear Carry Concealed Weapon Instructor,

Thank you for your service as a firearm and carry concealed weapon (CCW) instructor in Shasta County. Enclosed is a CCW Instructor Information form and Survey. These forms must be completed and returned to the Sheriff's Office for review and approval. Please include proof of Liability Insurance Coverage with a minimum coverage amount of one million (\$1,000,000) dollars.

Additionally, the Shasta County Sheriff's Office Course of Fire and Qualification form must be used for certification. The Course of Fire must be completed with a passing score for each firearm the CCW applicant lists on the permit, up to a maximum of five (5) firearms. Firearm information must be recorded using the enclosed Shasta County Sheriff's Office Qualification form only, other Qualification Courses or forms will not be accepted. CCW applicants must submit the completed Qualification form, completed CCW Course Certificate and other required documentation (visit [ShastaSheriff.com](http://ShastaSheriff.com) for current information and all needed forms). In addition to the CCW Instruction Information form, please submit your Course Content Syllabus. Course content must include, but is not limited to the following;

- Presentation on completing CCW Application
- Sample form used for good cause and moral character statement
- Presentation regarding Use of Force
- Presentation regarding current laws and court decisions regarding use of force
- Presentation regarding prohibited and restricted areas of carry
- Presentation regarding transportation of firearms
- Presentation regarding safe storage of firearms at home and in a vehicle
- Presentation regarding safe handling of firearms
- Presentation regarding magazine capacity laws
- Presentation regarding the purchase, sale and transfer of firearms
- Presentation regarding the proper loading of firearms
- Presentation regarding contacts with law enforcement
- Presentation regarding reporting use of firearm and exhibiting of firearms
- Presentation regarding range qualification requirements pursuant to 26165 of the Penal Code (AB2103 Provisions)
- Presentation regarding mental health issues; family members, other persons, depression, suicidal thoughts, other mental health issues and how to address these issues.

Included in this information packet is a training guide for LIVE ON-LINE CCW License courses if you choose to utilize on-line teaching courses. Please follow the guideline to ensure students are receiving the best training under this type of teaching medium.

Failure to complete and submit the above information may result in a non-authorized status as a Firearms Instructor in Shasta County and course certificates not accepted. Should you have any questions, please contact the Sheriff's Office at 530-245-6000, Option 8. Completed informational packets, syllabus and supporting documents can be turned into the Sheriff's Office or by mail, attention CCW.

Sincerely,

Michael L. Johnson  
Sheriff – Coroner



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## Concealed Carry Instructor Information

Business

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

Name of Primary Business

Contact: \_\_\_\_\_

Business

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

Business Phone: \_\_\_\_\_ Business Email: \_\_\_\_\_

Where are course classes generally \_\_\_\_\_

What are general days and times of classes? \_\_\_\_\_

General duration of classroom course? (Must be at least 8 hours including range time) \_\_\_\_\_

What is the name and location of the range generally used? \_\_\_\_\_

General duration of range time? \_\_\_\_\_ General duration of range time for renewals? \_\_\_\_\_

Name(s) of Instructors for this business?

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

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

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

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

Listing of certifications for this business and ALL certifications for individual instructors:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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# **SHASTA COUNTY SHERIFF'S OFFICE**

## **LIVE ON-LINE CCW License Training Guide**

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## **1.0 PURPOSE**

The intent of this guide is to establish standard best practices and guidelines for use by approved Shasta County CCW License instructors when conducting LIVE on-line (such as ZOOM or equivalent) CCW License training.

These best practices and guidelines are here forth put in place to ensure that the level, content, and intent of LIVE on-line training and instruction is equivalent to and aligns with the level, content, and intent of in-person classroom training and instruction.

## **2.0 SCOPE**

This guide applies to all Shasta County approved CCW license instructors using an on-line training tool, such as ZOOM or equivalent, when conducting initial or renewal CCW license training to satisfy the requirements of CA Penal Code §26165.

## **3.0 REFERENCES**

CA Penal Code Part 6 Title 4 Division 5 Chapter 4 Section 26165

## **4.0 GENERAL REQUIREMENTS**

### **4.1 Notification of LIVE On-Line Training Class**

CCW License instructors are expected to provide sufficient notice to students either via the registration process or other method of communication indicating that the classroom portion of the training will be conducted via an on-line training tool such as ZOOM or equivalent. Notice shall be such that students have enough time to ensure that they have the necessary equipment to participate in the training. Equipment includes, but is not limited to:

- Laptop with camera and audio;
- Tablet such as iPad, Galaxy, etc.;
- Smart phone;
- Desktop computer with camera and audio; and
- Internet connection.

Additionally, the notice (or other form of communication) should include a standard list of on-line training housekeeping rules and expectations to enable students to somewhat prepare in advance, refer to Section 4.4.

### **4.2 Manage the Aesthetics of your Webcam View**

LIVE On-line interactive training lets you get face-to-face with your audience, which adds a high level of engagement opportunities for you as an instructor. Take advantage of this by optimizing your meeting space for video. Lighting should be bright, evenly distributed and preferably come from in front of you and never behind you to avoid casting shadows on your face. Your background should be interesting but not distracting. Consider using a virtual background feature to block distracting views or make it appear that you are presenting from literally anywhere.

Additionally, look at your webcam rather than your screen to give the effect of eye contact and visual engagement. Also, use the gestures and mannerisms that you would typically use in person to visually stimulate the audience.

### **4.3 Start Early and Start Interacting**

Instructors are encouraged to start the on-line class a minimum of 30 minutes prior to actual class start time to assist those that might need technical assistance while becoming familiar with the new environment. This LIVE interaction will also provide some one-on-one time with instructor, co-hosts, and other students which would normally occur in the in-person classroom environment while waiting for class to begin.

### **4.4 Set Housekeeping Rules and Expectations Up Front**

Set your housekeeping rules and expectations at class start. These should include items such as:

- Check in process;
- Updating screen names to reflect actual student names;
- Muting mics;
- Standard backgrounds;
- Raising hands (physically or electronically) for questions;
- When to use the on-line chat feature;
- Q&A sessions;
- Breaks – frequency & duration
- Knowledge checks; and / or
- Polling.

### **4.5 Co-Instructor or Proctor**

Sufficient number of Co-Instructors or Proctors are required to attend each LIVE on-line training session. The Sheriff's Office recommends no more than 12 students per Instructor/Co-Instructor, so that Co-Instructors or Proctors are sufficiently able to assist the instructor with:

- Student sign-on or technical questions;
- Student check in;
- Monitoring of students' continued attendance throughout the training session;
- Student interaction during breaks or other times;
- Question and answer sessions; and / or
- On-line chat feature.

### **4.6 Frequent and Varied Interaction**

Interaction with the students is key to ensure that they stay focused, engaged, and interested in the material presented. Instructors should incorporate interactive events at regular intervals to solicit student participation. Examples include:

- Knowledge Checks – pose questions to students and ask them to type in the response using the chat feature, hand raising, or even go so far as to call on specific students;

- Polling; and /or
- Q&A sessions – during and post training which allow sufficient time to ensure all questions are asked and answered.

Additionally, to keep students focus, instructors or proctors should disable, where applicable, on-line chat between students and limit chat to be with only instructors and proctors.

Lastly, if possible, disable view settings that allow students to view other students. View should be limited to instructor and co-instructors only to keep focus.

#### **4.7 Record your On-Line Training Class**

Recording your on-line training class provides multiple benefits. It provides visual confirmation of content provided, student attendance and interaction, questions asked and answered, and class duration. It's an excellent electronic tool that an instructor can use to answer Sheriff or other agency questions and be used in an audit if needed. All recorded class sessions shall be kept for 90 days from the completed class date.

#### **4.8 Conduct a Follow-Up Survey**

We all benefit from constructive feedback and what better way to improve your training process then to solicit input from your students. Continuous improvement is the only way to grow. Therefore, it is strongly encouraged that instructors send out a follow-up survey after conclusion of their LIVE on-line training session to receive feedback to enable them to make changes and avoid repeating issues or mistakes of the past.

**End of Training Guide**



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## Firearms Qualification Course for CCW Applicants

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

**Applicant is limited to five (5) firearms.**

No. 1 Make \_\_\_\_\_ Cal. \_\_\_\_\_ Model: \_\_\_\_\_ Serial No. \_\_\_\_\_

No. 2 Make \_\_\_\_\_ Cal. \_\_\_\_\_ Model: \_\_\_\_\_ Serial No. \_\_\_\_\_

No. 3 Make \_\_\_\_\_ Cal. \_\_\_\_\_ Model: \_\_\_\_\_ Serial No. \_\_\_\_\_

No. 4 Make \_\_\_\_\_ Cal. \_\_\_\_\_ Model: \_\_\_\_\_ Serial No. \_\_\_\_\_

No. 5 Make \_\_\_\_\_ Cal. \_\_\_\_\_ Model: \_\_\_\_\_ Serial No. \_\_\_\_\_

**Target:** B-27 silhouette or equivalent.

**Qualification:** 80% - 16/20 shots within the 9 ring (line counts).

**Course of fire:** Static course at the 7-yard line, 4 volleys, 5 rounds each, 20 rounds total, at the direction of the Firearm Instructor, no time limit. Shoot the entire course strong hand supported.

**Reload between stages (if necessary).**

**Firearm No. 1** SCORE \_\_\_\_ / \_\_\_\_ PASS \_\_\_\_ FAIL \_\_\_\_

**Firearm No. 2** SCORE \_\_\_\_ / \_\_\_\_ PASS \_\_\_\_ FAIL \_\_\_\_

**Firearm No. 3** SCORE \_\_\_\_ / \_\_\_\_ PASS \_\_\_\_ FAIL \_\_\_\_

**Firearm No. 4** SCORE \_\_\_\_ / \_\_\_\_ PASS \_\_\_\_ FAIL \_\_\_\_

**Firearm No. 5** SCORE \_\_\_\_ / \_\_\_\_ PASS \_\_\_\_ FAIL \_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Certified Firearm Instructor Name: \_\_\_\_\_  
(Please Print)

Certified Firearm Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_