

Greetings to Instructors from DPRC Education Committee

Qualified instructors are invited to conduct classes using DPRC's facilities.

NRA-Certified instructors are invited to teach standard NRA classes.

NC-certified NC CCH instructors are invited to teach NC CCH classes per the state requirements.

Other instructors and other classes will be reviewed and approved by the DPRC Education committee on a case-by case basis.

Policies and procedures:

- Instructor qualifications – how to become a DPRC-approved instructor:
  - All instructors must sign an annual waiver agreement noting their current insurance information and credential expiration dates, acknowledging and agreeing to abide by DPRC's education policies, agreeing to abide by DPRC's non-disclosure policies, and agreeing not to hold DPRC responsible for any accidents or issues which occur during scheduled training events. Use this link: <https://form.jotform.com/DPRC/dprc-instructor-waiver>
  - All instructors must annually provide proof of liability insurance. Minimum coverage is \$500,000 per incident and \$1 million aggregate. Upload the document in the specified slot on the Instructor Waiver form or email to [Education@DPRC.org](mailto:Education@DPRC.org).
  - Instructors new to DPRC must submit a résumé listing their experience and qualifications to the Education Committee for review and approval. Include documentation of certification by NRA, NC CCH, USCCA or other agencies. Upload the documents in the specified slot on the Instructor Waiver form or email to [Education@DPRC.org](mailto:Education@DPRC.org).
- Class scheduling policies:
  - DPRC has designated the fourth weekend of each month for education. Other class dates are approved on a case-by-case basis. Fifth Saturdays or Sundays are usually approved. Weekdays are usually approved.
  - The Education committee will allocate dates and facilities equitably, with the goal to provide varied training throughout the year.
  - If a class must be rescheduled, the instructor & Education committee will seek a new date.
  - DPRC will post all classes and reserved facilities on the DPRC Calendar and on the DPRC website's Education pages.
- Class management:
  - The instructor will be an independent contractor; scheduling, planning and conducting the class at DPRC under their own control and at their own risk.
  - DPRC will allow the use of the classroom, shooting ranges and other equipment and facilities, but is not responsible for any of these. The instructor will do setup, maintain the provided facilities in good condition, and return everything to the configuration and condition as before the class.
  - All NRA and general safety rules shall be followed for classes.
  - No live ammunition is permitted in the classrooms. This specifically prohibits loaded firearms, carried or cased, including concealed carry firearms. Instructor to notify students ahead of the class and verify compliance on class day. **Exception:** reloading classes, which must allow live ammunition but forbid the presence of firearms in the classroom.
  - The instructor will provide NRA-certified Range Safety Officers to supervise range activities.
    - ♣ NRA-certified RSOs must be present whenever more than one shooter is on the firing line or more than one student is manipulating firearms.
    - ♣ There must be at least one RSO for every five students handling firearms.
    - ♣ The instructor does not count as one of the required RSOs.
    - ♣ The instructor will engage their own qualified RSOs or obtain DPRC RSOs. DPRC has a cadre of NRA-certified and club-approved RSOs who may be invited to serve the class for a fee agreed upon by instructor and RSO.
    - ♣ The instructor must ensure that the RSOs closely and properly supervise the participants whenever shooting or firearms manipulation is in progress, per the roles and duties listed in the NRA Range Safety Officer course.

- Instructor Procedures:
  - To request and register a class,
    - ♣ Instructors will request class dates by filling out and submitting the online form <https://form.jotform.com/DPRC/dprc-event-registration>
    - ♣ Alternately, instructors may email scheduling requests to [Education@DPRC.org](mailto:Education@DPRC.org). The instructor will submit the DPRC Education Waiver form found on the DPRC Education page, specifying facility requirements, gate open times, etc.
    - ♣ If not a standardized class (e.g. NRA classes or NC CCH) provide a detailed description of the class. Include classroom and range requirements, number of students, instructors, RSOs and other support staff, classroom and student equipment needed, student round counts, and any other pertinent information.
    - ♣ The request must be submitted at least 4 weeks prior to the class date.
    - ♣ If all the information on the form is complete and the class is approved, the Education Committee will contact the instructor allowing him or her to start announcing the class.
    - ♣ The Education Committee will post the event on the DPRC calendar and DPRC website's Education page.
    - ♣ If the instructor desires, the Committee will also do any or all of the following:
      - Post class details and instructor information on the class description page.
      - Allow participants to register for the class online, as Students, RSOs, or nonpaying guests of the instructor.
      - Allow students to pay for the class online to DPRC's PayPal.
      - Email the DPRC Membership to advertise the class.
  - The day of the class, the instructor will
    - ♣ Update the sign by the entry gate to post ranges assigned to the class as CLOSED.
    - ♣ Ensure all students either have clicked the waiver when registering for the class on the DPRC website, sign in on the guest kiosk, or sign a paper waiver form.
    - ♣ After the class, clean up and restore the classroom and facilities to the condition they were in before the class, and remove Range Closed postings.
  - After conducting the class, the instructor must, within two weeks,
    - ♣ Email a simple class report to the Education department at [education@dprc.org](mailto:education@dprc.org) and [treasurer@dprc.org](mailto:treasurer@dprc.org).
      - Class name, date, and instructor.
      - How many students attended?
      - Were there any issues?
      - If claiming money the students paid to DPRC's Paypal account, report how many students paid via DPRC's PayPal, how much they paid, and how much is owed.
    - ♣ Settle with DPRC for student payments and DPRC usage fees.
      - If any students paid via the DPRC Webpage, their money was deposited to DPRC's PayPal account. The instructor may claim this money by emailing the DPRC Treasurer at [treasurer@dprc.org](mailto:treasurer@dprc.org). The net due to the instructor is the total amount deposited minus the total of DPRC Education fees. Note - DPRC will provide a 1099-Misc form to assist the instructor in paying taxes.
      - If the instructor owes DPRC a net balance, mail a check to DPRC, 3973 South Jim Minor Road, Haw River NC 27258. Indicate the payment is for Education fees.
    - ♣ Current DPRC Education facility-use fees:
      - For use of the classroom (besides incidental use like bathrooms and lunch)
        - Up to ½ day: \$5 per student.
        - More than ½ day: \$10 per student per day.
      - For range use,
        - A \$20 class fee to cover consumables & maintenance, plus student fees:
          - Up to ½ day, \$5 per student.
          - More than ½ day, \$10 per student per day.

Any additional questions concerning teaching classes can be sent to [education@dprc.org](mailto:education@dprc.org).