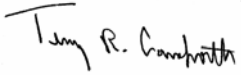


NEVADA DEPARTMENT OF WILDLIFE POLICY AND PROCEDURE	Pages: 2 Effective: November 3, 2005 Approved: 
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TITLE: Hunter Education—Exceptions When Issuing New Cards

REFERENCE/AUTHORITY: NRS 502.330

AFFECTED EMPLOYEES: Conservation Education Staff

Headquarters	0530, 0520, 0210
Eastern Region	2508
Southern Region	3500, 3501, 3504
Western Region	1500, 1520

PURPOSE: To issue a new Nevada hunter education card to an individual who has successfully completed the Department’s course but is not found in the records of the Department; or transferred the authority of another state or Canadian province-issued hunter education card for a Nevada hunter education card.

POLICY: It is the policy of the Department to issue a new Nevada hunter education card when the individual can show satisfactory evidence of completing the Department’s course, or when the individual transfers another state or Canadian wildlife agency’s hunter education course to Nevada.

FEE: None

PROCEDURE:

1. Lost Records for Nevada Hunter Education Students

If an individual claims to have a Nevada hunter education certificate but there is no computer or paper record for that individual and the individual can provide satisfactory evidence that he successfully completed the course (i.e., name of instructor, class date, or other certifiable data), the regional or headquarters Conservation Education coordinator may verify the data and enter the necessary data into the computer file of the Department to create a student record and manually issue a new Nevada hunter education card.

2. New Resident Request for Nevada Hunter Education Card

If an individual certified in hunter education in another state or province moves to Nevada and requests Department assistance in transferring the authority of the original hunter education card to a Nevada hunter education card, the regional or headquarters Conservation Education staff may accept the card from the previous

state or provincial agency as evidence of completion of a course. When no card from another state or province is available, Conservation Education staff may contact the appropriate state or Canadian provincial agency for the management of wildlife for verification. Once verified, the Conservation Education staff may enter the necessary data into the computer file of the Department to create a student record and manually issue a new Nevada hunter education card, at no fee.

3. Updating the Computer File of the Department and Issuing a New Card

- a. Once the Conservation Education coordinator has verified the information and entered the required information into the computer file of the Department to create a student record, a new Nevada hunter education card may be manually issued.
 - (1) If the record is for an individual with lost records, the Certificates tab (under Notes) should include the instructor name, class date, and date of verification. The name of the original instructor will be printed on the instructor line of the new card and the Conservation Education staff issuing the card will initial next to the instructor name to signify that the data was verified.
 - (2) If the record is for an individual transferring a card, the Certificates tab (under Notes) should include the state and whether the verification was by phone or card proof. Since the card is a result of a transfer, the staff will fill in the instructor line with the state abbreviation and the word "Transfer" (i.e., CA Transfer).
- b. Staff will instruct the individual to sign the card for it to be valid.
- c. No fee can be charged for issuing a new card.