



## Mendocino County Sheriff's Office – Carry Concealed Weapon License

### PROCEDURE TO BECOME AN APPROVED CCW INSTRUCTOR

Instructors wishing to be added to the Mendocino County Sheriff's Office list of Approved CCW Instructors must submit the following for review by the Sheriff:

- Must provide a list of all relevant training and copies of certificates that qualify you to be an instructor for CCW classes.
  - Examples of acceptable certification include POST (any state), BSIS, NRA, US Military
- Must include certification for any instructors employed by you.
- Must provide a color copy of a California Driver License for all instructors.
- Must provide a copy of your business license.
- May provide any letters of reference.
- Must provide a detailed syllabus of the material you intend to cover for the 16-hour initial CCW and the 4-hour CCW renewal class. The outline must minimally include;
  - Firearm safety and safe storage
  - Firearm handling
  - Shooting techniques
  - Laws regarding the permissible use of a firearm
  - Range safety plan
- Forward the above information by e-mail to [mcsso-ccw@mendocinocounty.org](mailto:mcsso-ccw@mendocinocounty.org) for review. The email title must be titled "**To CCW Licensing Unit**".
- Following review of your submitted information you will be contacted by a Mendocino County Sheriff's Office representative. If you have been accepted, you will be scheduled for a DOJ live scan appointment.
- Following your DOJ live scan, the Mendocino County Sheriff's Office will provide you with additional documentation and qualification forms and confirm the contact information you want listed on the Mendocino County Sheriff's Office website as an Approved CCW Instructor.
- Approved instructors will be placed on a two year list. At the end of the two year period the training provider will be required to resubmit the certification packet for review.
- Approved training providers are subject to review by the Mendocino County Sheriff's Office at any time.
- The Department may require approved training providers to submit additional information and materials to verify compliance with minimum standards.
- Any time the Department determines an approved training provider is out of compliance with minimum standards, the training provider will be removed from the approved list. Training providers who have been removed from the list may reapply.