

This page is designed to answer frequently asked questions and to serve as a guide to instructors. Contact the Hunter Education Office at 334-242-3620 or dcnr.huntered@dcnr.alabama.gov if you need more information.

What is the first thing I should do after becoming a Primary Instructor?

“Create New User” account at <https://huntered.dcnr.alabama.gov/Instructors/WebEntry/Login.aspx?ReturnUrl=%2fInstructors%2fDefault.aspx>

Review Chapter 8 in your instructor manual (chapter 11 in older editions) or call the Hunter Education office at 334-242-3620 for assistance.

What should I do when I am ready to teach a class?

Call or E-mail the Hunter Education office as soon as you know the dates and location of your class. All classes must be listed on <https://huntered.dcnr.alabama.gov/Public/> for registration purposes.

How do I obtain materials for my class and what materials are available?

Once you contact the Hunter Education office to list your class, an order will be taken for materials. Materials include the student manual, “Today’s Hunter” along with tests, answer sheets, answer key and card stock. Occasionally supplemental materials are available such as digests and pamphlets, etc. These items will be included with the order when available. All materials are shipped via UPS to a street address.

What’s next after I conclude my class and have printed and given cards to all successful students?

Be sure to give credit to any volunteers who assisted with the class. Be sure to delete or mark any unsuccessful students as “Failed” and destroy cards printed for those students. Click “Class Completion” and follow the links on the instructor page. A video is in the works to guide you through administration process. Review Chapter 8 in your instructor manual or call the Hunter Education office at 334-242-3620 for assistance.

What if I “close my class” prior to printing cards?

Always print cards on the provide cardstock prior to clicking “Class Completion”. If you closed your class, please contact the Hunter Education Office and the class can be re-opened.

Where can I find resources to help me have a great class?

We recommend hands-on learning activities, along with “HE Tools” and other resources found here: <https://www.outdooralabama.com/hunter-education-alabama/hunter-education-instructor-resources>

Don’t hesitate to contact your Regional Coordinator for assistance or information.

How can I get a Conservation Enforcement officer or Wildlife Biologist to speak to my class?

Contact your Regional Coordinator and they can assist you with guest speakers and volunteer support.

How can I conduct a Shooting Sport Event or make “live fire” part of my class?

The Hunter Education Office maintains two shooting sports trailers and employees to conduct shotgun, rifle and archery shooting sports events. Contact the Hunter Education Office for more information and scheduling.

How can I keep up with Hunter Education news and information?

Be sure to keep your e-mail and phone number updated with the Hunter Education office. Look for the quarterly newsletter e-mailed to all instructors. Make plans to attend the annual instructor awards banquet held each fall.

How do I earn awards and what are they?

The greatest reward for most volunteers is the good feeling of helping others. The Hunter Education office makes awards as a thank you to the hard work of our volunteers. Awards are given based on the number of classes and hunter education events an instructor assists with.

- 10 - Official Hunter Education Instructor orange hat
- 20 - Official Hunter Education Instructor Belt Buckle
- 30 – Framed Print
- 50 – Framed Limited Edition Print