Process to become a Level III Discipline Instructor for National 4-H Shooting Sports

1. Submit an application to National Committee.
   a. National Committee will review and if accepted, applicant will become an Apprentice Instructor.

2. Apprentice Instructor will be asked to attend and teach with a Level III Discipline Instructor at a National Workshop.
   a. Prior to training, participate in phone calls with Discipline Instructor to help plan training, give insight on level of experience, skills, knowledge of discipline and curriculum.
   b. Attend training and help Discipline Instructor set up classroom and range area.
   c. Determine, with Discipline Instructor, what part(s) of the curriculum the Apprentice is comfortable with and take the lead on that portion.
   d. Participate in all parts of the training as a contributor even if not leading.
   e. Discipline instructor will fill out an evaluation on the Apprentice and make a recommendation on if the Apprentice is ready to move to an Assistant Instructor. This evaluation and recommendation will be given to National Committee for review and action.
      i. Possible action by National Committee could include
         1. Move to Assistant Instructor (see #3)
         2. Leave as Apprentice Instructor (repeat #2)
         3. Remove applicant as possible candidate (would need to start entire process over)

3. If moved to Assistant Instructor, by National Committee.
   a. Assistant will be asked to take the lead role at a National Workshop with a Level III Discipline Instructor.
   b. The Assistant will take the lead on planning, setup, teaching, and communicating with other instructors.
   c. The Discipline Instructor will act as an observer and teaching contributor and assist as needed.
   d. Discipline instructor will fill out an evaluation on the Assistant and make a recommendation on if the Assistant is ready to move to a Level III Discipline Instructor. This evaluation and recommendation will be given to National Committee.
   e. National Committee and the Lead Level III Discipline Instructor will review both evaluations and take action.
      i. Possible action could include
         1. Move to Level III Discipline Instructor
         2. Leave as Assistant Instructor (repeat #3)
         3. Move to Apprentice Instructor (repeat #2)
         4. Remove applicant as possible candidate (would need to start entire process over)

4. If moved to Level III Discipline Instructor
   a. Would need to agree with, sign, date, and return position description to National Committee before becoming a Level III Discipline Instructor.