



## APPLICANTS FOR HANDGUN SAFETY TRAINING INSTRUCTORS CHECKLIST

The following is a list of requirements that must be completed before approval of organizations to certify Handgun Safety Training Instructors is issued: If you have any questions, please email [wpinfo@dps.state.ia.us](mailto:wpinfo@dps.state.ia.us)

- A CERTIFICATE OF EXISTENCE FROM THE IOWA SECRETARY OF STATE ISSUED WITHIN 60 DAYS OF APPLICATION. IF A NON-IOWA CORPORATION, A CERTIFICATE OF AUTHORITY TO DO BUSINESS IN IOWA**
- THE COURSE SYLLABI OR LESSON PLAN WITH GOALS OR OBJECTIVES FOR INSTRUCTOR CERTIFICATION COURSES**
  - Syllabi shall show that instructor candidates who successfully complete the course possess knowledge, competence, and demonstrated proficiency in the area of handgun safety instruction and operation.
- THE COURSE SYLLABI OR LESSON PLANS AND THE GOALS OR OBJECTIVES FOR GENERAL STUDENT COURSES**
  - Syllabi shall demonstrate that students will receive basic requirements for permit to carry a weapon as established by the Iowa Department of Public Safety. The courses shall include:
    - Instruction in current Iowa laws related to the use of deadly force, reasonable force, defense of home and defense of property
    - Instruction in basic handgun safety, safe handling, safe storage, and safe cleaning
    - Instruction in handgun nomenclature and the operation of pistols and revolvers
- A COPY OF THE CERTIFICATE TO BE ISSUED BY THE ORGANIZATION TO INSTRUCTORS WHO COMPLETE THE PROGRAM**
- A COPY OF THE RESUME AND FIREARM-RELATED TRAINING CREDENTIALS OF THE INDIVIDUAL SERVING AS THE ORGANIZATION'S PRIMARY POINT OF CONTACT OR OWNER**
  - Resume or firearm-related training shall demonstrate a MINIMUM OF 5 YEARS of cumulative experience as a firearm instructor.
    - Experience from firearm instructor duties related to military service, instructor certification from the National Rifle Association, or an organization approved by the Iowa Department of Public Safety pursuant to Iowa Code Section 724.9A as enacted by 2021 Iowa Acts, House File 756, section 20, or by the Iowa Law Enforcement Academy, or another state's department of public safety, State Police department, or similar certifying body.
- AN APPLICATION FEE OF \$500**
  - The certification of approval is valid for five years
  - Check to be made out to The Iowa Department of Public Safety
  - Fees for denied applications will be returned or refunded by the Iowa Department of Public Safety
- ALL ITEMS LISTED ABOVE AND APPLICATION MAILED TO IOWA DEPARTMENT OF PUBLIC SAFETY**
  - Attention: Weapon Permits  
Iowa Department of Public Safety  
Oran Pape Public Safety Building  
215 East 7<sup>th</sup> Street, 4<sup>th</sup> Floor  
Des Moines, IA 50319