

## **CCW Training Provider Requirements**

The San Jose Police Department (SJPD) will certify a Training Provider for a period not to exceed two years. It is the responsibility of any approved Training Provider or Training Provider Applicant to submit and maintain the required course materials, documentation, and certifications with the San Jose Police Department. Prior to certification or recertification, Training Providers must comply with the guidelines set forth by the SJPD and be subject to location and document inspection and/or review at any time. Any changes to licensing, curriculum, location, and/or instructors, must be submitted and reviewed prior to implementation. Failure to comply with any of these guidelines will result in the immediate decertification of the Training Provider and may prohibit future certification. The San Jose Police Department reserves the right to remove an Approved Training Provider from our list at any time, without cause.

The San Jose Police Department will accept requests to become a CCW training provider located in Santa Clara County, San Mateo County, Santa Cruz County, San Benito County and Alameda County.

### **Minimum CCW Training Provider standards**

1. Valid business license and liability insurance.
2. Training courses must fulfill the requirements set forth by California Penal Code section 26165 (16-hour class for initial license, 4-hour class for renewal license).
3. Training course must be conducted at a shooting range in compliance with California Civil Code 3482.1.
4. Classroom and live-fire courses must be taught and supervised by certified firearm instructors only. Any other persons in attendance who are not certified firearm instructors must not provide training, assistance to students, or perform line safety duties.
5. Current course materials (i.e. handouts, written examinations) and course syllabus must be submitted to the SJPD Permits Unit for review and consideration. Any changes to approved instruction must be submitted for review prior to being implemented by the training provider.

### **Minimum Training Standards**

The Firearm Training Provider must meet the instructional time requirements per CA Penal Code Section 26165 (16-hour class for initial license, 4-hour class for renewal license). **The Provider must also inspect each firearm that the applicant wishes to have listed on their license.** The Provider will ensure the firearm is safe and mechanically sound. The course of instruction provided will require students to:

1. Understand applicable CA state and federal laws regarding the possession of a firearm in public.
2. Understand applicable CA state laws regarding the safe storage of firearms within a residence and in public.
3. Understand applicable CA state laws regarding the permissible use of a firearm.

4. Understand civil and criminal liability laws regarding firearms.
5. Understand and demonstrate the techniques and equipment used to safely carry firearms, retain control of, and avoid detection of concealed weapons.
6. Understand and demonstrate the safe handling of firearms including disassembly, cleaning and reassembly.
7. Pass a written examination covering the above topics.
8. Participate in, and pass, the SJPD Standardized Course of Fire for each firearm the applicant wishes to have listed on their license.

### **SJPD Standardized Course of Fire for certification**

Target: NRA standard B-27 target

Round Count: 72\*

Course of Fire: 24 rounds fired without time limitation at each of the three specified distances.

Firing Distance: 3 yards, 5 yards, 7 yards

Minimum passing score: 70% of rounds fired at each distance (17 of 24 rounds) must score within the 7-ring of the B-27 target.

Other requirements: The student shall be required to safely load, unload, and reload their handgun during the course of fire.

\*This course of fire shall be required for the first firearm the applicant will be licensed to carry. All subsequent firearm qualification courses of fire shall consist of 20 total rounds (10 rounds at 5 yards and 10 rounds at 7 yards). The passing score will remain 70% of hits (7 of 10 rounds) within the 7-ring of the B-27 target at each distance.

### **Individual Firearm Instructor Certification**

1. All instructors must submit a copy of a valid form of photographic identification.
2. Must not have any prohibitions under federal, state, or local law from owning or possessing firearms, magazines, or ammunition.
3. Proof of completion of an acceptable Firearms Instructor Course listed below and relevant, valid, training certifications within the past 5 years.

*Firearms Instructor Courses include courses offered by:*

- a. *A federal, state, or municipal law enforcement agency*
- b. *A branch of the U.S. military*
- c. *The California Bureau of Security and Investigative Services (BSIS)*
- d. *The National Rifle Association*
- e. *California Peace Officer Standards and Training Certified Firearms Instructor Course.*

If you are interested in becoming an SJPD approved Training Provider, send the below listed items to: [sjpdpermits@sanjoseca.gov](mailto:sjpdpermits@sanjoseca.gov)

- 1) Valid government issued identification card for each instructor
- 2) Firearm Instructor training certifications for each instructor
- 3) Course materials
- 4) Course curriculum and syllabus
- 5) Business license
- 6) Liability insurance

## SJPD CCW Training Provider Document Submission Checkoff Sheet

Use this sheet to help you ensure you have all of the required documents AND that they meet our minimum training requirements.

- Valid photographic government identification card for each instructor
- Valid business license
- Proof of liability insurance
- Proof of completion of an acceptable Firearms Instructor Course for each instructor.
- Proof of relevant, valid, training certifications within the past 5 years for each instructor.
- Shooting Range for training is in compliance with CA Civil Code 3482.1
- Student Handouts
- Course PowerPoint presentation (if applicable)
- Course syllabus covering each of the following topics:
  - California laws regarding the possession of a firearm in public
  - Federal laws regarding the possession of a firearm in public
  - California law regarding the safe storage of firearm within a residence and in public
  - California laws regarding the permissible use of a firearm
  - Criminal liability laws regarding firearms
  - Civil liability laws regarding firearms
  - Equipment used to safely carry, retain control of, and avoid detection of concealed firearms
  - Demonstrate techniques used to safely carry, retain control of, and avoid detection of concealed firearms
  - Safe handling of firearms including disassembly, cleaning and reassembly
  - Demonstrate the safe handling of firearms including disassembly, cleaning and reassembly
  - Inspection of student firearms to ensure the firearm is safe and mechanically sound
- Written Exam (and answer key) covering the following topics:
  - California laws regarding the possession of a firearm in public
  - Federal laws regarding the possession of a firearm in public
  - California law regarding the safe storage of firearm within a residence and in public
  - California laws regarding the permissible use of a firearm
  - Criminal liability laws regarding firearms
  - Civil liability laws regarding firearms
  - Equipment used to safely carry, retain control of, and avoid detection of concealed firearms
  - Safe handling of firearms including disassembly, cleaning, and reassembly