



**APPLICATION FOR BUSINESS ORGANIZATION
OR GOVERNMENT ENTITY APPROVAL TO
CERTIFY FIREARMS INSTRUCTORS**

- NEW
 RENEWAL

Company or Program Name:		
Owner or Primary Contact:		
Secondary Contact (if applicable):		
Phone Number: ()		
Street Address:		
City:	State:	Zip Code:
Email:	Website:	

To qualify for Department of Public Safety approval as an organization authorized to certify instructors, the organization or government agency must meet, maintain and submit the following items:

- Certificate of Good Standing (or comparable certificate issued by another state) from the Minnesota Secretary of State's Office issued within 60 days of application (government entities excluded).
- Lesson plans and syllabuses for Instructor and Student courses that demonstrate that the successful candidates will be able to teach and have received the basic requirements for applicants for permits to carry required by MN Statute 624.714, Subd. 2a. Instruction must also include the following components.
 - The psychological and physical effect during and after a critical incident.
 - Minn. Stat. § 609.065 Justifiable Taking of Life, Minn. Stat. § 609.02 definitions of great bodily harm and Minn. Stat. §§ 624.713, 624.714, and 624.719 as related to permit to carry.
- Copy of course of live fire to be utilized in both Instructor and Student courses. DPS requires a total of at least 25 rounds at multiple distances for the live fire qualification for both courses.
- Copy of certificate to be issued by organization to Instructors or Students. Certificates issued by your organization must specifically state that the training meets the requirements of Minnesota Statutes section 624.714, Subd. 2a.
- Copy of current Instructor credentials from a Department of Public Safety-recognized organization of owner or primary contact or other similar firearms instructor course.
- Written description of how the organization will maintain Instructor and Student records.
- Written description of how organization will maintain proficiency of instruction (including legal updates), and ensure the instructional practices and integrity of Instructors.

Organizations renewing their Department of Public Safety approval must submit:

- Updated (if applicable) lesson plans, syllabus, goals, objectives, course of fire.
- Certificate of Good Standing from the Minnesota Secretary of State's Office, issued within 60 days of renewal application (government entities excluded).
- Copy of updated instructor credentials of primary contact or owner.

Notice to Renewing Organizations: Previously submitted lesson plans and supporting documents will be reviewed upon renewal application to ensure all materials meet the MN BCA current standards.

I certify that my business organization or government entity meets the DPS standards as an organization authorized to certify instructors in the Minnesota Personal Protection Act, pursuant to Minnesota Statutes, section 624.714, Subd. 2 (c).

Signature of Owner or Primary Contact

Date

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR BUSINESS ORGANIZATION OR GOVERNMENT ENTITY APPROVAL

- This form should be completed by business organizations or government entities that are seeking permission to train instructors in the Minnesota Permit to Carry a Pistol Standards, pursuant to Minnesota State Statute 624.714.
- The completed form and required attachments may be emailed to bca.permit.to.carry@state.mn.us or mailed to:

Permit to Carry – Organizational Standards
Minnesota Department of Public Safety
1430 Maryland Avenue East
St. Paul, Minnesota 55106
- Submitted packets will be reviewed by the Commissioner of Public Safety (or designee).
- The review process will be for the purpose of determining that business organizations or government entities have been certified by a statutorily-approved entity and that the course content addresses the statutorily required topics.
- Business organizations or government entities must meet the organization or government entity requirements that have been approved by the Department of Public Safety in accordance with the Department's standards.
- The business organization or government entity's name, phone numbers, e-mail address and website will then be listed on the Bureau of Criminal Apprehension (BCA) website as a certified organization. These certified organizations will be accepted by all Sheriffs in Minnesota as having complied with the instructional training requirements.
- Providers of programs must keep the Department of Public Safety informed of any changes in course content. Periodic compliance checks may be conducted. Any business organization or government entity without up-to-date information on file with the Department of Public Safety will be removed from the list of validated business organizations published on the BCA website.
- If your business organization or government entity does not pass the review process, you will be notified of the reason via electronic mail. If your business organization or government entity passes the review process, you will be notified and your organization will be listed on the BCA website.