

SCHOOL ANNOUNCEMENT

NRA Law Enforcement HANDGUN Instructor Development School

School Starts at 7:30 a.m. on Monday in Classroom located at:

**Shelby County FOP Lodge 84
1237 N Knightstown Rd
Shelbyville, IN 46176**

Oct. 6 –10, 2025 • Monday-Friday

HOSTED BY

Morristown Police Department/ Shelby Co. FOP Lodge 84
765-763-6748 • Brad Trittio • BTrittio@morristown.in.gov

- *Tuition: \$745 - payable to NRA 30 days prior to school (ck, mo, cc, or po#).*
- *There is \$25 per day Range Fee payable to Shelby Co FOP Lodge 84 at this class. 1st day at this class*
(Host will collect range fee NOT NRA).

NRA Law Enforcement HANDGUN Instructor Certification
Is Applied for Upon Successful Completion of School and Tuition Paid.

~~~~~  
**Students** If shipping school material to the hosting agency, you **must** contact them first for their consent.

**We are no longer able to accept paper applications. To apply for a school, please visit:**  
<https://le.nra.org/law-enforcement-training/law-enforcement-schools/>

**NATIONAL RIFLE ASSOCIATION**  
Law Enforcement Division  
11250 Waples Mill Road  
Fairfax, VA 22030  
Phone: (703) 267-1640  
Email: [LE@nrahq.org](mailto:LE@nrahq.org)  
Website: <http://le.nra.org>



Scan QR code to apply for a discounted Membership.

# NRA LAW ENFORCEMENT ACTIVITIES DIVISION

## FIREARM INSTRUCTOR DEVELOPMENT SCHOOLS

### OVERVIEW

NRA Law Enforcement Firearm Instructor Development Schools develop and enhance both instructor skills and firearm handling skills of all students so they can effectively teach their officers to win lethal encounters. These schools are intended for public and private law enforcement officers and military personnel who are currently assigned, or about to be assigned, duties as law enforcement firearm instructors.

The curriculum is designed to prepare students to develop and conduct safe, effective, reality-based and agency-related firearm training. Classroom instruction and practical exercises on the range provide a model for students to use in building their own agency programs. In addition, the school will enhance each student's firearm knowledge and handling skills. All classes and range exercises are conducted at the instructor level, with students conducting many of the range exercises to gain experience. Students are exposed to a wide variety of shooting techniques, training methods, and tactical philosophies, which allows them to choose what best serves their students.

Each of our Instructor Development Schools consists of a minimum of forty-four (44) contact hours during a five (5) day school. ***Contact hours*** refers to actual instructional time in the classroom and on the range, and does not include travel time between the lodging and training site, meal times, or range clean-up. Classes will be conducted from approximately 0730 to 1800 Monday, and 0800 to 1730 hours, Tuesday through Friday, plus one late night to accommodate reduced light shooting. 100% attendance and participation is **MANDATORY** for successful school completion. Students must demonstrate teaching and shooting proficiency and pass a written examination in all of the schools.

### INSTRUCTOR SCHOOL DISCIPLINE

**Handgun Instructor** – This school is our primary handgun instructor school. Students will be taught classroom instructional methods, how to effectively teach Law Enforcement handgun skills with both the semi auto pistol, revolver and off-duty/back-up handgun, how to develop dynamic and practical range training relevant to their agency's needs and will be expected to make a classroom presentation at the end of the week.. Drills on the range enforce skills in the areas of coaching, accurate shot placement, multiple threats, decision-making, shooting while moving, identifying threats and firing in reduced light, tactical use of cover, concealed-carry training, one-handed malfunction clearing, firing from unconventional positions, and use of verbal range training commands.

**Tuition** – Tuition for each Instructor Development School is \$745 per student, payable by check, credit card, or purchase order to the NRA prior to the school. In addition, the hosting agency may charge a "range fee" to cover cardboard, staples, coffee, snacks and other out-of-pocket expenses, payable directly to the host on site. Range fees generally vary from \$25-\$50 but may be higher. **No cancellation or NO Show will result in a \$100 fine.**

**Note: Tuition may be tax deductible for education expenses** -U.S. Citizens: Treasury Regulation 1.162.5 permits an income tax deduction for educational expenses (registration fees, cost of travel, meals and lodging) undertaken to maintain or improve skills required for one's employment or other trade or business.

## STUDENT PREREQUISITES

Students must first meet the ***eligibility requirements*** below before attending any of our schools. In addition, students must have a good working knowledge of the firearms used and the capability to safely and accurately operate them prior to attending any NRA school. Without this basic background, students will find it difficult to keep pace with the instruction, practical exercises, and successfully complete the proficiency assessments. ***Students who are not able to demonstrate proficiency in the operation of their firearms or who commit unsafe acts will be dropped from the school.***

## ELIGIBILITY REQUIREMENTS

Certain eligibility requirements must be met PRIOR to attending any NRA Law Enforcement Firearm Instructor school. Application to attend must be made on the proper forms to NRA headquarters and confirmation to attend received prior to arriving at schools. **NRA Membership is NOT REQUIRED to attend any NRA Law Enforcement Firearm Instructor School.** You must be:

1. **A public law enforcement officer**, vested with powers of arrest, required to carry a firearm in the furtherance of their duties, working for any federal, state, county or municipal agency having a minimum of 3 years of law enforcement related experience. These may include but are not limited to officers, deputy sheriffs, agents, investigators, troopers, park rangers, land & natural resource officers, animal wardens, tribal police, correctional officers, railroad police, etc...
2. **A private law enforcement officer**, licensed, authorized and required to carry a firearm in the furtherance of their duties working for a licensed security agency, company or corporation having a minimum of 3 years of law enforcement/security related experience. These may include but not be limited to private corrections, nuclear security, private investigators, bank and/or armored car guards, personal protection personnel, etc...
3. **A retired or previously employed law enforcement officer** who **HAD** arrest powers, has **NO** criminal convictions, may lawfully possess a firearm, has remained active in law enforcement training, and has a minimum of 3 years of law enforcement related experience.
4. **A current member of the United States military**, active duty or reserve, applying to attend under written orders from their command, or applying with a letter of request from the commanding officer or a senior NCO of their unit.
5. **A GSA Approved Government Contractor**, under some circumstances. A letter on company letterhead verifying your current employment, and/or GSA contractual agreement, and a readable copy of your government-issued photo ID must accompany application.

See page 2 of the application for complete list of categories of eligibility. Applicants must be ***A CITIZEN OF THE UNITED STATES OR A LAWFUL PERMANENT RESIDENT OF THE UNITED STATES.***

## CERTIFICATION REQUIREMENTS

At the completion of all NRA Law Enforcement Firearm Instructor Schools, a course completion certificate shall be issued. Certification, good for 3 years, may be applied for immediately upon successful completion of each school and when the following requirements are met:

1. An *Application for Certification* must be completed and submitted to the NRA's Law Enforcement Activities Division within 6 months of successful completion of the school. (Certification is free if applied for within 30 days of completing their school. Thereafter it is \$30.).
2. The person applying for certification must be an NRA member. (NRA membership must be maintained in order for the certification to remain valid). Law Enforcement personnel may apply for and receive NRA membership through an exclusive offer of only \$20/year through the NRA's Law Enforcement Activities Division.
3. Agency membership enrollment for private security agencies is a pre-condition for all private security officers to certify with the NRA. Agency enrollment is \$110/3 years and has its own unique benefits.
4. Agency enrollment is available for both public and private law enforcement agencies. Agency membership permits the agency to submit all firearm lesson plans and course of fire to the NRA's Law Enforcement Activities Division for review and approval. All lesson plans and courses of fire are kept confidential and on file at the NRA's Law Enforcement Activities Division for a period of 3 years.

For further information or questions regarding the Instructor Certification, please call 703-267-1626 or email [lecertifications@nrahq.org](mailto:lecertifications@nrahq.org) .

## STUDENT EQUIPMENT REQUIREMENTS

The following is a list of required equipment necessary for ALL schools. (See *Additional Equipment Requirements* section below for additional school specific equipment requirements):

1. **Duty Handgun** – A law enforcement duty-type handgun.
2. **Magazines or Speedloaders** – If using a semi-automatic, bring a minimum of 4 magazines (5 if round capacity is less than 10). If using a revolver, bring a minimum of 5 speed loaders.
3. **Holster, Belt, ammo Pouches** – The holster must be duty-type (patrol), strong-side directional draw, equipped with a handgun retention device and securely fastened to the gun belt.
4. **Eye and Ear Protection, Cap** – Student must wear “wraparound” or “side panel” safety glasses. Prescription glasses may be used if shatterproof and equipped with side shields. Ear plugs or ear muffs (preferred) and a cap with a bill to deflect ejected brass must also be worn.
5. **Knee and Elbow Pads** – Knee and elbow pads are optional for kneeling and prone position shooting.
6. **Appropriate Clothing** – Students should bring appropriate clothing to participate in the range exercises consistent with prevailing weather conditions. Range exercises will be conducted in inclement weather unless a safety hazard exists.
7. **Duty Flashlight** – Law enforcement hand-held duty flashlight capable of one-hand operation.
8. **Notebook and Marker** – A small pocket spiral notebook, pen or pencil, and a jumbo permanent marker.
9. **Cleaning Equipment** – Bring cleaning equipment for your firearms.

These are law enforcement instructor schools. ONLY law enforcement duty-type firearms and equipment are acceptable. Do not bring competition guns or equipment. If you are doubtful about what equipment is acceptable, contact the NRA at 703-267-1640 or [LE@nraHQ.org](mailto:LE@nraHQ.org).

## ADDITIONAL EQUIPMENT REQUIREMENTS

In addition to the above listed equipment, students will need to bring the below listed equipment specific to the school in which they are attending:

- **Handgun Instructor School**
  - **Back-up or off-duty firearm and equipment** - Off-duty/backup handgun may be a revolver or semi-automatic and may be another duty gun. Holster may be IWB, ankle, paddle, fanny-pack, or other suitable concealed carry holster.
  - **Magazines / speedloaders** - at least 3 magazines or speedloaders with appropriate carrying pouch.
  - **Ammunition** - 1200 total rounds: 800 for primary handgun, and 400 for off-duty handgun.
  - **Jacket or vest** - Bring a cover garment for concealed carry range exercises.

## CURRICULUM

**OUR CURRICULUM** is designed to help the law enforcement Handgun instructor develop, prepare, and conduct safe, effective, reality-based, and agency related Handgun training programs, both in the classroom and on the range. All classes and range exercises will be conducted at the instructor level. The students will be expected to conduct many of the range exercises.

**CLASSROOM** - Approximately 22 contact hours will be spent in the classroom. Subjects will include, but not be limited to:

1. Teaching the Fundamentals of Handgun Marksmanship
2. Teaching Handgun Shooting Positions
3. Content and Development of an Agency Handgun Training Program
4. Teaching Handgun Handling Skills (Load, Unload, Reload, Malfunctions, Etc.)
5. Coaching and Partner Techniques
6. Effective Range Instruction Techniques
7. Preparation, Construction, and Presentation of Lesson Plans
8. Methods of Instruction
9. Production and Presentation of Training Aids
10. Effective Communication
11. Teaching Tactical Use of Cover and Concealment
12. Teaching and Conducting Shooting Under Dim Light Conditions
13. Developing and Conducting Practical Range Exercises
14. Liability Considerations

**RANGE** - Approximately 22 contact hours will be spent on the range. Subjects will include, but not be limited to:

1. Instructional Coaching Exercises
2. Load and Unload Procedures
3. Reloads and Malfunctions
4. Handgun Shooting Positions
5. Flash Sight Firing
6. Engagement of Multiple Threats
7. Incapacitation Techniques
8. Shooting Under Adverse Light Conditions
9. Tactical Use of Cover and Concealment
10. Off Duty Identification and Firing From Concealment
11. Close Quarters Firing
12. Pivots and Turns
13. Decision Making and Problem Solving
14. Handgun Instructor Proficiency Course

## LODGING

*These are a few nearby hotels and not necessarily a complete list.  
For other available lodging, search the Internet.*

### Holiday Inn Express

38 West Rampart St.  
Shelbyville, IN 46176  
317-398-0800

### Hampton Inn

59 East Rampart St.  
Shelbyville, IN 46176  
317-398-9100

### Comfort Inn

36 West Rampart St.  
Shelbyville, IN 46176  
317-398-8044