



“To protect and Serve”

DOCUMENTATION THAT MUST BE SUBMITTED IN ORDER TO BECOME A CCW INSTRUCTOR

1. **Business License** – A business license must be obtained from the location that your classes will be held (The City of Yerington or City of Fernley or the Lyon County Clerk/Treasurer Office, if you teach outside of the city limits of either city).
2. **Certificate of Education** – Certification in firearms training and a comprehensive resume of the individual’s experience in firearms and firearms instruction. Certification in training can come from the NRA, U.S. Military, law enforcement, or other national firearms or shooting organizations.
3. **Certificate of Completion** – This is the certificate you will provide to the applicant upon completion of the class. The certificate must include the city and county of where the class was taught. It must indicate that the applicant has passed the written examination and that the class was at least eight (8) hours in length for an initial permit or four (4) hours for a renewal.
4. **Lesson Plan** – Complete copy of your lesson plan, including approved test.
5. **Resume** – Resume of experience and qualifications, including DOB and SSN.
6. **Identification** – Copy of State-issued identification, such as driver’s license or I.D. card.
7. **Authorization to Release Criminal History Record** – Applicants will provide a waiver indicating that the Lyon County Sheriff’s Office is authorized to perform a criminal background check.
8. **Letter of Agreement** – All instructors must agree to abide by all requirements of the Nevada Sheriffs’ and Chiefs’ Association, Lyon County Sheriff’s Office and Nevada Revised Statutes.

Rev. 4/21/2025