

ARIZONA

DEPARTMENT OF PUBLIC SAFETY



FIREARMS-SAFETY INSTRUCTOR PROGRAM

FOR

ARIZONA CONCEALED WEAPONS PERMITS

Effective September 30, 2009

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SAFETY

SAFETY

1. Five Basic Safety Rules
 - A. All firearms are considered loaded (never assume anything – check it)
 - B. Always point firearms in a safe direction (downrange, the ground, etc.), until on target and ready to fire
 - C. Always keep your trigger finger straight along the frame until on target and ready to fire
 - D. Always know your target and what's behind it (bystanders, traffic, etc.)
 - E. Maintain control of your firearm (if not in possession, lock it up)

2. Dry Firing and Cleaning
 - A. Unload the firearm in a safe manner
 - B. Place all ammo in a separate room
 - C. Visually and physically inspect the firearm to make sure it is unloaded
 - D. Plan to avoid interruptions (phone, door, etc.)
 - E. Aim the firearm at a bullet stopping backstop (block wall, dirt berm, etc.)

3. Storing Weapons
 - A. Educate all persons that might have access to a firearm
 - B. Check all firearms to make sure they are unloaded (look and feel)
 - C. Store in a safe/secure location
 - D. Store out of sight
 - E. Use additional safety devices (cable locks, padlocks, gun safes, etc.)
 - F. Never store or carry a cocked revolver

4. Range
 - A. Obey all range rules and the rangemaster/instructor
 - B. Stay focused and alert
 - C. Use eye and ear protection
 - D. Report unsafe acts
 - E. Anyone may call “cease fire”

**INTERFACE WITH
LAW
ENFORCEMENT**

INTERFACE WITH LAW ENFORCEMENT

Traffic Contacts

- a. Keep hands in plain view – avoid the appearance of being a threat. This is potentially a volatile situation.
- b. Advising the officer of the weapon and permit is not required but is recommended.
- c. Follow the officers instructions
 - i. Officer may temporarily separate the permit holder from the weapon.
 - ii. Officer may be comfortable with the permit holder retaining the weapon.
 - iii. DO NOT ARGUE WITH THE OFFICER – If necessary, file a complaint with the on duty supervisor of the officer's agency.

When Deadly Force Has Been Threatened Or Used

- a. Have a plan beforehand – be prepared!
- b. Remain calm.
- c. Call 911 as soon as possible – give details of your location and description.
- d. Remember the firearm safety rules and secure the weapon (no weapon in hand when the officers arrive).
- e. Remain alert – the suspect could still pose a threat.
- f. Disturb the scene as little as possible.
- g. Responding officers will not know the exact situation. When they arrive, show them your open hands and tell them whom you are. Follow their instructions.
- h. Be prepared to be detained while officers sort out the situation.
- i. Think about what you are going to say to investigators, if anything.

Assisting the Police

- a. Only in life threatening situations – use common sense.
- b. Do not surprise the officer (get officer's attention, no weapon in hand).
- c. Obtain permission/instructions from the officer first, if possible.
- d. Use only the force necessary.

- e. Be a good witness – remember details.
- f. Do not leave afterwards until told otherwise by involved officers.

Incidents With Business Owners or Other Prohibited Locations

- a. Don't argue or escalate the situation – businesses have the right to prohibit weapons.
- b. Leave and secure your weapon in a suitable location (some locations may be able to secure your weapon for you).
- c. If the police arrive, keep your open hands in plain view.
- d. Follow instructions from the police and/or business operators – permittee's can be arrested for trespassing if they don't.

8 HOUR LESSON PLAN

CONCEALED WEAPONS PERMIT PROGRAM LESSON PLAN 8-Hour Initial Class

Program Number 62005081

Date 09-30-09

This lesson plan was developed by the CWPU with the assistance of the CCW Advisory Committee and designed for new organization applicants who require a lesson plan for submission to the CWPU. Use of this lesson plan is mandatory by all training organizations, effective August 11, 2005. The 8-hour CCW course is actually a firearms safety course, designed to teach the students the basics of gun safety, marksmanship, maintenance and familiarization, as well as legal issues related to the use of deadly physical force. The 8-hour CCW course is not designed for or intended to teach advanced tactics or shooting techniques. Note: Each section of the lesson plan now has a minimum required training time.

A new organization applicant no longer needs to submit a copy of a lesson plan along with its application to become a Training Organization. Once approved, the organization will be sent a copy of the current AZ DPS lesson plan, four versions of the AZ DPS standardized test, an answer key and an answer sheet. The organization may use one or all test versions, at its discretion. It is mandatory that instructors spend at least 2.5 hours on the law and legal portion of this lesson plan. Instructors are required to thoroughly cover this topic. Do not read from the statutes, but know them well enough to discuss them in class. Use the "Legal Issues Relating to the Use of Deadly Force" , [ARS statutes](#) and information on the CWPU website as references. Important: Please tell students that these sources of information as well as this lesson plan are on the AZ DPS CWPU website.

Any information taught which is not listed in this lesson plan will require additional hours of training time beyond the mandatory 8 hours. For instance, including a one-hour block of instruction on tactical shooting techniques would require a CCW class 9 hours in length. The only exception is the use of brief videos or other audio/visual aids directly related to required topics. Under no circumstances will audio/visual aids dominate the training. Deviation from this or any other approved lesson plan is unacceptable and will result in the suspension and/or criminal prosecution of the instructor and organization. Deviations can also result in students having their applications rejected for a lack of training. A 10 minute break taken after every 50 minutes of instruction is acceptable (counts as one hour of instruction) and does not require special scheduling or permission. Lunch breaks do not count as training time. Fingerprinting and/or completing applications will not be performed during the 8-hour training period.

IMPORTANT - This lesson plan consists of ten sections. Section 1 will be covered first. Section 2 will be taught before students handle firearms or qualify on the range. The remaining sections may be taught in any order, based upon the needs of the instructor. Any or all sections may be taught on a range and the firing of handguns by students may be incorporated at the instructor's discretion.

I. Introduction (as appropriate) (15 mins)

- Welcome
- Introductions (Instructors/Students)
- CCW course and materials (*general information, i.e., basic firearms-safety course, taught to the lowest level of experience, includes legal issues, etc.*)
- Schedule
- Facilities
- Breaks
- Cell phones, pagers, etc.
- Other

Class Safety Briefing (*to be repeated as necessary throughout the class*): *The safety briefing below is a guide to assist the instructor with pertinent instructions and should be used as needed. Some instructions may not be applicable to the training and may be left out. Other instructions may be added at the instructor's discretion.*

- No loaded firearms are permitted in any training area unless specifically required by the instructor
- Firearms shall be inspected by the instructor before qualification and remain unloaded until told otherwise
- Eye and ear protection will be worn while on the firing line
- Firearms used for training purposes other than qualification on a range shall be unloaded and inspected by the instructor teaching the class (*If available, at least one student knowledgeable of firearms shall also inspect the firearm*)
- Students are expressly prohibited from being under the influence to any extent of alcoholic beverages or drugs which may affect judgment or coordination while attending this class
- No "horseplay" while in class or on the range
- Students will follow all commands given by the instructor
- When on the range, all firearms will be benched or holstered, unless told otherwise by the instructor
- The five safety rules shall be strictly adhered to at all times
- At the command of "cease-fire", all shooters will immediately stop firing, keep their firearms pointed downrange and listen for further instructions from the instructor. Anyone may yell cease-fire if they observe an unsafe act
- Violations of these rules may result in your dismissal from the class
- Other (Appropriate clothing, drinks, snacks, first aid, etc.)

Class Objectives:

1. To allow students to carry concealed weapons after successfully completing an 8-hour course of instruction.
2. To inform students of the responsibility of firearms safety, use of deadly force, maintenance of firearms, proper mental conditioning, marksmanship and judgmental shooting situations, as required by law.
3. To display knowledge and proficiency of deadly force issues by passing an approved written test with a minimum score of 100 percent at the conclusion of the class. This requires a score of at least 70 percent on the initial test. Initial test scores below 70 percent fail the class.
4. To display shooting proficiency by firing a minimum of ten rounds of live ammunition (as defined by applicable administrative rules) for qualification and achieving a score of at least 70 percent.

II. SAFE HANDLING AND STORAGE OF FIREARMS (min 1 hr) *Recommendation: Give a brief informational statement about the use of handguns for self-defense, leading into the importance of firearms safety in general.***A. The Five Firearms Safety Rules (*Stress the importance of knowing and following the safety rules*).**

- All firearms are considered loaded (never assume anything – check it)
- Always point firearms in a safe direction (downrange, the ground, etc.), until on target and ready to fire
- Always keep your trigger finger straight along the frame until on target and ready to fire
- Always know your target and what's behind it (bystanders, traffic, etc.)
- Maintain control of your firearm (if not in possession, lock it up)

Remember - There is no such thing as an “accidental discharge” of a firearm, unless the weapon is defective. Firearms fire due to intent or carelessness.

B. Firearm storage devices (*use training aids*)

- Safety vs. accessibility
- Lockable boxes, cases and safes

C. Locking devices (*use training aids*)

- Safety vs. accessibility
- Racks
- Barrel locks
- Cable locks
- Trigger locks – not a preferred safety device

D. Training household members

- All family members should be familiar with firearms stored in the home and taught basic firearms safety
- Children should be taught not to handle a “found” firearm and to report it to a responsible adult (stop, don’t touch, leave the area, tell an adult)
- If appropriate, visitors should be told of the presence of loaded firearms in the home and cautioned against handling an unfamiliar firearm

E. Loaded firearms in the home

- *Discuss: Family members and visitors who are not familiar with the potential hazards of firearms are at risk should they encounter a loaded firearm in the home. Emphasize how many people have been shot while cleaning firearms or with supposedly “unloaded” firearms*

III. LEGAL ISSUES RELATING TO THE USE OF DEADLY FORCE (Mandatory 2.5 hours minimum)

A. Overview (*Use the “Legal Issues Relating to the Use of Deadly Force” section of the DPS Firearms-Safety Instructor Training Program Manual as a reference for this module of instruction – references to the manual can be found after each applicable topic. **All CCW instructors must be familiar with this reference.** Do not attempt to read this reference in its entirety to your students. Briefly cover the required statutes and use the examples cited in each section of the reference material to better describe the meaning of the statute. Inform your students that the reference is available on the AZ DPS CCW website at: (<http://www.azdps.gov/ccw>). Other valuable information includes ARS Title 13. Inform your students that:*

- Arizona law requires persons who wish to carry concealed weapons to receive initial training in order to obtain and renew a permit to carry concealed weapons for self-defense

- The legal issues are the most important because violations of the laws pertaining to the use of firearms can lead to imprisonment, fines and civil lawsuits
- A permit is valid for five years (four years if issued prior to 8-10-05) and then must be renewed
- It is the responsibility of the permit holder to renew the permit by remitting a completed application (within 90 days prior to or 60 days after expiration of the permit) and the applicable fee.
- Military personnel deployed overseas are provided 90 days to renew their permit following the end of the deployment. The permit is considered valid during this time frame, even though it may be expired, however, it is unlikely that other states will recognize an expired permit.
- The submission of fingerprint cards is no longer required on subsequent renewals submitted after 8-11-05. If the permit holder allows the permit to expire, then the applicant must begin the process over by attending the initial class again.
- Schools may now offer firearms classes that cover safety, history, marksmanship and competence. This is an elective, one semester course.
- The CWPU will issue a “certificate of firearms proficiency” to qualified retired law enforcement officers to enable them to carry concealed handguns nationwide. This requires annual AZ POST handgun qualification and passing a target discrimination course.
- Discuss places where firearms are prohibited or restricted (*see Handout A*)
- Briefly discuss criminal vs. civil law (Sections I & II)

B. Laws pertaining to firearms and deadly physical force (*Reminder, in some chapters only certain statutes must be addressed and they are given in italics. Remind students that Michael Anthony’s legal reference manual is on the AZ DPS website and they may thoroughly study this material at their convenience*)

1. Briefly discuss ARS Title 13, Chapter 11, Homicide (Section III.A) *13-1102, 1103.*
2. Briefly discuss ARS Title 13, Chapter 12, Assault and Related Offenses (Section III.B) *13-1201, 1202, 1203, 1204.*
3. Briefly discuss ARS Title 13, Chapter 15, Criminal Trespass and Burglary (Section III.C) *Cover aspects that pertain to CCW permit holders – see the legal reference.*
4. Briefly discuss ARS Title 13, Chapter 29, Offenses Against Public Order – Disorderly

Conduct (Section III.D) 2904.A.6 & *discuss how 2911 could affect persons with weapons on school grounds.*

5. Briefly discuss ARS Title 13, Chapter 31 Weapons and Explosives (Section III.E) 13-3101, 3102, 3107, 3112. *Information that does not pertain to carrying deadly and/or concealed weapons may be omitted.*
6. Briefly discuss Civil Laws Impacting the Use of Firearms (Section IV) *Overview of Intentional Acts and Negligence.*
7. **Thoroughly discuss ARS Title 13, Chapter 4, Justification (Section V) *All relevant subsections to include 401, 402.B.2, 403.6, 404, 405, 406, 407, 408, 411, 412, 413 & 417. Subsections that do not pertain to average citizens carrying concealed weapons may be omitted. This chapter is the most crucial section of the law and legal training requirement and all instructors must be thoroughly knowledgeable of this section of the legal text (Section V).***
8. Briefly discuss ARS Title 4, Chapter 2 (4-244.29) (Unless posted no firearms allowed, Patrons may bring firearms into commercial establishments that serve alcohol for consumption on the premises if they possess a valid CCW permit and do NOT consume alcohol)
9. Briefly discuss other applicable laws (Section VII) 13-3601, 3602 (*only how these sections pertain to permit holders*) Section VII.A.4 & 18 USC 922 – *Federal Gun Free School Zone overview (only provide general awareness of this federal law, direct students with in-depth questions to consult an attorney)* Section VII.J.
10. Reciprocity and recognition of permits (*see Handout B. Briefly discuss this subsection. Key point: Be familiar with the laws of other states you visit.*)
 - ARS 13-3112.T - V
 - Reciprocal agreements with other states
 - Recognition of other states permits in Arizona
11. Request students visit the AZ DPS CCW website at: <http://www.azdps.gov/ccw>

C. Contact with law enforcement (**thoroughly discuss**)

- Permit holders are not required to inform officers they are in possession of a permit and a concealed weapon unless asked by the officer, however, it is strongly recommended the permit holder volunteer this information to avoid “surprises.” (Section VII.A.1)
- Approaching law enforcement during volatile situations can further aggravate the situation. Do not approach officers without first getting their attention and

requesting permission. (Section VII.A.2)

- Officers are authorized to require permit holders in possession of a concealed weapon and a permit to temporarily surrender the weapon for the officers safety (Section VII.A.3)
- *Instructors, please review the “Interface with Law Enforcement” section of the CWPU Firearm-Safety Instructor Program book. This will provide you with additional information on this topic you should review with your students.*

IV. FIREARM CARE AND MAINTENANCE (min 15 mins) *Discuss the importance of clean and functional firearms that will be used for self-defense. Also stress the importance of ensuring the firearm is unloaded before cleaning. Briefly cover the following maintenance topics:*

- A. Read the owner’s manual (Many are available on the internet or by corresponding with the manufacturer)
- B. Safety (unload in one room, clean in another, no ammunition present)
- C. Field Stripping (as applicable, read owner’s manual)
- D. Magazines (cleaning, check for defects, no lubricants)
- E. Cleaning and lubrication (proper equipment, solvents & lubricants, how often)
- F. Function check before loading the firearm to insure the weapon was properly reassembled and operating correctly

V. MENTAL CONDITIONING FOR THE USE OF DEADLY FORCE (min 1 hr)

A. Modes of Awareness

- White - No perceived threat, completely unaware (watching TV, daydreaming, sleeping)
- Yellow - Functioning in public, aware of surroundings (driving to work, shopping, conversation)
- Orange - Alert, perceived threat or situation (someone or something grabs your attention, possible danger)
- Red - Focused, reacting to actual threat (someone is actually threatening or attacking you and you are responding)

B. Visualization Techniques (***Emphasize the importance of these points***)

- Use “what if” scenarios to prepare an appropriate reaction
- The way you prepare and train will be the way you respond in a high stress situation
- You will not likely have time to create a plan once the attacker engages you

1. The Confrontation (The fight is on – active defensive measures)

- Appropriate level of defensive force. Remember: Not every attack or threat is the same. In each case, there may be circumstances present that require an immediate and violent reaction by a person defending them self (or someone else) from the threat of serious bodily injury or death. If possible, try to consider:
 - What is the aggressor doing? (Demeanor and actions - watch the hands, body language)
 - What weapons, if any, does the aggressor possess? (Pipe, knife, gun, rock, stick?)
 - Is threatening deadly physical force justified and the best option?
 - Non-lethal weapons (If an option – mace, stun guns, etc.)
 - Is using deadly physical force justified and the best option?
 - Do you have the opportunity to draw your handgun?
- How close is the aggressor? (In your face vs. 5-20 feet away)
- Can they reach your handgun?
- After drawing, should I keep my handgun in close or extend my arms into a shooting position?
 - Never give up or surrender your weapon once the fight is on – it could cost you your life
 - Use only the force necessary to stop the attack and be prepared to resume the use of force, if needed
 - Be mentally prepared if injured – many people have died from non-lethal wounds because of shock
 - Firing (Expectations, wounding the attacker, blood, injury, death)

2. If Deadly Physical Force has been used

- Misconceptions (Real life vs. movies, immediate death, endless supply of bullets, etc.)
- Did you make a plan? (What are you going to do now?)
- Injuries to attacker, bystander and/or self (first aid?)
- 911 – Call immediately, don't hang up
- Don't disturb the scene – remember the five safety rules
- Arrival of the police (Secure the handgun, empty hands)
- Investigation (Crime scene, confiscation of the handgun as evidence, attorney,

police interviews, statements)

- Be prepared to be detained after a deadly force incident

3. Aftereffects

- Common psychological reaction pattern
 - Elation
 - Revulsion
 - Remorse
 - Self-Doubt
 - Acceptance
- Common physical & psychological reactions
 - Adrenaline rush, excitability, sleeplessness (may last for days)
 - Depression, fatigue (may last for days)
 - Upsetting memories such as images or thoughts about the trauma
 - Feeling as if the trauma is happening again (flashbacks)
 - Bad dreams and nightmares
 - Anxiety or fear, feeling in danger again

VI. JUDGMENTAL SHOOTING (min 30mins)

- Discuss and/or practice at least three common shoot/no shoot situations (*Situational questions, handouts, slides, videos, reenactments, paper targets, paintball, Simunitions, FATS, Rangemaster 2000, etc.*)
- Student must be able to determine the threat and appropriate action
- *Remind them: A handgun is a tool of last resort*

VII. FIREARM MANIPULATION, MARKSMANSHIP AND PRACTICE (min 1 hr) *Recommend this section be taught on the range and the students be allowed to fire practice rounds, at the instructors discretion)*

Instructor tip: For the purposes of shooting instruction, a person is vertically divided in half, with one side known as the “firing side” (sometimes known as the “shooting or strong side”) and the other the “support side.” This allows instructors to give one command to multiple students on the firing line without differentiating between right handed shooters and left handed shooters. The firing side is determined by which hand the shooter prefers to hold the handgun. If it were the right hand, then the right side of that person would be known as the firing side and the left side of the person would be the support side. The instructor can now call out commands to direct

movement using terms such as “adjust your support hand”, or “move your firing side foot forward.” Remember: The firing hand primarily maintains a firing grip on a handgun and the support hand is used to fulfill several needs to include supporting the firing hand, reloading, cocking, etc.

Handgun Recognition and Manipulation

Stress the importance of being able to 1) recognize the different types of handguns and their condition, 2) operate the various functions of that firearm through familiarization and 3) safely handle the firearm and basic etiquette. Ensure students know how to operate their handgun safely to include loading, unloading, correct ammunition and firing.

- A. Isosceles, Weaver and Modified Weaver positions
- B. Grip (*Discuss two hands vs. one hand*)
 - Flashlights
 - Using the firing hand or support hand only
- C. Sight Alignment
 - Sight picture
 - Dominant eye
 - Sight alignment (front and rear sights, eye focused on front sight)
 - Point shooting
- D. Trigger
 - Trigger finger straight along the frame until on target and ready to fire
 - Steady pressure vs. anticipation
 - Breathing
- E. Loading and unloading (**Note on Subsection E:** *Discuss as needed, depending on the types of weapons your students possess and their basic knowledge of firearms. If this section is taught on the range, we recommend a sequence of loading, firing a few rounds and then unloading until students appear relatively comfortable with the process. Remind students with semi-autos that simply removing the magazine does not mean the weapon is unloaded – the slide must be cycled and the chamber checked.*)
 - 1. Single/Double Action Revolvers
 - a. Loading
 - Activate the cylinder release (single action: open loading port)
 - Handgun may be placed in the shooter’s support hand and loaded with

the firing hand

- Swing open cylinder
- Place rounds into cylinder
- Close cylinder (single action: close loading port)

b. Unloading

- Activate the cylinder release (single action: open loading port)
- Swing open cylinder
- Handgun may be placed in the shooter's support hand and loaded with the firing hand
- Push extractor rod to the rear (single action: align chamber first)
- Remove rounds/cases
- Inspect each chamber to insure they are empty
- Close cylinder (single action: close loading port)

2. Semiautomatics

a. Loading

- Methods for inserting rounds into magazine
- Insert magazine into magazine well and lock in place
- Using the support hand, rack slide to the rear and release (do not ride forward)
- De-cock (single action: engage safety)

b. Unloading

- Press magazine release and remove magazine (place in your pocket or pouch)
- Kneel down, rack slide to the rear and remove round from chamber (Kneel so round has less distance to fall, reducing the chance of igniting the primer or damaging the round)
- Lock slide to the rear
- Look and feel inside the chamber to insure round ejected
- Pull slide to the rear to disengage the slide stop and release the slide
- De-cock (as needed)

F. Firing

- Stance
- Grip

- Aiming/sight alignment
 - Trigger press
 - Breathing
 - Squib rounds, misfires and malfunctions (Squib – underpowered; misfire – delayed or dud)
 - Recoil
 - Recovery
- G. Holsters and Carry Methods (*Discuss various types of holsters and other carry methods such as purses, briefcases, fanny packs, etc.*)

VIII. WRITTEN TEST (30 mins)

- A. 20 questions, with an initial score of at least 70 percent, using any version of the AZ DPS standardized test (Versions 13.1 – 13.2, effective 09-30-09).
- B. Prior to the end of class, review and retest all incorrect answers until a final score of 100% is achieved. Retest(s) may be either written or verbal, group or individual.

IX. QUALIFICATION (1 hour - range)

- A. Minimum standard: At least 10 rounds with a firearm and live ammunition, no time limit (5 rds at 5 yards and 5 rds at 10 yards). Ammunition shall consist of a case, primer, powder and a lead or lead-jacketed bullet. Use of any other ammunition requires permission from the CWPU. Simulated, marking and/or rubber projectiles are prohibited for use during qualification. Qualification may consist of firing more rounds than the minimum standard at longer ranges than those given, at the discretion of the training organization. Students should be drawing and firing from a holster suitable for concealed carry, but this is not mandatory.
- B. NRA TQ-15, TQ-19 or equivalent, i.e., secondary scoring ring equal to 14 x 16, or less. Shots outside of the 2nd scoring ring will not count.
- C. 70 percent hits within the secondary scoring ring are required for a passing score.

X. OVERALL EVALUATION (Pass/Fail Student) Did student satisfactorily demonstrated sufficient knowledge and proficiency with all required topics? Are you, as a firearms instructor, willing to certify this person? If so, complete the application by adding the required information on the back. Ensure that you enter the correct numbers on the application or the application will be returned to your student by the CWPU.

Handout A

Concealed Weapon Permit Unit

P.O. Box 6488
Phoenix, AZ 85005
Metro Phoenix: (602) 256-6280
Outside Metro Phoenix: (800) 256-6280
Fax: (602) 223-2928

Web page: www.azdps.gov/ccw

Email: ccw@azdps.gov

Michael Anthony's "LEGAL ISSUES RELATING TO THE USE OF DEADLY FORCE" is available on the CWPU webpage

GENERALLY, MISCONDUCT INVOLVING WEAPONS (ARS 13-3102.A.1 and A.2) DOES NOT APPLY TO:

- A deadly weapon which is immediately accessible **and** carried openly by a means that makes it obvious to casual observers the person is carrying a deadly weapon ("open carry")
- A person in his home, on his business premises or on real property owned or leased by that person
- Within a means of transportation, a deadly weapon that is not immediately accessible **or** if it is clearly visible to casual observers **or** if it is carried in a container that makes it obvious the person is transporting a deadly weapon
- A pocketknife (typically a folding knife with a blade less than 4 inches)
- A peace officer or any person summoned by any peace officer to assist while actually in the performance of official duties
- A warden, deputy warden or correctional officer of the state department of corrections
- A member of the military forces of the United States or of any state of the United States in the performance of official duties
- A person specifically licensed, authorized or permitted (CCW permit) pursuant to a statute of this state or of the United States.
- Active/retired law enforcement officers carrying under the Law Enforcement Officer Safety Act of 2004 (LEOSA) & ARS 13-3112.X

FIREARMS ARE PROHIBITED OR RESTRICTED IN THE FOLLOWING PLACES (with or without a permit)

- Businesses serving alcohol for consumption on the premises (**exception for ccw permittee, unless posted 'no firearms', may not consume alcohol**)
- Polling places on election days
- School grounds (**some exceptions – see below**)
- Commercial nuclear generating stations
- Military installations
- Indian reservations (check w/tribe)
- Game preserves
- National parks (check with park service)
- Correctional facilities
- Federal buildings
- Airports (in or beyond security checkpoints)
- Where federal, state or local laws prohibit weapons
- Public/Private establishments or events when asked by the operator/sponsor/agent. Persons who refuse to leave and secure their weapon are trespassing and can be cited or arrested for 13-1502A1 (C3M) or 13-1503A (C2M), depending on the location

School exceptions (Concealed or not):

- You are an adult in a vehicle and the firearm is unloaded before entering school grounds. Furthermore, if you must exit your vehicle, the firearm must remain unloaded and be secured (locked) within the vehicle, out of plain view (**ARS 13-3102.I.1**) Use caution and common sense if you must exit the vehicle with a firearm to secure it in the trunk (avoid causing a potentially serious disturbance)
- You are an adult attending a firearms related class (hunter/safety) or participating in a school program that requires you to bring or possess a firearm and the training or event was scheduled and approved by school administrators (**ARS 13-3102.H & I.2**). This exception also applies to a juvenile accompanied by a parent, grandparent, legal guardian or a certified hunter/firearms safety officer acting with the permission of a parent or guardian (**ARS 13-3111.A**). The firearm will be unloaded before entering school grounds and should be placed in a case to avoid causing a potentially serious disturbance
- Additionally, designated employees of a school may order a person off of school property if that person is believed to be interfering with school operations. School boards may also enact specific and more restrictive rules governing firearms and deadly weapons on school grounds (**ARS 13-2911**). Determine the what the rules of a school are before attempting to enter school grounds with a firearm

PERMIT HOLDER REQUIREMENTS

- A qualified person must have the permit in possession when carrying a concealed weapon
- The permit must be presented to any law enforcement officer **upon request**, along with a driver's license, military ID, state ID card or passport (if carrying a concealed weapon)
- Return altered, defaced, illegible, mutilated, suspended and/or revoked permits to the AZ DPS CWPU
- Notify the DPS CWPU if you have been arrested for any felony or domestic violence misdemeanor
- Renew permit after **five years**. Submit application packet no more than 90 days in advance.
- Your Arizona permit is valid in some other states; call the state in question to verify reciprocity or recognition.

Reciprocity and Recognition of Permits

Some states recognize the CCW permit issued by another state – check with that state before carrying there to verify to validity of your permit. The AZ DPS CWPU maintains a webpage that lists state permits that are valid in Arizona and what states recognize the Arizona permit. Please note that these states are subject to change, hence, the importance of contacting that state before carrying there.

See the AZ DPS CCW Unit website for a list of recognized and reciprocal states.

Pursuant to ARS 13-3112.V, For the purpose of establishing mutual permit or license recognition with other states, the department of public safety shall enter into a written agreement if another state requires a written agreements.

CCW Tests have been omitted from this document.

Instructors and Training Organizations May request a copy of tests by contacting the CWPU and providing instructor verification data.

CCW INSTRUCTOR RESPONSIBILITIES

CCW Instructor Responsibilities

CCW instructors have a great responsibility, to both their students and the public. They are legally bound to present the material they teach thoroughly and professionally. Deviating from an approved training program can result in severe penalties, both criminally and civilly, for the instructor and the organization. Although anyone can take a CCW course, not everyone is eligible to obtain a CCW permit. Consider advising your students of the following before starting your class:

- Anyone with a **felony conviction** is disqualified from obtaining a permit, unless the conviction has been expunged, vacated, set aside or pardoned; or their rights have been restored and they are not a prohibited possessor under state or federal law. The applicant will be required to show proof if their conviction has been expunged, vacated, set aside or pardoned. Federal and state laws play a significant role in determining if a record that has been expunged, set aside or vacated will allow an applicant to obtain a concealed weapons permit. Some convictions, even though they have been expunged, set aside or vacated may prevent the issuance of a concealed weapons permit because of conflict with other laws which prohibit possession of a weapon.
- Applicants with a **record of a felony arrest** should be prepared to produce court records that clearly state the charges were dismissed; not prosecuted or they were found not guilty. This includes applicants with a felony arrest and the charge was an "open ended" or "undesignated" felony in which the final conviction was designated a misdemeanor. Applicants currently under indictment for a felony offense are disqualified from obtaining a permit.
- Applicants with a **record of any arrest without an offense level or disposition** listed will be required to produce arrest and/or court records that clearly state the offense level and disposition of the charge.
- Applicants with a **misdemeanor conviction related to domestic violence** are also disqualified unless the conviction was expunged, vacated or set aside. No other misdemeanor convictions affect qualification for a permit. Again Federal and state laws play a significant role in determining if a record that has been expunged, set aside or vacated will allow an applicant to obtain a concealed weapons permit. Some convictions, even though they have been expunged, set aside or vacated may prevent the issuance of a concealed weapons permit because of conflict with other laws which prohibit possession of a weapon.
- Persons who were born outside of the United States or one of its territories must send a copy of (or present in person) proof of citizenship or alien status. Any of the following documents are acceptable:
 - Certificate of Naturalization
 - Resident Alien Card
 - Record of Birth Abroad to US Citizen
 - Record of Birth Abroad to Armed Forces Personnel
 - US Passport

AZ CCW Instructors must teach from a CWPU approved lesson plan. The CWPU determines what constitutes an approved lesson plan. Effective August 1, 2003, all organizational instructors must teach the AZ DPS approved lesson plan for the 8-hour initial course and utilize the approved standardized examination questions. Do not allow students to keep DPS approved tests or answer sheets! The current version of the lesson plan and legal text are available on the CWPU web site. Check the web site frequently for modifications and other important information.

Modifications to basic CCW program instruction. A lesson plan may not be modified and must be taught in its entirety. If an organization desires to include additional elements of training, those elements will not be considered a part of the lesson plan and will require additional training time after the approved lesson plan has been taught. In effect, those

additional elements will constitute proprietary training other than the basic Firearms Safety/CCW permit training program authorized by the CWPU. Permission from the CWPU is not needed for such training.

Unauthorized modifications to a lesson plan. Significant deviation from a lesson plan is unacceptable and will result in the suspension/revocation of the instructor and organization. Gross deviation can result in criminal prosecution. Additionally, deviations can also result in the rejection of student applications for unauthorized training.

THIS COURSE CAN NOT BE COMBINED WITH ANY OTHER TRAINING. For example, the Armed Guard Training, even though the lesson plan may appear to be similar. The CCW Course must be a stand alone class.

CWPU Training Philosophy:

The DPS lesson plans are meant to provide a standardized program of instruction so that all applicants receive a solid Firearms Safety block of training. Additionally, the applicant is required to receive law and legal instruction, along with other topics mandated by the legislature. This course was never intended to be a tactical firearms training program.

Historically, we have had organizations and instructors going in many different directions when it comes to CCW training. So different in fact that one lesson plan didn't resemble another (when taught). Each applicant should be able to receive the same, substantial, course of instruction, regardless of the instructor or organization. This lesson plan is not a verbatim document to be read from. This lesson plan provides the bare minimum topics and sub-topics that must be taught. The information provided by the instructor must be related to a given topic or sub-topic. If an instructor is found to be teaching a class on engaging multiple attackers from a fortified structure, that instructor shall be deemed to be substantially deviating from the lesson plan. However, if an instructor in the Tucson area is found to be teaching a Tucson City ordinance that is related to the carrying of weapons in a park (during the legal section of the lesson plan), kudos' are in order for taking the initiative since it is important, relevant and needed for that particular area. This lesson plan is intended to be a progressive document that can bend a little. It is subject to some interpretation, based upon the instructors and/or organization's experience, knowledge and region. Keep specific instruction within bounds. Be reasonable and professional. Don't allow personal feelings and prejudices to interfere with your responsibility to teach objectively. Follow the lesson plan it is meant to guide your instruction.

Please note: We are not looking to suspend instructors or organizations for being creative or using their ingenuity to successfully train their students. Again, use the lesson plans to guide your instruction. It is up to you to add specific content for each topic and sub-topic, based upon your knowledge and experience. It is incumbent upon you to provide the "meat" of these topics; we will not tell you what to say word for word. We provide the topic; you (the instructor) provide the substance. As long as the information is within the boundaries of "recognized and reasonable" firearms instruction, there will not be an issue.

We are aware that some of you may only accept people whom you know to be very experienced with handguns and tactics. Some of you may conduct mixed classes of novice and experienced students. The rule for tailoring classes is this: know your students. If you have a class comprised of ten students who invented the SWAT advanced tactical shooting

techniques for Phoenix PD and one student who has never seen a handgun in real life, you must teach the class at the most basic level for that one student. The others may find it "painful" but that is the way it must be. Conversely, if your class is comprised of ONLY the SWAT team, you probably will not spend a tremendous amount of time on the topic of "components of a handgun" (but you must spend some time on it, a "review" so to speak).

Be warned, before you start tailoring your class for a group who claim they invented advanced tactical shooting techniques, have actually built custom handguns or have been members of a shooting review board for twenty years, you must confirm this is the case. The point is, many people may claim to have experience and knowledge that they really do not (or it is so old that they don't actually remember it). How do you confirm it? Talk to them and pick their brains. You'll know. If in doubt, teach at the most basic level.

The methods you choose to deliver your class are up to you. Videos, PowerPoint, re-enactments, slides, hands on practical exercises, and lecture, to name a few, are all acceptable methods of training. Make sure they are on topic. We recommend you use a combination of these methods to keep your class interesting. Eight hours of lecture will likely exhaust your students and should be avoided (unless you are a VERY dynamic speaker). Dull, plain PowerPoint slides or printed materials may also exhaust your students. Use your ingenuity along with the lesson plan to provide an informative, yet entertaining experience for your students.

All training must occur within Arizona. Failure to comply will result in the suspension of your certification and organization. Additionally, any student trained outside of Arizona will be suspended.

Instructors are obligated to assist their students with the application process. You will provide each student with an application, fingerprint card and a return envelope. On the application, ensure that all blocks are completed with the correct information. The instructor must complete the completion certificate on the back of the application, which includes the Training Program, Instructor and Organization Numbers and affix the organization stamp or seal. Instructors may obtain blank applications, fingerprint cards and return envelopes from the Concealed Weapons Permit Unit by calling us, sending an email or you may pick them up in person at the DPS Headquarters building located at 2102 W. Encanto Blvd, Phoenix. Advanced notification is recommended if you will be picking them up in person. Application forms periodically change; please ensure you are utilizing the current version.

The fingerprint card is another important document that requires accuracy. Only fingerprint cards obtained from the CWPU are acceptable. All required information should be entered on the top of the card. Assist your students with correctly completing the fingerprint card. Correctly entering all information is critical; inaccurate entries will result in your student's application and/or fingerprint card being rejected.

Training time - vs - Administrative time: Administrative time includes, but is not limited to, fingerprinting students, reviewing applications, driving to a range and other related activities which are not training. Lesson plans are very specific as to what will be taught during training time. A 10 minute break taken after every 50 minutes of instruction is acceptable and does not require special scheduling or permission.

Instructors must fail students who do not complete training or who do not sufficiently understand the curriculum. Instructors are under no obligation to pass every student who takes their class. On the contrary, instructors who perceive they have a student who does not sufficiently participate, who is disruptive or who seems to have other problems or issues which concern the instructor should either be rescheduled to take the course or released them from the class. For these reasons, instructors may not fill out the instructor portion of the application until the student satisfactorily completes the training. Do not allow a student who falls into this category to leave with an application that contains your instructor, organization and program information.

Retention of Records:

Training Organizations are required to keep CCW related training records and/or rosters for a minimum of 5 years.

Information:

With the rapid exchange of information provided by the internet and e-mail and in an effort to reduce costs the CWPU has elected to provide information electronically. The CWPU continually posts pertinent information on their web site. Instructors should frequently check the web site to ensure they are using the correct lesson plan, legal text, applications, etc.

CWPU Contact Information:

Arizona Department of Public Safety
Concealed Weapons Permit Unit

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