**1. Training School Name:** **2. Class Number:**

**3. Student’s Printed Name:** **4. Student’s Identification Number:**

**5. Proficiency Demonstration Number: First Attempt  OR Second Attempt**

**6. The Student is a: Correctional Probation Officer  Correctional Officer  Law Enforcement Officer**

**7. Proficiency Requirements:** Once testing on a proficiency has begun, no additional training, assistance, or practice is allowed on that proficiency skill.

* **Firearms Handling Proficiency Skills (Revolver, Semiautomatic Pistol, Shotgun, and Semiautomatic Rifle/Carbine)**

**8. Student Performance Requirements and Re-Test:**

* **Demonstration of Proficiency:** A student shall demonstrate the required Firearms Handling Proficiency Skills at 100% or higher using a revolver, semiautomatic pistol, shotgun, and semiautomatic rifle/carbine.
* **Written End-of-Course Examination:** A student shall achieve a score of no less than 80% on the required end-of-course examination.
* **Re-test:** A student shall be given the opportunity for one additional attempt at the required demonstration of Firearms Handling Proficiency Skills or one re-examination of the required written end-of-course examination for the Safe Handling of Firearms course. A student shall be deemed to have failed the Safe Handling of Firearms course if he/she has failed to pass the required written end-of-course examination or the required demonstration of Firearms Handling Proficiency Skills after a second attempt.
* **Remediation Plan Attached: Yes**

If a student was not successful in the first attempt to demonstrate the required Firearms Handling Proficiency Skills, attach a remediation plan. Retesting requires a new CJSTC-21 form with the second attempt box checked in item number 5 above.

**9. Firearms Handling Proficiency Skills: Pass**  **or Fail**  **Comments:**

**10. Instructor to Student Ratio:** For instruction of the Criminal Justice Firearms Course, Cross-Over Handgun Transition Course, Firearms Instructor Course, or Safe Handling of Firearms course, there shall be no more than six students actively engaged on a firearms range for each Commission-certified firearms instructor. One rangemaster shall supervise all range activity while training is actively engaged. The rangemaster shall be a Commission-certified firearms instructor and shall not be included as an instructor to comply with the instructor to student ratio requirements. Discretionary course of fire shall be conducted with a one-to-one instructor to student ratio. Actively engaged is defined as “a student on the firing range handling a weapon.”

**11. Written End-of-Course Examination:**

* **Written Examination: Pass**  **or Fail**
* **Written Examination Retest: Pass**  **or Fail**

**12. Failure of Course:** The student has failed the Safe Handling of Firearms course.

|  |  |  |  |
| --- | --- | --- | --- |
| **Firearms Handling Proficiency** | | | |
| **Safe Handling** | **Satisfactory** | **Unsatisfactory** | **Evaluation/Comments** |
| Checked if firearm is loaded |  |  |  |
| Demonstrated proper muzzle control |  |  |
| Kept finger off trigger |  |  |
| **Loading and Unloading** | **Satisfactory** | **Unsatisfactory** | **Evaluation/Comments** |
| Loaded the revolver safely and correctly |  |  |  |
| Unloaded the revolver safely and correctly |  |  |
| Loaded the semiautomatic pistol safely and correctly |  |  |
| Unloaded the semiautomatic pistol safely and correctly |  |  |
| Loaded the shotgun safely and correctly |  |  |
| Unloaded the shotgun safely and correctly |  |  |
| Loaded the semiautomatic rifle/carbine safely and correctly |  |  |
| Unloaded the semiautomatic rifle/carbine safely and correctly |  |  |
| **Correcting Malfunctions** | **Satisfactory** | **Unsatisfactory** | **Evaluation/Comments** |
| Cleared a revolver malfunction safely and correctly |  |  |  |
| Cleared a semiautomatic pistol malfunction safely and correctly |  |  |
| Cleared a shotgun malfunction safely and correctly |  |  |
| Cleared a semiautomatic rifle/carbine malfunction safely and correctly |  |  |
| **The student DID  or DID NOT  successfully demonstrate firearms handling proficiency during the course.** | | | |
| **Instructor’s Printed Name:**  **Instructor’s Signature: Date:** | | | |

**13. Student’s Signature:**  **14. Date:**

**15. Training Center Director or Designee’s Name:**

**16. Training Center Director or Designee’s Signature: 17. Date:**

**18. Date Evaluation Completed:**