



Kelly A. Martinez., Sheriff

# SAN DIEGO COUNTY SHERIFF'S OFFICE

License Division, 9621 Ridgeway Court, PO Box 939062  
San Diego, CA 92193-9062

## CCW VENDOR/INSTRUCTOR EXPECTATIONS

To Whom It May Concern:

I understand that if I am approved to be a San Diego County CCW Vendor/Instructor, the expectations are as follows:

As a San Diego County CCW Vendor/Instructor I SHALL:

- Require each CCW applicant to complete the required 16- or 8-hour courses and qualification shoots with their weapons to be listed on their permit.
- Inspect each weapon for safety and legibly record the serial number of each weapon on the safety certificate.
- Complete all classroom instruction and live fire qualifications IN PERSON.
- Notify the Sheriff's Department Licensing Division of any changes to my information, including phone number or email in writing as soon as possible.
- Be subject to inspection by the Sheriff's Department without notice.
- Give honorable, ethical, and fair training to all students.

As a San Diego County CCW Vendor/Instructor I SHALL NOT:

- Allow any CCW applicant to skip ANY portion of the required 16- or 8-hour courses or live fire qualification shoots for ANY reason.
- Allow CCW students to complete their own safety certificate.
- Allow an instructor not approved by the Sheriff's Department to conduct any portion of the required courses.
- Falsify, forge, or give a passing score for the live fire qualification.

I understand that by failing to abide by these outlined expectations, I may be removed from the vendor/instructor list and/or be subject to criminal charges.

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

License Division  
Cc: jlm File