



CORE Examiner Agreement

between

B.C. Wildlife Federation
(Operating as designated agency for the Ministry of Forests, Lands and Natural Resource Operations)

and

CORE Examiner

In order to be authorized to teach and examine the Conservation and Outdoor Recreation Education (CORE) program and to receive course materials, you must sign and return this agreement to the B.C. Wildlife Federation office. Your signature will indicate your agreement and understanding of the following conditions:

1. You agree to notify the CORE Program Coordinator if you are charged (including by way of violation ticket and regardless of whether or not you are convicted) with any offense under the *Criminal Code*, the *Firearms Act Canada*, the *Criminal Record Review Act* or any *Provincial/Territorial Game, Fish or Wildlife Act*.
2. You agree to maintain a valid Possession and Acquisition License under the *Firearms Act (Canada)* at all times.
3. You will renew, and provide proof of to the BCWF, a Criminal Record Review for working with children and vulnerable adults every 5 years as required under the *Criminal Record Review Act* (British Columbia).
4. You will adhere to the CORE Program Code of Conduct and comply with the CORE Program Standards.
5. You will exhibit the highest of hunter ethics and firearm safety.
6. You will attend to the best of your ability, Seminar(s) / CORE Conferences in the administration and delivery of the CORE Program at the request of the CORE Program Coordinator.
7. You will only charge examination fees as prescribed by the Hunter Safety Training Regulation, BC Reg.53/98.
8. You agree to the publication of your name and telephone number on the CORE Examiner /Instructor Contact List.

9. You agree to make yourself available to provide CORE examinations to students wishing to challenge the exam(s) at a time reasonably and mutually convenient to yourself and the student, within 30 days of a request.
10. You agree not to copy, distribute, share or sell CORE course material other than as intended for courses or examinations and in accordance with the CORE Program Standards.
11. You will be responsible for all costs associated with delivery of your courses including, but not limited to, the cost of facilities, disabled firearms, dummy ammunition, and appropriate safe equipment storage.
12. You will complete and submit/return all required CORE related reports, forms and surveys, in accordance with instructions provided by the CORE Program Coordinator.
13. You agree to keep accurate records of students and examinations. These records must be retained for a minimum of 2 years.
14. You agree to have any or all of your instructional classes or examinations monitored or assessed at any time with or without prior notification. This may include, but is not limited to, sitting in on classes, interviewing students, and reviewing your documentation.
15. You agree to teach the entire course content which entails a minimum of 16 to 20 hours of instruction (not including breaks or examination time).
16. You agree not to coach or provide a review session to a student challenging the exam(s).
17. You agree to instruct or examine a minimum of one (1) CORE student within a two (2) year period to maintain your CORE Examiner / Instructor status.
18. You agree to notify the CORE Program Coordinator within 30 days of any changes to your contact information such as: address, telephone number, email address, etc.
19. You agree to notify the CORE Program Coordinator if you cease to be an examiner for any reason and will return all CORE materials to the BCWF office.
20. You agree to notify the CORE Program Coordinator of any public safety concerns that arise during a course or examination. This includes, but is not limited to, the introduction of non-disabled firearms or live ammunition into the teaching/examination area, accidental discharges, and threats of violence against self or others.
21. You will provide proof of liability insurance to the CORE Program Coordinator or be a BCWF member in good standing (which includes liability insurance to CORE Examiners while conducting CORE courses).

22. You understand that your certification may be suspended or revoked for non-compliance with the CORE Program Standards as well as for conduct unbecoming to a CORE Examiner/Instructor, which includes, but is not limited to, being charged with related actual, attempted, or threatened violence, domestic violence, criminal harassment, drug offenses, or weapons/firearms offences under the *Criminal Code* or *Firearms Act Canada*.
23. Your certification may also be suspended or cancelled if you violate any of the terms of this agreement.

Please return a signed and dated copy of this agreement to the B.C. Wildlife Federation office.
Please retain a copy for your own records.

Signature: _____ Date: _____

Printed Name: _____

Examiner/Instructor Number: _____

MAIL ORIGINAL TO: **CORE Program Coordinator**
 B.C. Wildlife Federation
 101 – 9706 – 188 Street
 Surrey, BC V4N 3M2