



Oklahoma Department of Corrections

Firearms Training Record

Date Trained: Click here to enter a date. --Click here to enter a date.		Weapon: Choose an item.		Course: Choose an item.				Printed name of Instructor:		Instructors signature:	
Range:		Caliber: Choose an item.		Choose an item.				Instructor #		Instructor facility: Choose an item.	
Last Name, First Name	Emp. ID#:	Facility:	Qual. score #1	Qual. score #2	Qual. score #3	Qual. score #4	Qual. score #5	Total rds. fired:	Status: E/Q/UQ/NA	Date expires:	Written assessment score:

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Instructions:

PRINCIPLE PURPOSE(S): Used to record results of small arm/firearms qualification training. Serves as the official source document for proof of firearms qualification.

Firearms instructors will complete ALL information in the top two lines of this form. Do not leave any empty blocks in this form.

Firearms instructors by signing this form attest that the listed employees completed firearms training in accordance with applicable policy, procedures and approved courses of fire.

If “Specialized” is selected in the course block, the firearms instructor needs to also select the specialized course in the block below.

Firearms Instructors will:

Include either their employee ID# or their CLEET firearms instructor number.

Annotate the firing range the live fire qualification took place.

Annotate the employees score from the firearms course written assessment. If the employee attempted the written assessment more than once annotate ALL written assessment scores.

Ensure all ammunition is accounted for, total rounds includes those rounds expended by the employee during practice and qualification.

Annual qualification: Annotate the score in the “Qual. score #1” block, and annotate N/A in the blocks Qual. score #2-5. If an employee didn't qualify they will be scheduled for remedial training.

Remedial training: If the employee qualifies on the first attempt, annotate the score in the “Qual. score #1” block, and annotate N/A in the blocks Qual. score #2-5 that are not used. Employees are done shooting once they achieve a qualifying score.

ALL qualifications expire after 12 months. If an employee does not qualify after the maximum number of attempts, annotate N/A in the date expires block.

E=Expert, Q=Qualified, UQ=Unqualified, NA=Not applicable