



SOLANO COUNTY SHERIFF'S OFFICE
Thomas A. Ferrara, Sheriff-Coroner

530 Union Avenue, Ste. 100, Fairfield, CA 94533
(707) 784-7000

October 4, 2021

Dear Training Provider:

The Sheriff's Office is conducting its biannual review and update of the firearms instructors list for the concealed weapon licenses issued by our agency. This update will include an evaluation of current training providers and will allow interested firearms instructors the opportunity to apply.

As defined in California Penal Code Section § 26165, the course of training for issuance of a CCW license may be any course acceptable to the licensing authority.

Instructors wishing to remain on the recognized instructor list, and those wishing to apply for addition to the recognized instructor list; need to provide this office with the following:

1. Copy of all current certificates/permits held, establishing that you are a certified firearms instructor (i.e.: BSIS, NRA, CA P.O.S.T., DOJ, USCCA). This information is required for every individual working with each approved instructor
2. Name and address of range where training will be conducted
3. Any basic, intermediate, and advanced CCW class that will you be issuing a qualification form you will need to submit lesson plans, to include course outline, for carrying concealed weapons – initial (Minimum **8** hours of instruction).
4. Any basic, intermediate, and advanced CCW class that will you be issuing a qualification form you will need to submit lesson plans, to include course outline, for carrying concealed weapons – renewal (Minimum **4** hours of instruction)
5. Training/Educational material provided to students.
6. Course of Fire Overview
7. Copy of current business license
8. Copies of any additional certifications/licensing/credentials applicable to your request to become a recognized instructor with Solano County
9. A list of scheduled training classes for the months of December, January and February so a member from the sheriff's office can observe the training provided.

Incomplete and late proposals will not be considered. The final date for you to submit your packet will be **December 3, 2021**– **NO EXCEPTIONS**. This packet should be sent to the following address:

Solano County Sheriff's Office
Attn: CCW Coordinator
530 Union Avenue Suite 100
Fairfield, CA 94533

Dedicated to Community Service

All submissions will be reviewed by the Sheriff or his designee. Even though you are currently or previously on the list does not guarantee continued service.

Instructors meeting the requirements and if selected to be on the list will be notified in writing, and will be provided with information of a meeting with the CCW unit to receive the Sheriff's standards and required forms.

If you are not selected you will be notified in writing, this decision is final and there is no appeal process.

Additions to the list will not be considered until the next reviewing period once the deadline period has passed.

As the licensing authority for the issuance of concealed carry weapons permits, the Solano County Sheriff's Office is committed to guaranteeing the quality of training. Your course should emphasize **SAFETY, EDUCATION & TRAINING**. It should also reiterate the importance and responsibility of being licensed to carry a firearm. Working together, we can be assured the citizens of Solano County are provided top quality firearms training.

If you have any questions, you may contact CCW Coordinator Deputy Joe Pinder at (707) 784-7034 or email at SolanoCCW@SolanoCounty.com

Sincerely,

A handwritten signature in blue ink that reads "Thomas A. Ferrara". The signature is fluid and cursive, with a large initial 'T' and 'A'.

Thomas A. Ferrara
Sheriff-Coroner