

March 8, 2002

Dear CCDW trainee:

Kentucky Revised Statute 237.110 sets forth the requirements and conditions to obtain and hold a Kentucky concealed carry license. As one of the requirements, a license holder must have completed a mandatory firearms training course. This course must consist of a minimum of eight hours of classroom instruction in addition to actual range firing. At the completion of this course, each person must obtain a passing score of at least 70% on a written exam and have performed successfully during the live range-firing portion of the course.

It has come to our attention that certain firearms instructors have failed to properly administer the mandatory firearms training course required by Kentucky law by not conducting the required eight hours of classroom instruction and/or not administering the required firing range test. In spite of the failure to render the training and testing mandated by Kentucky law, there is reason to believe that these instructors nonetheless issued training certificates to applicants and you may be one of those applicants.

Justice Cabinet records indicate that you have received a certificate of successful CCDW course completion, however you have not applied for a CCDW permit. It is the responsibility of the Department of Criminal Justice Training to ensure that only persons who have completed the statutorily required instruction program be issued a certificate of completion of the course. Accordingly, as your instructor may not have provided you with the training required by statute, you must complete and return the attached form which confirms that you have fully completed the mandatory firearms training. This form must be signed under oath before a notary public or it will not be accepted.

If your original instructor did not fully administer the required training and testing, your certificate of course completion is invalid and you will be unable to use the certificate to apply for a concealed carry license. You must obtain the minimum mandatory firearms training from a certified firearms instructor if you intend to apply for a license in the future. If you believe that the training you received was in compliance with all course requirements this must be reflected on the enclosed form. The Department of Criminal Justice Training must receive the notarized form within twenty (20) days of the date of this letter. *Failure to complete and return the enclosed form demonstrating that you have received all mandatory training will result in the revocation of your certificate of course completion.* The Kentucky State Police will then be notified that you do not hold a valid certificate, and a future application for a CCDW permit based upon this certificate will not be processed.

**The Training Affidavit must be received by the Department of Criminal Justice Training at the following address on or before March 28, 2002:**

**Horace Johnson  
Investigator Manager – Compliance Section  
Department of Criminal Justice Training  
EKU - Funderburk Building  
521 Lancaster Avenue  
Richmond, Kentucky 40475-3102**

If you have any questions regarding completion of the Training Affidavit please contact Horace Johnson at 859-622-4745.

Sincerely,

**JOHN W. BIZZACK, Ph.D.  
COMMISSIONER**

Enclosure