

MEETING MINUTES

ADVISORY GROUP MEETING

Date: March 18, 2026

Time: 2 pm, Called to Order-2:16 PM

Meeting called to order by: Amber Ward – Via Teams (Virtual)

IN ATTENDANCE: Amber Ward (Chairperson), Jessica Bullock (QA), Chris Anderson (Deputy Director), Chris Campbell, Katie Johnson, Patricia Brown, Greg Minton, Andrea Hyson, and Jacqueline Barbour (Note Taker). Stacy Buff & Amy Snider-Wells, absent. Darin Church called in, call lost prior to voting.

Overview: The discussion covered legal feedback on requiring a school director's recommendation for program entry, updates to lesson plans and scheduling for approval, and proposed changes for instructor teaching hours and certification maintenance. It also included a pilot site update and a vote on aligning testing requirements by raising the passing score to 80% with one allowable retest.

AGENDA ITEMS

1. Instructor Teaching Hours Requirement (Code Change Discussion):

- Continued discussion on requiring 8 teaching hours every 3 years vs. maintaining the current 1-hour update.
- General support from members for requiring teaching hours to ensure instructors remain active and up to date.
- Clarification that specialty instructors' hours would count toward this requirement.
- Discussion highlighted the need to clarify what qualifies as teaching hours, including:
 - Firearms range duties (e.g., range safety officer, grading targets) may count.
 - Roles limited to instructors vs. general role players need a clearer distinction.
- Per DD Chris Anderson, Commission is currently reviewing and revising the language code to clarify these definitions.

2. Pilot Program Update:

- Anticipated request for pilot approval in May.
- Testing development process has begun; estimated 2-month timeline to complete exams.
- Target to launch initial pilot class in June (Phase 1).

- Phase 2 would expand to three additional programs statewide, with full pilot completion expected by the end of 2026 and potential full implementation in 2027. All programs should operate accordingly until contacted by NCJA to discuss pilot inclusion. No more information is available at this time.

3. Administrative Code Change – Testing Requirements (Vote):

- Proposal to increase passing score to 80% to align with specialty standards.
- Retest policy discussed (retest allowed within a defined score range).
- Vote outcome: Approved by all members present.

4. Lesson Plan / Template Approval:

- Advisory group provided general approval of updated template and content (pending final refinements).
- Minor feedback noted regarding clarity/consistency in pre-test instructions, to be corrected.

5. Additional Items:

Per AG legal counsel, agency admission letters will not be a prerequisite for attendance in the Instructor Training programs. Relayed to the group that the office does not support any admission letter prerequisites for any programs.

Amy Snider-Wells expressed agreement to both voting items post-meeting.

Next Meeting:

- Scheduled for April 8, 2026.

Meeting adjourned at 2:40 p.m.

