



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

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

November 5, 2023

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. Although some and/or all of SB2 is being challenged we are preparing for the training to pass the court challenges. If the training portion does change, we will notify you and get updated lessons plans with the requirements at that time.

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 DOJ certified firearms instructor, you will need to supply the current C.O.E. associated with your DOJ Instructor certification and a valid proof of firearms instructor certification from NRA, CA P.O.S.T., or USCCA. This information is required for anyone that will be on the range that would provide any instruction to the students beyond the standard Range Safety Officer protocols.
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 **16** 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 **8** hours of instruction)
5. SB2 Requirements
  - The course shall include instruction on firearm safety, firearm handling, shooting technique, and laws safe storage, legal methods to transport firearms and securing firearms in vehicles, laws governing where permitholders may carry firearms, laws regarding the permissible use of a firearm. Firearm, and laws regarding the permissible use of lethal force in self-defense.
  - The course shall include a component, no less than one hour in length, on mental health and mental health resources.
  - Except for the component on mental health and mental health resources, the course shall be taught and supervised by firearms instructors certified by the Department of Justice pursuant to Section 31635, or in a manner to be prescribed by regulation.

*Dedicated to Community Service*

- The course shall require students to pass a written examination to demonstrate their understanding of the covered topics.
  - The course shall include live-fire shooting exercises on a firing range and shall include a demonstration by the applicant of safe handling of, and shooting proficiency with, each firearm that the applicant is applying to be licensed to carry.
6. Training/Educational material provided to students.
  7. Course of Fire Overview
  8. Copy of current business license
  9. Copies of any additional certifications/licensing/credentials applicable to your request to become a recognized instructor with Solano County
  10. 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 18, 2023**- **NO EXCEPTIONS**. Please ensure all the required items are in your packet, incomplete packets will be not be considered. 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

All submissions will be reviewed by the Sheriff or his designee. Even though you are currently or previously on the list it 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 email at [SolanoCCW@SolanoCounty.com](mailto:SolanoCCW@SolanoCounty.com)

Sincerely,



Thomas A. Ferrara  
Sheriff-Coroner