

License to Carry a Concealed Weapon

218.1 TERMINOLOGY AND AUTHORITY FOR CCW LICENSING

Within the confines of Policy 218, the terms "Sheriff," "authorized designee," "the Department," and "the CCW Licensing Unit" are utilized interchangeably to denote the authority vested in the Orange County Sheriff's Department to issue a Concealed Carry Weapon (CCW) license.

218.2 PURPOSE AND SCOPE

This policy shall provide a written process for the application and issuance of CCW licenses where the application was received on or after January 1, 2024 (Penal Code § 26205(b)). The Sheriff applies the prior laws (except for the requirements of Penal Code §§ 26150(a)(2), 26155, and 26170), and former policy for issuance of CCW licenses on applications received on or before December 31, 2023.

All applications to carry concealed firearms shall be fairly and impartially considered in accordance with applicable law and this policy.

218.3 APPLICANT CATEGORIES

New Applicant: An individual who currently does not have a County of Orange CCW license, or their previous County of Orange CCW license has expired.

Renewal Applicant: A County of Orange CCW licensee who currently has a valid license and has submitted their application for renewal prior to their current license's expiration date.

218.4 QUALIFICATION OF APPLICANTS

An applicant will be issued a license to carry a concealed firearm upon proof that the applicant is:

1. Not a disqualified person as outlined in Policy section 218.6, (Penal Code § 26202).
2. At least 21 years of age (Penal Code § 26150(a)(2)). A resident of the County of Orange, or has a principal place of employment or business in the County of Orange, and the applicant spends a substantial period of time in that place of employment or business (Penal Code § 26150(a)(3)).
3. The recorded owner with the Department of Justice of the pistol, revolver, or other firearm for which the license will be issued (Penal Code § 26150(a)(5)).
4. Provide proof of completion of required training (Penal Code § 26165).
5. Not a prohibited person pursuant to Penal Code § 26185 (See also Penal Code § 26195).

218.5 APPLICATION PROCESS

The application process for a license to carry a concealed weapon must be completed by all applicants, new and renewal. Applicants shall advance through the process until the license is either denied or issued, unless the application is withdrawn.

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

License to Carry a Concealed Weapon

1. Application - Phase one (all applicants):
 - (a) Any individual applying for a license to carry a concealed weapon shall complete a California Department of Justice (DOJ) Application (BOF 4012). The completed application shall be submitted and signed, under penalty of perjury.
 - (b) If, during the review and assessment of an application it is determined that an applicant provided false information or statements on the application, the application will be denied and the applicant may be referred for criminal prosecution (Penal Code § 26180).
 - (c) If, at any step of the application process, the Sheriff or authorized designee determines that the application package is incomplete, they will do one of the following:
 1. Reject an incomplete application. An incomplete application may be resubmitted, in complete form, at any time by the applicant. The date of submission shall be the date the completed application is submitted.
 2. Issue a denial of the application if the materials submitted demonstrate that the applicant would not qualify for a license to carry a concealed firearm even if the package was completed (e.g., not a resident, disqualifying criminal conviction, etc.).
2. Investigation of the Applicant (Penal Code § 26202).
3. In accordance with Penal Code § 26202(b) and (c), the investigation of the Applicant to determine disqualified person status will include, but not necessarily be limited to the following:
4. Interview:
 - (a) As part of the application process, the applicant shall schedule an in-person interview with the Sheriff or authorized designee. During the interview, there will be further discussion of the applicant's application materials, information obtained through the background investigation, and any potential license restrictions or conditions.
5. Psychological Examination: As per Penal Code § 26190(e):
 - (a) If a psychological assessment on the initial application is required by the licensing authority, the license applicant shall be referred to a licensed psychologist acceptable to the licensing authority. The applicant may be charged for the actual cost of the assessment. In no case shall the amount charged to the applicant for the psychological assessment exceed the reasonable costs to the licensing authority.
 - (b) Additional psychological assessment of an applicant seeking license renewal shall be required only if there is compelling evidence of a public safety concern to indicate that an assessment is necessary. The applicant may be charged for the actual cost of the assessment. The applicant will be responsible for all associated costs of the assessment. In no case shall the cost of psychological assessment exceed the reasonable costs to the licensing authority.

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

License to Carry a Concealed Weapon

- (c) If an applicant is referred for psychological testing as outline above, the cost of such psychological testing shall be paid by the applicant, but shall not exceed the reasonable costs to the Department, which is defined as the negotiated contract rate the Department pays for psychological testing of employees. The purpose of any psychological testing is to determine whether the applicant is reasonably likely to be a danger to self, others, or the community at large. This testing is not intended to certify in any other aspect that the applicant is psychologically fit. If it is determined that the applicant is likely a danger to himself/herself, others or the community at large, the application shall be denied (Penal Code §§ 26190(e), 26202(a)(1)).
6. Application - Phase two (to be completed only by those that are not determined disqualified in phase one):
- (a) Live Scan Fingerprinting:
 - 1. Applicants will be required to submit to a Live Scan (fingerprinting) criminal background check, at their own expense, and a local records check as part of the application process. Upon receipt of the criminal background results from the California Department of Justice, FBI, and local records check, the CCW licensing unit will conduct an additional evaluation.
 - 2. Applicants may use any Live Scan fingerprinting service authorized by the California Department of Justice to complete the fingerprinting process.
 - 3. A current list of Live Scan locations is available on the DOJ website at www.ag.ca.gov/fingerprints/publications/contact.php.

NOTE: Some applicants may prematurely submit to the Live Scan, meaning that the Sheriff may receive the Live Scan results during Phase One of the application process. If the Sheriff receives an applicant's Live Scan results in Phase One, the Sheriff may rely on those results to make the initial determination that the applicant is a disqualified person.

- (a) Training & Firearm Safety:
 - 1. The applicant shall successfully complete a course of training approved by the Department, which complies with Penal Code § 26165. The applicant shall not be required to complete or pay for any training courses prior to a conditional approval. The applicant is responsible for the payment of any fee associated with the training and certification required by Penal Code § 26165.
 - 2. As part of the Department approved training course, the applicant shall successfully complete a departmentally approved firearms safety and proficiency examination with each firearm to be licensed, and provide proof of successful completion. The cost of any training, inspection, and examination shall be the responsibility of the applicant (Penal Code § 26165(a)(5)).
 - 3. Training certificate must be completed by an approved training provider within six months of the date of submission of their application. Any correction or alteration to the certificate by the applicant will deem the certificate invalid and the application may be revoked or denied.

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

License to Carry a Concealed Weapon

4. The applicant's firearm(s) is/are subject to inspection at the discretion of the Sheriff or authorized designee. The Sheriff or authorized designee reserves the right to deny a license for any firearm that has been altered from the manufacturer's specifications or that is deemed unsafe (Penal Code § 31910).
- (b) Application Fees:
1. The applicant shall be required to pay all application fees associated with the CCW licensing process. Application fees include a County processing fee and a Department of Justice application processing fee (Penal Code § 26190).
 2. Fees will be collected once application is approved.
 3. Applicants shall pay the DOJ application processing fee when they are fingerprinted. Fees shall be paid directly to the Live Scan fingerprinting service provider. The County of Orange fee for an initial license is waived for Reserve Peace Officers and Sheriff's Special Officers with the Orange County Sheriff's Department.
 - (a) The California Department of Justice fee for an initial license cannot be waived by the County.
 4. The County's fee does not include any additional fees required for training or psychological testing.
 5. All fees paid are non-refundable.

218.6 DISQUALIFIED PERSON DETERMINATION

An applicant shall be denied a license if the applicant is determined to be a disqualified person as outlined in Penal Code §26202. An applicant shall be deemed a disqualified person if the applicant:

1. Is reasonably likely to be a danger to self, others, or the community at large, as demonstrated by anything in the application for a license or through the investigation described in subdivision (b), or as shown by the results of any psychological assessment, including, but not limited to, the assessment described in subdivision (e) of Penal Code § 26190.
2. Has been convicted of contempt of court under Penal Code § 166.
3. Has been subject to any restraining order, protective order, or other type of court order issued pursuant to the following statutory provisions, unless that order expired or was vacated or otherwise canceled more than five years prior to the Sheriff receiving the completed application:
 - (a) Section 646.91 or Part 3 (commencing with Section 6240) of Division 10 of the Family Code.
 - (b) Part 4 (commencing with Section 6300) of Division 10 of the Family Code.
 - (c) Sections 136.2 and 18100 of the Family Code.
 - (d) Sections 527.6, 527.8, or 527.85 of the Code of Civil Procedure.

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

License to Carry a Concealed Weapon

- (e) Sections 213.5, 304, 362.4, 726.5, or 15657.03 of the Welfare and Institutions Code.
- 4. In the 10 years prior to the Sheriff receiving the completed application for a new license or a license renewal, has been convicted of an offense listed in Penal Code §§ 422.6, 422.7, 422.75, or 29805.
- 5. Has engaged in an unlawful or reckless use, display, or brandishing of a firearm.
- 6. In the 10 years prior to the Sheriff receiving the completed application for a new license or a license renewal, has been charged with any offense listed in Penal Code §§ 290, 667.5, 1192.7, 1192.8, or 29805 that was dismissed pursuant to a plea or dismissed with a waiver pursuant to *People v. Harvey* (1979) 25 Cal.3d 754.
- 7. In the 5 years prior to the Sheriff receiving the completed application for a new license or a license renewal, has been committed to or incarcerated in county jail or state prison for, or on probation, parole, post release community supervision, or mandatory supervision as a result of, a conviction of an offense, an element of which involves controlled substances, as described in Sections 11053 to 11058, inclusive, of the Health and Safety Code, or alcohol.
- 8. Is currently abusing controlled substances, as described in Sections 11053 to 11058, inclusive, of the Health and Safety Code, or alcohol.
- 9. In the 10 years prior to the Sheriff receiving the completed application for a new license or a license renewal, has experienced the loss or theft of multiple firearms due to the applicant's lack of compliance with federal, state, or local law regarding storing, transporting, or securing the firearm. For purposes of this paragraph, "multiple firearms" includes a loss of more than one firearm on the same occasion, or the loss of a single firearm on more than one occasion.
- 10. Failed to report a loss or theft of a firearm as required by Penal Code §§ 25250 or any other state, federal, or local law requiring the reporting of the loss of a firearm.

218.6.1 OTHER BASES FOR DENYING AN APPLICATION

The following are other bases upon which an applicant will be denied a CCW license. An applicant denied a CCW license for any of the following reasons is not a "disqualified person" as defined in Penal Code § 26202:

- 1. The applicant is determined to be prohibited from owning or possessing firearms pursuant to Penal Code §§ 29800, 29805, or 29900, Welfare and Institutions Code §§ 8100 or 8103, 18 U.S.C. § 922(g), or any state or federal law (Penal Code § 26195(a)).
- 2. Knowingly making a material false statement on the application (Penal Code § 26180).

218.7 INITIAL DETERMINATION (PENAL CODE § 26202(D))

Within 90 days of receiving the completed application for a new license or a license renewal, the Sheriff will give written notice to the applicant of the Sheriff's initial determination, based on its investigation thus far, of whether an applicant is a disqualified person pursuant to Penal Code §§ 26150, 26155, or 26170 as follows:

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

License to Carry a Concealed Weapon

1. If the Sheriff makes an initial determination that, based on its investigation thus far, the applicant is not a disqualified person, the notice shall inform the applicant to proceed with the training requirements specified in Penal Code § 26165. The Sheriff shall then submit the applicant's fingerprints or the renewal notification to the Department of Justice in accordance with Penal Code § 26185.
2. If, within 90 days of receiving the completed application for a new license or a license renewal, the Sheriff determines that the applicant is a disqualified person, the notice shall inform the applicant that the request for a license has been denied, state the reason as to why the determination was made, and inform the applicant that they may request a hearing from a court, as outlined in Penal Code § 26206. Providing notice as set forth in this paragraph satisfies the requirement to provide notice of a denial of a license pursuant to Penal Code § 26205.

218.7.1 FINAL DETERMINATION OF APPROVAL OR DENIAL

The Sheriff has 120 days from receiving the initial completed application to determine if the applicant is approved or denied. However, that 120 days may be extended or more than 30 days from receiving the DOJ information and report (Live Scan Fingerprinting) (Penal Code § 26185(a) (2) and Penal Code § 26205).

1. For renewal applications, the Sheriff has 120 days from receiving the completed application to provide written notification of whether the CCW license is approved or denied.

218.7.2 NOTICE OF RIGHT TO REQUEST A HEARING

If a new or renewal license is denied or revoked based on a determination that the applicant is a disqualified person as set forth in Penal Code § 26202(a), the Sheriff is required to include the Notice of Right to Request a Hearing with the notice of denial. The Notice of Right to Request a Hearing is only sent when the basis for denying the license is that the applicant has been determined a disqualified person pursuant to Penal Code § 26202(a). The Sheriff shall provide the applicant with the notice of the denial and the right to request a hearing when the denial is based on disqualified person status, as follows:

1. Within 90 days of receiving a completed application if the applicant is deemed a disqualified person during the initial determination. (Penal Code § 26202(d)).
2. Within the timeframes addressed in Policy section 218.7.1 if the denial is based upon determining the applicant is a disqualified person after the initial 90 days from application.
3. At the same time the notice of revocation is sent when the basis for revocation is the licensee has become a disqualified person since the license was granted. (Penal Code § 26195(b)(1)(D)).

The notice shall state the reason why the determination of disqualified person was made and also inform the applicant that they may request a hearing from a court, to review the denial or revocation. The Sheriff will include, with the Notice of Disqualified Person Determination, a copy of the most recent "Request for Hearing to Challenge Disqualified Person Determination" form prescribed by the Department of Justice (Penal Code § 26206).

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

License to Carry a Concealed Weapon

218.8 ISSUED CONCEALED WEAPON LICENSE

In the event a license to carry a concealed weapon is issued by the Sheriff, the following shall apply:

1. The license shall not be valid outside the State of California, unless recognized by another State.
2. The license shall be subject to any and all reasonable restrictions or conditions the Sheriff has deemed warranted, including restrictions as to the time, place, manner and circumstances under which the person may carry the concealed weapon.
3. All such restrictions or conditions shall be conspicuously noted on any license issued (Penal Code § 26200).
4. The licensee shall be required to sign a Terms of License Agreement. Any violation of any of the restrictions and conditions may result in the immediate revocation of the license.
5. The Department will issue the license in the form promulgated by the State Attorney General pursuant to Penal Code § 21675(a)(3)(A), form BOF 4501. When carrying a concealed weapon, the licensee must present the CCW license to a peace officer upon request.
6. Each license shall be numbered and clearly identify the licensee.
7. All licenses shall be subject to inspection by the Sheriff or any law enforcement officer.
8. Term of a Concealed Weapon License:
 - (a) A license based on residency and where the licensee does not have special status as outlined below, shall be valid for a period not to exceed two years from the date of issuance (Penal Code § 26220).
 - (b) A license issued to a state or federal magistrate, commissioner, or judge who is a resident of the County of Orange shall be valid for a period not to exceed three years (Penal Code § 26220 (c)).
 - (c) A license issued under Penal Code § 26170 to any reserve peace officer appointed by the Sheriff pursuant to Penal Code § 830.6, who is also a resident of Orange County, shall be valid for a period not to exceed four years, except that such license shall be invalid upon the individual's conclusion of service as a reserve officer (Penal Code § 26220(e)).
 - (d) A license issued based on the licensee's place of employment or business being in Orange County, the license shall be valid for 90 days (Penal Code § 26220(b)).
 - (e) If the licensee's place of residence in Orange County was the basis for issuance of a license, and the licensee moves out of Orange County, the license shall expire 90 days after the licensee has moved (Penal Code § 26210).

218.8.1 LICENSEE'S DUTY TO NOTIFY THE SHERIFF

1. A licensee shall notify the CCW Licensing Unit in writing within ten days of any change of place of residency. Failure to notify the Sheriff of a change in the place of residency may result in revocation of the license (Penal Code § 26210 (b)).

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

License to Carry a Concealed Weapon

2. The licensee shall notify the CCW Licensing Unit in writing within five days of any arrests, law enforcement contact resulting from a criminal investigation, or when the licensee becomes subject of a restraining order.

218.8.2 LICENSE RESTRICTIONS

In accordance with Penal Code § 26200, while carrying a firearm as authorized by a license issued by the Sheriff, the licensee shall not:

- (a) Consume any alcoholic beverage or controlled substance as described in Health and Safety Code sections 11053 to 11058, inclusive.
- (b) Be in a place having a primary purpose of dispensing alcohol for on-site consumption.
- (c) Be under the influence of any alcoholic beverage, medication, or controlled substances as described in Health and Safety Code sections 11053 to 11058, inclusive.
- (d) Carry a firearm not listed in the license or a firearm for which the licensee is not the recorded owner.
- (e) Falsely represent to a person that the licensee is a peace officer.
- (f) Engage in unjustified display of a deadly weapon.
- (g) Fail to carry the license on their person.
- (h) Impede a peace officer in the conduct of their activities.
- (i) Refuse to display the license or to provide the firearm to a peace officer upon demand for purposes of inspecting the firearm.
- (j) Violate any federal, state or local criminal law.
- (k) Carry more than two concealed firearms under the licensee's control at one time.

The above list is non-exhaustive and does not preclude the Sheriff or authorized designee from imposing other reasonable restrictions as to the time, place, manner, and circumstances under which the licensee may carry a concealed weapon (Penal Code § 26200(b)).

218.8.3 AMENDMENTS TO LICENSES

Any licensee may apply to amend a license at any time during the period of validity by completing and submitting a written Application for License Amendment along with the current processing fee to the Department (Penal Code § 26215). A license may be amended to do the following:

1. Add or delete a firearm listed on the license. If the requested amendment is to add a new firearm, the Sheriff or authorized designee will determine whether the licensee is the recorded owner of the firearm. A firearm will be added to a license only if the licensee is the recorded owner (Penal Code § 26162).
2. Change restrictions or conditions previously placed on the license.
3. Change the address or other personal information of the licensee (Penal Code § 26210).
4. The applicant's firearm(s) is/are subject to inspection at the discretion of the Sheriff or authorized designee. The Sheriff or authorized designee reserves the right to deny a

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

License to Carry a Concealed Weapon

license for any firearm that has been altered from the manufacturer's specifications or that is deemed unsafe (Penal Code 26190).

Any amendment to a valid license which is approved by the Sheriff or authorized designee, shall require a new license to be issued reflecting the amendment. An amendment to any license shall not serve to extend the original expiration date and an application for an amendment shall not constitute an application for renewal of the license.

218.8.4 REVOCATION OF LICENSES

Any license issued by the Sheriff shall be immediately revoked by the Sheriff or authorized designee for any of the following reasons:

1. The licensee has violated any of the restrictions or conditions placed upon the license as set forth in or imposed in accordance with Penal Code § 26200. (Penal Code § 26195(b)(1)(B)).
2. The licensee is determined by the licensing authority or the DOJ to be prohibited by state or federal law from owning or purchasing a firearm (Penal Code § 26195(b)(1)(A)).
3. It is determined that any information provided by a licensee in connection with an application for a new or renewal license is inaccurate or incomplete (Penal Code § 26195(b)(1)(C)).
4. A licensee has become a disqualified person and cannot receive such a license (Penal Code § 21695(b)(1)(D)).

If a license is revoked, the Sheriff or authorized designee shall immediately notify the licensee in writing and provide notice to the California DOJ (Penal Code § 26195(b)(3) and Penal Code § 26225).

1. If a license is revoked based on a determination that the applicant is a disqualified person, as set forth in Penal Code § 26202, the Notice of Revocation sent by the Sheriff shall include a copy of the most recent "Request for Hearing to Challenge Disqualified Person Determination" form prescribed by the Department of Justice under this section (Penal Code § 26206).

218.8.5 LICENSE RENEWAL

Renewal Applicant: A County of Orange CCW licensee who currently has a valid license and has submitted their application for renewal prior to their current license's expiration date.

Within 120 days prior to the expiration of any valid license to carry a concealed firearm, the licensee may apply to the Sheriff for a renewal by:

1. Verifying all information submitted in the renewal application under penalty of perjury.
2. Completing a Department-approved training course pursuant to Penal Code § 26165. The applicant shall not be required to pay for a training course prior to a conditional approval.
3. Paying a non-refundable renewal application fee:

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

License to Carry a Concealed Weapon

- (a) The County of Orange fee for renewal of a license is waived for Reserve Peace Officers and Sheriff's Special Officers with the Orange County Sheriff's Department. The California Department of Justice fee for renewal of a license cannot be waived by the County and must be paid..
- (b) The applicant's firearm(s) is/are subject to inspection at the discretion of the Sheriff or authorized designee. The Sheriff reserves the right to deny a license for any firearm that has been altered from the manufacturer's specifications or that is deemed unsafe (Penal Code § 31910).

Once the Sheriff or authorized designee has verified the successful completion of the renewal process, the renewal of the license to carry a concealed firearm shall either be granted or denied. Prior issuance of a license shall not entitle any licensee to any property or liberty right to renewal.

Whether an application for renewal is approved or denied, the applicant shall be notified in writing within 120 days of receipt of the renewal application. If the license is denied, the notice shall state which requirement was not satisfied (Penal Code § 26205).

218.9 DEPARTMENT REPORTING AND RECORDS

Pursuant to Penal Code § 26225, the Sheriff shall maintain a record of the following and immediately provide copies of each to the California DOJ:

1. The denial of a license
2. The denial of an amendment to a license
3. The issuance of a license
4. The amendment of a license
5. The revocation of a license

The Sheriff shall annually submit to the State Attorney General the total number of licenses to carry concealed firearms issued to reserve peace officers and judges.

218.10 CONFIDENTIAL RECORDS

The home address and telephone numbers of any peace officer, public defender, prosecutor, magistrate, commissioner, or judge contained in an application or license shall not be considered public record (Government Code § 7923.805).

Any information in an application or license which tends to indicate when or where the applicant is vulnerable to attack or that concerns the applicant's medical or psychological history or that of his/her family shall not be considered public record (Government Code § 7923.800).

218.11 CCW TRAINING PROVIDERS

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

License to Carry a Concealed Weapon

218.11.1 TRAINING REQUIREMENTS FOR NEW APPLICANTS

As part of the state requirements under Penal Code § 26165, the course of training for issuance of a license may be any course acceptable to the Sheriff that is no less than sixteen (16) hours in length and include the following:

- (a) Instruction on firearm safety, firearm handling, shooting technique, safe storage, legal methods to transport firearms and securing firearms in vehicles, laws governing where license holders may carry firearms, laws regarding the permissible use of a firearm, and laws regarding the permissible use of lethal force in self-defense.
- (b) The course shall include a component, no less than one hour in length, on mental health and mental health resources.
- (c) 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 Penal Code § 31635, or in a manner to be prescribed by regulation.
- (d) The course shall require students to pass a written examination to demonstrate their understanding of the covered topics.
- (e) 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.

218.11.2 TRAINING REQUIREMENTS FOR RENEWAL APPLICANTS

For license renewal applicants, the course of training shall be no less than eight (8) hours in length and shall include instruction on the subject matter outlined in subsections (a) – (e) of Policy section 218.11.1.

An applicant should refrain from completing the training requirements until the applicant receives an initial determination about whether the applicant is a disqualified person pursuant to paragraph (1) of subdivision (d) of Penal Code § 26202.

218.12 TRAINING PROVIDER APPROVAL PROCESS

1. A training provider that wishes to be approved by the Sheriff must provide the following:
 - (a) Proof that the provider is a CCW Program DOJ Certified Instructor (BOF 1034):
 1. If the date on the proof of CCW Program DOJ Certified Instructor is more than one calendar year from the date the provider applies to be on the Sheriff's approved list, the provider must show a valid Certificate of Eligibility (COE) issued under Penal Code § 26710 and California Code of Regulations, title 11, section 4030 et seq.
 - (b) In the event an approved certified instructor receives notice from DOJ that their certification has been revoked, the instructor shall notify the Sheriff within five (5) days.
 - (c) In the event an approved certified provider fails to provide the Sheriff proof of a valid Certificate of Eligibility on an annual basis, the provider will be removed from the approved list until a valid Certificate of Eligibility is provided.

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

License to Carry a Concealed Weapon

2. Course Materials

- (a) Training providers must submit their course syllabus, course materials (i.e., student materials, handouts, written examination, practical application outline, etc.), and course(s) of fire to the Sheriff or authorized designee for review and consideration. If approved, training providers shall be added to the approved training provider list maintained by the CCW Licensing Unit.

218.13 MINIMUM STANDARDS OUTLINE

To be approved as a firearms training program, the course curriculum must, at a minimum, include the components outlined in section 218.11.

Training Certificate - All training providers must issue a training certificate to each student that successfully completes the training program. The certificate shall include, at a minimum, the following:

1. Training Provider's Business Name
2. Student's Name
3. Student Driver's license number
4. Training/Live Fire date(s)
5. Classroom and live fire location
6. Type of training (Initial, Renewal, Amendment)
7. Accurate weapon information (make, model, caliber, serial number, barrel length, color/finish)
8. Student and trainer signatures

All training providers must verify information on the certificate is complete and accurate prior to issuing them to the students that successfully complete the training program. Training providers are responsible for the accuracy of the certificate. Failure to comply with these requirements may be grounds for removal from the approved training provider list.

Prior to the live fire course, each handgun must be checked for safe and mechanically sound condition. All safety considerations and precautions must be taken during live fire and weapon handling. The student must demonstrate shooting proficiency and safe technique for all weapons to be listed on the CCW license.

Sample Course of Fire

The course of fire utilized by the Department is as follows:

A passing score of 70% on a live fire course using the same weapon(s) that shall be listed on the license. The live fire course shall be at minimum, 24 total rounds fired at standard silhouette B-27 scoring targets placed 3, 5, and 7 yards from the shooter; 8 rounds

Orange County Sheriff-Coroner Department

Orange County SD Policy Manual

License to Carry a Concealed Weapon

per distance. The live fire course should be conducted after the classroom portion of the certification course.

218.14 APPROVED TRAINING PROVIDER LIST

Approved training providers shall be placed on the Sheriff's approved provider list for a period of four years, contingent upon the certified provider providing a Certificate of Eligibility (COE) on an annual basis to the Sheriff. At the end of the four year period, the training provider shall be required to show proof that DOJ has renewed their instructor certification. The course materials will be subject to review by the Sheriff at this time just as it was subject to review when the provider first applied to be on the approved provider list

The Sheriff or authorized designee may require approved training providers to submit additional information and materials to verify compliance with minimum standards. If at any time, the Sheriff or authorized designee determines that an approved training provider is not complying with the minimum standards, the training provider shall be removed from the approved list. Training providers removed from the approved list who would like to be reconsidered for approval, shall need to resubmit all instructor certifications and course materials for review and consideration by the CCW Licensing Unit.