

INSTRUCTIONS FOR LTC-100 CERTIFICATE OF TRAINING

PURPOSE:

The LTC-100 form is to be completed by a certified Texas License To Carry a Handgun (LTC) Instructor for each student attending the Handgun License classroom instruction and/or proficiency demonstration required by Texas Government Code Chapter 411.

Per Texas Government Code §411.188, students making an application for an original LTC, must complete a minimum of four hours of classroom instruction by a certified Texas License To Carry a Handgun Instructor.

Texas Administrative Code §6.87 requires instructors to make this record, as well as other documents, available for inspection by the Department and requires the records to be maintained for three (3) years after course completion.

The original LTC-100 should be given to the student and a copy maintained by the instructor. LTC applicants should submit the original to the Regulatory Services Division with the application and/or supporting documents.

REQUIRED INFORMATION:

- Student's Name
- Student's Driver License or Identification Card number and two digit State (example: 99999999 TX)
- The amount of time taught for each of the four (4) required topics.
- The total number of classroom hours taught.
- Printed name of the instructor who taught the classroom portion.
- Instructor certificate number of the instructor who taught the classroom portion
- Signature of the instructor who taught the classroom portion.
- All dates when the classroom instruction occurred. (example: 9/1/2015-9/2/2015)
- Location where the proficiency demonstration occurred. This may be a business address or a 911 address if the training did not occur at a place of business.
- Printed name of the instructor who administered the proficiency test.
- Instructor certificate number of the instructor who administered the proficiency test.
- Signature of the instructor who administered the proficiency test.
- Student's printed name, signature and date signed by the student

The classroom portion of the LTC-100 should only be completed for students who attend the classroom training and pass the required written examination.

The proficiency demonstration portion of the LTC-100 should only be completed for students who successfully pass the proficiency demonstration using the required course of fire.