

JUSTICE AND PUBLIC SAFETY CABINET
Department of Criminal Justice Training
(Amendment)

503 KAR 4:050. Required content and conduct of applicant training course.

RELATES TO: 2026 Ky. Acts ch. 173, sec. 1, KRS 237.110, 237.122, 237.124

STATUTORY AUTHORITY: KRS 237.124

CERTIFICATION STATEMENT:

NECESSITY, FUNCTION, AND CONFORMITY: KRS 237.124(1) requires the department to operate a program for the training of applicants for a concealed deadly weapons license. KRS 237.124(2) authorizes the department to promulgate administrative regulations to implement the training program. This administrative regulation establishes the training program.

Section 1. An applicant training course shall be:

- (1) The standardized training course furnished by the department; and
- (2) Taught by a certified firearms instructor.

Section 2. Applicant Training Course Content.

(1) Classroom instruction. An applicant training course shall include at least six (6) hours, but not more than eight (8) hours, of classroom instruction, covering the following topics:

- (a) Handgun safety in the classroom, at home, on the firing range or while carrying the firearm;
- (b) The basic principles of marksmanship;
- (c) Care and cleaning of handguns; and
- (d) By means of a videotape produced by the department:
 1. The requirements for obtaining a concealed deadly weapons license in Kentucky;
 2. Sections of KRS Chapters 237 and 527 relating to firearms; and
 3. Sections of KRS Chapter 503 relating to the justifiable use of force.

(2) Live firing exercises. An applicant training course shall include live firing exercises of sufficient duration for an applicant to fire a handgun:

- (a) From a safe position;
- (b) Without receiving any assistance in holding, aiming, or firing from the instructor or any other person;
- (c) Twenty (20) rounds observed by the instructor. The instructor shall observe the applicant for each round fired, including those fired after the applicant has hit the silhouette portion of the target; and
- (d) At a distance from a department-approved, full-size silhouette target, of seven (7) yards.

(3) If range firing is conducted at a facility or range that requires a training instructor or range officer to clear or directly supervise and assist in the clearing of all firearm jams or malfunctions, the clearing of a firearm jam or malfunction by a certified firearms instructor or facility range officer in accordance with that policy shall not constitute prohibited assistance to a student for the purposes of subsection (2)(b) of this section.

Section 3. The classroom portion of the course shall be taught, at the certified firearms instructor's discretion, in one (1) six (6) hour block or divided into segments of not less than one (1) hour each.

Section 4.

- (1) An applicant training course shall not be open to persons who are less than eighteen ~~(18) [twenty-one (21)]~~ years of age.

- (2) An applicant training course student shall complete:
 - (a) An "Applicant Request for Training for License to Carry Concealed Deadly Weapons", Form #126-A, which shall include a statement acknowledging receipt of copies of pertinent sections of KRS Chapters 237, 527, and 503; and
 - (b) A "Release of Liability, Agreement to Waive Claims, Express Assumption of Risks, and Indemnity Agreement," Form #126-B.

Section 5. A certified firearms instructor shall not discuss the videotape or KRS Chapters 237, 503, or 527 with students, either individually or as a class.

Section 6.

- (1) At the conclusion of the classroom portion of an applicant training course, a certified firearms instructor shall:
 - (a) Distribute a standard course examination to the students;
 - (b) Not leave the room in which the examination is being held while the examination is in progress, unless another certified firearms instructor is physically present in the room to supervise the examination; and
 - (c) Collect examination booklets and answer sheets from each student at the end of the examination period.
- (2) At the conclusion of the classroom portion of an applicant training course, a certified firearms instructor may:
 - (a) Grade the applicant's examination; and
 - (b) Provide the applicant with his or her score.

Section 7. Except for an instructor, a person shall not:

- (1) Make a copy of the applicant training course examination, in whole or in part;
- (2) Possess an applicant training course examination, or questions from an examination, unless authorized by the department; or
- (3) Divulge the contents of applicant training course examination questions to another person.

Section 8.

- (1) A student shall use a safe, functional handgun and factory-loaded ammunition.
 - (a) An instructor or instructor trainer may choose to provide a safe, functional handgun at the request of the student for use during the class.
 - (b) An instructor or an instructor trainer shall not advertise that students will be furnished a handgun for use in the class.
 - (c) A handgun shall not be furnished unless special circumstances dictate the need to do so and the student requests it.
 - (d) An instructor or instructor trainer shall not charge a fee for furnishing a handgun, but may recover the actual cost of ammunition that is provided at the request of the student.
- (2) Prior to conducting range firing, a certified firearms instructor shall:
 - (a) Inspect each applicant's firearm; and
 - (b) Not allow the firing of a handgun that the instructor has reason to believe is not in sound mechanical condition or otherwise may pose a safety hazard.

Section 9. A passing grade shall not be given on range work to an applicant who:

- (1) Does not follow the orders of a certified firearms instructor;
- (2) In the judgment of a certified firearms instructor, handles a firearm in a manner that poses a danger to the applicant or to others; or
- (3) Fails to hit the silhouette portion of a target with not less than eleven (11) rounds without assistance in holding, aiming, or firing the firearm from the instructor or another person.

Section 10. In accordance with the requirements of KRS 237.110(22)(g), if the department believes that an instructor has not complied with the requirements for teaching a certified firearms instructor or applicant class, it shall send a "VF-1 Verification Form" to each student who has been listed by the instructor as having successfully completed the class taught by that instructor.

Section 11.

- (1) The "Applicant Request for Training for License to Carry Concealed Deadly Weapons" and course fee required by KRS 237.122 shall be sent to the department at the same time as the class roster required by KRS 237.110(22)(d).
- (2) A certified firearms instructor may use a "CCDW Training Class Roster Form," CCDW #5, to comply with the class roster requirements of KRS 237.110(22)(d).

Section 12. An applicant training course shall not have more than:

- (1) Forty (40) students in the classroom portion; or
- (2) Five (5) students per range officer engaged in range firing. Students in a waiting area at a range facility who are not actively engaged in loading, unloading or firing handguns shall not be considered to be engaged in range firing for the purposes of this subsection.

Section 13. Incorporation by Reference.

- (1) The following material is incorporated by reference:
 - (a) "Applicant Request for Training for License to Carry Concealed Deadly Weapons", Form #126-A, July 2019, Department of Criminal Justice Training;
 - (b) "Release of Liability, Agreement to Waive Claims, Express Assumption of Risks, and Indemnity Agreement," Form #126-B, July ~~2026~~²⁰¹⁹, Department of Criminal Justice Training;
 - (c) VF-1 "Verification Form", (6/02 edition), Department of Criminal Justice Training; and
 - (d) CCDW #5 "CCDW Training Class Roster Form", October 2015, Department of Criminal Justice Training.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at Department of Criminal Justice Training, Funderburk Building, 4449 Kit Carson Drive, Richmond, Kentucky 40475-3137, Monday through Friday, 8 a.m. to 4:30 p.m.
- (3) This material is also available on the department's Web site at <https://www.docjt.ky.gov/forms>.

503 KAR 4:050. Required content and conduct of applicant training course.

MIKE BOSSE, Commissioner

APPROVED BY AGENCY: July 21, 2026

FILED WITH LRC: July 24, 2026 at 2:00 p.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation amendment shall be held Wednesday, October 21, 2026, at 9:00 a.m. at the Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted until October 31,

2026. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Nathan Goens, Staff Attorney, Justice & Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601, Justice.RegContact@ky.gov, telephone number (502) 564-8216, facsimile number (502) 564-6686.

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

Contact Person:Nathan Goens, Assistant General Counsel Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601 Phone: (502) 564-8216 Email: Justice.RegContact@ky.gov

Subject Headings:Criminal Justice Training; Firearms and Weapons; Licensing; Justice and Public Safety.

(1) Provide a brief summary of:

(a) What this administrative regulation does:

This administrative regulation establishes the required content and conduct of the concealed deadly weapons applicant training course. It sets the required classroom instruction, live-fire exercise, examination procedures, range requirements, student forms, class-size limits, instructor responsibilities, and incorporated materials for the training course.

(b) The necessity of this administrative regulation:

This administrative regulation is necessary to implement KRS 237.124, which requires the Department of Criminal Justice Training to operate a program for the training of applicants for a concealed deadly weapons license and authorizes the department to promulgate administrative regulations for that program. It is also necessary to maintain uniform training standards for certified firearms instructors and applicants.

(c) How this administrative regulation conforms to the content of the authorizing statutes:

This administrative regulation conforms to KRS 237.124 by establishing the training program required by that statute. It also supports KRS 237.110 and KRS 237.122 by setting the course content, instructor requirements, student documentation, testing process, range requirements, and fee-related submission requirements for the applicant training course.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes:

This administrative regulation assists in the effective administration of KRS 237.110, KRS 237.122, and KRS 237.124 by providing a uniform structure for applicant training, instructor compliance, student documentation, testing, live-fire qualification, and submission of required forms and fees. It also assists in administering the statutory licensing framework by ensuring that applicants receive consistent training before submitting proof of completion for concealed deadly weapons licensing purposes.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation:

This amendment changes the minimum age for participation in the concealed deadly weapons applicant training course from twenty-one (21) years of age to eighteen (18) years of age. It also updates incorporated material as needed to conform to that change.

(b) The necessity of the amendment to this administrative regulation:

This amendment is necessary because 2026 Ky. Acts ch. 173, sec. 1, creates provisional concealed deadly weapons licenses for persons who are eighteen (18)

years of age but younger than twenty-one (21) years of age. The current version of 503 KAR 4:050 states that an applicant training course is not open to persons under twenty-one (21) years of age. The amendment removes that inconsistency so otherwise eligible provisional-license applicants may complete the required training.

(c) How the amendment conforms to the content of the authorizing statutes:

The amendment conforms to KRS 237.124 by updating the applicant training program administered by the Department of Criminal Justice Training. It also conforms to KRS 237.110, KRS 237.122, and 2026 Ky. Acts ch. 173, sec. 1, by allowing persons who are eighteen (18) years of age but younger than twenty-one (21) years of age to complete the training needed for provisional concealed deadly weapons licensure.

(d) How the amendment will assist in the effective administration of the statutes:

The amendment will assist in the effective administration of the statutes by aligning the applicant training regulation with the new provisional-license statute. It will allow certified firearms instructors to provide the existing applicant training course to persons who are eighteen (18) years of age but younger than twenty-one (21) years of age, while leaving the existing course content, testing, live-fire, documentation, and instructor requirements in place.

(3) Does this administrative regulation or amendment implement legislation from the previous five years? Yes. This amendment implements 2026 Ky. Acts ch. 173, sec. 1, which created provisional concealed deadly weapons licenses for persons who are eighteen (18) years of age but younger than twenty-one (21) years of age.

(4) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation:

This amendment affects the Department of Criminal Justice Training, the Department of Kentucky State Police, private certified firearms instructors and instructor trainers who conduct concealed deadly weapons applicant training courses, and applicant training course students. In 2025, there were 3,550 concealed deadly weapons applications. The number of additional students affected by this amendment will depend on how many persons who are eighteen (18) years of age but younger than twenty-one (21) years of age choose to seek a provisional concealed deadly weapons license. The amendment may also affect private certified firearms instructors and instructor trainers who conduct applicant training courses. No local government is directly affected by this amendment.

(5) Provide an analysis of how the entities identified in question (4) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (4) will have to take to comply with this administrative regulation or amendment:

The Department of Criminal Justice Training will revise the regulation, update any affected incorporated material, update related course materials as needed, and notify private certified firearms instructors and instructor trainers of the change. The Department of Kentucky State Police (KSP) will not be required to take any action to comply with this amendment. KSP's provisional-license application, issuance, expiration, and conversion responsibilities arise from 2026 Ky. Acts ch. 173, sec. 1, not from this administrative regulation. Private certified firearms instructors and instructor trainers who conduct concealed deadly weapons applicant training courses will be required to comply with the amended minimum age requirement and use any revised forms or course materials issued by the department. Applicants who are

eighteen (18) years of age but younger than twenty-one (21) years of age and who choose to seek a provisional concealed deadly weapons license will be required to complete the same applicant training course required of other applicants.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (4):

The Department of Criminal Justice Training will not need additional staff, funding, equipment, or information technology systems to implement this amendment. Any revisions to forms, course materials, and instructor communications will be completed with existing staff and existing resources. No cost to the Department of Kentucky State Police is attributable to this amendment. Private certified firearms instructors and instructor trainers are not expected to incur additional compliance costs, other than ordinary administrative costs associated with using revised forms or materials. Applicants who are eighteen (18) years of age but younger than twenty-one (21) years of age and who choose to seek a provisional concealed deadly weapons license will pay the existing course fee and any existing allowable course-related costs. This amendment does not create or increase those fees.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (4):

The Department of Criminal Justice Training will benefit from having its administrative regulation aligned with 2026 Ky. Acts ch. 173, sec. 1. The Department of Kentucky State Police will benefit from receiving proof of completion from applicants who complete training under a regulation that conforms to the provisional-license statute. Private certified firearms instructors and instructor trainers will benefit from clear regulatory authority to train applicants who are eighteen (18) years of age but younger than twenty-one (21) years of age. Applicants who are eighteen (18) years of age but younger than twenty-one (21) years of age will benefit by being able to complete the required applicant training course for purposes of applying for a provisional concealed deadly weapons license.

(6) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

(a) Initially:

No additional cost is anticipated. The Department of Criminal Justice Training will implement this amendment using existing staff, existing resources, and existing systems. Any revisions to forms, course materials, manuals, or instructor communications will be handled as part of routine program administration.

(b) On a continuing basis:

No additional continuing cost is anticipated. The amendment does not require additional staff, equipment, contracts, funding, or information technology systems. Any additional student records or remittances resulting from newly eligible applicants will be processed through the existing CCDW training program.

(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation or this amendment:

Existing Department of Criminal Justice Training funds and resources will be used to implement and enforce this amendment.

(8) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment:

No increase in fees or funding will be necessary to implement this amendment. The amendment will be implemented with existing staff, existing resources, and existing systems.

(9) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees:

This amendment does not establish any new fees and does not directly or indirectly increase any fees. Existing fees and remittances required by KRS 237.122 are not changed by this amendment.

(10) TIERING: Is tiering applied?

No. Tiering is not applied. This amendment applies uniformly to all private certified firearms instructors and instructor trainers who conduct concealed deadly weapons applicant training courses under 503 KAR 4:050. The amendment does not create different requirements based on the size, type, or location of the instructor or training provider. The amendment only changes the minimum age for participation in the applicant training course from twenty-one (21) years of age to eighteen (18) years of age.

FISCAL IMPACT STATEMENT

(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation:

KRS 237.124(1) requires the Department of Criminal Justice Training to operate a program for the training of applicants for a concealed deadly weapon license, and KRS 237.124(2) authorizes the department to promulgate administrative regulations to implement that program. KRS 237.110 establishes concealed deadly weapon licensing and applicant-training requirements. KRS 237.122 governs the certification of firearms instructors, applicant-course fees, and remittances to the department. 2026 Ky. Acts ch. 173, sec. 1, establishes provisional concealed deadly weapon licenses for persons who are eighteen (18) years of age but younger than twenty-one (21) years of age and generally makes those licenses subject to KRS 237.110. This amendment conforms the applicant training regulation to that enactment.

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act:

Yes. KRS 237.124(2), enacted by 2002 Ky. Acts ch. 368, sec. 5, expressly authorizes the Department of Criminal Justice Training to promulgate administrative regulations to implement the applicant training program. This amendment is also necessary to conform the training program to 2026 Ky. Acts ch. 173, sec. 1.

(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions:

The promulgating agency is the Justice and Public Safety Cabinet, Department of Criminal Justice Training. The Department of Kentucky State Police is also affected to the extent that its provisional-license process will accept proof of completion of the applicant training course administered by the Department of Criminal Justice Training.

(b) Estimate the following for each affected state unit, part, or division identified in (3)(a):

1. Expenditures:

For the first year:The Department of Criminal Justice Training may incur one-time costs for staff time, regulatory filing, revision of incorporated forms, revision of course materials, revision of the Instructor and Student Manuals, instructor notification, printing, distribution, and any necessary information-system changes. No separate expenditure attributable solely to this DOCJT amendment has been identified for the Department of Kentucky State Police; costs of establishing the provisional-license application and issuance process arise primarily from 2026 Ky. Acts ch. 173 and KSP's implementing actions.

For subsequent years:Ongoing DOCJT expenditures, if any, may include processing additional student records and remittances, maintaining revised materials, and providing guidance to instructors. No separate ongoing KSP expenditure attributable solely to this DOCJT amendment is presently identified.

2. Revenues:

For the first year:KRS 237.122(8) requires a certified firearms instructor or instructor trainer to remit twenty-five dollars (\$25) per applicant training course student to the Department of Criminal Justice Training. DOCJT revenue may increase if newly eligible persons enroll in applicant training

courses. The estimate may be calculated by multiplying the projected number of additional students by twenty-five dollars (\$25). No KSP revenue change is attributable solely to this DOCJT amendment.

For subsequent years:DOCJT will continue to receive twenty-five dollars (\$25) for each additional applicant training course student. The amount depends on projected annual enrollment by provisional-license applicants. No KSP revenue change is attributable solely to this DOCJT amendment.

3. Cost Savings:

For the first year:No cost savings attributable to this amendment are presently identified. Agency verification is required.

For subsequent years:No cost savings attributable to this amendment are presently identified. Agency verification is required.

(4)(a) Identify affected local entities (for example: cities, counties, fire departments, school districts):

No local governmental entity is directly affected by this DOCJT administrative regulation. County sheriffs have duties under 2026 Ky. Acts ch. 173 relating to paper applications to convert provisional licenses to standard licenses, but this amendment to the applicant training regulation does not impose those duties.

(b) Estimate the following for each affected local entity identified in (4)(a):

1. Expenditures:

For the first year:None anticipated.

For subsequent years:None anticipated.

2. Revenues:

For the first year:None anticipated.

For subsequent years:None anticipated.

3. Cost Savings:

For the first year:None anticipated.

For subsequent years:None anticipated.

(5)(a) Identify any affected regulated entities not listed in (3)(a) or (4)(a):

Certified firearms instructors and instructor trainers who conduct applicant training courses; applicant training course students; and persons who are eighteen (18) years of age but younger than twenty-one (21) years of age who seek training for a provisional concealed deadly weapon license will be affected by this regulation.

(b) Estimate the following for each regulated entity identified in (5)(a):

1. Expenditures:

For the first year:Instructors may incur minimal administrative costs to use revised forms and materials. The amendment does not change the existing course duration, live-fire requirements, class-size limits, or instructor-certification structure. Newly eligible students who choose to seek a provisional license will incur the existing applicant-course fee, which shall not exceed seventy-five dollars (\$75), any authorized charge for range use, targets, associated range materials, and classroom rental, which shall not exceed ten dollars (\$10), and any applicable ammunition cost.

For subsequent years:Instructor costs are expected to remain limited to ordinary course-administration costs. Student expenditures will depend on the number of provisional-license applicants who enroll and the fees and allowable costs charged for each course.

2. Revenues:

For the first year:Certified firearms instructors and instructor trainers may receive additional course-related revenue from newly eligible students, subject to the statutory fee limits and the required twenty-five-dollar (\$25) remittance to DOCJT for each student.

For subsequent years:Additional instructor revenue will depend on the annual number of provisional-license applicants who enroll in applicant training courses.

3. Cost Savings:

For the first year:No cost savings attributable to this amendment are presently identified.

For subsequent years:No cost savings attributable to this amendment are presently identified.

(6) Provide a narrative to explain the following for each entity identified in (3)(a), (4)(a), and (5)(a)

(a) Fiscal impact of this administrative regulation:

The amendment will allow DOCJT-certified firearms instructors and instructor trainers to provide applicant training to persons who are eighteen (18) years of age but younger than twenty-one (21) years of age who seek provisional concealed deadly weapon licenses. DOCJT may incur one-time costs to amend the regulation, revise incorporated forms and course materials, revise the Instructor and Student Manuals, notify instructors, and make related administrative changes. DOCJT may receive additional twenty-five dollar (\$25) per-student remittances if applicant-course enrollment increases. KSP is not expected to incur a separate fiscal impact from this DOCJT amendment beyond the costs of implementing 2026 Ky. Acts ch. 173 and any KSP administrative regulations. Instructors may incur minimal administrative costs and may receive additional course revenue. Newly eligible applicants will incur the existing training and related costs if they choose to apply. No direct fiscal impact on local governmental entities is anticipated.

(b) Methodology and resources used to reach this conclusion:

The analysis is based on a review of 503 KAR 4:050; KRS 237.110, 237.122, and 237.124; and 2026 Ky. Acts ch. 173, sec. 1. The existing age restriction was compared with the new provisional-license eligibility provisions. The statutory fee structure and the forms and training materials affected by the amendment were also reviewed. Final estimates require DOCJT and KSP staffing and cost data, projected provisional-applicant enrollment, and anticipated form, printing, distribution, technology, and manual-revision costs. However, the costs for the relevant applicant training course are a result of the statutory scheme and not this administrative regulation.

(7) Explain, as it relates to the entities identified in (3)(a), (4)(a), and (5)(a):

(a) Whether this administrative regulation will have a "major economic impact", as defined by KRS 13A.010(14):

A major economic impact is not anticipated.

(b) The methodology and resources used to reach this conclusion:

The analysis is based on a review of 503 KAR 4:050; KRS 237.110, 237.122, and 237.124; and 2026 Ky. Acts ch. 173, sec. 1. The existing age restriction was compared with the new provisional-license eligibility provisions. The application and course process, statutory fee structure, and forms and training materials affected by the amendment were also reviewed. DOCJT may incur one-time costs to amend the regulation, revise incorporated forms and course materials, revise the Instructor and Student Manuals, notify instructors, and make related administrative changes. DOCJT may receive additional twenty-five dollar (\$25) per-student remittances if applicant-course enrollment increases. KSP is not expected to incur a separate fiscal impact from this DOCJT amendment beyond the costs of implementing 2026 Ky. Acts ch. 173 and any KSP administrative regulations. Instructors may incur minimal administrative costs and may receive additional course revenue. Newly eligible applicants will incur the existing training and related costs if they choose to apply. However, the costs for the relevant applicant training course are a result of the statutory scheme and not this administrative regulation.