

**IMPORTANT POLICY CHANGES FOR 2017-2018 ARCHERY PROGRAM**  
**(Updated 3/8/2017)**

**International Bowhunter Education Program (IBEP)**

- Starting next season IBEP will be required to participate in the Fairfax County Archery Program
- If you have already taken the class you must be able to provide proof of completion. If you cannot locate or obtain proof you will be required to re-take the class.
- Class schedules and registration can be obtained through DGIF (see "How do I sign up an IBEP Course")

**Qualifications**

- Qualifications will now be required prior to the start of the application process. Please see dates below.
- You must have a current qualification and be able to provide proof of qualification in order to apply.
- If you qualified last season you are still good as long as you can provide proof of qualification.
- Qualification Venues have been updated for the 2017-2018 season on the Fairfax County Website.

**Qualification time frame:**

Qualification start: Friday March 31, 2017

Qualification end: Sunday June 4, 2017

\*\*Application process will begin immediately after the close of the qualification period. A person wishing to apply for the Archery Program must have a current qualification in order to apply.

**New Qualification Standard**

3 out of 3 shots at 20 yards (7-inch target)

2 out of 3 shots at 30 yards (7-inch target)

\*\*You only get 3 attempts to qualify as in previous years.

If anyone has any specific questions or if not already a member or past member of the Fairfax County Archery Program and would like to be on the email distribution list please contact:

Sergeant Earit Powell

[earit.powell@fairfaxcounty.gov](mailto:earit.powell@fairfaxcounty.gov)

## **How do I sign up for an IBEP Course?**

1. Go to <http://www.register-ed.com/programs/virginia>
2. Select Virginia by clicking it on the map or by selecting it from the drop down list at the bottom of the map.
3. Use your mouse to click on Virginia Bowhunter Education Course (IBEP) that is listed under the heading "Virginia DGIF Hunting Programs"
4. You will be taken to a calendar for the current month. Use the calendar to move to one of the dates that IBEP courses are being offered. If you want one of the courses at Fort Belvoir, then use the calendar to select one of the following dates for that site (Note: The 2017 dates have not been set at this time, but should come out shortly).
5. You will now be taken to an information sheet that tells you about the IBEP class being offered at the location and date you selected. At the top left of the screen you see a button that says "Yes, Register Me". Use your mouse to click on this icon.
6. You will now be taken to a form that you must complete in order to register for the IBEP class. Note that any field which has a red \* symbol is a mandatory field and must be filled in. It is very important that you accurately enter all required information - this will be put into the database and used to verify that you completed the course if you ever lose your IBEP course completion card. You will also be asked to create your own unique Username and Password. You cannot register without doing this. Your Username and Password will also allow you to register for future hunter education courses offered by the Virginia Department of Game and Inland Fisheries.
7. Once you have completed the form, then select the button labeled "Next" at the bottom of the page. If you have failed to complete a mandatory field, or incorrectly entered data in a mandatory field, the system will take you back to the top of the form. Scroll down and you will see message in red text by the missing or incorrect data. Re-enter correctly, then scroll down and click on "Next".
8. Almost there! You will now be taken to a screen where you must verify that you understand the cancellation policy. Check the box indicating you understand, the select the button that says "Register".
9. Congratulations - You are now registered.
10. If you have any problems, call 1-888-516-0844 during normal business hours, and a help desk representative will assist you!