



IDFPR
Illinois Department of
Financial and Professional Regulation
Division of Professional Regulation

Qualifications for Licensure: 48-Hour Firearm Training Course (102)

Effective: 12/2024

Revised: 02/2026

READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

Important Information:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, [please review our FAQs for answers to most questions](#).
- If your question is not addressed in our FAQ's or this document, please contact the department at 1-800-560-6420.

LICENSE QUALIFICATIONS

Firearm Training Course:

- Reference [Section 1240.510 of the Administrative Code](#) for detailed course requirements.
- The firearm training course shall include 20 hours of classroom-based or online Internet-based instruction.
- In addition to the 20 hours of instruction required above each student shall complete 8 hours of practice firing on the firing range. Prior to any range firing, the range master shall conduct a safety inspection on the student's personal firearm, or the firearm assigned to the student. Instruction shall include double-action shooting.
- Training Range-the range where the training is to be given, whether indoor or outdoor, shall be maintained in a safe condition and shall be located in an area where the firing of live ammunition is allowed. In determining whether the range is maintained in safe condition, the Division may conduct an on-site inspection.

REQUIRED SUPPORTING DOCUMENTS

This section details the necessary documentation you will be asked to provide during the application process. Please do not begin an application until you are prepared to submit all documentation.

- **Copy of curriculum/course** - Content covered in 20-hours of classroom instruction and number of hours devoted to each content areas.
- **Copy of curriculum/course** - Content covered in 28-hours detailing firearm training instruction and number of hours devoted to each content areas.

- **Study Materials** - List of study materials that are used; the location of the materials (i.e., given to students, available in library, etc.); the number of copies available to students.
- **Description of Policies and Procedures for the maintenance of trainee records** - Names, dates of enrollment and completion, and attendance.
- **Description of safety procedures utilized in range training** - including the procedure for handling non-compliance on part of trainees and for inspecting and maintaining the safety of the range.
- **Written examination** - Copy of the final written examination used to evaluate trainees on classroom material.
- **Firing range** - Name and the description of the location of the firing range utilized in the course. Indicate whether the firing of live ammunition is permitted in the area and source of this information. Provide the name, address, and telephone number of the owner of the range. If you are contracting with a person for use of a firing range, indicate whether you have a formal agreement to utilize the range.
- **Legal entity** - If the entity is a corporation, professional limited liability company or other legal entity provide a copy of the filed documents from the Illinois Secretary of State.

IMPORTANT INFORMATION ONCE LICENSED

- If Firearm Instructors have not been approved by the Department, submit, or have the instructor(s) submit a Firearm Instructor application to the Department for approval.
- The Firearm Instructor shall submit a Certificate of Completion of Firearm Training form to the Department for each student who completes the course.
- It is your responsibility to update your contact information, including email address with the Department, to ensure that you receive all courtesy renewal email reminders and other notifications.
- The Department posts profession-specific notices, statements and other information to the IDFPR website. Licensed professionals should visit the IDFPR website frequently, and their profession specific pages, to stay informed about the latest information and developments.