

**USER MANUAL**  
**FOR**  
**GUIDE LICENSE APPLICATIONS**  
**AND**  
**GUIDE LICENSE AMENDMENTS**



**STATE OF IDAHO**  
**OUTFITTERS & GUIDES**



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## **INTRODUCTION**

The IOGLB regulates the outfitting and guiding industry in Idaho for the explicit purpose of safeguarding the health, safety, and welfare of the public. By law, the IOGLB serves other key missions, including the promotion of public recreation and tourism, and helps to conserve the state's fish and wildlife resources.

The outfitting industry plays an important role in the recreation and tourism industry in Idaho. Providing outdoor recreation services and opportunities to the public is a challenging profession, with many potential rewards and lots of hard work.

## **PURPOSE**

This manual has been prepared for anyone wanting to become a guide and how to apply for a guide license in the State of Idaho, and once a guide is already licensed, options to amend that license.

## **RELATIONSHIP TO OTHER MANUALS**

IOGLB maintains user manuals that provide specific information on:

- Buying and Selling an Outfitter Business —
- New Outfitter Applications —
- Outfitter Allocation Handbook —

Special Authorization Letter to Hunt Outside Outfitters Operating Area/Hot Pursuit Bear and Cougar

Special Authorization Letter for Controlled Hunts Outside Outfitters Operating Area (Trophy Species- Goat, Sheep and Moose)

Major & Minor Amendment Applications involving Outfitter Business and Designated Agent Licenses

Online Services Manuals – Outfitters - Guides

- A more detailed set of rules is available on the IOGLB Website at [www.oglb.idaho.gov](http://www.oglb.idaho.gov) —
- More complete instructions regarding federal agencies are available from their local offices. —

*This user manual has been developed from the Outfitters and Guides Act as amended under Idaho Code, Title 36, Chapter 21, and applicable sections of Idaho Code, Title 6, and Chapter 12. This user manual does not replace or supplant the aforementioned code. IOGLB maintains an up to date set of statutes and administrative rules on its website at [www.oglb.idaho.gov](http://www.oglb.idaho.gov)*

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## 1.0 GENERAL INFORMATION

### 1.1 Guiding In Idaho

To guide in Idaho, a person must be employed by (not contracted with) an outfitter and then must be licensed by that outfitter as a guide. A sole proprietor or designated agent license includes a guide license if the applicant possesses the qualifications of a guide as determined by the IOGLB.

Duties of a guide. Any guide providing personal services for an outfitter in the State of Idaho shall conform to the standard of care expected of members of his profession and he shall comply with all duties and requirements placed on him by Chapter 21, Title 36, Idaho Code, and by the rules promulgated by the Idaho Outfitters and Guides Licensing Board created by Chapter 21, Title 36, Idaho Code.

### 1.2 What is a Guide?

A "guide" is an individual who meets the criteria as set forth in Idaho Code 36-2102(c), and has further met the required qualifications as prescribed in the Rules to provide professional guided services to clientele in the pursuit and conduct of licensed activities. A guide is employed by a licensed outfitter to furnish personal services for the conduct of outdoor recreational activities directly related to the activities for which the employing outfitter is licensed. Any such person not employed by a licensed outfitter who offers or provides facilities or services as specified in subsection (b) of this section shall be deemed in violation of the provisions of this chapter, except: (1) any employee of the State of Idaho or the United States when acting in his official capacity, or (2) any natural person who is employed by a licensed outfitter solely for the following activities: caring for, grooming or saddling of livestock, cooking, woodcutting, and transporting people, equipment and personal property on public roads shall be exempt from the provisions of this chapter.

Camp Helper, Etc -A person whose sole responsibility is any one or a combination of the following shall not be required to have a guide's license: care, grooming and saddling of livestock, cooking or woodcutting at or within designated outfitter camps, or transporting people, equipment and personal property on public roads.

### 1.3 What is an Outfitter?

An Outfitter is any individual, firm, partnership, corporation, or other organization or any combination thereof who in the State of Idaho: (1) advertises or otherwise holds himself out to the public for hire; (2) provides facilities and services for consideration; and (3) maintains, leases, or otherwise uses equipment or accommodations for compensation for the conduct of outdoor recreational activities including hunting, boating, fishing and other activities like motorized or non-motorized trail rides; motored and non-motored cycling; packing using animals; wagon, sleigh, and dog sled rides; back packing and hiking; technical mountaineering/rock climbing; skiing level I (cross-country) or skiing level II (alpine skiing); snowmobiling; providing courses or schools such as survival, guiding, rescue, and fishing.

### 1.4 General Qualifications for Licensure as a Guide

Qualified: In order to operate, all outfitters must be qualified to guide or have in their employment a licensed guide or a designated agent who is licensed to guide. Guides must be qualified for the activities for which the outfitter is licensed.

Qualifications: The qualification(s) of a guide licensee shall be determined in accordance with Idaho Code, Title 36, Chapter 21, and Rules promulgated thereunder. A guide license applicant shall meet all general requirements and criteria of the Act and Rules, any specific requirements unique to his specialized field as identified below, and any other requirements which may be imposed by the Board or which may appear on the application form.

An applicant for an outfitter, designated agent or guide license must meet the following criteria:

Age: Be at least eighteen (18) years of age.

First Aid: Anyone who wishes to guide must hold a current first aid card and be aware of general emergency procedures.

Knowledge: They must have extensive, first-hand knowledge of the area and/or waters and/or activities involved in the proposed operation. When the application includes big game hunting, he must know the habits of the game sought and

hunting techniques that are successful in the area, be able to care for meat and trophies, and be familiar with Idaho Department of Fish and Game (IDFG) and firearm laws.

*Training:* Have completed and demonstrated to the IOGLB proper training for the activity for a guide license.

**Guide Trainee.** A person not less than sixteen (16) years of age who does not possess the necessary experience or skill qualifications required to obtain a guide license, but who is working toward obtaining the necessary experience or skill qualifications. This required training shall be recorded on a form OG-11 River Training Log, or OG-15 Hunting Guide Training Form provided by the Board and retained by the employing outfitter in the guide's file. A trainee may not provide any direct guiding services for clients, but may assist while under direct supervision.

## 1.5 Guide License Requirements and Restrictions

A license issued by the Board to an individual who is employed by a licensed outfitter to furnish personal services for the conduct of outdoor recreational activities as defined in Idaho Code 36-2102(c).

A guide license shall specify employing outfitter(s) and all activities for which a guide is qualified to guide. It will also identify such limitation(s) or qualification(s) as may be imposed by the IOGLB in issuance of said license. A guide shall only guide for those activities in any operating area (and on any water) for which their employing outfitter is licensed.

A guide must be in possession of a license, which may include a 20 day online temporary license, or a temporary authorization letter before commencing guiding. *The submission of a license application does not fulfill this requirement.*

## 1.6 Types of Guides Requiring Training and Specialized Qualification

### BOATING

Boating on any river, stream or lake is considered hazardous. For the purpose of these rules, specific sections of some whitewater rivers or streams which are considered more hazardous have been designated "classified." Classified rivers are denoted by an asterisk (\*) in the list of rivers contained in IDAPA 25.01.01.059.01.

**Boat Guide** When applying for a boat guide license for either float or power, an applicant must show he has the training and experience required by the Board on each river or lake applied for and that he is proficient in reading the water and handling the type of boat required to be used.

**Boat Guide Trainee.** A guide applicant for boating may be licensed in several ways, depending upon training and experience, river classification, and the craft (float or power) used.

A boat trainee may not obtain a guide license until training is complete and may not operate a boat except as prescribed in IDAPA Rule 25.01.01.040.

A boat trainee must be in a boat operated by a licensed boatman, or one in which the operation is closely monitored by a licensed boatman. The licensed boatman need not be in the same boat during training, as long as the trainee's activity is closely monitored

### 1. Float Boat Guide - Qualifications –

**Unclassified Rivers.** To qualify on unclassified rivers and streams, an applicant shall have had one (1) complete commercial float boat trip on each of the rivers applied for, (complete trip means the total section of river designated by the Board in IDAPA 25.01.01.059.01), under the supervision of a float boat guide licensed for each of those rivers. A log of this experience shall be recorded on a form provided by the Board giving dates, and location, and shall be maintained by the outfitter.

**Classified Rivers.** An applicant for a float boatman license on classified rivers may qualify in one (1) of three (3) ways:

**01. General.** Shall have had three (3) complete float boat trips on each of the classified rivers applied for under the direct supervision of a float boatman licensed for that river (complete trip means the total section of river designated by the Board in IDAPA 25.01.01.059.01), or shall have had one (1) or more complete float boat trips on each of the classified rivers applied for under the direct supervision of a float boatman licensed for that river with the remaining trip(s) in a boat with no more than one (1) other trainee, following a licensed float boatman for that river, but he must not have passengers in the boat.

**a.** Allowances may be made for experience gained as a commercial boat operator on selected whitewater rivers with characteristics similar to Idaho's classified rivers; e.g. Colorado River (Grand Canyon or Cataract Canyon), Yampa River, Rogue River, American and Tuolumne Rivers, other Idaho classified rivers, or the unclassified section of the Salmon River from North Fork to Corn Creek, provided the applicant has logged at least five hundred (500) miles as a commercial float boat operator on one (1) or more of those rivers.

**b.** To document this experience, a statement signed by the applicant under oath or affirmation and notarized shall be recorded on a form provided by the Board. The statement should include precise put in and take out points, miles logged for each trip, and the names and addresses of the boat operators who have employed them.

**02. Other.** Shall have logged at least five hundred (500) miles as a commercial float boat guide on any rivers applicable to IDAPA 25.01.01.040.01.a., and shall have one (1) complete float boat trip on each river applied for under the direct supervision of a float boatman licensed for that river, or in a boat with no more than one (1) other trainee, following a float boatman licensed for that river, but there must not be any passengers in the boat. (Complete trip means the total section of river designated by the Board in IDAPA 25.01.01.059.01). A log of this experience shall be recorded on a form provided by the Board and maintained by the employing outfitter showing the dates, location of float boat trips and the signature of the outfitter.

**03.** Or, if he is licensed as a float lead boatman on a classified Idaho river, he may qualify for a float boatman license on other classified rivers after one (1) complete float boat trip on each river applied for, under the direct supervision of a float boatman licensed for that river, or in a boat with no more than one (1) other trainee, following a float boatman licensed for that river, but he must not have passengers in the boat. (Complete trip means the total section of river designated by the Board in IDAPA 25.01.01.059.01.) A log of this experience shall be recorded on a form provided by the Board and maintained by the employing outfitter showing the dates, location of float boat trips, and the signature of the outfitter.

**2. Float Lead Boatman - Qualifications.** An applicant for a float lead boatman license must have had six (6) complete float boat trips except that upon Board approval, a licensee may train on and be licensed for a specific reach of a section only. (Complete trip means the total section or reach of a section of river designated by the Board in IDAPA 25.01.01.059.01). One (1) trip must have been within the sixty (60) months preceding the date of the application on each of the classified rivers applied for. Any float boatman wishing to qualify for a lead float boatman license shall record on a form provided by the Board each commercial float boat trip made with dates, location, and signature of the outfitter. The training shall be recorded on a form provided by the Board and maintained by the employing outfitter.

A float boat guide on a classified river shall be licensed as a float boatman or a float lead boatman according to his experience on that specific river. Each trip on a classified river shall have a lead boat operated by a guide licensed as a lead boatman for that specific river and all other boats participating in that trip shall follow the lead boat and shall be operated by a guide licensed as a boatman or a lead boatman for that specific river. (Note exception for trainees in IDAPA 25.01.01.040).

**3. Power Boat and Power Boat Fishing Guide.** All applicants for a power boat and power boat fishing guide license shall possess the ability and knowledge to:

**01. Classified Rivers.** An applicant shall have spent fifty (50) power boating hours on the total length of the river or section of river designated on the application by the Board for which he wishes to operate, under the direct supervision of a power boat guide licensed for that river. The fifty (50) hours required shall be distributed as evenly as possible along the total length of the river or section of river for which qualification is sought. (The exception to this rule is the Salmon River from the mouth of the Middle Fork to Salmon Falls, Salmon Falls to Ludwig Rapids, and

Ludwig Rapids to Vinegar Creek or Spring Bar, on which the applicant may train for twenty-five (25) hours on each section under the direct supervision of a power boat guide licensed for that river section.)

**02. Unclassified Rivers and Streams.** An applicant shall have spent at least ten (10) power boating hours on the total length of the river or section of river designated by the Board on the application for which he wishes to operate, under the direct supervision of a power boat guide licensed for that river or stream. The ten (10) hours required shall be distributed as evenly as possible along the total length of the river or section of river for which qualification is sought.

**03. Lakes and Reservoirs.** An applicant shall have spent at least ten (10) power boating hours on the lake or reservoir on which he wishes to operate, under the direct supervision of a power boat guide licensed for that lake or reservoir. The ten (10) hours shall be distributed as evenly as possible on the entire area of the lake or reservoir for which qualification is sought.

**04. Maneuver or Pilot.** Maneuver or pilot a power boat upon Idaho lakes and reservoirs open to power boat fishing.

**05. Log.** A log of this experience shall be recorded on a form provided by the Board and maintained by the employing outfitter, showing the dates, river, lake or reservoir, location of put-in, destination, take-out, hours logged, location of power boat trips and signature of outfitter.

**06. Law.** Conduct his actions in accordance with the Idaho Safe Boating Act (Title 67, Chapter 70, Idaho Code)

The Board requires guides who want to provide guided excursions using a power boat to be employed by a power boat outfitter, and they must operate a power boat as defined above. It is an expectation that power boat guides be appropriately licensed by the Coast Guard. It is also important to mention that the Coast Guard enforces this requirement in Idaho.

## HUNTING

A guide applicant for big game hunting may be licensed either as an apprentice guide or as a guide.

**Apprentice Hunting Guide.** An apprentice guide is a new hunting guide applicant who has not had previous experience as an Idaho hunting guide. He may be licensed as an apprentice guide by submitting a completed application form and fee.

An apprentice guide may assist a hunting guide while completing training necessary to become a guide, but may not be given primary responsibility for guiding a hunt.

**Hunting Guide.** A new hunting guide applicant must have, in addition to other general requirements outlined in IDAPA Rule 25.01.01.034, the following minimum training certified by the employing outfitter before a guide license may be issued:

**a.** Applicant must have been in the outfitter's operating area(s) for at least ten (10) days and must be knowledgeable of trails, terrain, drainages, and game habits and habitat.

**b.** Must be able to correctly cape an animal and be adequately trained so as to be able to instruct and assist clients in the proper care of meat.

## SKIING

### Ski Guide

**a.** A guide applicant must submit a guide application, ski guide cover sheet, ski resume, avalanche training certificates, appropriate fees and proof of first aid training.

**b.** The Board will then send this information to the Technical Advisory Committee (TAC) for evaluation. The TAC is a five (5) member body of qualified backcountry ski outfitters and ski guides appointed by the Executive Director and confirmed by the Board to advise the Board on non-hazardous and hazardous terrain skiing.

**c.** Guides are licensed to fill job duties of the respective employing outfitters based upon terrain and services of the outfitter's licensed activities.

**Ski Guide Trainee.** A trainee may be selected for employment by the outfitter and is not required to have a license. A trainee may only assist when under the direct supervision of a licensed guide and a trainee may not provide guided services to clients. A trainee must have thirty (30) days experience with a licensed ski guide in the outfitter's operating area and must meet all other guide requirements of IDAPA 25.01.01.044 prior to submitting a guide application.

**Level I Ski Guide (Non-Hazardous Terrain).** Is qualified to lead ski tours in the outfitter's operating area. One (1) year training as a ski guide assistant in a non-hazardous backcountry setting. Level I Ski Guides may work in hazardous terrain as a Level II Ski Guide Trainee under the supervision of a Level II Ski Guide. Level I Ski Guides are required to have:

- i. Standard First Aid training as per guide licensing in Idaho;
- ii. Level I field-based avalanche training consisting of a twenty-four (24) hour curriculum submitted and an instructor roster;
- iii. Knowledge of Outfitters Scope of Operation including logistics, services, terrain; and
- iv. A letter of reference from the employing outfitter.

**Level II Ski Guide (Hazardous Terrain).** Has in-depth ski guiding experience on hazardous terrain and has the following qualifications:

- i. Two (2) winter seasons training with licensed Level II Ski Outfitter or Guide or equivalent work experience with another Level II ski operation which conduct services principally in hazardous or avalanche terrain;
- ii. Advanced First Aid, Wilderness First Responder, or Emergency Medical Technician consisting of a minimum of forty-eight (48) hours;
- iii. Level I and Level II field-based avalanche training consisting of at least forty-eight (48) hours curriculum with a submitted instructor roster;
- iv. Knowledge of the Outfitters Scope of Operation including logistics, services, terrain; and
- v. A letter of reference from the employing outfitter.

## **OTHER**

### **Technical Mountaineering/Rock Climbing Guide**

Any applicant for a technical mountaineering/rock climbing guide license will be required to submit to the Board a detailed explanation of his qualifications, experience, and training. TAC recommends an outfitter's letter of reference and a copy of advanced first aid.

### **Snowmobile Guide**

An applicant for a snowmobile guide license shall:

- 01. Snowmobiling Techniques.** Have working knowledge of snowmobiling techniques;
- 02. Avalanche.** Have good leadership qualities and be knowledgeable in regards to potential avalanche conditions and proper route selection;
- 03. Map and Compass.** Have the ability to read a map and compass;
- 04. Hypothermia.** Be knowledgeable in the treatment of hypothermia and in winter survival techniques; and
- 05. Mechanics.** Have knowledge of the mechanical characteristics of snowmobiles and other equipment being used.

### **Zip Line Guide**

An applicant for a zip line guide shall have had three certified trips on the zip line prior to taking customers for zip tours.

## **1.7 Application Requirements**

### **General**

To be complete, an application for a guide license must:

- 01. First Aid Card.** Be accompanied by a certification signed by the employing outfitter that the applicant will have a valid first aid card before they are employed as a guide.
- 02. Signatures.** Have the signature of the applicant and of the licensed outfitter(s) who wish to employ the applicant as a guide, who shall certify that the applicant:
  - a. Is qualified to perform the type of guiding activity (ies) for which the applicant seeks licensing; i.e., hunting,

boating, skiing, or other as may be applicable.

b. Has extensive, firsthand knowledge of the operating area(s) and water(s) in or on which the applicant will be guiding.

c. If land based, is able to read and understand a map and compass or operate a global positioning system (GPS) or other computerized map system.

d. Is clean and well-mannered with a desire to please those whom the applicant is called upon to serve.

e. An applicant for a hunting or boating guide license shall satisfy the training requirements prior to performing guiding services for an outfitter. Power boat fishing guides shall satisfy the training requirements pursuant to IDAPA 25.01.01.048.

f. For hunting and boating guide applicants, the training form or log shall be completed in full on a form provided by the Board before the guide license application is submitted to the Board and shall be maintained by the employing outfitter during the time the guide is employed by the outfitter for one (1) complete license year following the termination of employment of the guide.

g. An applicant for a ski guide license shall satisfy the training requirements prior to providing guide services for an outfitter. The training documentation required shall be provided to the Board by the outfitter for each guide at the time of application. A copy shall be maintained by the employing outfitter for one (1) complete license year following the termination of employment of the guide.

h. An applicant for a Technical Mountaineering/Rock Climbing license shall satisfy the training requirements prior to performing guide services for an outfitter. The training documentation shall be provided to the Board by the employing outfitter for each guide at the time of application. A copy shall be maintained by the outfitter for one (1) complete license year following the termination of employment of the guide.

i. An applicant for a snowmobile guide license shall satisfy the training requirements prior to performing guide services for an outfitter. The training documentation on these forms shall be provided to the Board by the employing outfitter for each guide at the time of application. A copy shall be maintained by the outfitter for one (1) complete license year following the termination of employment of the guide.

j. An applicant for a zip line guide license shall have had three certified trips on the zip line prior to taking customers for zip tours.

## **2.0 THE STEPS TO TAKE FOR SUBMITTING A GUIDE LICENSE APPLICATION**

There are two ways to submit guide license applications – online and off line.

### **2.1 New Guide License Applications Online**

New guide license applications may be submitted online. This can be done through accessing the online licensing link from IOGLB's website at [www.oglb.idaho.gov](http://www.oglb.idaho.gov). There is also a user manual available on the same site that spells out all the steps for both outfitters and guides to take to submit an online guide license application. Once the transaction is complete, with the exception of new applicants for skiing and technical mountaineering whose qualifications have to be reviewed by the Technical Advisory Committee (TAC), and applicants with a violation, the payment verification receipt will serve as a twenty day temporary license for the guide, thus enabling the guide applicant to start working immediately.

Through the online payment process any one can pay for the license with whatever form of credit or debit card they have available. When the official license is issued, it will be mailed to the primary employing outfitter.

In the case of a new guide applicant who has a violation or some kind of litigation issues, a twenty day temporary license is not available. If a violation or conviction occurs that is reported, IOGLB requires the guide applicant to provide specific and detailed explanations and information regarding what the circumstances were surrounding the conviction.

Once that information is reviewed by IOGLB's Enforcement officer, a determination is made as to whether the application will be approved for licensure with or without probation or deferment or denial, and the employing outfitter is notified of the decision. A special processing fee of \$50.00 is assessed for review of the violation and has to be paid whether the license is issued or not, or before the license will be issued. This can be paid by the employing outfitter with a company check, Visa or MasterCard, or by the guide applicant with a money order.

If a violation or conviction has been unreported and it is found during the background checks IOGLB does through the Idaho Department of Fish and Game and Idaho Courts Repository, the application is usually initially denied or at least held for processing until such time as satisfactory explanations are received as to why information was not provided.

If the application is denied, the applicant and their employing outfitter may petition a review of the decision by the Board by submitting a written request for reconsideration within 21 days of receipt of notice.

## **2.2 Repeat (Renewal) Guide License Applications Online**

All outfitters, designated agents and guides are subject to renewal of their license every year, and neither Access Idaho nor the OGLB system is set up to automatically update guide rosters. That action is and remains the responsibility of the employing outfitter to manage. It is also the responsibility of the guide, especially if they are paying for their own license, to work with their employing outfitter(s), particularly if they have more than one, to make sure that all outfitters have managed their rosters appropriately before the guide initiates and pays for their renewal.

It is the expectation of IOGLB that employing outfitters manage their guide rosters. This has to be done on a yearly basis, and is not an automatic transaction. This can be done through accessing the online licensing link from IOGLB's website at [www.oglb.idaho.gov](http://www.oglb.idaho.gov).

If a guide's license is in the process of being renewed online by an employing outfitter who has appropriately managed their guide roster, and a subsequent employing outfitter who has not yet managed their guide roster or manages their guide roster and gets a notification that the license is already in process, also wants to ensure that they are included on the guide's license when the initial renewal process is being completed and without having to pay an amendment fee, then the following needs to occur: As soon as they know about the transaction (i.e.), the online notice that the license is already in process, the secondary employing outfitter will need to submit to IOGLB via fax or e-mail a signed OG-9.1 Guide License Amendment application which is also considered a letter of intent for employment. If IOGLB receives the OG-9.1 Letter(s) of Intent *prior to the guide's physical license being issued*, the secondary outfitters can be added on to the guide's license at no additional cost. However, once a license is **formally** issued, to add any additional information to it afterward is considered an amendment to the license in question and is subject to an amendment fee, which currently is \$20.

Online renewal guide license applications that answer yes to the violation/litigation questions and note information already on file will *not* receive a 20 day temporary license.

## **2.3 Guide License Applications Off Line – New and Renewal**

Licensing a guide off line requires the submission of an "N" Document Set OG-4 Guide License Application, which must be filled out completely and signed on the front by the applicant, and filled out and signed on the second page by the employing outfitter(s) who indicate and certify what activity(ies) the applicant is being licensed for. This must be accompanied by payment of the license and application fees (if applicable). Accepted methods of payment from the outfitter can be company check, Visa or MasterCard. If the guide applicant is paying for the license, the only method of payment accepted is a money order. Once the license is issued it is mailed to the primary employing outfitter unless otherwise requested in writing by applicant or outfitter.

New guide applications must also contain the employing outfitter's certification of training and first aid by their signature on the appropriate section of the application. The corresponding training forms appropriately completed and signed by the employing outfitter are to be retained by the employing outfitter in the guide's employment file.

In the case of a new guide application where there are violations or litigation issues as the applicant has indicated on their application, a specific and detailed explanation regarding the circumstances surrounding the conviction and any disposition is required to be provided with the application.

Once that information is reviewed by IOGLB's Enforcement officer, a determination is made as to whether the application will be approved for licensure with or without probation or deferment or denial, and the employing outfitter is

notified of the decision. A special processing fee of \$50 is assessed for review of the violation and has to be paid whether the license is issued or not, or before the license will be issued. This can be paid by the employing outfitter with either a company check or credit card or by the guide applicant with a money order.

If the application is denied, the applicant and their employing outfitter may petition a review of the decision by the Board by submitting a written request for reconsideration within 21 days of receipt of notice.

## **2.4 Disciplinary Actions for Guide Applicants and Licensees**

When a guide license applicant has answered yes to the litigation questions, the application is reviewed by the Enforcement Chief who then makes a recommendation regarding the status of licensure, which may be non-probationary, probationary for a period of time, denial of the application or deferral to the Board for a formal hearing and determination. If a guide applicant status is placed in one of these classifications, the license is flagged with Access Idaho and will not allow a guide renewal to be completed online for the duration of the probationary period.

## **2.5 Upgraded (Amended) Guide Application**

If an apprentice guide license has been issued, the apprentice license may be upgraded to that of a guide when the required training is completed and certified by the employing outfitter submitted to the Board by an amended guide application form (OG9.1) along with the amendment fee or the online amendment process.

## **2.6 Procedure for Amendment to Guide License**

A guide must procure an amendment to their license through the following procedures:

**Guide License Online amendment** requests may be done following the same procedure as the previous online steps outlined above, and can only be generated by employing outfitters. When adding only an activity to the guide license, a twenty day temporary license is provided at payment time. If adding both activity and new employer, or only new employer online, a twenty day temporary license is not available.

**Guide License Off Line amendment requests.** The amending employing outfitter must submit a properly completed amendment form (OG-9.1) that provides certification that training requirements for the area and activity (except for Snowmobiling, Level 1 and Level 2 Skiing, and Technical Mountaineering/ Climbing) to be added have been met and proof of such training will be available at the Board's request. The amendment fee as provided for in IDAPA 25.01.01.015 and with the same methods of payment (Visa, MasterCard or company check by the employing outfitter; or money order from the guide). The Board may conduct a review and analysis of the amendment application following which the employing outfitter is informed that:

- i. Additional materials are needed to complete the application; or
- ii. The amendment request is granted; or
- iii. The amendment request is denied

## **2.7 Procedure for Duplicate or Replacement License**

In the event that the license is lost or needs to be replaced, a request in writing shall be submitted to IOGLB, indicating where the replacement license should be sent. A duplicate license fee of \$25 is assessed and outfitters are given the opportunity to pay with their credit card. If a guide requests replacement of the license, their method of payment is with a money order.

## **2.8 Pull Forward Requests**

In the event you want your license within 48 hours after submitting a complete application and you have no violations, a special processing fee of \$50 with specific written instructions on where the license should be sent will enable your application to be processed ahead of any other applications in the office.

## 2.9 Resubmittal Fees

If the application or amendment is incomplete, it will be sent back. If it is still incomplete, it will be sent back again, and a resubmittal fee will be assessed. A resubmittal fee for a guide is \$50.

## 3.0 Application Documents (Document Sets)

Application forms may be obtained from IOGLB’s website: [www.oglb.idaho.gov](http://www.oglb.idaho.gov). – Licensing tab, forms  
**OR** by contacting IOGLB at 1365 North Orchard, Room 172, Boise, ID 83706, (208) 327-7380.

Be sure to provide all required information on each application. Please be especially careful to be sure that the information is factual, legible, concise and to the point. It is a misdemeanor to provide false information in a state or federal application.

### 3.1 Document Sets

<b>“N” - Document Set -</b>		
Used by a guide applicant to become licensed as a guide.		
Submitted to IOGLB by employing outfitter		
<b>DOC #</b>	<b>TITLE</b>	<b>EXPLANATION FOUND IN</b>
OG-4	Guide License Application – Off Line	Section 2.3
OG-11	Training Log for River Guide	Retained by employing outfitter in employee file
OG-15	Certified Hunting Training Form	Retained by employing outfitter in employee file
OG-16	Certified Snowmobile Guide Training Form	Submitted to IOGLB with guide application
OG-19	Ski Guide and Field Supervisor Application Coversheet	Submitted to OGLB with guide application
	Technical Mountaineering/ Climbing Resume’	Submitted to TAC with guide application

<b>“O” - Document Set -</b>		
Used for a guide license amendment.		
Submitted to IOGLB by employing outfitter		
<b>DOC #</b>	<b>TITLE</b>	<b>EXPLANATION FOUND IN</b>
OG-9.1	Guide License Amendment Application – Off Line	Section 2.2; 2.5; 2.6