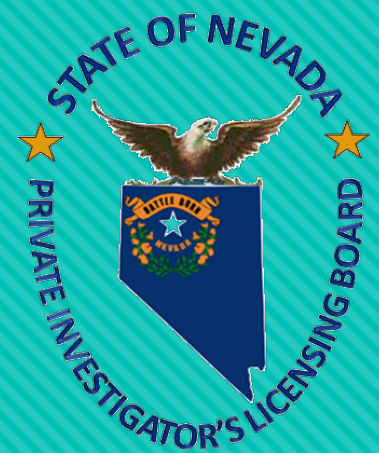


STATE OF NEVADA PRIVATE INVESTIGATORS LICENSING BOARD

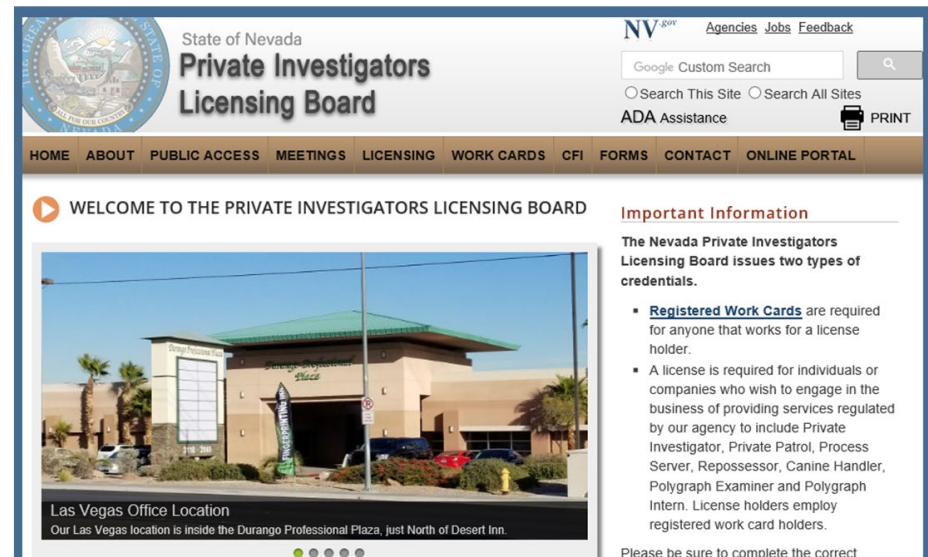
Certified Firearm Instructor (CFI) Portal Instructions

Logging into Portal



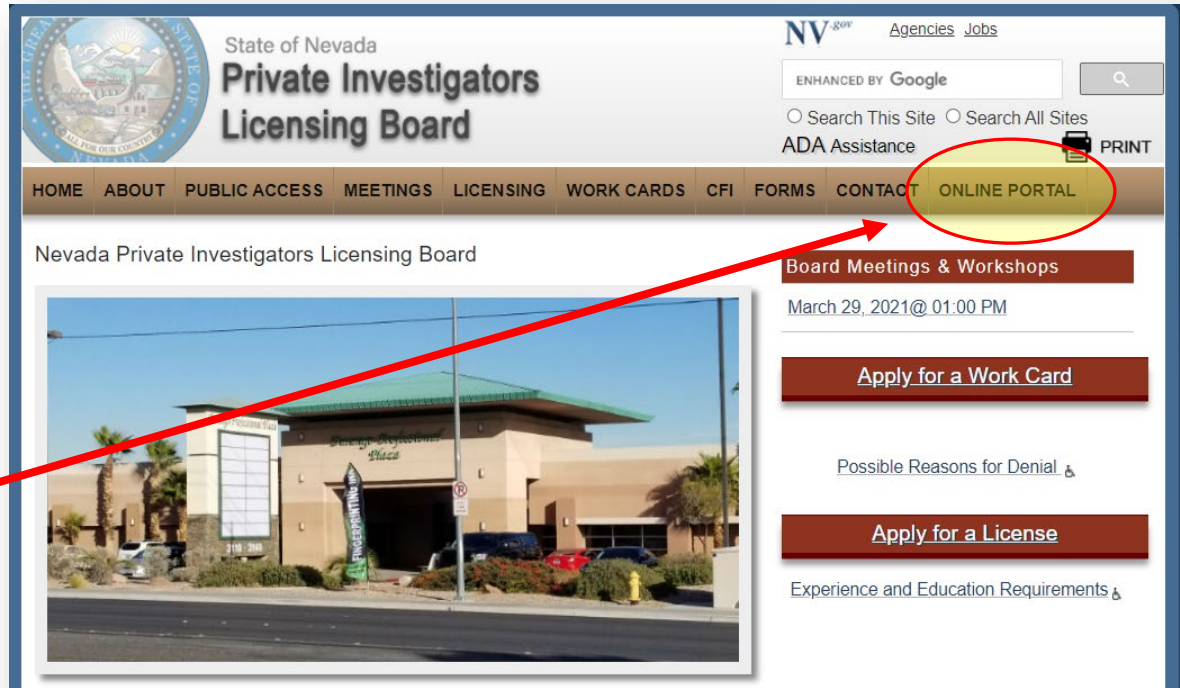
https://pilb.nv.gov/

- To submit firearm course/class information electronically to the PILB, the CFI Must have a Portal Account
- This portal is only for LICENSEES and CFI's
 - ↳ Work Card holders DO NOT create an account
- Google Chrome Recommended
 - ↳ Apple OS / Recommend using Chrome not Safari



Logging into CFI Portal

- <https://pilb.nv.gov/>
- Click on the Online Portal tab
- Click Portal Login



State of Nevada
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HOME ABOUT PUBLIC ACCESS MEETINGS LICENSING WORK CARDS CFI FORMS CONTACT **ONLINE PORTAL**

Nevada Private Investigators Licensing Board

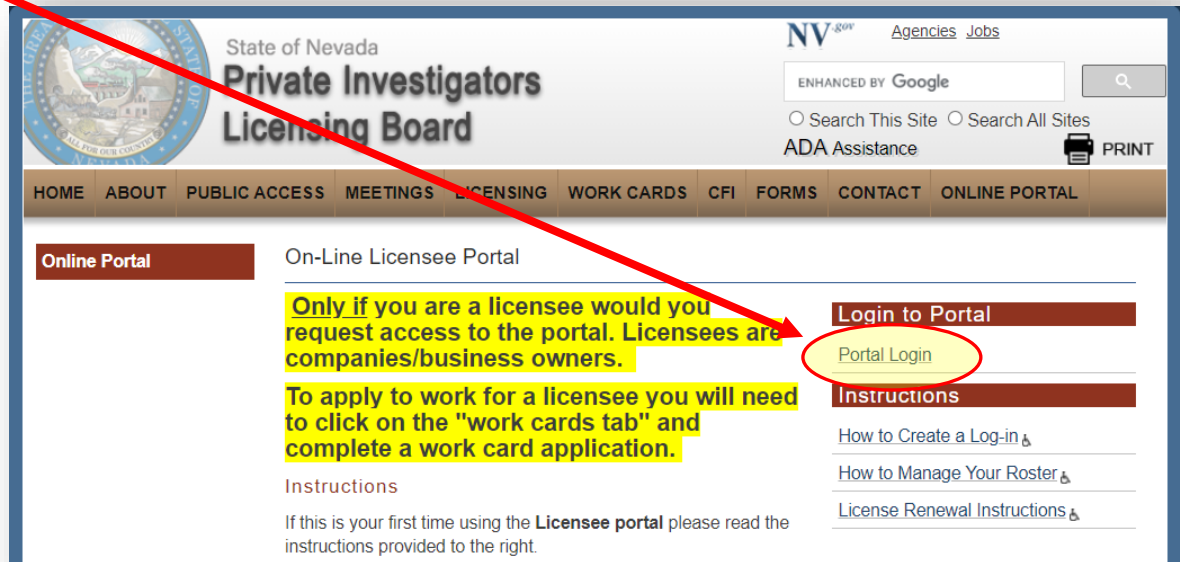
Board Meetings & Workshops
March 29, 2021@ 01:00 PM

[Apply for a Work Card](#)

Possible Reasons for Denial >

[Apply for a License](#)

Experience and Education Requirements >



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HOME ABOUT PUBLIC ACCESS MEETINGS LICENSING WORK CARDS CFI FORMS CONTACT ONLINE PORTAL

Online Portal On-Line Licensee Portal

Only if you are a licensee would you request access to the portal. Licensees are companies/business owners.

To apply to work for a licensee you will need to click on the "work cards tab" and complete a work card application.

Instructions

If this is your first time using the **Licensee portal** please read the instructions provided to the right.

[Login to Portal](#)

[Portal Login](#)

Instructions

[How to Create a Log-in >](#)

[How to Manage Your Roster >](#)

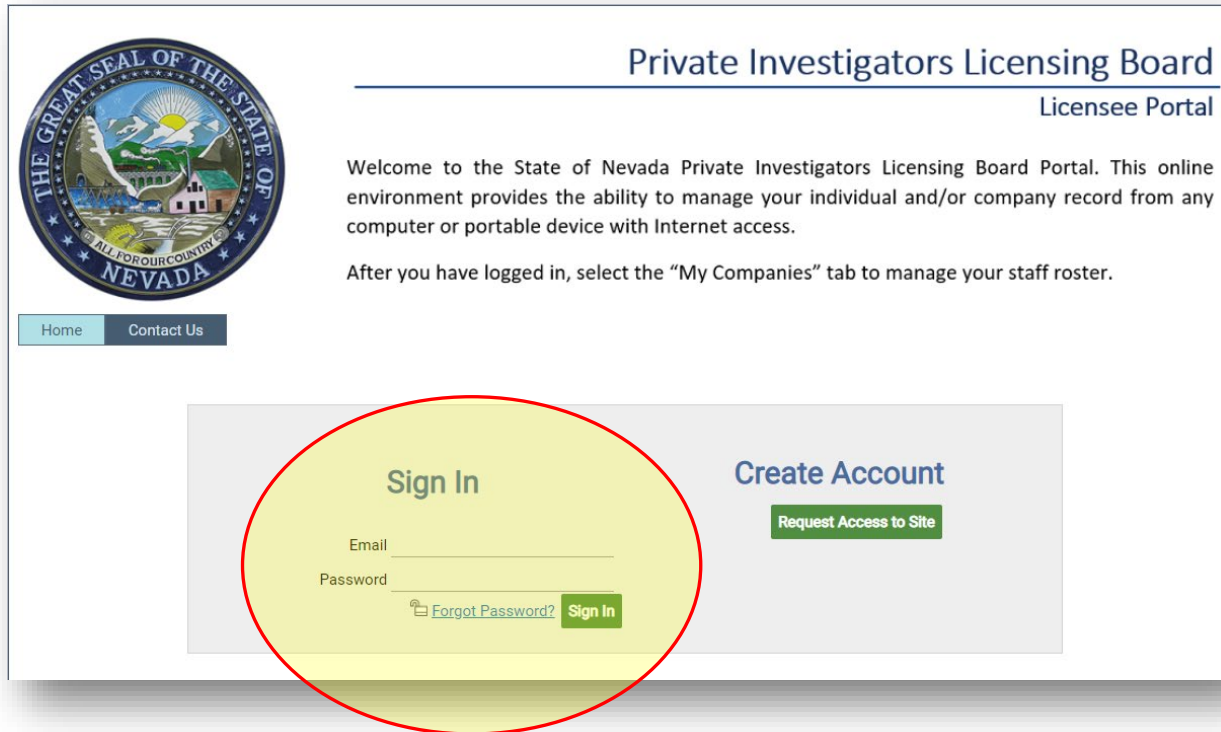
[License Renewal Instructions >](#)

Logging into your Portal

Once you click on Portal Login, you will be taken to the following window

- **Sign in**
- If you have forgotten your password, please contact our office to have your password reset.

IF YOU DO NOT HAVE A PORTAL LOGIN REVIEW PAGES 5-8



The screenshot shows the login page for the Private Investigators Licensing Board Licensee Portal. At the top left is the Great Seal of the State of Nevada. To the right, the page title reads "Private Investigators Licensing Board Licensee Portal". Below the title is a welcome message: "Welcome to the State of Nevada Private Investigators Licensing Board Portal. This online environment provides the ability to manage your individual and/or company record from any computer or portable device with Internet access." Below this is a note: "After you have logged in, select the 'My Companies' tab to manage your staff roster." A navigation bar contains "Home" and "Contact Us" links. The main content area features a "Sign In" section with input fields for "Email" and "Password", a "Forgot Password?" link, and a "Sign In" button. To the right is a "Create Account" section with a "Request Access to Site" button. A red circle highlights the "Sign In" section.

First Time Users

Once you click on Portal Login, you will be taken to the following window

IF YOU DO NOT HAVE A PORTAL LOGIN:

- Click [Request Access to Site](#) to create an account



[Home](#) [Contact Us](#)

Private Investigators Licensing Board

Licensee Portal

Welcome to the State of Nevada Private Investigators Licensing Board Portal. This online environment provides the ability to manage your individual and/or company record from any computer or portable device with Internet access.

After you have logged in, select the “My Companies” tab to manage your staff roster.

Sign In

Email

Password

[Forgot Password?](#) [Sign In](#)

Create Account

[Request Access to Site](#)

First Time Users

- Fill in the information required, designated with an asterisk
- Password Must have:
 - 1 Capital Letter
 - 1 Symbol
 - 1 number
 - Minimum 8 characters
- Social Security Number - **DO NOT use dashes**

Create Account

E-mail address* _____

Password* _____

Verify Password* _____

First Name* _____


Last Name* _____

DOB (e.g. 01/01/1900) include the "/"* _____

Work Card/License # _____

SSN (e.g. 123456789) No Dashes* _____

Enter the characters.*



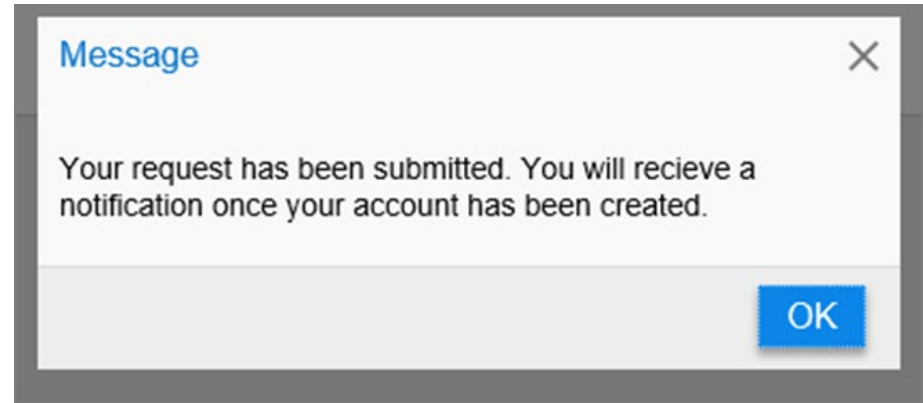
Submit

First Time Users

Once you enter your information it will bring you back to this page.

- **DO NOT LOG IN!**

The system is set on a timer. You must **wait 30 minutes** before you can try logging in for the first time.



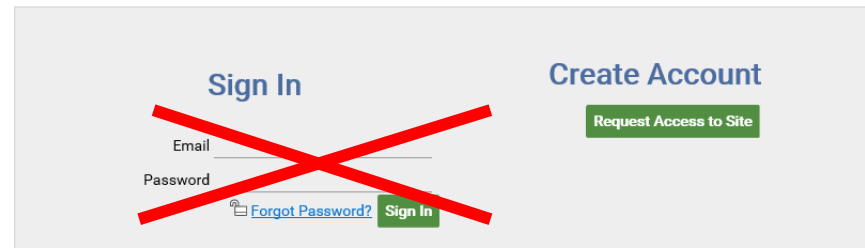
Home Contact Us

Private Investigators Licensing Board

Licensee Portal

Welcome to the State of Nevada Private Investigators Licensing Board Portal. This online environment provides the ability to manage your individual and/or company record from any computer or portable device with Internet access.

After you have logged in, select the "My Companies" tab to manage your staff roster.

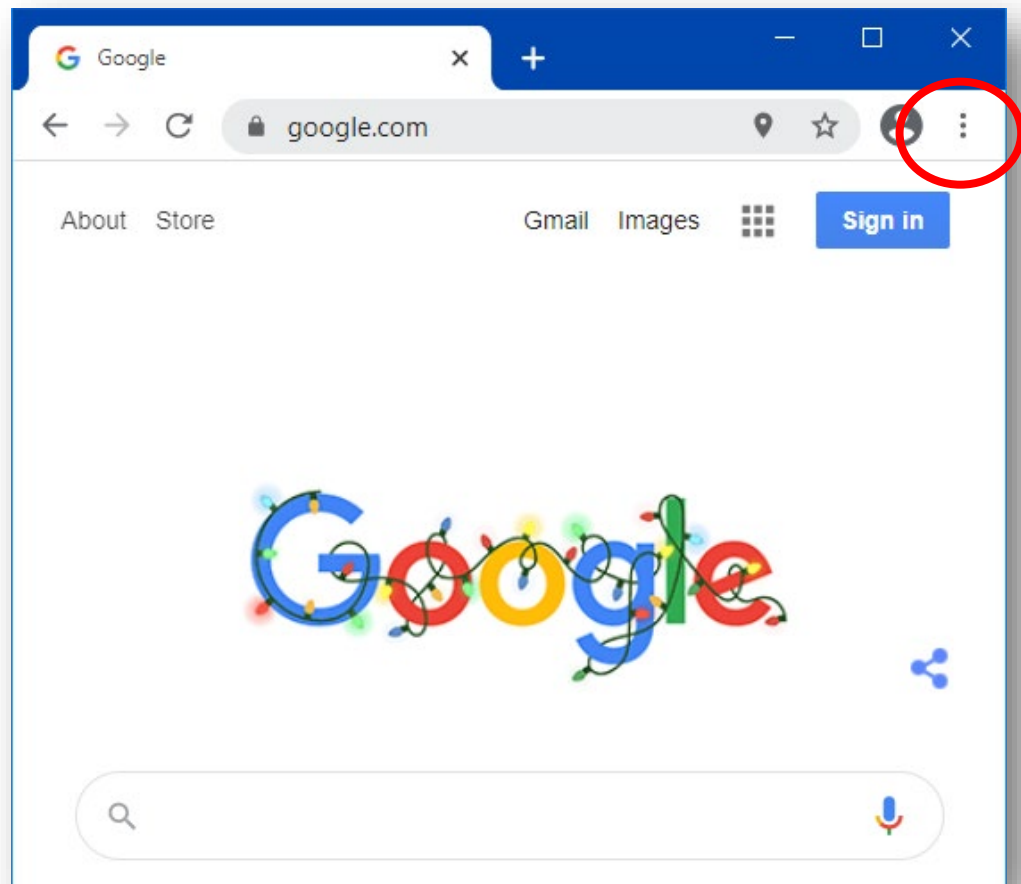


STATE OF NEVADA PRIVATE INVESTIGATORS LICENSING BOARD

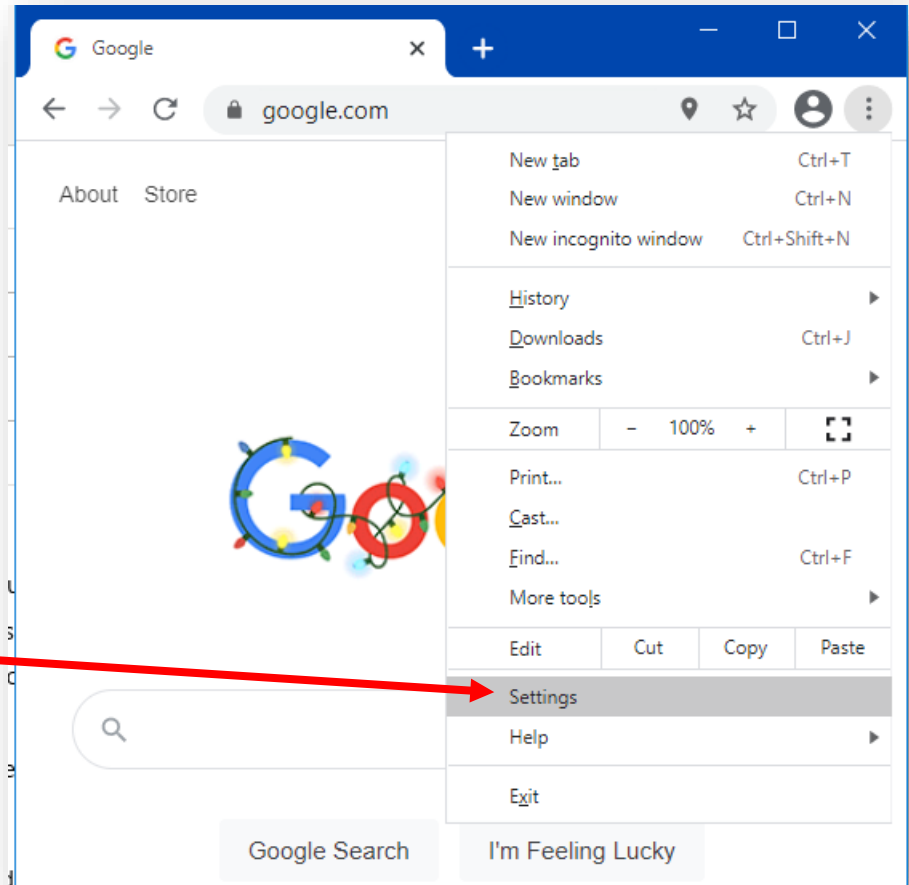
Allowing pop-ups and redirects using Google Chrome



1. Open Google Chrome
2. Click on the **3 dots** in the upper right corner of screen.

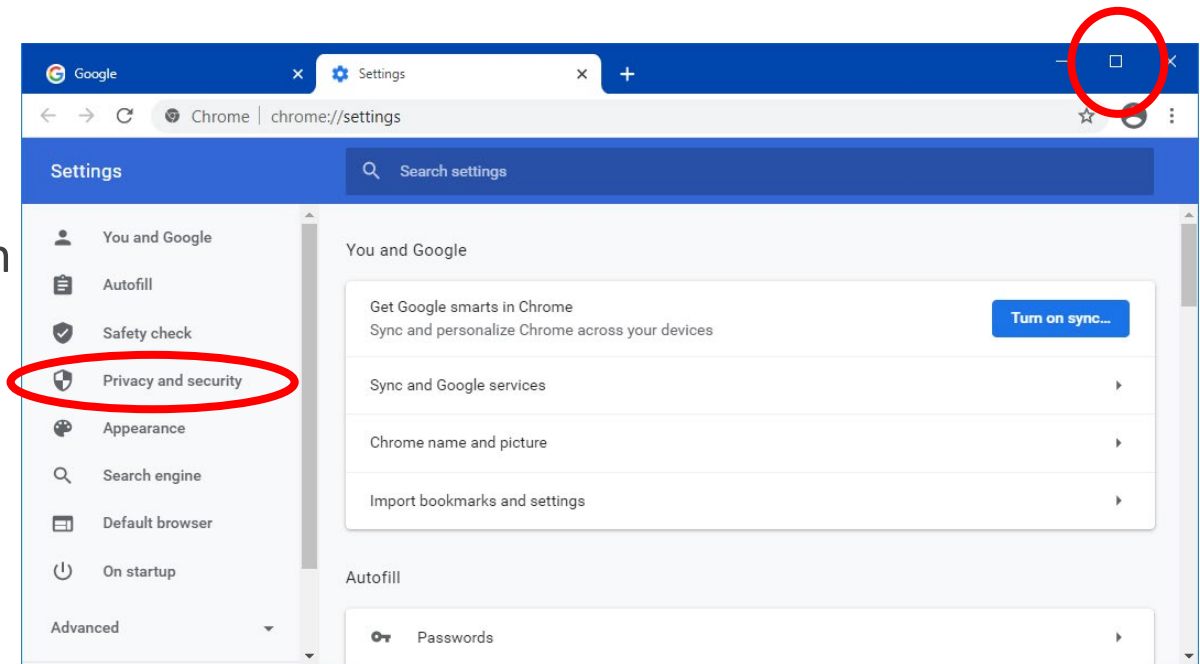


3. Scroll down to **Settings** and click to open



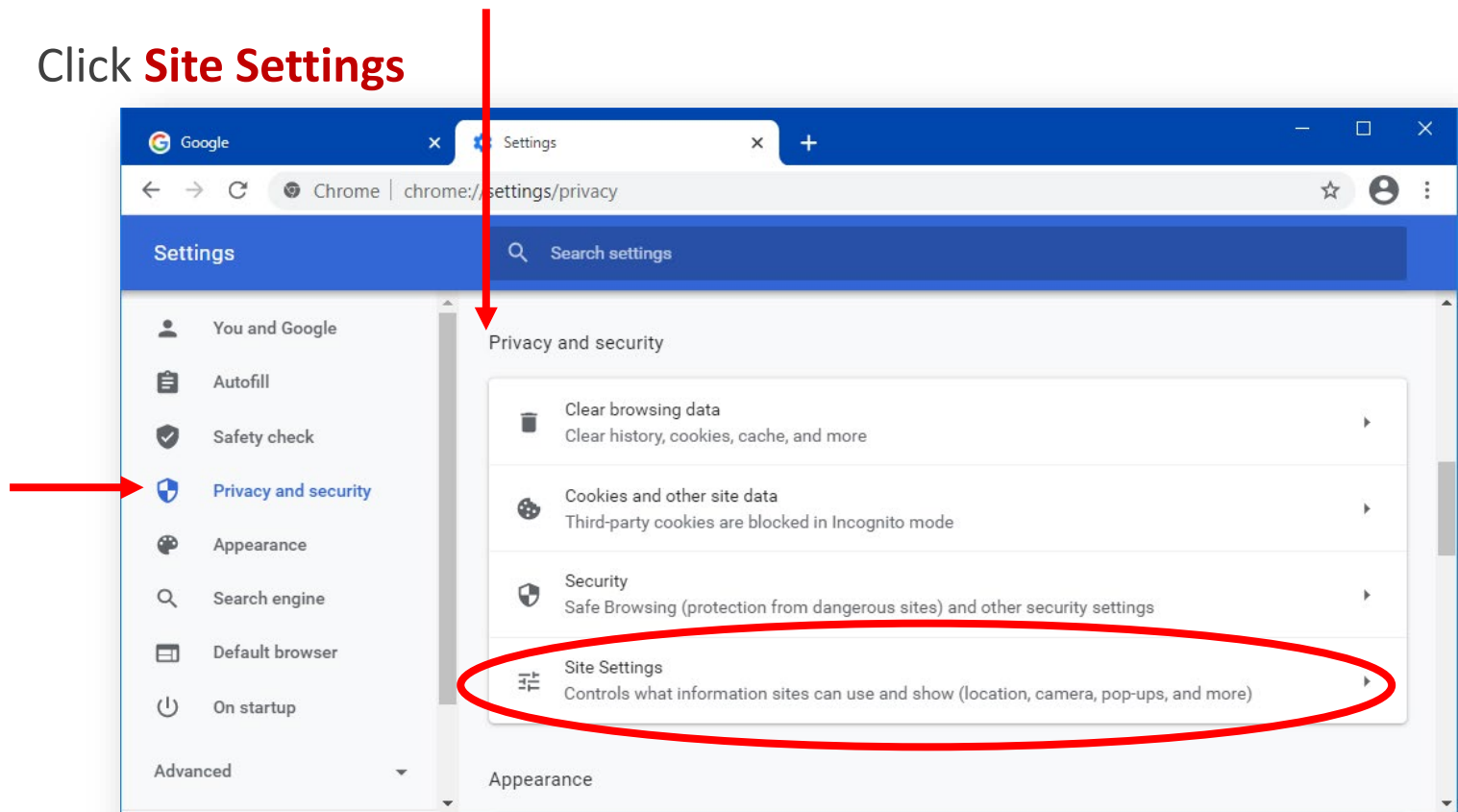
While in the settings tab

4. **Maximize** the screen so it takes up the entire space of monitor
5. Click **Privacy and Security** located on the far left side of screen



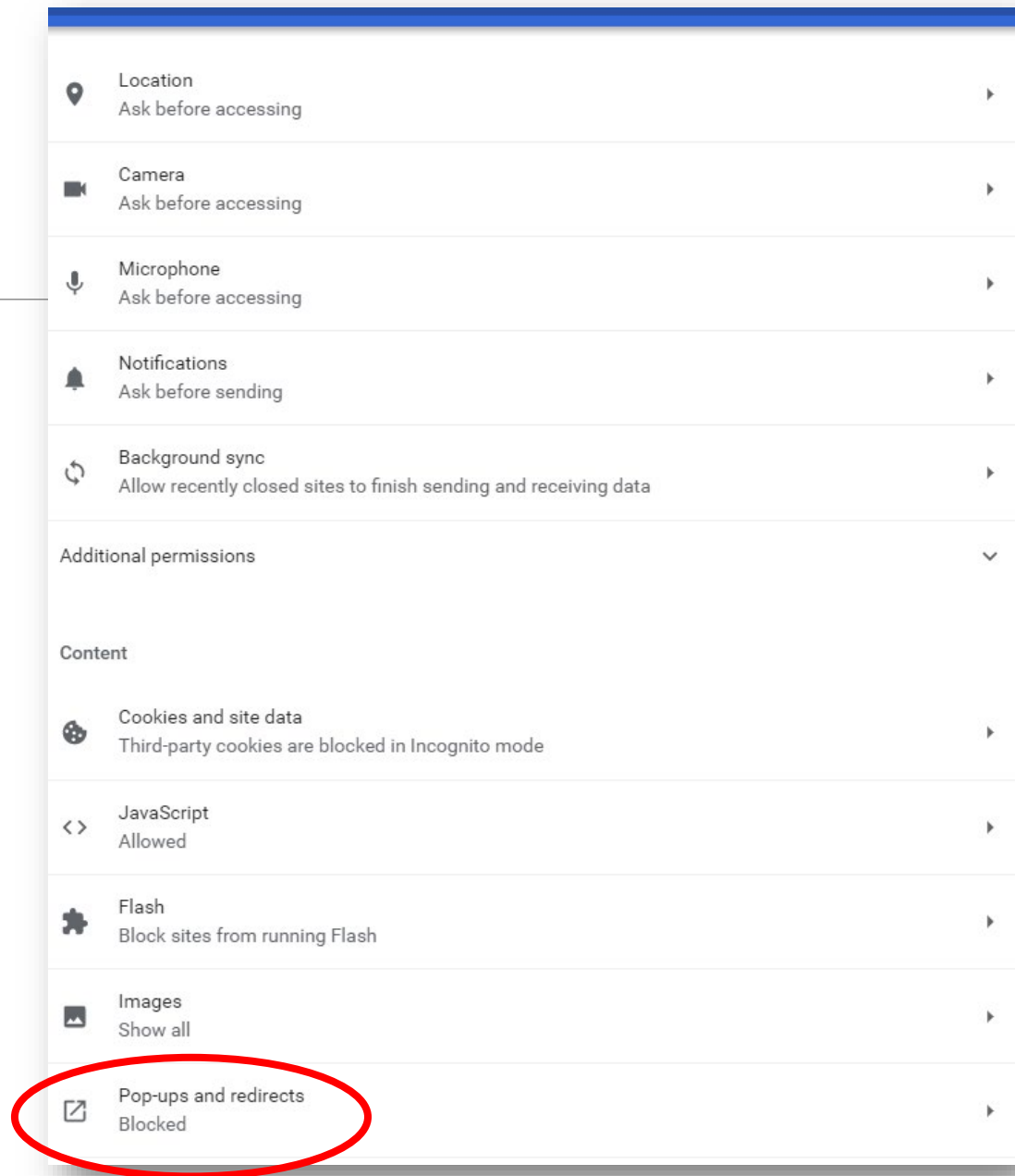
While in **Privacy and Security**

6. Click **Site Settings**



While in Site Settings

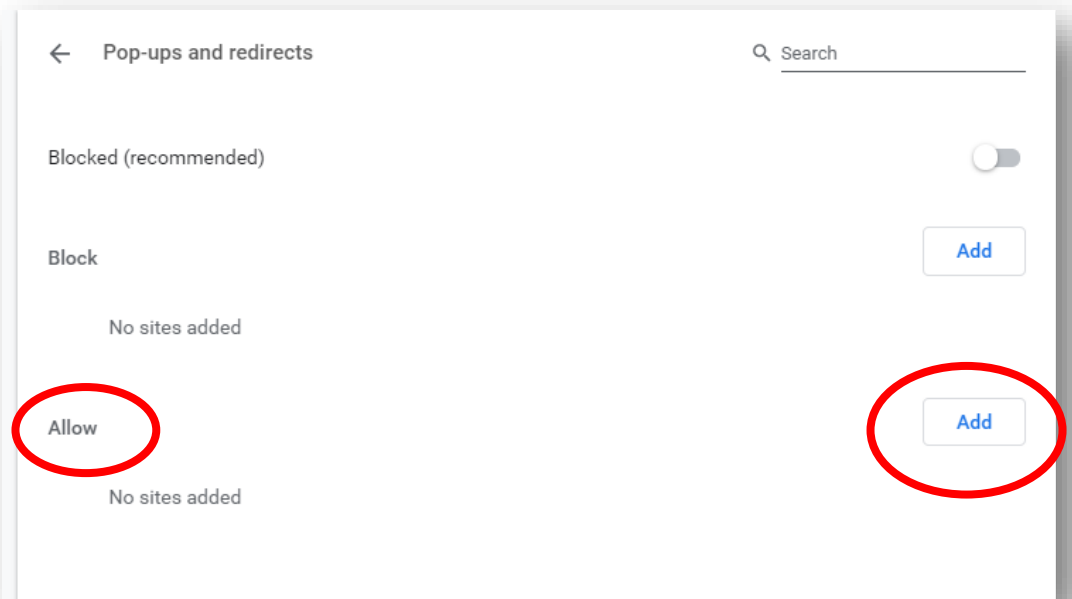
7. Scroll to the **Bottom** of the page and click **Pop-ups and redirects**



<https://pilbonbaseweb.nv.gov/EAC/Account/Login.aspx>

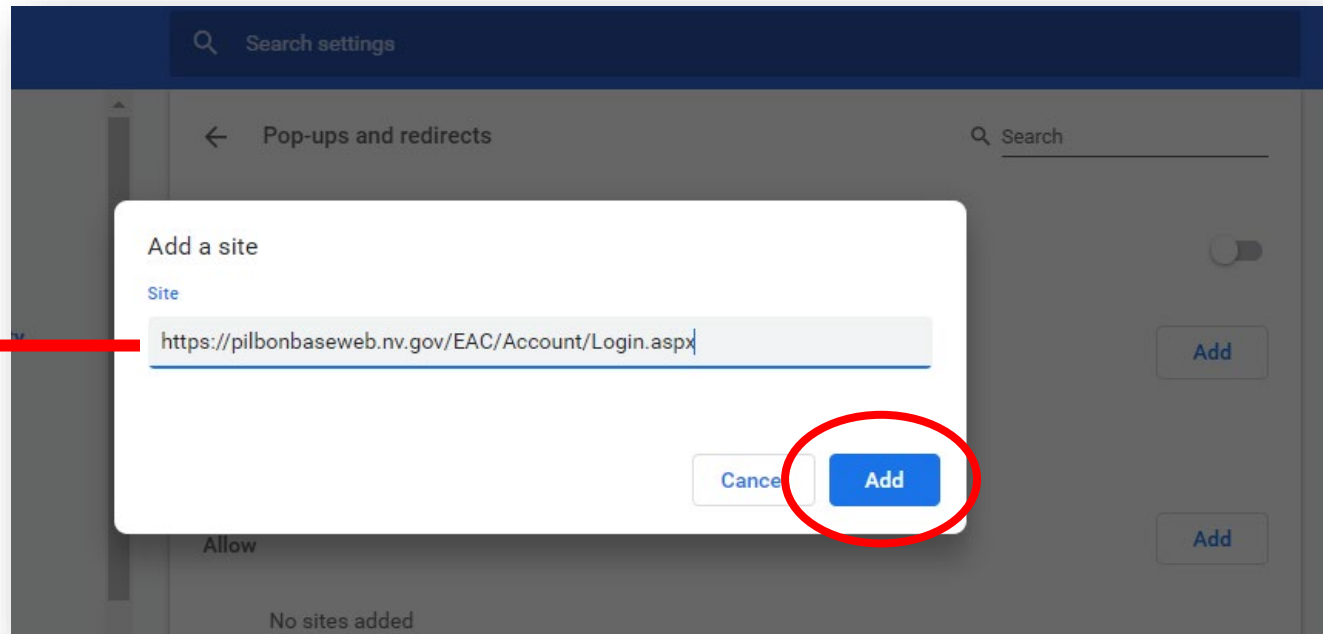
This is where you will need to add and allow the **NEW** PILB Portal web address.

8. Copy the address **ABOVE**
9. Underneath **ALLOW** section Click **Add** button



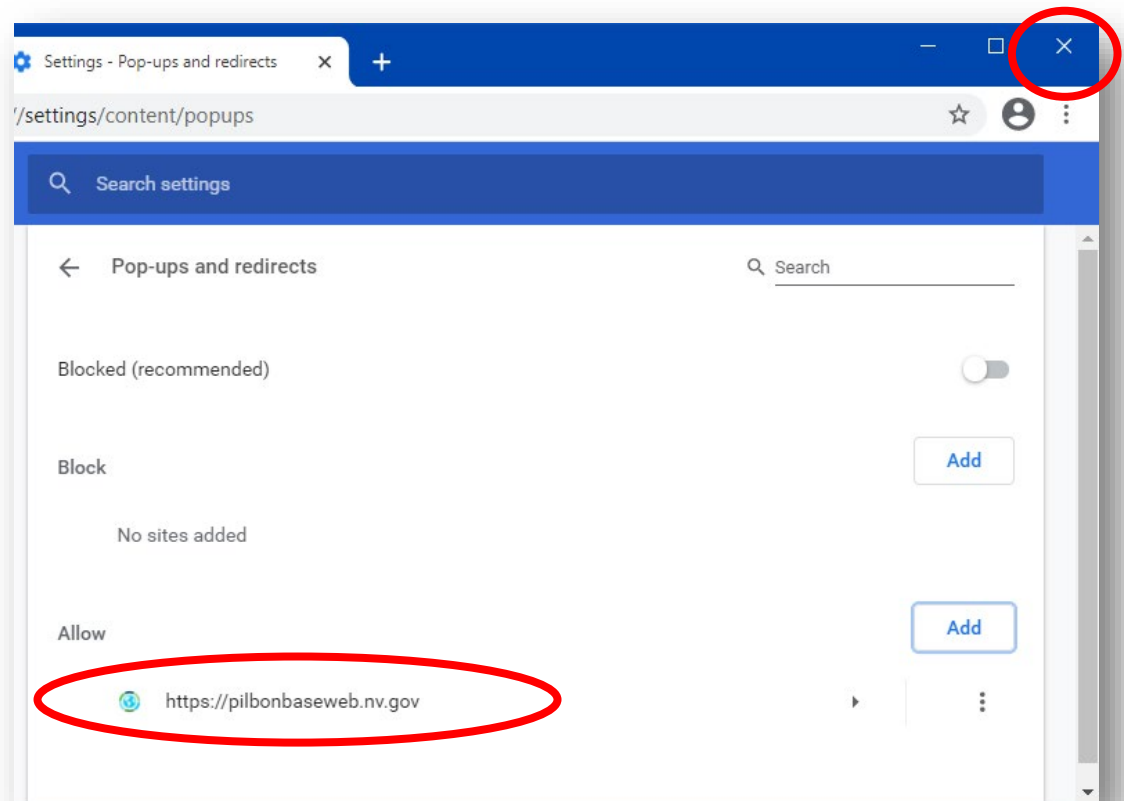
<https://pilbonbaseweb.nv.gov/EAC/Account/Login.aspx>

10. Paste the website in this area, click **Add**



11. If it was done correctly, our website will appear below the **ALLOW** section

12. If correct, **Close** out of **ALL** Google Chrome Windows



Return to Website and Sign In



Home

Contact Us

Private Investigators Licensing Board

Licensee Portal

Welcome to the State of Nevada Private Investigators Licensing Board Portal. This online environment provides the ability to manage your individual and/or company record from any computer or portable device with Internet access.

After you have logged in, select the “My Companies” tab to manage your staff roster.

Sign In

Create Account

Request Access to Site

Email

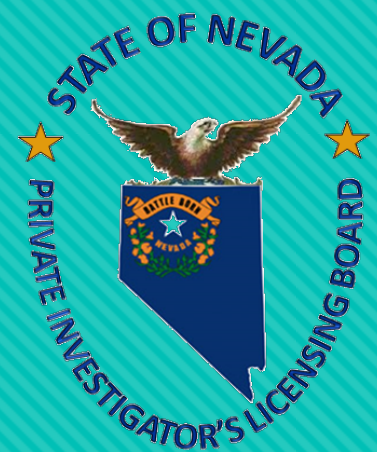
Password

[Forgot Password?](#)

STATE OF NEVADA PRIVATE INVESTIGATORS LICENSING BOARD

Certified Firearm Instructor (CFI) Portal Instructions

Submitting Firearm Courses to the PILB



CFI Fundamentals

- **CFI's are responsible for**
 - ↳ Entering the information and certifying all information provided is true and accurate
 - ↳ Submitting online payment
 - ↳ Creating only one portal login
- **Enter all records!!**
 - ↳ Including failures
- **Once payment is submitted there are no refunds so please double check your entries.**



CFI Fundamentals

- **CFI's are still required to maintain records of the training and qualifications of every person who takes the firearms course**

↳ To include but not limited to requirements set forth in NAC 648.355 and NAC 648.350:

- ↳ Verification of Employment Authorization (VEAS) form
- ↳ Training Report
- ↳ Range Roster
- ↳ Maintain for seven years

- **Electronic Submission is preferred, not required**

↳ There is proposed regulation before the LCB that will require all firearm course information be submitted electronically to the PILB if approved.



PILB Website

- <https://pilb.nv.gov/>
- Click on the Online Portal tab
- Click Portal Login

State of Nevada
**Private Investigators
Licensing Board**

NV.gov Agencies Jobs

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HOME ABOUT PUBLIC ACCESS MEETINGS LICENSING WORK CARDS CFI FORMS CONTACT **ONLINE PORTAL**

Nevada Private Investigators Licensing Board

Board Meetings & Workshops
March 29, 2021@ 01:00 PM

[Apply for a Work Card](#)

Possible Reasons for Denial

[Apply for a License](#)

Experience and Education Requirements

State of Nevada
**Private Investigators
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HOME ABOUT PUBLIC ACCESS MEETINGS LICENSING WORK CARDS CFI FORMS CONTACT ONLINE PORTAL

Online Portal

On-Line Licensee Portal

Only if you are a licensee would you request access to the portal. Licensees are companies/business owners.

To apply to work for a licensee you will need to click on the "work cards tab" and complete a work card application.

Instructions

If this is your first time using the **Licensee portal** please read the instructions provided to the right.

[Login to Portal](#)

[Portal Login](#)

Instructions

[How to Create a Log-in](#)

[How to Manage Your Roster](#)

[License Renewal Instructions](#)

Sign In to your Portal



Home

Contact Us

Private Investigators Licensing Board

Licensee Portal

Welcome to the State of Nevada Private Investigators Licensing Board Portal. This online environment provides the ability to manage your individual and/or company record from any computer or portable device with Internet access.

After you have logged in, select the “My Companies” tab to manage your staff roster.

Sign In

Email

Password

[Forgot Password?](#)

Create Account

Portal

- Click on the **My Licenses** tab
- **DOUBLE-CLICK** on ACTIVE Certified Firearm Instructor license

The screenshot shows a web portal interface. At the top, there is a navigation bar with several tabs: 'Applications & Forms', 'My Licenses', 'My Companies', 'User Settings', 'Firearm Courses', 'Contact Us', and 'Logout'. The 'My Licenses' tab is highlighted with a red circle. Below the navigation bar, there are two main sections. The first section is titled 'Incomplete Forms' and contains a table with two columns: 'DOCUMENT NAME' and 'DOCUMENT DATE'. It lists two items, both with a document date of 4/30/2021. The second section is titled 'My Registrations' and contains a table with three columns: 'LICENSE NUMBER', 'STATUS', and 'LICENSE TYPE'. It lists three items. The third item, with license number '123Test', status 'Active', and license type 'Certified Firearms Instructor', is highlighted with a red box.

DOCUMENT NAME	DOCUMENT DATE
License Renewal Form for: - _RYAN _CHINN - 4/30/2021	4/30/2021
License Renewal Form for: _RYAN'S REPO 123 - _RYAN _CHINN - 4/30/2021	4/30/2021

Items: 2

LICENSE NUMBER	STATUS	LICENSE TYPE
R-2017-00305	Active	Work Card
10041	Active	Repossessor
123Test	Active	Certified Firearms Instructor

CFI Courses

You will be taken to your “CFI Courses” page

_Ryan_Chinn **Certified Firearms Instructor** **Issued: 4/1/2020**
123Test (id 4623169) **Active** **Expires: 6/30/2021**

License Details

License Number	License Date
123Test	4/1/2020
License Type	License Status
Certified Firearms Instructor	Active
Expiration Date	Provisional Expiration ...
6/30/2021	

CFI Courses

<input type="checkbox"/>	Date	Location	Paid	Amou... ^
	4/1/2021	The Range 702	<input checked="" type="checkbox"/>	\$5.00
	4/23/2021	The Range 702	<input checked="" type="checkbox"/>	\$10.00
	4/16/2021	Pro Gun Club	<input checked="" type="checkbox"/>	\$25.00
	4/18/2021	Discount Firearms & Ammo	<input checked="" type="checkbox"/>	\$55.00

1 - 9 of 9 records Show 100 records

CFI Courses

_Ryan_Chinn **Certified Firearms Instructor** **Issued: 4/1/2020**
123Test (id 4623169) **Active** **Expires: 6/30/2021**

License Details

License Number	123Test	License Date	4/1/2020
License Type	Certified Firearms Instructor	License Status	Active
Expiration Date	6/30/2021	Provisional Expiration ...	

CFI Courses ↺ → 🖨 🔍 +

<input type="checkbox"/>	Date	Location	Paid	Amou...
	4/15/2021	Discount Firearms & Ammo	<input checked="" type="checkbox"/>	
	4/16/2021	Pro Gun Club	<input checked="" type="checkbox"/>	\$25.00
	4/18/2021	Discount Firearms & Ammo	<input checked="" type="checkbox"/>	\$55.00
	4/21/2021	Clark County Shooting Complez	<input type="checkbox"/>	

1 - 8 of 8 records Show records

Individual CFI Information auto populates

Will display a list of courses pending and paid

CFI Courses

To create an individual Class – you will be utilizing these icons

_Ryan_Chinn **Certified Firearms Instructor** **Issued: 4/1/2020**
123Test (id 4623169) **Active** **Expires: 6/30/2021**

License Details

License Number 123Test	License Date 4/1/2020
License Type Certified Firearms Instructor	License Status Active
Expiration Date 6/30/2021	Provisional Expiration ...

CFI Courses

<input type="checkbox"/>	Date	Location	Paid	Amou...
	4/15/2021	Discount Firearms & Ammo	<input checked="" type="checkbox"/>	
	4/16/2021	Pro Gun Club	<input checked="" type="checkbox"/>	\$25.00
	4/18/2021	Discount Firearms & Ammo	<input checked="" type="checkbox"/>	\$55.00
	4/21/2021	Clark County Shooting Complez	<input type="checkbox"/>	

1 - 8 of 8 records Show 100 records

Note: A red box highlights a toolbar containing icons for refresh, export, print, search, and add (+).

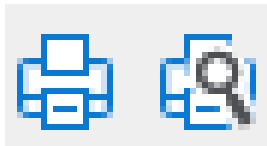
Portal



Refreshes the information only **WITHIN** the window



Export to Excel- Allows you to export your entire roster to excel



Print – Print the roster in PDF



Create Object –**Will ADD a course to your roster**






CFI Courses

Click the green plus  sign to open a new Training Report

_Ryan_Chinn **Certified Firearms Instructor** **Issued: 4/1/2020**
123Test (id 4623169) **Active** **Expires: 6/30/2021**

License Details

License Number 123Test	License Date 4/1/2020
License Type Certified Firearms Instructor	License Status Active
Expiration Date 6/30/2021	Provisional Expiration ...

CFI Courses     

<input type="checkbox"/>	Date	Location	Paid	Amou...
	4/15/2021	Discount Firearms & Ammo	<input checked="" type="checkbox"/>	
	4/16/2021	Pro Gun Club	<input checked="" type="checkbox"/>	\$25.00
	4/18/2021	Discount Firearms & Ammo	<input checked="" type="checkbox"/>	\$55.00
	4/21/2021	Clark County Shooting Complez	<input type="checkbox"/>	

1 - 8 of 8 records Show 100 records

CFI Course Entry

A new **window** will open – “CFI Course Entry”

CFI Course Entry Created By: RYANSREPO@HOT...
5/4/2021 2:10:34 PM

Class Details

Date Location Amount

Attendies

Workcard/License #	First Name	Last Name

[Submit Payment](#)

Private Investigators' Licensing Board - Certified Firearm Instructor Training Report											
Register #	Employees registration or provisional number					Caliber	Caliber of firearm student qualified with				
Employer	The name of the employer from firearm verification form					Employer lic #	The license number for employer from firearm verification form				
Type	I = Initial course, noncompliant or 5 year renewal (\$25 per student) Q = is semiannual qualification (\$5 per student) X = All blank rows										
• If the CFI trains/qualifies more than 10 students please use additional sheets. • If a student qualifies with more than four (4) calibers use additional lines. Additional lines must be fully completed.											
CFI Training and Qualifications											
CFI Name:	Martin Finch				CFI #:	422					
Date:	Wednesday, November 18, 2015				Time (military):	1300					
Registration #	Required	Last Name	First Name	Employer	Employer Lic #	Exam Score	Type	Amount	Caliber(s)	Class (Yes/No)	Range Score
1	R-015987	Ramirez	Jennifer	123 Security	5678	X	Q	\$5	40 s&w	No	225
2	R-085479	Alvarez	John	LVS Security	2029	88	I	\$25	40 s&w	Yes	215
3									#N/A		
4									#N/A		
5									#N/A		
6									#N/A		
7									#N/A		
8									#N/A		
9									#N/A		
10									#N/A		
CFI certification: I am submitting the information above in accordance with my activities as a PILB Certified Firearm Instructor. I certify that the above information is accurate and that all training and certification were conducted as required by NRS 648, NAC 648, and the current PILB Firearm Training Curriculum.											
THIS FORM MUST BE SUBMITTED WITH 5 DAYS OF TRAINING NAC 648.350											
									11/23/2015		
PILB 016	CFI Signature									Date	

This will be the Virtual version of the Training Report

Create Object



You are required to create a “CFI Course Entry”

- Input all of the students **prior** to them attending the course
 - This allows you to verify their Firearm status
- If a student does not show up their individual entry may be removed



CFI Course Entry

You will choose the date of Course/Requal Given


The screenshot shows the 'CFI Course Entry' form. At the top right, it says 'Created By: RYANSREPO@HOT...' and '5/4/2021 2:10:34 PM'. The 'Class Details' section has a 'Date' field with a calendar icon, a 'Location' dropdown menu, and an 'Amount' input field. A calendar overlay is open, showing the month of May 2021. The date '4' is selected. Below the calendar is a table with columns for 'First Name', 'Last Name', and 'Employer'. The table has a header row and one empty row below it. There are also some icons (refresh, save, add, delete) to the right of the table.

The screenshot shows the 'CFI Course Entry' form. At the top right, it says 'Created By: RYANSREPO@HOT...' and '5/4/2021 2:10:34 PM'. The 'Class Details' section has a 'Date' field with a calendar icon, a 'Location' dropdown menu, and an 'Amount' input field. The 'Attendies' section has a table with columns for 'Workcard/License' and 'Employer'. The 'Location' dropdown menu is open, showing a list of locations: Boulder Rifle and Pistol Club, Bureau of Land Management (BLM), Carson Guns and Range, Clark County Shooting Complex, Desert Sportsmans, Discount Firearms & Ammo, Duck Hill Range, and Front Sight Firearms. There are also some icons (refresh, save, add, delete) to the right of the dropdown menu.

- You will choose location of the RANGE
- Classroom location not required
- The amount will auto populate when students are added

Adding a Student







- To add a student, click the Green Plus sign 
- A new window will open up

CFI Course Entry Created By: RYANSREPO@HOT...
5/4/2021 2:10:34 PM

Class Details

Date: 05/01/2021 Location: The Range 702 Amount:

Attendies    

Workcard/License #	First Name	Last Name	Employer	E

Show 100 records

[Submit Payment](#)

IMPORTANT



You **MUST** click the magnifying glass to locate their PILB work card information.

You **will not** be able to type in the person's name and information.

Enter New Firearm Certification

Student Details

License Number*



First Name

Street

License Status

Last Name

DOB

City

State

ZIP

Adding a Student



Magnifying glass – will open a new window

You can search *(only 1 field is required)*:

- License (R#) Number **Recommended**
- SSN
- First & Last Name
 - Followed by an Asterisk (*)
 - Enter 3 letters of the FIRST name and 3 Letters of the LAST name FOLLOWED BY AN ASTERISK(*)
 - EX: Linda Belcher would be entered: Lin* Bel*


ATTRIBUTES

First Name	=

Last Name	=

License/Card #	=

SSN	=

 **Find**

Adding a Student



Click on the correct student

The screenshot shows a web browser window with the URL `pilbonbaseweb.nv.gov/EAC/WorkView/filterresults.aspx`. On the left, under the heading "ATTRIBUTES", there are search filters for "First Name" (with "_Lin*" entered), "Last Name" (with "_Bel*" entered), "License/Card #", and "SSN". A "Find" button is at the bottom left. On the right, a table displays search results. The table has columns for "LICENSE NUMBER", "FIRST NAME", "LAST NAME", "MIDDLE", "MAILING CITY", and "MAIN STATE". A single row of results is shown for license number "R-103312", first name "_Linda", last name "_Belcher", mailing city "LAS VEGAS", and main state "NV". A yellow arrow points from the text "Click on the correct student" to the first name field of the table row.

LICENSE NUMBER	FIRST NAME	LAST NAME	MIDDLE	MAILING CITY	MAIN STATE
R-103312	_Linda	_Belcher		LAS VEGAS	NV

Student Details



It will automatically fill the Student Detail section and Firearm eligibility information

Firearm Cert for **_Linda_Belcher** License/Card # R-103312 (Acti...
Entered: 5/4/2021 4:10:03 PM Modified: 5/4/2021 4:10:03 PM by RYANSREPO@HOTMAIL.COM

Student Details		
License Number*	License Status	
R-103312	Active	
First Name	Last Name	
_Linda	_Belcher	
	DOB	
	1/15/2001	
Street	City	
1812 GATEWOOD DR	LAS VEGAS	
	State	ZIP
	NV	89108

Firearm Eligibility		
Has Firearm Certificati...	<input type="checkbox"/> Not Firearm Eligible	
YES		
Requalification Months	Original Class Date	
MAY - NOV	11/21/2020	
Requal Date	Next Requal Date	Renewal Class Date
	5/31/2021	

Student Details

- Card Status
 - ↳ All cards will populate. Ensure **only active** people are taking the course!
- Address
 - ↳ For Students taking an Initial Class, ensure we have up to date address or have them contact PILB
- Verify DOB
 - ↳ To verify father/son and common spelling names

Firearm Cert for _Linda _Belcher License/Card # R-103312 (...)

Entered: 5/4/2021 4:10:03 ... Modified: 5/4/2021 4:10:03 PM by RYANSREPO@HOTMA...

Student Details

License Number*	R-103312	License Status	Active
First Name	_Linda	Last Name	_Belcher
Street	1812 GATEWOOD DR	DOB	1/15/2001
		City	LAS VEGAS
		State	NV
		ZIP	89108

Firearm Eligibility

Has Firearm Certificati...	YES	<input type="checkbox"/> Not Firearm Eligible	
Requalification Months	MAY - NOV	Original Class Date	11/21/2020
Requal Date		Next Requal Date	5/31/2021
		Renewal Class Date	

Employer

Employer License #		Employer Name	
--------------------	--	---------------	--

FOR REVIEW ONLY

CANNOT REVISE THE INFORMATION IN THIS SECTION

Firearm Eligibility

- Has Firearm Certification
 - ↳ If **NO** they need to catch up with a qualification or possibly take the 2-day class
- NOT FIREARM ELIGIBLE
 - ↳ If this box is checked they are **Not Authorized** to take course
- Original Class Date
 - ↳ The first course they ever took that determines their Months
- Renewal Class Date
 - ↳ The most recent 2-day Class date
- Requal Date
 - ↳ The last qualification
- Next Requal Date
 - ↳ The NEXT qualification also known as when their firearm info will expire

Firearm Cert for _Linda _Belcher License/Card # R-103312 (...)

Entered: 5/4/2021 4:10:03 ... Modified: 5/4/2021 4:10:03 PM by RYANSREPO@HOTMA...

Student Details		
License Number*	License Status	
R-103312	Active	
First Name	Last Name	
_Linda	_Belcher	
	DOB	
	1/15/2001	
Street	City	
1812 GATEWOOD DR	LAS VEGAS	
	State	ZIP
	NV	89108

Firearm Eligibility		
Has Firearm Certificati...	<input type="checkbox"/> Not Firearm Eligible	
YES		
Requalification Months		Original Class Date
MAY - NOV		11/21/2020
Requal Date	Next Requal Date	Renewal Class Date
	5/31/2021	

Employer	
Employer License #	Employer Name

FOR REVIEW ONLY

CANNOT REVISE THE INFORMATION IN THIS SECTION

Employer

- Employer License #
 - ↳ Company License #, if known
- Employer Name
 - ↳ Company Name, if known

Firearm Cert for _Linda _Belcher License/Card # R-103312 (...)
Entered: 5/4/2021 4:10:03 ... Modified: 5/4/2021 4:10:03 PM by RYANSREPO@HOTMA...

Student Details

License Number*	R-103312	License Status	Active
First Name	_Linda	Last Name	_Belcher
Street	1812 GATEWOOD DR	DOB	1/15/2001
		City	LAS VEGAS
		State	NV
		ZIP	89108

Firearm Eligibility

Has Firearm Certificati...	YES	<input type="checkbox"/> Not Firearm Eligible	
Requalification Months	MAY - NOV	Original Class Date	11/21/2020
Requal Date		Next Requal Date	5/31/2021
		Renewal Class Date	

Employer

Employer License #		Employer Name	
--------------------	--	---------------	--

EMPLOYER FIELDS ARE TO BE COMPLETED BY CFI

***NOT REQUIRED**

Firearm Details

- Certification Type
 - ↳ Initial, noncompliant or 5 year renewal
 - ↳ Semiannual qualification
- Exam Score
 - ↳ If **INITIAL** is selected
 - ↳ Score is required
 - ↳ **Numerical ONLY.**
 - ↳ **DO NOT WRITE "PASS"**
- Range Score
 - ↳ Score is required for BOTH initial and qualification
 - ↳ **Numerical ONLY.**
 - ↳ **DO NOT WRITE "PASS"**
- 2nd Range Score
 - ↳ Only if failed the first time
 - ↳ Additional Attempts? Make a comment
- Action/ Type
 - ↳ Semi-automatic handgun
 - ↳ Revolver handgun
 - ↳ Rifle
 - ↳ Shotgun

Each Action/Type is a SEPARATE entry and fee

Firearm Cert for _Linda _Belcher License/Card # R-103312 (...)
Entered: 5/4/2021 4:10:03 ... Modified: 5/4/2021 4:10:03 PM by RYANSREPO@HOTMA...

Firearm Details

Certification Type*
Semiannual Qualification

Exam Score Range Score 278 2nd Range Score

Action/Type:
Semi-automatic Handgun

Original Class Date Renewal Class Date Requalification Date

Paid Requalification Month

Comments

Fee Amount



THESE FIELDS ARE TO BE COMPLETED BY CFI

Firearm Details

- Dates
 - ↳ **All** of these fields to be left blank!
- Comments
 - ↳ Freeform text box
 - ↳ Notes regarding 2nd range score
 - ↳ Failures/Safety concerns
 - ↳ Add Caliber(s)
 - ↳ BLM/Other Range location address
 - ↳ Will be available for CFI and PILB to view **only**

Firearm Cert for _Linda _Belcher License/Card # R-103312 (...)

Entered: 5/4/2021 4:10:03 ... Modified: 5/4/2021 4:10:03 PM by RYANSREPO@HOTMA...

Firearm Details

Certification Type*
Semiannual Qualification

Exam Score Range Score 2nd Range Score

278

Action/Type:
Semi-automatic Handgun

Original Class Date Renewal Class Date Requalification Date

Paid Requalification Month

Comments
9mm and 40 - more practice suggested

Fee Amount

DATES LEFT BLANK
COMMENTS OPTIONAL

Firearm Details

When all information is complete –

- **Save and Close**
 - ↳ Will save this student and bring **back** to the previous page
- **Save and New**
 - ↳ Will save this student and then you can **add** a new student
- **Delete**
 - ↳ Will delete this student from your course list

BEFORE LEAVING THIS PAGE

FirearmCertifications - Google Chrome

pilbonbaseweb.nv.gov/EAC/WorkView/Viewer/ObjectViewer.aspx?applicationID=0&objectID=4634565...

Save Save and Close Save and New Delete Copy Object Refresh History More

[Enter Class Student*](#)

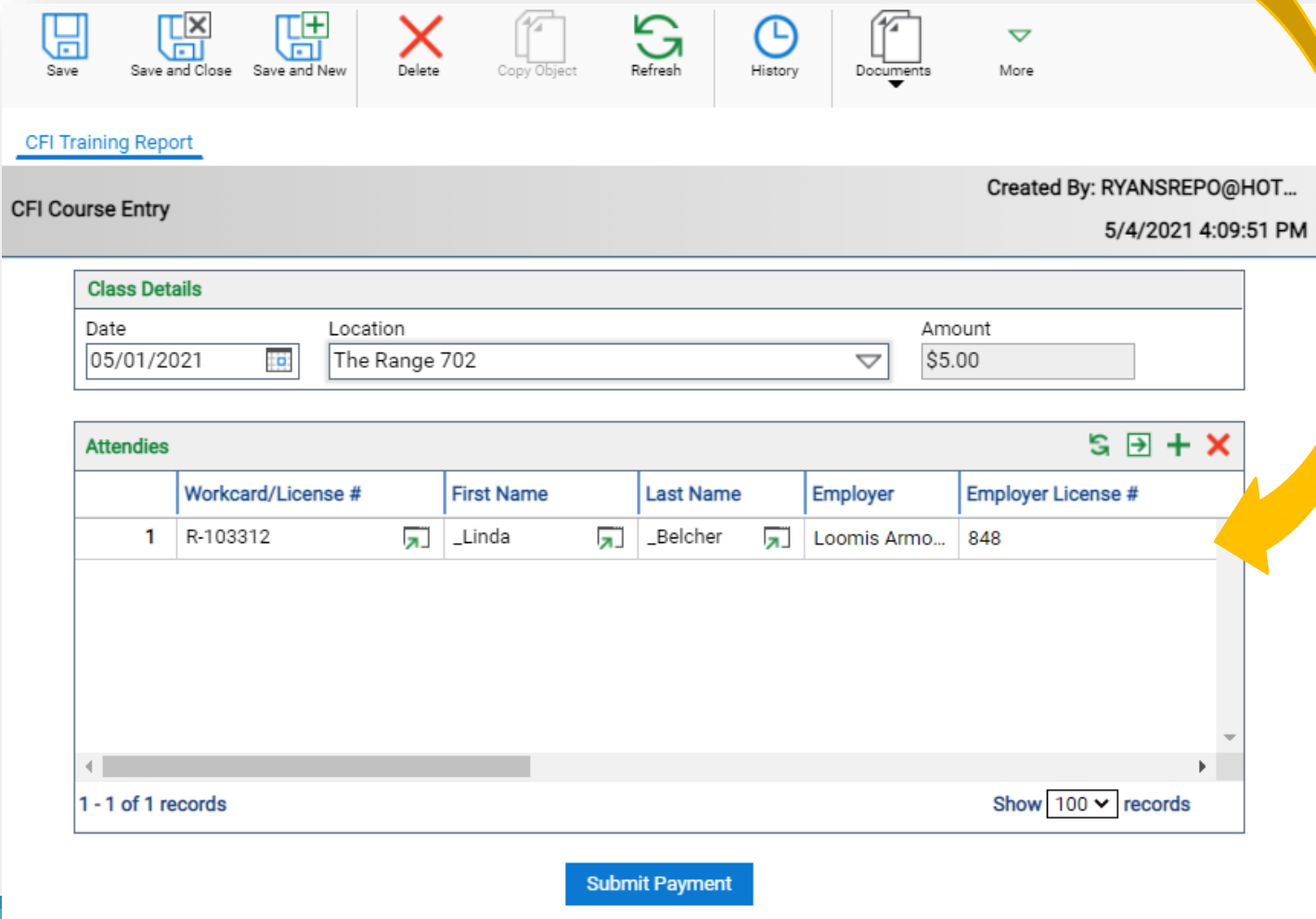
Firearm Cert for _Linda _Belcher License/Card # R-103312 (...)

Entered: 5/4/2021 4:10:03 ... Modified: 5/4/2021 4:10:03 PM by RYANSREPO@HOTMA...

Student Details		
License Number*	License Status	
R-103312	Active	
First Name	Last Name	
_Linda	_Belcher	
	DOB	
	1/15/2001	
Street	City	
1812 GATEWOOD DR	LAS VEGAS	
	State	ZIP
	NV	89108

CFI Course Entry

The student will be added to your Training Report



CFI Training Report

CFI Course Entry Created By: RYANSREPO@HOT...
5/4/2021 4:09:51 PM

Class Details

Date: 05/01/2021 Location: The Range 702 Amount: \$5.00

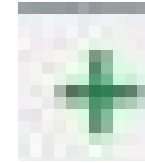
Attendies

	Workcard/License #	First Name	Last Name	Employer	Employer License #
1	R-103312	_Linda	_Belcher	Loomis Armo...	848

1 - 1 of 1 records Show 100 records

[Submit Payment](#)

Adding Additional Students



CFI Training Report

CFI Course Entry

Created By: RYANSREPO@HOT...
5/4/2021 4:09:51 PM

Class Details

Date: 05/01/2021 Location: The Range 702 Amount: \$30.00


Attendies

	Workcard/License #	First Name	Last Name	Employer	Employer License #
1	R-103312	_Linda	_Belcher	Loomis Armored	848
2	R-103331	_NATASHA	_ROMINOFF	Loomis Armored	848

1 - 2 of 2 records Show 100 records

Submit Payment

The amount will automatically populate as students are added

Click the Green Plus  to repeat the process and add additional students

Deleting an Entry

Click here will delete ENTIRE Course

Save Save and Close Save and New Delete Copy Object Refresh History Documents More

[CFI Training Report](#)

CFI Course Entry Created By: RYANSREPO@HOT... 5/4/2021 4:09:51 PM

Class Details

Date: 05/01/2021 Location: The Range 702 Amount: \$30.00

Attendies

	Workcard/License #	First Name	Last Name	Employer	Employer License #
1	R-103312	_Linda	_Belcher	Loomis Armored	848
2	R-103331	_NATASHA	_ROMINOFF	Loomis Armored	848

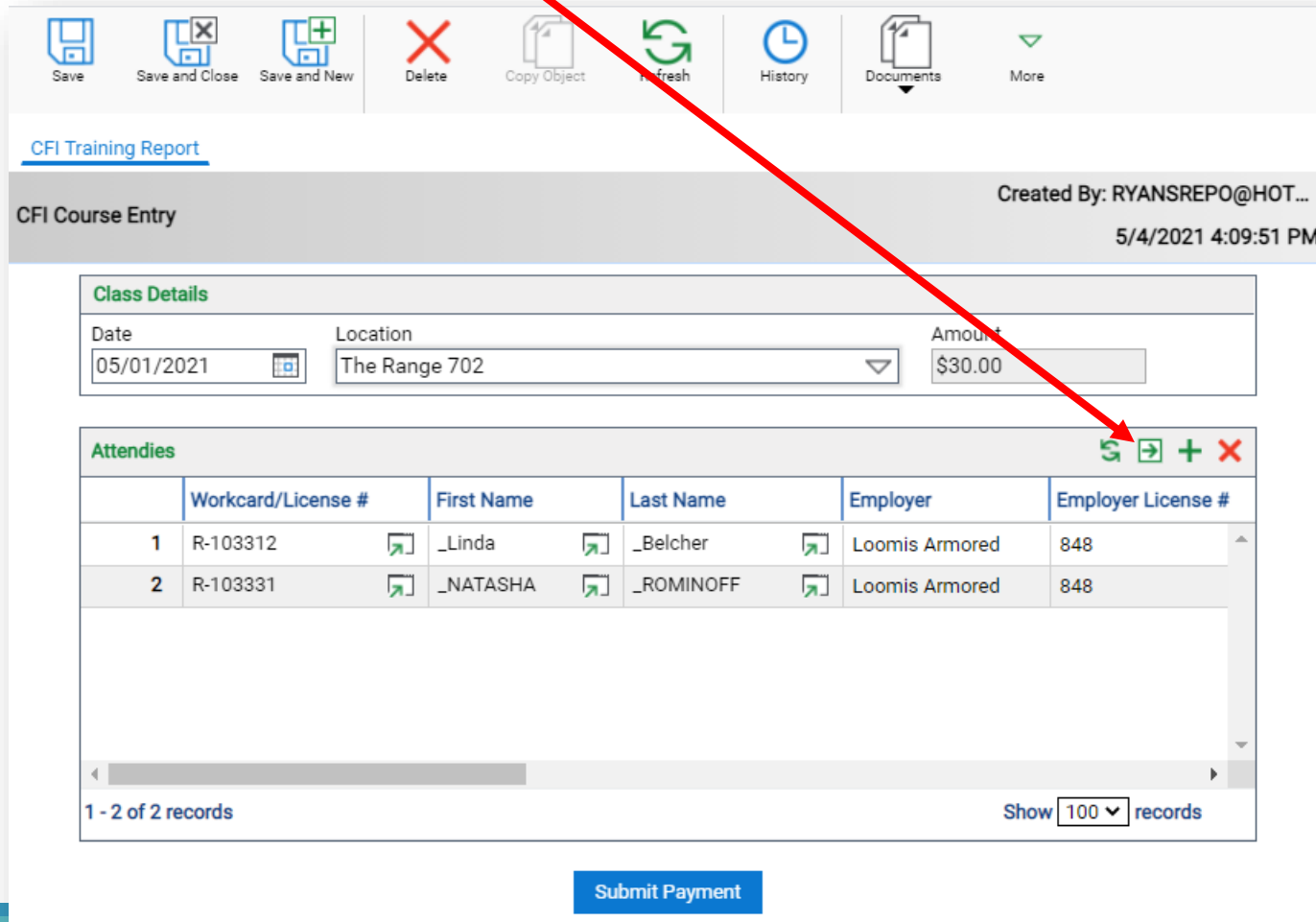
1 - 2 of 2 records Show 100 records

Submit Payment

Click here will delete individual student highlighted

CFI Course History

Click the GREEN ARROW to create an Excel Spreadsheet of all student's who attended a course



CFI Training Report

CFI Course Entry Created By: RYANSREPO@HOT...
5/4/2021 4:09:51 PM

Class Details

Date: 05/01/2021 Location: The Range 702 Amount: \$30.00

Attendies

	Workcard/License #	First Name	Last Name	Employer	Employer License #
1	R-103312	_Linda	_Belcher	Loomis Armored	848
2	R-103331	_NATASHA	_ROMINOFF	Loomis Armored	848

1 - 2 of 2 records Show 100 records

[Submit Payment](#)



CFI Course History

Example of Course Excel

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J
1	Workcard/ License #	First Name	Last Name	Employer	Employer License #	Test Score	Range Score	Certification Type	Automatic/Revolver	Comments
2	R-103312	_Linda	_Belcher	Loomis Armored	848	278	278	Semiannual Qualification	Semi-automatic Handgun	9mm and 40 - more practice suggested
3	R-103331	_NATASHA	_ROMINOFF	Loomis Armored	848	100	299	Initial, Noncompliant or 5 year renewal	Semi-automatic Handgun	9mm - perfect shot!!
4										
5										
6										



Course Entry

- Changes to a course can be modified endless times – prior to submitting payment
- Excel Reports can be pulled before or after payment has been submitted
- American Express not accepted



Prior to Submitting Payment

- Ensure your entrees are accurate
 - **There will be no refunds after payment is submitted**
- Submission of **payment online is preferred**
- Payments may also be mailed in or dropped off
 - Will delay the process
 - Payment must be received prior to approval



Submitting Payment

Submit Payment

- ➔ After inputting all students
- ➔ The PILB will not process a student unless payment has been received

NO CHANGES CAN BE MADE AFTER PAYMENT HAS BEEN SUBMITTED

CFI Training Report

CFI Course Entry Created By: RYANSREPO@HOT...
5/4/2021 4:09:51 PM

Class Details

Date: 05/01/2021 Location: The Range 702 Amount: \$30.00

Attendies

	Workcard/License #	First Name	Last Name	Employer	Employer License #
1	R-103312	_Linda	_Belcher	Loomis Armored	848
2	R-103331	_NATASHA	_ROMINOFF	Loomis Armored	848

1 - 2 of 2 records Show 100 records

[Submit Payment](#)

Click here to
submit
payment

Payment

COMPLETE THE PAYMENT PAGE

Item Details	
Related Violation	Due Date
<input type="text"/>	5/4/2021
Fee Description	Amount Due
PILB Firearms Course 5/1/2021	\$30.00
<input type="checkbox"/> Paid	Date Paid
	<input type="text"/>

Payee Details	
First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Billing Address*	Email Address*
<input type="text"/>	<input type="text"/>
Billing City*	Billing State*
<input type="text"/>	<input type="text"/>
Credit Card Number*	Billing Zip*
<input type="text"/>	<input type="text"/>
Expiration Date	Confirmation Number
MM* YYYY*	<input type="text"/>
<input type="text"/> <input type="text"/>	

[Make Payment](#)

Payment Confirmation

CONFIRMATION NOTICE

The screenshot shows a web application interface for making a payment. At the top, there is a toolbar with icons for Save, Save and Close, Save and New, Delete, Copy Object, Refresh, History, Documents, Forms, Discussion, Print, and More. Below the toolbar, the page title is "Fine/Fee Payment*" and the ID is "Fine/Fee ID 4634625".

The main content area is divided into two sections: "Item Details" and "Payee Details".

Item Details:

- Related Violation: [Empty text box]
- Due Date: 5/4/2021
- Fee Description: PILB Firearms Course 5/1/2021
- Amount Due: \$30.00
- Paid
- Date Paid: 5/4/2021

Payee Details:

- First Name*: tara
- Billing Address*: 101 north carson st
- Billing City*: carson city
- Credit Card Number*: [Empty text box]
- Confirmation Number: 6201730939786345803084
- Expiration Date: MM* [Empty] YYYY* [Empty]

A modal dialog box is overlaid on the form, displaying the following message:

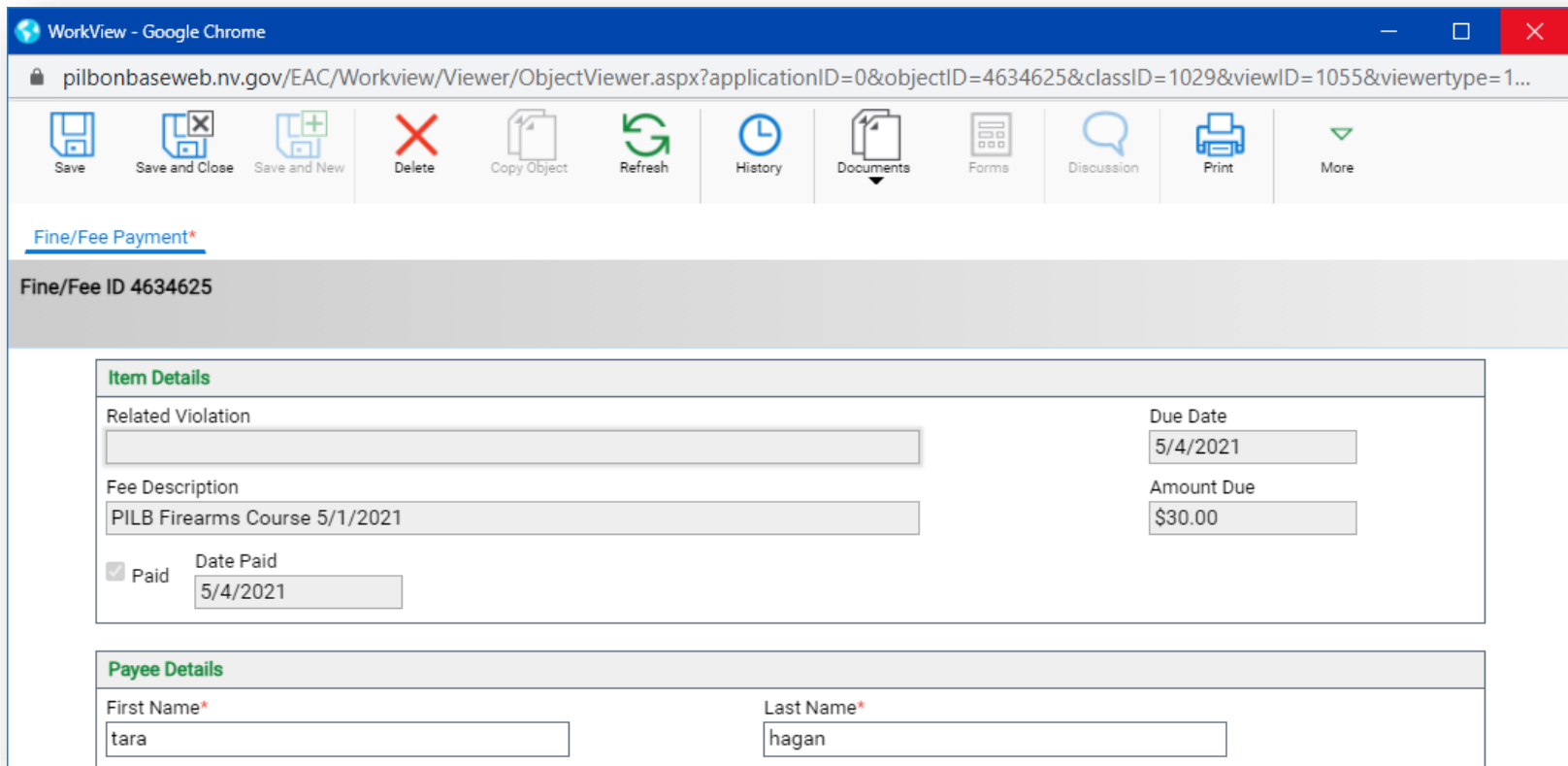
i Your payment was successful. Your confirmation number is 6201730939786345803084. A copy of this confirmation has been emailed to you.

OK

At the bottom of the form, there is a "Make Payment" button.

Payment Confirmation

AFTER CONFIRMATION RECEIVED – CLOSE THE WINDOWS



WorkView - Google Chrome

pilbonbaseweb.nv.gov/EAC/Workview/Viewer/ObjectViewer.aspx?applicationID=0&objectID=4634625&classID=1029&viewID=1055&viewertype=1...

Save Save and Close Save and New Delete Copy Object Refresh History Documents Forms Discussion Print More

[Fine/Fee Payment*](#)

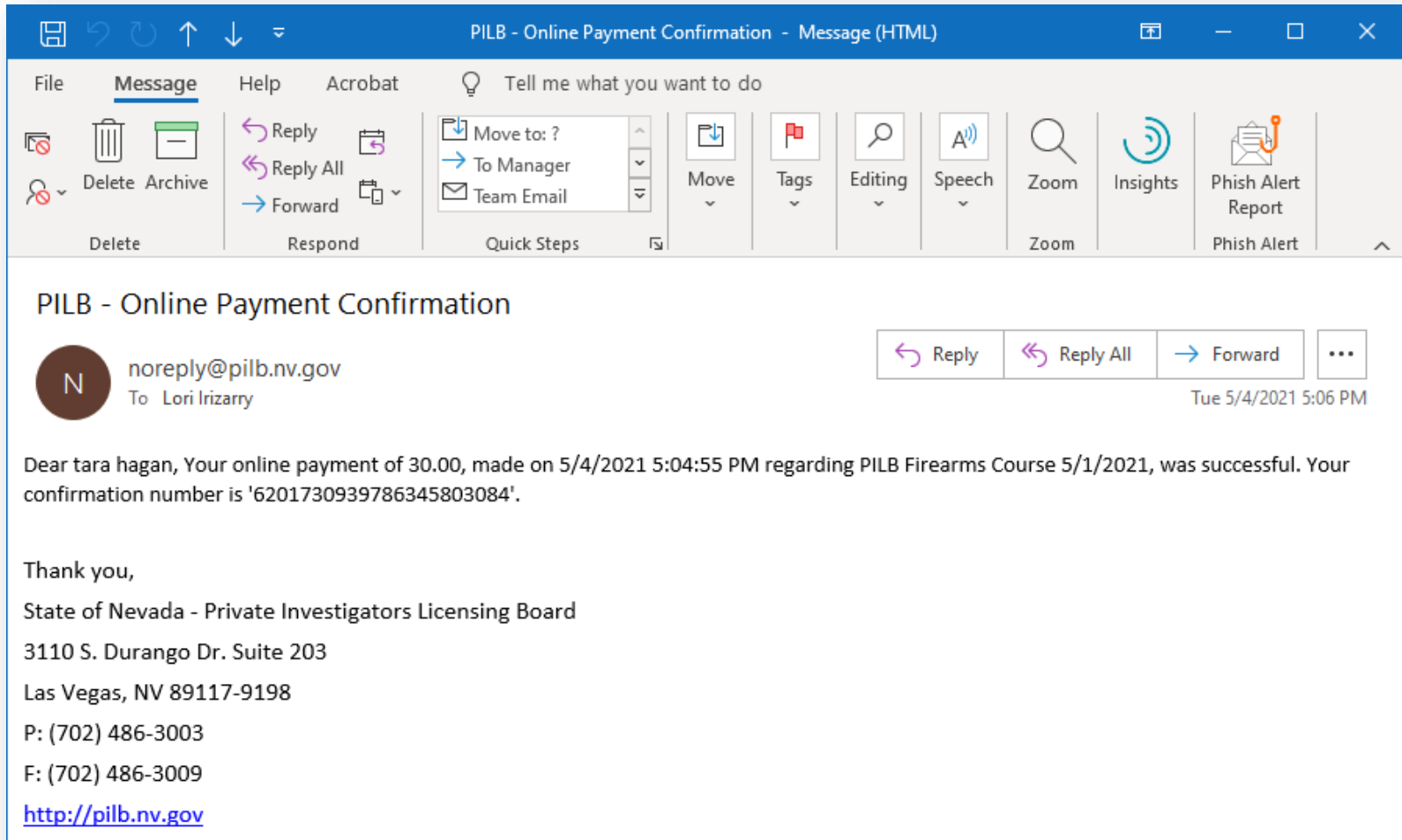
Fine/Fee ID 4634625

Item Details	
Related Violation	Due Date
	5/4/2021
Fee Description	Amount Due
PILB Firearms Course 5/1/2021	\$30.00
<input checked="" type="checkbox"/> Paid	Date Paid
	5/4/2021

Payee Details	
First Name*	Last Name*
tara	hagan

Payment Confirmation

You will receive an email of the payment confirmation from NOREPLY@pilb.nv.gov



CFI Course History

You will see the courses paid for and those pending (without payment)

_Ryan_Chinn Certified Firearms Instructor Issued: 4/1/2020
123Test (id 4623169) Active Expires: 6/30/2021

License Details

License Number	123Test	License Date	4/1/2020
License Type	Certified Firearms Instructor	License Status	Active
Expiration Date	6/30/2021	Provisional Expiration ...	

CFI Courses

<input type="checkbox"/>	Date	Location	Paid	Amount
<input type="checkbox"/>	5/1/2021	The Range 702	<input checked="" type="checkbox"/>	\$30.00
<input type="checkbox"/>	4/23/2021	The Range 702	<input checked="" type="checkbox"/>	\$10.00
<input type="checkbox"/>	4/21/2021	Clark County Shooting Complez	<input type="checkbox"/>	
<input type="checkbox"/>	4/18/2021	Discount Firearms & Ammo	<input checked="" type="checkbox"/>	\$55.00

1 - 9 of 9 records Show 100 records

CFI Course History

SORT ALL COLUMNS:

Click the arrow to the right of the column title

_Ryan_Chinn Certified Firearms Instructor Issued: 4/1/2020
123Test (id 4623169) Active Expires: 6/30/2021

License Details

License Number	License Date
123Test	4/1/2020
License Type	License Status
Certified Firearms Instructor	Active
Expiration Date	Provisional Expiration ...
6/30/2021	

CFI Courses

<input type="checkbox"/>	Date	Location	Paid	Amount
	4/6/2021	Green Valley Range	<input type="checkbox"/>	
	4/21/2021	Clark County Shooting Complex	<input type="checkbox"/>	
	4/14/2021	Clark County Shooting Complex	<input type="checkbox"/>	
	5/1/2021	The Range 702	<input checked="" type="checkbox"/>	\$30.00

1 - 9 of 9 records Show 100 records







CFI Course History

Click the GREEN ARROW to create an Excel Spreadsheet of ALL courses

_Ryan_Chinn Certified Firearms Instructor Issued: 4/1/2020
123Test (id 4623169) Active Expires: 6/30/2021

License Details

License Number 123Test	License Date 4/1/2020
License Type Certified Firearms Instructor	License Status Active
Expiration Date 6/30/2021	Provisional Expiration ...

CFI Courses    

<input type="checkbox"/>	Date	Location	Paid	Amount
<input type="checkbox"/>	4/6/2021	Green Valley Range	<input type="checkbox"/>	
<input type="checkbox"/>	4/21/2021	Clark County Shooting Complex	<input type="checkbox"/>	
<input type="checkbox"/>	4/14/2021	Clark County Shooting Complex	<input type="checkbox"/>	
<input type="checkbox"/>	5/1/2021	The Range 702	<input checked="" type="checkbox"/>	\$30.00

1 - 9 of 9 records Show records



CFI Course History

Example of Excel

The screenshot shows the Microsoft Excel interface with the following data table:

	A	B	C	D
1	Date	Location	Paid	Amount
2	4/6/2021	Green Valley Range	FALSE	
3	4/21/2021	Clark County Shooting Complex	FALSE	
4	4/14/2021	Clark County Shooting Complex	FALSE	
5	5/1/2021	The Range 702	TRUE	\$ 30.00
6	4/15/2021	Discount Firearms & Ammo	TRUE	
7	4/18/2021	Discount Firearms & Ammo	TRUE	\$ 55.00
8	4/1/2021	The Range 702	TRUE	\$ 5.00
9	4/16/2021	Pro Gun Club	TRUE	\$ 25.00
10	4/23/2021	The Range 702	TRUE	\$ 10.00
11				



Contact Information

CFI Portal /Course Questions

Vincent “Vinny” Saladino

Supervisory Investigator
Certified Firearm Instructor Administrator
Vsaladino@pilb.nv.gov

