

## INSTRUCTIONS FOR COMPLETING THE LTC HANDGUN TRAINING CERTIFICATE (LTC-104)

### PURPOSE:

The License to Carry (LTC) Handgun Training Certificate (LTC-104) is to be completed by a certified Online Course Provider (OCP) and LTC Handgun Instructor for each student attending the Online training and/or handgun proficiency demonstration required by Texas Government Code Chapter 411.

Per Texas Government Code §411.188, students making an application for an original LTC, must complete a minimum of four hours of online training by a certified Texas Online Course Provider.

Texas Administrative Code §6.87 requires instructors to make this record, as well as other documents, available for inspection by the Department and requires the records to be maintained for six (6) years after course completion.

The original LTC Handgun Training Certificate (LTC-104) should be given to the student and a copy maintained by the OCP. LTC applicants should submit the original to the Regulatory Services Division with the application and/or supporting documents.

### REQUIRED INFORMATION:

- Student's Name
- Student's Driver License or Identification Card number and two digit State (example: 99999999 TX)
- The amount of time taught for each of the four (4) required topics.
- The total number of online instruction hours taught.
- All completion dates when the online instruction occurred. (example: 10/7/2024-10/8/2024)
- Printed name, instructor number, signature, and of the Online Course Provider who taught the online portion.
- Printed name, instructor number, signature, and completion date of the LTC Handgun Instructor who provided 1 -2 hours of range instruction.
- Location where the handgun proficiency demonstration occurred. This may be a business address or a 911 address if the training did not occur at a place of business.
- Printer name, instructor number, signature, and completion date of the LTC Handgun Instructor who administered the handgun proficiency demonstration.
- Student's printed name, signature and date signed by the student.

The online instruction portion of the handgun training certificate should only be completed for students who attend the online instruction and pass the required written examination.

The handgun proficiency demonstration portion of the LTC Handgun Training Certificate (LTC-104) can only be completed by a certified LTC Handgun Instructor for students who successfully pass the handgun proficiency demonstration using the required course of fire.