



# Newsletter

March 2024

*Board Mission:  
Safeguarding the health,  
safety, and welfare of the  
public, and to assist with  
conservation efforts*



## Licensure & System Updates

The new licensing system, also called DOPL Online Services, is set to go live for all Boards on July 1, 2024. This includes the Outfitters and Guides Licensing Board (OGLB), and with this updated system, the recent rule changes for guide licensure will be in full effect. The system is still under development and subject to change, but here are a few things to keep in mind as we get ready for launch and what you can expect for both Outfitters and Guides.

### Registration

To start, everyone will need to register an account. This will consist of the following:

- Username-will be a verified email address
- Password-of your choosing
- Phone number
- Security question

Once complete you can log into your account and you will be asked if you want to set up a two-step verification or not. Notification will be sent out closer to the launch with detailed instructions on how existing license holders will link their new accounts with their current license(s). Keep an eye on your email for more information regarding this process.

### For the Guide

Guides will be seeing a few changes to their application process. Applications will need to be started by the guide who will have several questions to answer related to their applica-

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tion and may be required to upload additional documents. During the application process, the guide will need to select a primary outfitter by whom they will be employed to approve their training requirements. Once the guide completes the initial portion of the application, they will have the option to pay for the application and license themselves or push payment with the application to the outfitter.

### ***For the Outfitter***

Regardless of payment, the application will be sent to the outfitter to approve the activities and training related to the terms of employment. Outfitters will not be able to view a guide's private information such as date of birth and social security information. If training documentation was not provided by the guide and it is required for any activities applied for, then the outfitter can submit the training documentation. The outfitter will still have the option to pay for the guide license if the applicant has not done so already. If any documentation or payment is still missing when the outfitter approves of the activities, then it will notify the guide what documentation is still needed and of any payment remaining before the application is considered complete and ready for review. A Board specialist will then review any criminal history inquiries and training documents that have been submitted.

### ***To Add Activities***

Once the application is complete and the license is issued, the guide may send requests to other outfitters they may be employed by. If any new activities are requested or the outfitter would like to add activities to the guide license related to their own business, this can be done at any point in time through the online portal. If it is an activity that requires training per the Board's rules, it will need to be reviewed by the Board specialist before an updated license is issued.

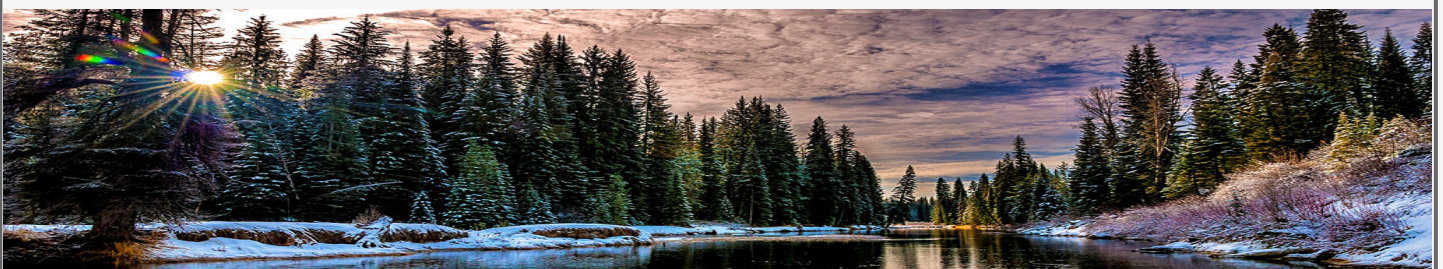
### ***Use Reporting***

For outfitters, specifically, there will be a change in the "use reporting" function that aims for a simpler design to make it easier to complete use reports throughout the year. At the recent OGLB meeting, the Board decided to move away from reporting by the total number of clients. With DOPL Online Services, outfitters will be reporting "use days" by month to make it similar to other agencies.

### ***Guide Roster***

As mentioned in the guides' portion, outfitters will have a list/roster of guides employed by them. Guides will have the ability to request to be added to an outfitter's roster during the initial application process as they are licensed. Outfitters will also have the ability to add guides to their roster and will have to approve incoming requests. More information detailing the full process will be available closer to the launch of DOPL Online Services.

**[Continue on for the Q&A Section »](#)**



# Rule Changes, Updates, and Proposals

## Licensable Activities

At the recent board meeting, a list of licensable activities that follow Idaho statutes and rules was finalized. This was done to clean up and clarify what the Board has the authority to license applicants for. Below is the list of licensable activities;

\*\*\*Guide schools/training requires a license that matches a corresponding activity from the list.

### Hunting

Deer  
Elk  
Pronghorn Antelope  
Mountain Goat  
Bighorn Sheep  
Moose  
Black Bear  
Mountain Lion  
Wolf  
Trapping  
Bobcat  
Birds (Specify);  
Forest Grouse  
Waterfowl  
Upland Game Birds  
Turkey (Private land only)  
Chukar  
Forest Grouse

### Recreation

Trail Rides  
Backpacking  
Snowmobiling  
Technical Mountaineering  
Rock Climbing  
Cross-Country Skiing  
Backcountry Alpine Skiing  
Animal Pack Trips  
Motored Cycling  
Non-Motored Cycling  
Wagon Rides  
Sleigh Rides  
Dog Sled Rides  
All-Terrain Vehicle  
Paragliding

### Boating

River by section  
Power  
Float  
Lake(s) (Specify);  
Reservoir(s) (Specify);

### Fishing

Anadromous  
Power Boat Fishing  
Float Boat Fishing  
Walk and Wade Fishing  
Incidental Fishing (Land-based)

In addition to the activities update, a lot of the forms have been updated as well. All forms are available on the website, listed by what is required depending on what you need. Please be sure to use the new forms going forward to ensure a smooth process and transition into the new system.

Below is a link to the webpage with the new forms by outfitter, designated agent, and guide.

[New Outfitters and New Outfitters Purchasing a Business | Division of Occupational and Professional Licenses \(idaho.gov\)](https://www.idaho.gov/divisions/occupational-professional-licenses/new-outfitters-and-new-outfitters-purchasing-a-business)

[Guide Applications and Amendments | Division of Occupational and Professional Licenses \(idaho.gov\)](https://www.idaho.gov/divisions/occupational-professional-licenses/guide-applications-and-amendments)

[Amendments | Division of Occupational and Professional Licenses \(idaho.gov\)](https://www.idaho.gov/divisions/occupational-professional-licenses/amendments)

# Rules Agenda

The most recent rule change proposals mentioned in the last newsletter have gone before the Senate and House Committees with approvals from both. Below are the rule changes that will be going into effect when this legislative session concludes.

## **IDAPA 24.35.01.257.09**

Will add a section c. under the Undesignated Tag Pool stating the following;

No tags designated from the pool will be considered for historical use calculations until all tag transfers are recorded and all hardship requests have been resolved.

## **IDAPA 24.35.01.259.01**

Clark Fork River (CF1) will have an updated area description to match IDFG's description. The total number of opportunities will be reduced from four (4) to two (2). This will not affect currently licensed outfitters.

Clark Fork River (CF2) will be a new opportunity on the same river stretch as the CF1 with a seasonal restriction and a maximum number of two (2) outfitters for either power or float or a combination thereof.

The total number of opportunities on the Priest River will be reduced from five (5) to two (2). This will not affect currently licensed outfitters.

## **IDAPA 24.35.01.259.04**

Hayden Lake will be removed from the table and fall under the general catch-all language of 05. to allow for two (2) outfitters with a maximum of two (2) boats per outfitter.

For the 2025 legislative session, the board is looking at the following proposed changes;

002.08 – Review language on Hazardous Desert or Mountain Excursions to compare to statute and remove duplicate language.

100.03 – Removal of outfitter and designated agent examination as required by Idaho Code 67-9409(4).

103.02(b) – Clarification language for required training for Float Boating on Classified Water.

103.05 – Change language regarding guide reinstatement fees to allow Board discretion to waive fees.

257.09 – Review language for waiting pool requests to ensure clarity and accountability.

259.01 – Propose to change Clark Fork River (CF2) in the season date to "Memorial Day to November 30."

259.02 – Propose the addition of the Little Salmon River as a licensable river section.

259.04 – Review the number of boats per operator for Coeur d'Alene, Priest, Hayden, and Pend Oreille lakes.

If you are interested in any of the previously mentioned topics, please feel free to attend the upcoming board meeting on May 1, 2024, where the Board will be discussing potential changes in more detail. There will be public comment opportunities at the beginning of the meeting. If you would like to comment but cannot attend, you may submit a written comment to the following email address: [oglb-licensing@dopl.idaho.gov](mailto:oglb-licensing@dopl.idaho.gov). This will be the first of many meetings and opportunities for input on rule changes. An agenda and meeting information will be available on the Division website closer to the meeting date. Links to the agenda will also be available on the Board's homepage near the bottom of the page.

## Questions and Answers

***Q: How can guides check to ensure they are on the outfitter's roster?***

**A:** Notification will be sent to the guide when an outfitter adds them to their roster. In addition, the license sent to the guide will have all the names of the outfitters whose roster they are on.

***Q: What is the purpose of the guide roster?***

**A:** The outfitter's roster is the roster of all guides employed by an individual outfitter or business. Outfitters will use this to approve a guide. Remember that a guide license is only valid while under the employment of a licensed outfitter. This will also be used for enforcement purposes to verify a license's validity.

***Q: Will we be able to look up by last name?***

**A:** Assuming this concerns the online license look-up, yes, the new system will have the same functionality as the current system, if not better.

***Q: How will Operations Managers see/have access to the training logs and subsequent list of licensed river sections electronically before the guide's physical arrival to the outfitter?***

**A:** In the new system, when a licensed guide wishes to work for an outfitter or an outfitter wishes to employ a guide, this is considered a minor amendment. If the guide requires training for a new activity, it will need to be completed at the time of the amendment. If the guide has already completed the required training, an outfitter only needs to approve adding them to their roster.

***Q: Do you have an estimated timeline between a guide entering their information into the system and approval/denial being sent out to the guide/outfitter?***

**A:** Generally, all new applications are processed within 7 business days. This time may vary depending on the overall completion of the application and other factors such as criminal history.

For a renewal, this will be mostly automated, as long as there are no new criminal attestations.

***Q: Are we to renew the D.A., Guide, and outfitter licenses before our birthday or is it going to be on the birthdate?***

**A:** Outfitter and Designated Agent licenses will not be changing and will still be the standard renewal cycle from April 1<sup>st</sup> to March 31<sup>st</sup> of the following year.

Guide licenses are the only licenses switching to a birthdate renewal and they will have the ability to renew 12 weeks prior to the expiration of the license, which will expire on the birthdate.

All licenses will soon have the option to be renewed annually or biennially.

***Q: How does IOGLB define a personal service?***

**A:** This question was asked in reference to Idaho Code 36-2101, which is the declaration of policy. To

## Questions and Answers *(Continued)*

be clear, the definition of outfitting is not in the policy. Idaho Code 36-2102(b) is the definition of an “Outfitter” which states the following:

**“Outfitter”** includes any person who, while engaging in the acts enumerated herein: (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 that are known to involve inherent risk limited to the following: hunting animals or birds; float or power boating on Idaho lakes, reservoirs, rivers, and streams; fishing on Idaho lakes, reservoirs, rivers, and streams; and hazardous desert or mountain excursions.

**“Hazardous desert or mountain excursions”** is defined in the same section of code under (r). Both of these sections define what outfitting is and is what the board referenced to create the final list of licensable activities.

**Q: Will guides ever be able to be independent contractors?**

**A:** Under the current rules, a guide must be employed by an outfitter to have a valid license. As with all rules this is subject to change should the industry or legislature see a need for change.

**Q: No more lead boatman?**

**A:** Correct. However, the Board is reviewing the Rules regarding float boat requirements and intend on providing greater clarification in the proposed rules for the 2025 legislative session.

**Q: Will IOGLB and IOGA have an agreement to have a system with the functionality to search for guides seeking employment and outfitters seeking guides?**

**A:** No, the Board is responsible for licensing and regulating outfitters and guides for the express purpose of safeguarding the health, safety, welfare and freedom from injury or danger of those persons utilizing the services of outfitters and guides, and for the conservation of wildlife and range resources. Job recruitment is a function of the Idaho Department of Labor.

**Q: Are guide training/schools no longer a licensable activity?**

**A:** Guide training/schools fall under the category of current activities. For example, if you wish to train guides on the river, you need to complete a license for the river activity for which you wish to instruct. Please see the list of licensable activities on Page 3 for more information.



## Outfitters & Guides Licensing Board

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Visit our Website at:

[Outfitters and Guides Licensing Board](#)



### Board Members

Brad Compton (Chair)

Tammy Overacker (Member)

Erik Weiseth (Member)

Dennis Skinner (Public Member)

### Upcoming Meetings

May 1—Quarterly Meeting

August 23—Quarterly Meeting

November 13—Quarterly Meeting

All meetings are held at the Division HQ Chinden Building. Remote options are available on the Division website.