Guides Submitting Roster Requests

First, let's look at how guides submit an "Outfitter Roster Request" from the guide's Online Service account. NOTE: This example will show the guide in an "Inactive" status as they are not currently on any outfitter's roster. This indicates that the guide license is not valid until they are employed by an outfitter, which is indicated by being on an Outfitter Roster.

1. Once you have logged into your online profile, click on the "Summary" tab. The "Summary" tab will show your License(s).

   To begin the roster request process, click on the "Outfitter Roster Request" Link in the License panel:

2. You will be taken to a page like this. First, you will need the license number of the outfitter whose roster you wish to be added to. You can search for a license number using the following link, Online Services. Once you have entered the information click "Next" to proceed to the questionnaire.

Request to be part of an Outfitter's Roster

Guide
6011624
GUIDE TEST2

Outfitter Roster Request

Request to be part of an Outfitter's Roster

Outfitter License Number *

Required

Required

Cancel   < Previous   Next >

3. From this page, you will need to answer each question regarding which activities you will be doing while employed by the outfitter. Once all questions are complete click "Next" to proceed to the document upload section.

Outfitter Roster Request   Activity Questions

Questions

Do you intend to do any hunting-related activities for the outfitter you have indicated? *

| Yes | No |

Do you intend to do any power or float boating activities on classified or unclassified river sections or lakes? *

| Yes | No |

Do you intend to do any activities involving the use of an ATV, UTV, or Snowmobile? *

| Yes | No |

Do you intend to do any activities that involve Non-motorized travel in avalanche terrain (backcountry skiing, Nordic skiing, or snowshoeing on non-groomed trails)? *

| Yes | No |

Do you intend to do any activities involving Rock Climbing or Mountaineering? *

| Yes | No |

Do you intend to do any equestrian activities (trail rides, animal pack trips, wagon rides)? *

| Yes | No |

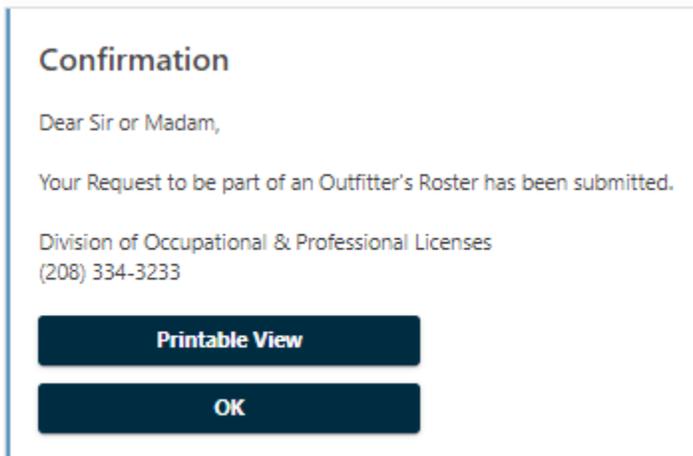Cancel   < Previous   Next >

4. The required forms are the guide training forms available on the following OGLB webpage, Guide Applications and Amendments | Division of Occupational and Professional Licenses. These will depend upon the activities you plan to engage in as indicated in the previous questionnaire section. Once all required forms are attached click "Next" to proceed to the review page.

5. From this page you can review the information for the outfitter number you entered in step 2. All guides must attest to having completed the required training certifications outlined in IDAPA 24.35.01.103. If the information matches the outfitter you wish to submit a roster request to then click "Submit" to complete this process.

6. When the request has been successfully sent you will land on the confirmation page. Click on the "OK" button to go back to your profile main page:

Confirmation

Dear Sir or Madam,

Your Request to be part of an Outfitter's Roster has been submitted.

Division of Occupational & Professional Licenses
(208) 334-3233

Printable View

OK

Once the Guide has submitted the request it will then be on the Outfitter to complete the process by either approving or denying the request from the Outfitter's Online Services page. Once an outfitter approves a guide to be on their roster, a guide's license will become active if not already on another roster. If a guide is removed from a roster and not on another outfitter's roster, the license will become inactive until added to another roster.

IDAPA 24.35.01.103.03. states that a guide license is not valid unless in the employ of a licensed outfitter.

Before roster approval;

Board of Outfitters and Guides

GUIDE TEST2
Guide License
6011624
Inactive

Expires: 31-Mar-2025

Russell Barron
Administrator

After roster approval;

Board of Outfitters and Guides

GUIDE TEST2
Guide License
6011624

Expires: 31-Mar-2025

Russell S. Barron
Russell Barron
Administrator

Employed By
5011524

1. To remove a guide for your roster, click "Menu"

2. From the Menu tab click "Manage Relationships"

3. The screen will show you all the Links/Relationships associated with your license. This will show guides whose roster they are on. To remove one, click "Cease Link" as shown in the first image below. This will take you to a summary page similar to image two below, this is to verify the outfitter you selected on the previous page is correct. If so, click submit to cease the link also known as remove from roster.

Image 1

Image 2

4. Click "OK" on the Confirmation to be taken back to the Manage Relationships page. You may need to go back to the Menu and back into the Manage Relationships page for it to update. Once it updates you will see the date the link was ceased under the Cease Date column.

5. NOTE: The "Add Link/Relationship" hyperlink is disabled. Guides will need to initiate the request to be added to a roster through their initial application or if they already hold a license through the Outfitter Roster Request mentioned on the first page.