Handgun Qualification License Unit

How to become a Qualified Handgun Instructor in Maryland
Handgun Instructors

To become a Qualified Handgun Instructor in Maryland, you will need **one** of the following:

- NRA ID card showing an instructor certification, ID number and expiration date; or
- USCCA card showing an instructor certification, ID number and expiration date; or
- Employee profile from MPCTC showing an instructor certification and expiration date; or
- Documentation showing proof that you have a minimum of 1 year experience in the instruction in the care, safety and use of handguns, along with a score sheet showing that you have shot 80% or better on a police practical course given by a certified firearms instructor.
DO YOU NEED QHIC OR QHIL?

HANDGUN QUALIFICATION INSTRUCTOR CERTIFICATE (QHIC)

You provide to us an NRA/USCCA Instructor Certificate OR an MPCTC profile showing a Firearms Instructor Certification.

QHIC will expire one day prior to the NRA/USCCA or MPCTC Instructor Certification expiration.

HANDGUN QUALIFICATION INSTRUCTOR LICENSE (QHIL)

Provide proof that you have a minimum of 1 year experience in instruction in the care, safety and use of handguns along with a score sheet showing you scored an 80% or better on a police practical course. The practical course needs to be certified by firearms instructor.

QHIL expires four years from the date of issue.
To apply, go to the Maryland State Police website. Click on the Licensing Division tab…
On the next page, scroll down and click HERE.
Enter your User ID and Password.
This is your home screen after successfully logging in.
Welcome to the Maryland Department of State Police (eMDSP) Online Services Login Page

IMPORTANT UPDATE

For information regarding the HQL renewal process, click here

A copy of your HQL, either printed or electronic, must be presented to a firearm dealer or private seller, prior to selling, renting, or transferring a handgun, in accordance with the MD Public Safety 5-117.1 and COMAR 29.03.01.06.

For assistance with your:

- HQL, New Resident Registration or Qualified Handgun Instructor License, please email msp.hql@maryland.gov
- Intercept Device Registration, please email msp.licensing@maryland.gov
- LEOSA application, please email msp.handgunpermits@maryland.gov

User ID: 
Password: 
Login

Click here to create an account.

Click here if you have forgotten your password.
If you have NEVER registered before, please enter your Date of Birth, Last Name, and enter “None” in the Registration Code field. Click "Search"...
Enter the required information and click “Register”…
You have successfully created your eMDSP account. Please make a note of your User ID & Password and keep it in a safe place.

Please login to continue submitting an application.

Click here to return to the logon page and use your newly created username and password.
This is your home screen after successfully logging in.
If you have forgotten your password, click here to have a registration code emailed to you. You can then reset your password.
Enter your email address and a registration code will be emailed to you.
Once you have successfully logged in to your account, click on “INITIAL APPLICATION”
Select the following options from the three dropdowns:
Complete the Demographics information. Although some of your information may be filled in, your application is not totally complete until you get a check mark in the Demographic box.
Under the Education Tab, click “Add.”
• Under “Profession” select Firearms Services
• Under “Registration Type” choose NRO (Nationally Recognized Organization) if you are using an NRA/USCCA Instructor Certificate or a MPCTC profile showing an Instructor Certification
• Under “Course Name/Certification” put NRA or USCA and provide the ID number
• Under “Proficiency Score” put your qualification score (80-100), do not use a % sign
• Under “Certification Date” enter the date your NRA/USCCA or MPCTC Firearms Instructor Certification was obtained
• Under “Expiration Date” enter the date your NRA/USCCA or MPCTC Firearms Instructor Certification expires
• Click “Save”
• Click “Finish”
• If all required items are not completed, you will see this message.

• Click “Submit Application” when all items are complete.
Once you have successfully logged in to your account, click on “INITIAL APPLICATION”.
Select the following options from the three dropdowns:

- **Profession:**
  - Firearms Services

- **License Type:**
  - Qualified Handgun Instructor License
  - Application

- **Obtained By Method:**
  - Application

To start an application select from the following Licensing, Registration, and Certificates.

**Firearms Services Program**

- For Firearms Services select "Firearm Services" for Program

- **Handgun Qualification License (Standard)**
  - Required to purchase, rent, or receive a regulated firearm in Maryland
  - Select "HQL Standard" for License Type, and "Application" for Application Method
  - Required to have taken the 4 hour class from a certified MSP Instructor

- **Handgun Qualification License (Training Exempt)**
  - Required to purchase, rent, or receive a regulated firearm in Maryland
  - Select "HQL Training Exempt" for License Type, and "Application" for Application Method
  - See website for list of exemptions

- **Handgun Qualification License (Permit Exempt)**
  - Required to purchase, rent, or receive a regulated firearm in Maryland
Complete the Demographics information. Although some of your information may be filled in, your application is not totally complete until you get a check mark in the Demographic box.
For the Education section, click Complete. You will proceed to the Attach Documents page to upload your training documentation. Your documentation should be proof of minimal 1 year experience in instruction in the care, safety and use of handguns along with a score sheet showing you scored an 80% or better on a police practical course. The practical course needs to be certified by firearms instructor. Click “Finish.”
If all required items are not completed, you will see this message.

Click “Submit Application” when all items are complete.
QHIC and QHIL Renewals

1. Log in to your HQL account as detailed in this guide

2. Click “RENEW” on the left side of the screen and click the yellow “CONTINUE” button

3. Complete all required sections detailed on the left side of the screen starting with Demographics

4. For QHIC renewals, attach an updated NRA/USCCA or MPCTC profile

5. For QHIL renewals, attach an updated classroom roster. Score sheets are not required for renewals

6. Click “Next”

7. Click “Submit Application”
For questions, please send an email to the HQL Unit

msp.hql@maryland.gov