

BASIC DNR SAFETY PROGRAM INSTRUCTOR PRE-CERTIFICATION EXAM

(2007 Revision)

CHAPTER 1 - THE WISCONSIN SAFETY EDUCATION PROGRAM

I. OBJECTIVES OF THE SAFETY PROGRAMS:

1. It is the goal of the DNR to provide quality instruction for each safety program. Although the primary purpose is to teach and train beginners to be safe and knowledgeable in these various forms of recreation, everyone is encouraged to attend. List the 3 Department goals:

- a. _____
- b. _____
- c. _____

II. ROLES AND RESPONSIBILITIES OF THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES AND DNR STAFF

2. List 3 of the 10 roles and responsibilities the Department will do.

- a. _____
- b. _____
- c. _____

3. WARDEN ATTENDANCE: The purpose of the warden attending safety courses is to present current regulations, have an opportunity to meet students, and give students a chance to ask questions. It gives the student a chance to have a positive encounter with a warden and encourages the student to contact the warden in the future with questions or concerns. Instructors are expected to contact the Conservation Warden in their area a minimum of _____ prior to the start of the class to arrange a time for their class presentation.

III. INSTRUCTOR RECRUITMENT, CERTIFICATION AND REQUIREMENTS
INSTRUCTOR CERTIFICATION

4. Instructor Certification: Only DNR certified instructors are qualified to conduct courses of instruction in which Wisconsin Safety Education Certificates are issued. To be eligible for certification, applicants must: List 4 of the 5 requirements.

- a. _____
- b. _____
- c. _____
- d. _____

5. List the two ways Instructor candidates can be appointed:
 - a. _____
 - b. _____

6. List the 4 requirements for a person to be certified under the apprenticeship program.
 - a. _____
 - b. _____
 - c. _____
 - d. _____

7. T F The instructor application process requires the applicant to pass a complete background investigation conducted by the DNR.

INSTRUCTOR DUTIES & RESPONSIBILITIES

8. Each safety course must be registered by submitting the “Safety Course Registration Form” (Form 8500-130) _____ in advance of the course.

9. The student course fees, class roster, and student registration cards must be mailed to the Bureau of Law Enforcement Recreational Safety Section in Madison within _____ of course completion.

10. T F If the parent(s) are unavailable it is permissible to allow a 12 year old student to sign for the parent on the Student Registration forms.

11. T F There is no need for the instructor to notify the Department if the instructor’s address and/or telephone numbers change. This information is updated automatically when the instructor purchases a hunting or fishing license.

12. T F Instructors are required to know the entire course of instruction for the subject being taught utilizing the preferred methods of teaching.

13. T F If there is any conflict between the instructor's own philosophy and that found in the manual, the instructor will support the philosophy that makes the most sense.

14. T F Because the Safety Program instructors are volunteers it is not required to maintain order and discipline in the classroom and during field activities.

15. T F Instructors should keep updated and qualified as a certified instructor by participating in classes and attending instructor training workshops when offered.

16. T F Instructors shall prohibit any person who has been removed as an instructor in the boat, snowmobile, ATV or hunter education program from assisting in any safety classes.

INSTRUCTOR CODE OF CONDUCT

All instructors are expected to conduct themselves in a professional manner. The following code of conduct must be followed by all certified, apprentice and junior instructors. Failure to comply with any of the following may result in dismissal.

17. The use of _____ of any kind before or during class is prohibited and inconsistent with the purpose of the recreational safety programs.
18. Use appropriate language in the classroom or field course. No _____ shall be used.
19. Wear neat and clean clothing. Wearing the instructor emblem while teaching effectively symbolizes the _____ to conduct classes and maintain discipline.
No clothing or hats which contain _____ that may be reasonably be considered _____ to any gender, nationality or belief shall be worn.
20. Maintain a _____ between other instructors and department personnel. Do not engage in _____ of other instructors or department personnel or heated disagreements between instructors in front of class.
21. Eating or smoking is _____ during periods of instruction.
For the comfort and consideration of others, smoking will _____ by anyone during the class.
22. Personal _____ governing the subject being taught, shall not be discussed in the classroom.
23. All instructors shall be familiar and comply with the policies, guidelines, and codes governing the safety education programs. Any _____ will be investigated and may result in dismissal.
24. Think and demonstrate _____ at all times.
Act as a role-model of _____ behavior to your students and your community.
25. Politically motivated literature from _____ will not be distributed by instructors as instructional materials. Classroom lobbying activity on behalf of political causes or organizations is _____.
26. Accept evaluation by other instructors, department staff, and students as _____.

27. Complete cooperation with program administrators, Regional Recreational Safety Wardens and local Conservation Wardens is _____ at all times.

INSTRUCTOR BENEFITS

28. T F There is no monetary benefit from teaching our safety programs.
29. T F Instructors may be eligible to deduct certain expenses incurred from their taxable income for federal income tax purposes.

INSURANCE/CERTIFICATE OF PROTECTION

30. The Department of Administration has issued a Certificate of Protection for all certified instructors that will provide _____ coverage for you when you are instructing a DNR Boat, Snowmobile, ATV, Hunt or Bow Hunter course.

INCIDENT/ACCIDENT REPORTING

31. Instructors must immediately report all incidents/accidents occurring during a safety education course which result in _____.

REMOVAL OF INSTRUCTOR CERTIFICATION

32. T F Volunteer Instructors are appointed and serve at the discretion of the Department.
33. T F If an instructor's certification is removed from any safety education program, it means a removal in all safety education programs; Hunter, Bowhunter, Boating, Snowmobile, or ATV.
34. T F If an instructor's certification is removed, the removal is permanent and the person who has been removed in the Safety Education Programs is not allowed to participate in any aspect of the programs.
35. T F The removal of Instructor certification(s) are for serious violations of law, Violations of Department policy, or violation of the Instructor Code of Conduct.

COMPLAINTS ABOUT INSTRUCTORS

36. It is the POLICY of the Department to investigate complaints concerning violations of _____; take appropriate action when warranted; and provide timely conclusions regarding those allegations.
Resolution will be reached at the lowest administrative level possible.
37. T F The Department does not investigate all complaints on instructors, only the more serious complaints.

IV. THE STUDENT

PROGRAM COMPLIANCE REQUIREMENTS

38. Because the Department receives federal financial assistance all programs of that agency must be in compliance with the covered acts regardless of the funding source for the individual programs. List the 4 areas that the safety programs cannot discriminate.
- a. _____
 - b. _____
 - c. _____
 - d. _____
39. Students with special needs must contact the instructor at least _____ in advance of the course to request special accommodations.
40. T F If the student does not give the instructor the two week advance notice, the Department and the instructor are still obligated to provide special accommodations.
41. T F If a hearing impaired student requests an interpreter, the Department will provide an interpreter, but the student is obligated to pay for the interpreter's service.
42. T F A good way to accommodate handicapped students is to conduct the course at a facility that is wheel chair accessible.

PARENTAL CONSENT

43. Each student under the age of 18 must obtain the signature of their _____ in the parental consent portion of the Student Safety Course Registration Card.
44. T F Without the consent signature, it is not a valid registration and the student will not be permitted to attend classes or field activities.

STUDENT DISCIPLINE

45. Students are responsible for their individual behavior and for the _____ of any misbehavior. Do not tolerate _____ in the classroom or in the field. Instructors will not use _____ under any circumstances.
46. T F Class rules should not be explained at the first class. It is assumed the students know they are to behave and follow instructions.
47. Students should be _____ from the course prior to the final examination if they continue to disobey the rules.

48. T F If students cheat during the tests or are disruptive they should be expelled.
49. T F Students who are expelled or fail the course for any reason will be refunded the cost of the course.

STUDENT ATTENDANCE

50. T F Students must attend all classes (any excuses are at the discretion of the instructor) and successfully complete all examinations and evaluations.
51. T F Previous experience or training is an acceptable substitute for attendance at the course.

STUDENT EVALUATION AND EXAMINATION

52. Students must pass a comprehensive written examination with a score of _____
53. Instructors may, at their option, give the written examination _____ to any student that has a difficult time understanding or reading the exam.

V. THE SAFETY EDUCATION CLASS – GENERAL INFORMATION

SIZE OF CLASS/TEAM TEACHING

54. T F An instructor may limit the size of the class to keep the number of students within your capabilities to run a quality class, and it is encouraged to limit the class size to not more than 10-15 students per instructor.
55. T F No courses may be scheduled for less than five (5) students unless it is for friends or family members.

PROTECTING YOURSELF FROM SEXUAL HARASSMENT CHARGES

56. Having two certified instructors or one instructor and a parent of a participant for all classes and appropriate outings is called _____.
57. _____ contact between adults and youth participants is not permitted. Never meet alone with a youth participant before or after a class, unless accompanied by a parent or another adult.
58. T F Having separate male and female restroom facilities is a good way to respect The privacy of the students.
59. T F Discipline used in safety education courses should be constructive and reflect the values of the Wisconsin DNR. Corporal/physical punishment is never permitted.

REQUIRED COURSE LENGTH

60. It is recommended that each class session last no more than _____ hours with breaks every 50 minutes. The average person _____ and cannot pay attention if sessions last longer than 50 minutes.

61. T F One day WI DNR Safety courses are allowed without Regional Recreational Safety Warden approval.

ORGANISING A SAFETY EDUCATION COURSE

62. List at least 6 items of importance that should be completed by the instructors at the first class, (including orientation night)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____

63. Upon completion of the course, what are the two forms that must be mailed to the Department, along with a check or money order for the student fees, and within how many business days?

IMPORTANT: Make sure all documents are complete and legible

- a. _____
- b. _____
- c. _____ Business Days

VI FORMS - The safety education program has been standardized so that all types of courses are required to submit the same forms for class preparation and class documentation. Instructions for each of the forms used in the Safety Programs are outlined in the manual. **There are no questions in reference to the forms in this Instructor Exam.** The completion of the forms should be clearly explained to new instructor applicants by their Sponsoring Instructor during the applicant's apprenticeship, or by a Recreational Safety Warden during an Instructor Certification Training Workshop. Please familiarize yourself with the forms shown in the manual.

CHAPTER 2 - INDIVIDUAL PROGRAM SPECIFICATIONS

There are no questions in reference to the individual program specifications in this Instructor Exam. The individual Safety Education Program specifications should be clearly explained to new instructor applicants by their Sponsoring Instructor during the applicant's apprenticeship, or by a Recreational Safety Warden during an Instructor Certification Training Workshop.

The Instructor Exam resumes with the material in the Instructor Manual beginning on the page entitled "Chapter 3 Resource Materials."

CHAPTER 3 - RESOURCE MATERIALS

I: THE LEARNING PROCESS

64. Learning is any change in behavior that takes place as a result of an _____
65. The change of behavior is commonly identified by the acquisition of:
- a. _____
 - b. _____
 - c. _____
66. The instructor's job is to _____ the learning process and _____ what is to be learned.

INDIVIDUAL DIFFERENCES

67. Learning is an _____ process, not a group process.
68. It is the responsibility of the instructor to _____ differences in a student and vary the teaching strategy (materials and methods) so effective communication can occur.
69. Each student brings to the learning experience or classroom a different background in terms of age, motor skills, emotional and intellectual maturity, and attitude. Because of this, students learn at _____ and at _____ of understanding.

LEARNING AND MOTIVATION

70. Motivation is probably the _____ in the learning process. The teaching role, then, is to motivate the student.
71. Motivation is an _____ that causes behavior to change. It is an inner force or drive that impels an individual to act in a certain way. Motivation cannot be given to another person. It is, instead, the environment and the condition which can be provided that ignites the motivation process.

72. As an instructor you must supply the student with a _____ at the beginning of the class.

LEARNING BY ACTIVE PROCESS

73. Some people learn best by reading. Others remember what they hear and repeat out loud. Others learn and remember by handling items. **Most learn by doing**, i.e. when they utilize all of their senses. Retention of information is:

- a. _____ percent of what you hear
- b. _____ percent of what you see
- c. _____ percent of what you see and hear
- d. _____ percent of what you say and hear
- e. _____ percent of what you say and do.

LEARNING BY REPETITION

74. The more frequently the activity is repeated, the more quickly the activity will be mastered or learned. Learning is enhancement through _____ of skill development followed by application of the skill in the field.

LEARNING AND THE LEVEL OF CHALLENGE

75. The most effective effort is put forth by students when they attempt tasks falling into the so-called " _____ " - not too easy and not too hard, where success seems possible, but not certain.

ATTENTION SPANS

76. Some students have short attention spans and are easily distracted from the lesson or tasks, while others can sit fully engrossed for hours. Be aware that a student's attention span may not extend more than _____ minutes.
77. Variety helps any lesson. It is better to conduct _____ lessons with a time interval, than try to cover too much detailed material in one long drawn-out lesson. Remember, the mind can absorb only as much as the seat can endure.

LEARNING CHALLENGES

78. When offering a safety education course to the general public, it is very possible to encounter a variety of learning problems. Examples of learning problems include:
- a. _____
 - b. _____
 - c. _____

(Continued on Next Page)

d. _____

e. _____

f. _____

79. Students are not to be _____ because the instructor could not adapt to the students disability.

II: TEACHING METHODS

80. In most cases, "learning-by-doing" is considered the _____ effective.

81. The lecture or "talking" presentation is the _____ of all presentations to do well. Careful preparation is necessary to give a good presentation.

82. Lectures for young people should usually be a maximum of _____ minutes.

83. Avoid "_____." In some cases they highlight a teachable moment, however, instructors should use discretion and make sure the story is pertinent to what is being taught.

84. Demonstration shows the student how and gives them a basis for _____ when called upon to perform.

85. Good classroom leadership includes:
directing productive (a) _____,
controlling undesirable (b) _____,
promoting informed (c) _____,
and encourage student (d) _____.

86. Good questions stimulate _____ and _____ students to test themselves against the correctness and acceptability of ideas.

87. The teachable moment is one of the _____ teaching methods available to the observant instructor and should be taken advantage of whenever possible.

III. TEACHING AIDS (Hint: Be sure to check the Summary)

88. Teaching aids help the instructor teach a _____ or thought. The primary goal is to help the student learn.

89. The aids which work best for the instructors are usually the ones they have _____, planned and created for themselves.

90. The use of any aid, properly used with the subject, is better than the _____ to use one.

91. Teaching aids are anything contributing to _____ through the senses. Teaching aids should support and _____ the instructor.

IV: LESSON PLANS (Hint: Be sure to check the Summary)

92. A lesson plan is a document which sets forth the _____ to be attained in a single lesson, the content to be learned, the means by which the objectives are to be achieved, and the content acquired.

93. Standardization of lesson plans is helpful to the instructor. A lesson plan serves as a _____ when an instructor is absent and allows a substitute to develop a new lesson plan in time to conduct the course.

94. Lesson plans remind the instructor of what to say and do; order of presentation, and time to be allotted. It refreshes the instructor's memory regarding the _____ of the lesson and assists in _____ the effectiveness of the training.

V. STUDENT TESTING

95. Testing not only informs the instructor of the student's progress toward objectives, but keeps the students _____.

96. If the students know that they will be tested, they will make a more sincere attempt to _____ and to _____.

IV: PUBLIC SPEAKING (Hint: Be sure to check the Summary)

97. The more natural you are in front of a group and the more you act like yourself, the better _____ you are going to be.

98. The most important step in giving a _____ of any kind is through preparation.

99. Use simple language and keep your sentences short. Use _____ aids to make your presentation more interesting.

100. Preparation is the _____ single factor in combating "stage fright".

Instructor Candidate Signature

Date