



December 30, 2013

Subject: New Electronic Tracking of Credits

Dear Operator:

The DNR Operator Certification Program has implemented the new electronic credit tracking process. Beginning January 1st, 2014, operators will no longer be issued paper continuing education credit slips as proof of attendance for trainings. Instead, training providers will submit a list of attendees directly to the DNR on the operators' behalf. This is being done as an effort to streamline the certification renewal process and to provide better customer service to operators, our customers.

Here is how it will work:

When an operator attends training, the operator must provide their operator certification number to the training provider. The training provider will verify the operator's attendance and the number of hours attended. Instead of picking up a paper credit slip, the operator will check-out at the end of the training. Checking-out ensures that the operator will receive the appropriate amount of credits. Following the training, the training provider will submit the attendance roster to the DNR. DNR will complete several quality assurance checks and credit the training to the individual operator certification record. An operator may view their training history by going to the Operator Certification Lookup Website, searching by name or certification number, and then clicking on the "Training History" button.

Operator Certification Lookup Website: <http://dnr.wi.gov/regulations/opcert/>

Operators still need to maintain the paper credit slips for any training attended prior to January 1st, 2014. Training prior to January 1st, 2014 will not show up on the electronic Training History Report. Courtesy renewal reminder letters will continue to be sent in the mail approximately 6 weeks before an operator's certification expires. An operator's next renewal submittal may contain a combination of paper credit slips from courses prior to January 1st, 2014 and trainings recorded electronically after January 1st, 2014.

Important points for operators to remember:

1. Operators should always have their certification number handy when registering for and attending training events. As an added convenience, operators may print a certification card from the Operator Certification Lookup Webpage (link above).
2. Instead of picking up a credit slip at the end of training events, operators will be asked to check-in and check-out at training events.
3. Training providers will record operators' attendance and provide the attendance lists to the DNR for tracking purposes.
4. Operators may view their training history by visiting the Operator Certification Lookup Webpage.
5. Operators should keep any paper credit slips that have been earned since their last renewal period and mail them in with their next renewal.

Please refer to the enclosed FAQ document for more information. Questions regarding this change can be emailed to DNROpCert@Wisconsin.gov

Note that if you received this letter, then the Operator Certification Program does *not* have an email address on file for you. DNR will be sending out an automatic email notification when an operator's training history report has been updated with a new training. If you wish to receive these email notifications, send an email to DNROpCert@Wisconsin.gov and include your name, certification number, and the email address you would like to use.

Thank you for your cooperation with this exciting new change. It is our goal to make this new system easy to use and to provide better customer service to operators.

Sincerely,

Lisa Bushby
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