

**Wisconsin  
Department of Natural Resources  
Volunteer Instructor Policy and Procedure Manual**



Maps and Contacts revised October 2012

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# Table of Contents

- Introduction and Safety Program Ideals .....8**
- About the Manual .....8**
- Definitions .....9**
- The Role of the Volunteer Instructor.....13**
- Qualifications.....13**
  - Volunteer Instructor Skills and Abilities ..... 13
- Duties and Responsibilities.....14**
  - Uphold the Integrity of the Instructor Corps..... 14
  - Meet REES Goals, Objectives and Deadlines ..... 14
  - Complete required course records ..... 14
  - Lead Instructor Responsibilities ..... 15
  - Sponsor Instructor Responsibilities ..... 15
- Code of Ethics and Conduct.....16**
- Dress Code .....17**
  - Uniform Standards ..... 17
- Department-provided Materials.....18**
- Years of Service Awards .....18**
- Certification.....19**
  - Volunteer Instructor Certification Process..... 19
  - Multiple Program Certifications for Volunteer Instructors ..... 20
- Continuing Education Requirement .....20**
  - Inactive Volunteer Instructors..... 21
  - Instructor Retirement or Resignation..... 21
- Complaints .....21**
- Evaluations .....22**
- Non-Acceptance of Application and Removal from Instructor Corps.....22**
- Safety Program Requirements and Information .....23**
  - Hunter Education Certification Requirements (HE)..... 24
    - HE Traditional Safety Course .....24
    - HE Internet and Field Day Safety Course .....25
  - Bow Safety Certification Requirements (BOW) ..... 26

Bow Safety Traditional Safety Course .....	26
Bow Safety Add-on Course .....	26
Boating Safety Certification Requirements (BOAT).....	27
Boating Safety Traditional Course .....	27
ATV Safety Certification Requirements (ATV).....	27
ATV Traditional Safety Course .....	27
Snowmobile Safety Certification Requirements (SNOW) .....	27
Snowmobile Traditional Safety Course .....	27
<b>Exam Procedures for all safety programs .....</b>	<b>27</b>
Specific Program Exams.....	29
ATV, Snowmobile, Boating and Bow Exams.....	29
Hunter Safety Exams .....	29
Exam Percentage Chart .....	29
Hunter Safety Field Test Procedure .....	30
(Optional) Traditional Course field exercises (HE, BOW, BOAT, SNOW, ATV).....	31
Snowmobile and ATV field exercises.....	31
Boating field exercise.....	32
Traditional Hunter Safety Live Fire Exercises .....	32
<b>Instructing Safety Programs.....</b>	<b>32</b>
The Learning Process.....	33
Individual Differences .....	33
Learning Challenges .....	33
<b>Instruction Methods.....</b>	<b>34</b>
Educate Demonstrate Observe and Congratulate (EDOC).....	34
Learning by Repetition .....	34
Team Teaching.....	35
Team within a Team .....	35
Actual Experience.....	35
Demonstration.....	35
Using Multi-Media (Videos, DVDs, Power Point).....	36
Using Student Manuals .....	36
Method #1 during class review .....	36
Method #2 chapter review homework.....	37
Method #3 all chapter review prior to class .....	37
Lecturing.....	37
Public Speaking .....	38
The Teachable Moment .....	38
Using Guest Speakers .....	39
Etiquette .....	39

<b>Planning a Safety Course .....</b>	<b>39</b>
Make sure other instructors are available .....	40
Scheduling an instructor team meeting.....	40
Determine class size.....	40
Select a Classroom Facility.....	40
First Aid .....	41
Refreshments.....	41
Audio Visual Needs .....	42
Determine when to hold the safety course .....	42
Registering your course .....	42
Schedule the Conservation Warden Safety.....	42
Equipment Needs .....	43
Decide how students will be registered .....	43
Decide how students will use their Student Manuals for the course .....	43
Guest Speakers.....	43
Course length .....	44
Publicizing a Safety Course .....	44
<b>Safety Course outline .....</b>	<b>44</b>
First Class.....	44
Each and Every Class.....	45
The Last Class.....	45
<b>Reasonable Accommodations for Students .....</b>	<b>45</b>
Hearing impaired .....	46
Physically disabled.....	46
Physically challenged.....	46
Language barrier .....	46
Equal opportunity requirement .....	46
<b>Student, Parent Conduct, Responsibilities, and Discipline.....</b>	<b>46</b>
Student Rules of Conduct .....	46
Parental and Guardian Responsibilities .....	47
Student Discipline.....	48
<b>Course Records and Fees .....</b>	<b>49</b>
Course records that are REQUIRED to be kept .....	49
Suggested method for keeping course records.....	49
Student Fees .....	49

Financial Records example .....	50
Allowable Expenses.....	51
Non-Allowable Expenses.....	52
Donations and Solicitation.....	53
<b>Accidents and Insurance Coverage .....</b>	<b>53</b>
<b>Instructor Corner Website.....</b>	<b>53</b>
Lesson Plans.....	53
Forms and additional information .....	53
Instructor Certification forms and exam.....	53
Course Forms .....	54
Registering a class.....	54
Student registration form and temporary certificate.....	54
Forms to use during class .....	54
Reporting forms required after class .....	54
Department of Administration forms.....	54
Other forms and info.....	54
<b>REES contact Information.....</b>	<b>55</b>

## **Introduction and Safety Program Ideals**

Welcome and thank you for your interest in the Recreational Safety Programs of the Wisconsin Department of Natural Resources (DNR). We appreciate your willingness to donate your time to the citizens of Wisconsin for this cause. Volunteer Instructors in the recreational safety programs help the DNR to improve the quality of Wisconsin's outdoor heritage. As a Certified Volunteer Instructor (referred to as instructor(s) throughout this manual) you will be evaluated by the public every time you act as an instructor for a DNR safety course.

We expect an instructor to be a community-minded individual who is of good character and is always ready to expand his or her knowledge. Instructors should be role models, leaders and are representatives of the DNR within their local communities. An instructor should be responsible, dependable, prompt, efficient, neat, and a pleasant person to work with. To be an effective instructor requires sincere interest in the program, acceptance of supervision, and adherence to the program policies and procedures.

As an instructor please remember that you are not in private practice, but are a representative of the DNR. Instructors are in a privileged position to make a difference in people's lives. Instructors may only instruct Recreation Enforcement and Education Section (REES) approved curriculum and are expected to work cooperatively with DNR staff, the public and other volunteers. Instructors conduct safety program classes under the supervision of the Recreational Safety Warden.

It is a goal of REES to provide quality instruction within each safety program. The primary purpose of the safety programs is to teach and train beginners to be safe, ethical, and responsible in the recreational activity they choose. Everyone regardless of age, sex, religion or race is allowed and encouraged to attend.

A certified Volunteer Instructor agrees to instruct REES curriculum; as well as to abide by, and carry out, REES policies, procedures, rules, and regulations. Prior to accepting this role each instructor must read and understand the Volunteer Instructor Policy and Procedure Manual. If you cannot abide by REES expectations, you should not accept certification.

Finally, personal satisfaction and knowing that you are making a positive difference is important. What you do could someday play a part in saving someone's life. It could also positively influence attitudes towards the DNR and outdoor recreation. Research indicates that there is no correlation between a person's family background, race, national origin, financial status, or even educational accomplishments when it comes to being a good leader. The one component that is correlated is a POSITIVE ATTITUDE.

## **About the Manual**

This Volunteer Instructor Policy and Procedure Manual provides the working policy and procedures for the ATV, Snowmobile, Boating, Bow and Hunter Safety Programs of the Wisconsin Department of Natural Resources. This manual is periodically updated by the Recreation Enforcement and Education Section (REES). REES is designed to enhance and promote safe, ethical and responsible recreational activities. For the most recent version of the Volunteer Instructor Policy and Procedure Manual check with the Volunteer Instructor Corner

website at <http://dnr.wi.gov/volunteer/instructorcorner/instpolicyprocedures.html> or contact the local Recreational Safety Warden (RSW).

This Policy and Procedure Manual contains many things including the Role of the Instructor, Instructor and Student Code of Ethics and Conduct as well as specific policy for program activities and instruction. This manual will give you the necessary information, knowledge and materials to successfully prepare you for conducting your next Wisconsin DNR Safety Program Course. It will also help you overcome issues and barriers that you may identify as you prepare for conducting a course.

The primary goal of this manual is to protect the integrity of the programs and its volunteers.

## **Definitions**

The following words have been defined for your use and will be used throughout this manual. Reading these definitions will help you better understand the REES and the Wisconsin DNR Safety Programs for which you are volunteering.

### **Administrators**

- **All Terrain Vehicle/Snowmobile Administrator** – Specific responsibilities include safety and education, enforcement, accident investigation and reporting, county patrol funding, managing federal grants, coordinating state and national partnerships relating to the ATV and Snowmobile program, and overseeing development of public service announcements and other media articles. Additional responsibilities include the development of proposed legislation and the drafting of Natural Resources rules related to atv/snowmobile issues.
- **Boating Law Administrator** – specific responsibilities include boat safety, education, boating enforcement, waterway marker permits, boat accident investigations, patrol funding, boating ordinances, boat theft, lien fraud prevention, underwater archeological protection, managing federal boating grants, and the development of public service announcements and other media articles. Additional responsibilities include the development of proposed legislation and the drafting of natural resource rules related to boating issues.
- **Hunter Education Administrator** – Specific responsibilities include the development of long range plans for basic, advanced and specialized hunter education programs, management of federal grants, development of volunteer instructor manuals, student handbooks, training aids and supplemental educational materials, evaluation of other state and federal agency related studies, and the development of public service announcements and other media articles. Additional responsibilities include the development of proposed legislation and the drafting of natural resource rules and regulations related to hunting and wildlife issues.

**Apprenticeship** – training and education that a person completes to become a volunteer instructor. This training is conducted by a volunteer instructor sponsor.

**Continuing Education Requirement (CER) Time Period** – is a time period designated by the Department in which volunteer instructors can complete their recertification requirements. This time period begins Jan 1 and ends three calendar years later on Dec 31. The first CER Time Period is January 1, 2010 and ends December 31, 2012.

**Coaches** – are certified volunteer instructors who are requested by an RSW to participate as a trainer or mentor during any instructor training sessions held by the Department.

**Conservation Warden** – a DNR employee with law enforcement credentials, who protects the natural resources. They have many duties including but not limited to, enforcement, field work enforcement, public relations, safety education classes, accident investigations, environmental and spill issues, and water regulations, and informational complaints.

**Evaluators** – REES, Wardens and/or course monitors and evaluators chosen by the Department to monitor and evaluate classes held throughout the state.

**Guest Speaker** – any person including a Department employee or other subject matter expert. Guest speakers are not certified volunteer instructors and are not allowed to have any unsupervised activity with students. More information is available in the guest speaker section of this manual.

**Lesson Plans** – REES has developed a series of approved lesson plans for each safety program to assist instructors as they instruct students. These lesson plans focus on the basic need to know information.

**Parents and Guardians** – are defined as such for the purposes of this manual and can give assistance upon request from an instructor when attending a course with their child. A parent or guardian must be within verbal and visual contact of an instructor when assisting.

**Program Assistant, Operations Associates** – Department employees who support the safety program administrators, section chief and recreational safety wardens. They also manage the daily operations of the Wisconsin-On-Line-Files (WOLF) and provide instructors with help and general program guidance.

**Recreation Enforcement and Education Section (REES)** – The team (Section Chief, Program Administrators, RSW's, Program Assistants) designated to administer and oversee the safety education and recreational vehicle enforcement activities of the Department. REES is designed to enhance and promote safe, ethical and responsible recreational activities.

**Recreational Enforcement and Education Section Chief** – Director of the Recreation Enforcement and Education Section who supervises the Hunter, Bow, Boat, ATV and Snowmobile Education Program Administrators.

**Recreational Safety Warden (RSW)** – are conservation wardens who serve as the law enforcement safety specialists with responsibility for coordinating a comprehensive recreational safety, educational and enforcement program within their assigned area. RSW's recruit, train, and monitor the services of volunteer safety program Volunteer Instructors and assist in the development of recreational safety course content. RSW's train and provide guidance to local and county law enforcement boating, snowmobile, and all terrain vehicle safety patrols. They also assist other units of government in ordinance adoption and review local government ordinances of boating, snowmobile, and all terrain vehicle regulations. Additional responsibilities include the enforcement of recreational safety laws and the investigation and review of reportable hunting, boating, snowmobile and all terrain vehicle accidents. The local

RSW is the first point of contact for instructors.

**Safety Programs** – Wisconsin DNR Recreational Safety Programs include Hunter, Bow, Boat, ATV and the Snowmobile Education Programs.

### **Training Sessions**

- **Academies and Mini Academies** – Mini Academies are one or two night training sessions. Academies are two full day training sessions. Academies and Mini Academies serve as volunteer instructor certification trainings and meets the continuing education requirement for existing instructors. Academies and Mini Academies cover policy and procedure review, hands-on lesson plans, program updates and educational aids.
- **Clinic** – Volunteer instructor certification trainings that are held on weekends or two nights a week during the week. Clinics include hands-on work with lesson plans, program updates, policies and procedures review, and distribution of educational aids.
- **Workshop** – a program specific refresher usually held during weeknights for 2-3 hours. Workshops usually consist of program updates, a review of policies and procedures, and demonstrations of lesson plans. Workshops do not meet the certification requirements to become a certified volunteer instructor, but do meet the requirements of CER.

**Volunteer Instructor (Apprentice)** – A person who is at least 18 years of age, who is certified at the student level in the recreational activity that they wish to instruct and has passed an initial background check conducted by the RSW. An apprentice is a person who is in the process of completing training required by the Department for instructor certification. Apprentice instructors are supervised by a certified instructor while conducting a safety course.

**Volunteer Instructor (Certified)** – A person who has successfully completed the certification process required by the Department. A certified volunteer instructor is an authorized individual who can conduct a DNR approved course.

**Volunteer Instructor (Junior)** – A person between the ages of 12 and 17 who has successfully completed a safety course within the designated education program and is recommended (sponsored) by an instructor. The junior volunteer instructor and sponsor complete the junior volunteer instructor application and submit it to their local RSW. Junior volunteer instructors can assist the instructor in the program, but cannot instruct on their own. The years that a junior volunteer instructor participates count toward full instructor certification, but not towards instructor years of service. When the junior instructor turns 18 years of age they need to complete the certification process forms and consult with their local RSW.

**Volunteer Instructor (Lead)** – A certified volunteer instructor who is responsible for overall organization of the class and delegating responsibilities to other volunteer instructors. The lead volunteer instructor is the main contact for the class.

**Volunteer Instructor (Sponsor)** - A certified volunteer instructor that is responsible for teaching all required duties and responsibilities to the apprentice during the volunteer instructor apprenticeship.

**Volunteer Instructor Corner** – A Department website for all instructors. The volunteer instructor corner is an instructor resource. It contains many things instructors may need to run a

successful course. The volunteer instructor corner is located at <http://dnr.wi.gov/volunteer/instructorCorner/>

**Volunteer Instructor Years of Service** - Volunteer instructors accumulate credit for years of service each calendar year in which they instruct a safety course.

**Wisconsin Department of Natural Resources** (DNR or Department) – The state agency charged with full responsibility for coordinating, regulating and implementing the many disciplines and programs necessary to protect the states natural resources and outdoor recreational opportunities for Wisconsin citizens and visitors. The WDNR website is located at <http://dnr.wi.gov/>

## **The Role of the Volunteer Instructor**

Wisconsin Conservation Wardens rely heavily on our volunteer instructors to provide a high quality educational experience for future recreational users. As a volunteer instructor you will play a large role in reducing accidents and violations of the law by recreational users. This philosophy is of key importance to REES.

### **Qualifications**

Instructor candidates must:

1. Be at least 18 years of age.
2. Be experienced in the recreational program they wish to instruct.
3. Be a graduate of the student course of the recreational program they wish to instruct.
  - Apprentice Instructors are allowed to complete the safety course as they complete the apprenticeship.
4. Demonstrate a willingness to devote the necessary time and effort to carry out program responsibilities and duties.
5. Demonstrate the willingness and abilities necessary to perform instructor duties and responsibilities.
6. Demonstrate a sincere interest in providing basic; safety responsibility and ethic training to the safety program students.

### **Volunteer Instructor Skills and Abilities**

Instructors should strive to develop the following skills and abilities:

**Personal Interactions** - Relates well to all kinds of people up, down, and sideways no matter their affiliation. Manages relationships by creating “win-win” opportunities and seeks mutual benefit for everyone involved.

**Ability to Work in Teams and Groups** - Works cooperatively with others toward accomplishment of shared goals as opposed to working separately or competitively. Leverages own strengths in order to effectively contribute to the safety programs. Supports and reinforces a team concept through their actions and communications. Inspires and encourages others through a positive “can-do” attitude and involvement within the group.

**Effective Communication** - Clearly communicates through a variety of media to and from Department staff, students, other instructors and the public. Helps students understand course information.

**Honors Commitments** - Invokes trust from others by keeping commitments, recognizing individual contributions, sets a personal example and builds on shared goals, values and vision.

**Is Known to be Honest** - Demonstrates personal integrity, high ethical standards and demonstrates fairness and respect for others.

**Demonstrates Strong Work Ethic** - is motivated and takes action to meet safety program goals. Sets and monitors own objectives and standards.

## **Lead by Example**

Students look to the instructors for leadership and guidance. Instructors should strive to be an example of a safe, mature, ethical, and responsible person. Professional conduct is always the standard for the program. Instructors should:

- Recruit new instructor candidates.
- Comply with the policies, guidelines, and rules governing the program.
- Think and demonstrate safety, ethics, and responsibility at all times.
- Instruct with enthusiasm, positive expectations greatly influence a student's ability to achieve in class.

## **Duties and Responsibilities**

Instructors will:

### **Uphold the Integrity of the Instructor Corps** by:

- Maintaining a professional and respectful attitude with all Department staff at all times.
- Maintaining order and discipline during classroom and field activities.
- Knowing the program curriculum and leading by example.
- Prohibiting previously removed instructors from assisting or instructing in any class.
- Supervising students at all times before, during and after class.

### **Meet REES Goals, Objectives and Deadlines** by:

- Following all policies, procedures, guidelines and lesson plans.
- Training students to be safe, ethical and responsible.
- Teaching Department approved lesson plans using the principles of EDOC.
  - Educate – Give them the basic information and explain why it is important. Tell them what they need to know and stick to the lesson plan.
  - Demonstrate – Show them the correct process/activity/task.
  - Observe – Watch them perform the process, correct if needed.
  - Congratulate - Tell them they did a good job at every opportunity.
- Ensuring student registration forms are completed accurately and legibly. If a student is under 18 years of age, a parent or guardian signature is required before they can continue.
- Maintaining all equipment and materials from the Department in good condition.
- Attending instructor training opportunities such as workshops, clinics and academies.
- Notifying local RSW or REES staff within 14 days of any changes to contact information including name, mailing address, phone numbers, and e-mail address.

### **Complete required course records** by:

- Submitting the Safety Course Registration Form 8500-130 six weeks before the course begins. Special exceptions may be approved by local RSW.
- Evaluating and grading each student fairly.
- Completing the instructor portion of each Student Safety Course Registration form.
- Issuing temporary certificates to those students being certified.

- Mailing fees, class roster, and student registration forms to REES within 5 business days of course completion.

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- Retaining course records which include: class roster, financial records, student discipline or accident situations and instructor claimed expenses.
  - Course records shall be kept for a minimum of six calendar years. (Ex. Course completed Feb 15, 2010 – records can be destroyed Jan 1, 2015).
- Referring to the course records section to meet requirements.
- Producing records for Department audit upon request.

## Lead Instructor Responsibilities

The Lead Instructor facilitates the overall course ensuring that all the standards above have been met and the following list is completed:

- Submits course registration form
- Publicizes class appropriately
- Contacts the local Conservation Warden 6 weeks prior to the course to schedule the Warden Talk.
- Creates class agenda
  - Ensures every topic is covered by an instructor
- Delegates responsibilities as appropriate
- Ensures that instructor team has needed equipment to conduct the course.
- Gathers student materials
- Ensures collection of student registration and course fees
- Keeps the class on track ensuring all topics are covered
- Verifies that every document is completed and submitted according to the Instructor Policy and Procedure Manual

The Department encourages instructors to rotate this lead role between each other so each instructor can gain more experience and understanding of the program. The more an instructor becomes involved in the course, the more confident he or she will become as a leader.

## Sponsor Instructor Responsibilities

A sponsor instructor facilitates the overall apprenticeship ensuring that all standards have been met. The sponsor instructor helps the apprentice reach an acceptable level in the following areas:

- Apprentice Skills and Abilities
  - Represent the Instructor Corps in a positive manner
  - Be knowledgeable of subject matter
  - Be able to work in teams/groups
  - Be effective at communication

- Hold student interest and class control
- Be organized
- Lesson Plans (specific to program interest)
  - Hunter Safety
  - Snowmobile Safety
  - ATV Safety
  - Boating Safety
- Records Management
  - Using course forms
    - Course Registration Card (Form 8500-130)
    - Student Registration Forms (Form 8500-112)
    - Course Roster (Form 8500-065)
  - Completing course records and submission
- Understanding the volunteer instructor policy and procedures manual
- Attending training sessions
- Completing the apprentice instructor exam

## **Code of Ethics and Conduct**

Instructors shall maintain a professional attitude and exhibit actions which positively support the program and the Department.

- If an instructor does not agree with any action or activity undertaken by the Department or its safety programs, the instructor shall not use their instructor position as a means to promote their personal opinion.
- While instructors are serving as representatives of the Department they may be questioned about the Department's actions. If an instructor doesn't know the correct answer he or she should direct the person to a Department employee.
- Instructors will –
  - Conduct themselves in a professional manner and act responsibly at all times
  - Provide a safe and comfortable learning environment.
  - Present course curriculum in a factual and objective manner allowing students to form their own opinions and conclusions.
  - Be aware of personal space and improper touching. The Department requires all safety classes be conducted with at least one certified instructor and at least one additional adult who is an instructor, apprentice, parent or guardian. A minimum of this combination shall be present at all times during the course.
  - Inform their local RSW within two business days of receiving any citations, being arrested, charged, or convicted of any crime by any law enforcement agency. This is necessary so that appropriate action can be taken to preserve the integrity of the program, its mission, and associated instructors. Such appropriate action may include no action, corrective action, suspension or removal.
- The Instructor will **not** –
  - Instruct students in any one-on-one situation where a student and Instructor are out of view of the rest of the class.
  - Use alcoholic beverages / illegal drugs, before or during a course or field activities or whenever students are present. Illegal drugs are prohibited at all times. Drug use other

- than as prescribed by a physician is prohibited.
- Instruct when taking prescriptions or over the counter drugs to the level that hinders their ability to instruct safely. If this occurs the instructor will not attend or participate in the course.
  - Use offensive language. This must be avoided at all times.
  - Engage in criticism of instructors or Department staff at any time. Criticism and infighting are unproductive, unprofessional, and leave a poor example for the students.
  - Allow disagreements to take place in class between instructors or in front of students.
  - Actively endorse specific associations, groups, manufacturers, or products.
  - Eat or use tobacco products during periods of instruction. For comfort considerations smoking and eating is not permitted by anyone during a course or field activity. However instructors and students may use designated smoking and eating areas during course breaks.
  - Brag about accidental or purposeful infractions of DNR rules and regulations or any other written law.

## **Dress Code**

The appearance of an instructor is an important contributing factor to the overall success of the course. Students are highly visual learners and will notice things that instructors may overlook or deem as unimportant. For this reason instructors need to look professional at all times.

REES does not provide a specific instructor uniform. However, REES does acknowledge that instructor teams may wish to develop an instructor uniform to wear while instructing safety courses. Instructor teams who have developed appropriate uniforms have typically worn matching color and style shirts or vests with their name and/or program patches attached. REES welcomes instructors to develop a uniform as long as they adhere to the following standards. Uniforms that do not adhere to the following standards cannot be worn.

## **Uniform Standards**

Instructors shall wear neat and clean clothing consistent with the goals, standards and messages of the safety programs. Instructors shall not wear clothing that displays questionable content or messages inconsistent with the safety programs. Clothing with alcoholic beverages or “beer” ads, distasteful jokes, pictures or cartoons are inconsistent with the safety programs goals. Instructor shall not display any patches, badges, identification cards or other insignia that portrays the person wearing the uniform as anything other than a Wisconsin DNR Certified Instructor. Instructor teams that are sponsored by groups, clubs, organizations or businesses may attach their sponsor’s name(s) and or patches in a manner that does not detract from the instructor’s status.

REES may provide specific uniform items in the future including but not limited to: Instructor Vests and Photo Identification Badges. If a Photo Identification Badge is supplied an Instructor will be required to wear it in plain sight whenever they are acting as or representing the DNR in a DNR Safety Class. If an Instructor Vest is supplied, Instructors may wear the Department supplied Instructor Vest or their own Instructor Uniform. A pre-existing Instructor Uniform can be worn as long as it adheres to the Uniform Standards explained below. Uniforms that do not adhere to the following standards cannot be worn.

**If an instructor uniform (Patches, Hats, Vests, Shirts and Name Tags) is worn it shall:**

- Readily identify the person as an a Wisconsin DNR Safety Instructor
- Project a positive image to add credibility to the DNR safety program and the Instructor.
- Display instructor name tag if one is available. DNR provided name tags must be worn.
  - Name tags will display the instructor's name.
- Display the appropriate program patches with years of service rocker displayed directly below. Any or all patches shall be displayed only in good condition.

When not acting as an instructor, Department provided instructor uniform items shall not be worn or displayed, in places that serve alcoholic beverages or during activities that are not related to the positive promotion of the safety program.

## **Department-provided Materials**

The Department will provide the following materials and educational aids to instructors upon request.

Materials may include but are not limited to:

- Instructor Policy and Procedure Manual
- Instructor Three Ring Binder
- Teaching guides and lesson plans
- Student packets (includes student manuals, safety and regulations, and necessary paperwork).
- Instructional aids such as
  - Posters
  - Charts
  - Other safety equipment may also be available
- Department forms

Other items:

- Resources available at Instructor Corner
- Opportunity for Instructors to meet periodically with the local Conservation Warden and Recreational Safety Warden at classes, academies, clinics and special events.
- Department recognition
- Years of Service Awards

## **Volunteer Instructor Benefits**

Occasionally discounts from businesses become available and REES will attempt to list these discounts on the Instructor Corner web page.

Personal satisfaction and knowing that you are making a positive difference is the Instructor's greatest benefit. What you do could someday play a part in saving someone's life. It could also positively influence attitudes towards the Department and outdoor recreation.

## **Years of Service Awards**

Instructors accumulate years of service by instructing a safety course each calendar year. If an Instructor does not instruct a safety course within a calendar year they will not receive a year of

service credit.

To receive credit for instructing a safety course the instructor's name, signature and ID number must be included on an approved Safety Course Roster and Remittance Form 8500-065 during a calendar year. Apprenticeship and Jr. Instructor status does not count towards an instructor's total years of service.

Years of Service Awards and Years of Service Rocker Patches are issued the year following the year of service for the following years 2, 5, 10, 15, 20, 25, 30, 35, 40, 45 and so on. Years of Service Awards for years 2,5,10 and 15 are mailed directly to the Instructor. 20+ Years of Service Awards are hand delivered by the local Warden or RSW.

RSW's and local Wardens are encouraged whenever possible to recognize instructors in front of their peers and students whenever possible. After receiving an award by mail or in person the instructor should contact the local warden by phone to discuss a presentation time and place for appropriate recognition.

Example 1:

- Instructor Jeff who is certified instructs one course each year from 2000, 2001, 2002, 2003, 2004. Instructor Jeff would then receive a 5 year award in calendar year 2005.

Example 2:

- Instructor Brenda who is certified instructs one course in 2000, 2001, 2003, 2004 and 2006. Instructor Brenda completed her 5<sup>th</sup> year of service in calendar year 2006. Instructor Brenda would then receive her 5 year award in calendar year 2007.

Informing REES of mail/email addresses and phone changes is very important. Each year awards cannot be delivered because instructors have moved and not informed the REES of their new information. Instructors shall notify their local RSW or REES of changes to their name, mail/email addresses or phone number within 14 days of the change.

## **Certification**

Instructor Certification includes an initial background check, local warden background check, ongoing periodic background checks and recertification training for all active instructors at regular intervals.

## **Volunteer Instructor Certification Process**

1. Candidate must meet the instructor [qualifications](#).
2. Complete and submit the Apprenticeship Application Form 8500-161 to local RSW.
3. Pass an initial background check per NR 19.30
4. Complete one of the methods listed below in 4a or 4b.
  - a. Certification by Apprenticeship
    1. Apprentice instructs a minimum of two complete courses with an existing volunteer instructor team within 18 months of approved Apprentice Application 8500-161 form.
    2. Is recommended by a certified volunteer instructor sponsor for full certification by submitting a completed Volunteer Instructor Training Record and Application Form 8500-162 and completed Apprentice Volunteer Instructor Exam to local RSW.

- b. Certification by Clinic or Academy
  1. Attends and successfully completes a one or two day certification training session such as a clinic or academy
  2. Is recommended by an RSW for full certification after submitting a completed Volunteer Instructor Training Record and Application Form 8500-162 and submits completed Apprentice Volunteer Instructor Exam.
5. Passes the local background check conducted by the local Conservation Warden
6. The local RSW has the authority to adjust the certification process on a case by case basis.

## Multiple Program Certifications for Volunteer Instructors

Instructors wishing to become certified in other safety programs need only to assist instruct with one safety course in that program. Additionally, the Volunteer Instructor Training Record and Application Form 8500-162 must be submitted to the local RSW.

## Continuing Education Requirement

REES recognizes the importance of ongoing education and training. Instructors can renew their certification by utilizing one of the methods listed below. Instructors must complete this continuing education requirement at least once during each CER Time Period (once every three years).

1. **Exam** – an open book fill in the blank exam covering the Volunteer Instructor Policy and Procedure Manual. The exam and new manual will be available on the Volunteer Instructor Corner Web Page. You can also request printed copies mailed to your address by contacting your local RSW.
2. **On-Line Instructor Training** – as available per program and announced on the Instructor Corner Website.
3. **Workshop** – a 2-3 hours training session usually held during the week.
4. **Academies and Mini Academies** – a one or two day training session usually held on a weekend.
5. **Clinics** – are certification trainings that are usually held on weekends or two nights a week during the week.
6. Other training opportunities approved or authorized by the local RSW.

CER Time Period – is a time period designated by the Department in which volunteer instructors can complete their recertification requirements. This time period begins Jan 1 and ends three calendar years later on Dec 31. The first CER Time Period - January 1, 2010 to December 31, 2012.

- An instructor can maintain their certification by completing one CER method anytime during 2010, 2011 or 2012.
- The next CER Time Period will be 2013, 2014 and 2015.
- A person, who is certified as an Instructor during a CER time period, meets the CER requirements for that CER time period.

Examples:

1. If instructor Emaline was active and certified before January 1, 2010 she will need to renew her certification during the 2010-2012 CER Time Period and again during each CER Time Period thereafter.

2. If instructor Austin becomes certified during 2010, the next time he would need to renew his certification is during the 2013-2015 CER Time Period.

If instructor Macey becomes certified in 2013, the next time she would need to renew her certification is during the 2016 CER Time Period.

## Inactive Volunteer Instructors

Instructors who have not instructed a safety course within a period of two calendar years are automatically listed as inactive. Inactive instructors are no longer certified and are no longer added to the mailing lists.

Inactive instructors are welcomed to inquire with their local RSW for information on how to get back into the program.

## Instructor Retirement or Resignation

Instructors wishing to discontinue their service, retire or resign should notify their RSW by, phone, letter or email. RSW's will assist in the collection or reassignment of all issued equipment.

## Complaints

If a questionable incident takes place during a safety course the instructor shall document the incident by taking a few notes, identifying witnesses and reporting it to the local RSW or Conservation Warden.

Instructors are not immune to complaints from the public. Complaints on instructors can and do occur. In the past complaints have been taken on a wide array of issues against instructors. Generally these complaints can be categorized as:

- Disciplining, failing or expelling a student
- Delay of issuance or no issuance of permanent Student Safety Certificates due to failure to submit completed Course Roster to REES
- Poor instruction methods
- Using the instructor position to promote an agenda outside the realm of the safety course
- Using the instructor position to criticize the Department or Department employee

The best protection against a complaint from the public is to know and follow the instructor Policy and Procedures Manual.

- Even with the best precautions implemented the public may complain about an instructor or safety course.

All complaints from the public regarding the Department's safety programs are investigated until resolved. Complaint investigations are typically conducted by the local RSW. If an investigation concludes that the complaint is valid, the RSW may use any of the corrective actions including but not limited to those listed below to address any issues with the instructor. Corrective actions are necessary when the instructor's actions conflict with:

- The Instructor Code of Ethics and Conduct
- The goals of REES
- The Volunteer Instructor Policy and Procedure Manual
- Local, State or Federal Laws

Corrective Actions may include any of the following but are not limited to.

1. Verbal, written or in person communication with the instructor
  - A problem or issue is identified and discussed with the instructor and generally a verbal agreement resolves the issue.
2. Establishing performance goals
  - A problem or issue is identified and specific written goals are established and required if the instructor wishes to maintain his or her certification.
3. Suspension of instructor certification
  - A problem or issue is identified and certification is temporarily suspended until the investigation is completed.
  - Pending the results, the suspension can be lifted.
4. Removal from instructor corps
  - A problem or issue is identified and removal from the instructor corps occurs. The removal is permanent and applies to all Department safety programs. The removed instructor is then prohibited from participating in any of the Department's safety programs as anything other than a student.
  - There is no appeal process.

## **Evaluations**

As a certified instructor you are being evaluated by the public every time you represent yourself as an instructor for the Wisconsin DNR. Understanding and using feedback from self-assessments/evaluations, course evaluations or peer reviews can help you become a better role model, instructor and public speaker.

Wisconsin DNR Safety Courses and their instructors may be evaluated at any time with or without notice. Evaluations may be conducted by REES Staff, course monitors, outside evaluators or members of the public.

Evaluation techniques are not limited to:

1. Attendance and participation at DNR sponsored or approved training events.
2. Course records, forms, and fees submitted by the instructor
3. On-line evaluation forms completed by students. Student evaluation forms can be found on the DNR Website.
4. Class Evaluation
  - Instructor Self Assessment and Evaluation
5. Peer Reviews
6. Random evaluations by RSW or Department appointed evaluators

## **Non-Acceptance of Application and Removal from Instructor Corps**

REES recognizes that it is impossible to describe or cover every situation or combination of charges, convictions, character traits and other issues that would warrant removal from or

prevent acceptance to the instructor corps. However, the Department has complete authority over the program, specifically who participates as an instructor or apprentice. A reason to remove a volunteer is neither needed nor necessary under this authority. Decisions regarding removal or non-acceptance are final and apply to all Department safety programs. There is no appeal process. Instructor Apprentice applicants will be notified of non-acceptance by the local RSW. Instructors who are removed will be notified of the removal by the appropriate program administrator and will return any and all training aids to the RSW immediately.

Below is a list including, but not limited to, common reasons that would warrant removal from or non-acceptance to the instructor corps.

The instructor or applicant:

1. Has failed to follow any Department policy or procedure.
2. Has received complaints regarding instruction methods.
3. Has been disrespectful, argumentative, uncooperative or verbally abusive.
4. Fails to represent the highest level of Department values, ethics and overall standards in the opinion of the RSW, local Warden or any other Department staff.
5. Is being or has been arrested, charged, indicted or convicted of any of the following:
  - a. Crimes against children.
  - b. Crimes or offenses inconsistent with serving as a role model to children or adults.
  - c. Crimes or offenses that take away from the instructor's credibility and ability to instill ethical values in students.
6. Engages in or has engaged in conduct that could bring discredit to the Department, its staff or its volunteers.
7. Is under a legal restriction that prevents a person from carrying out one of the duties associated with instructing a particular course. (i.e. felony conviction prohibiting possession of firearms)
8. Is not approved by the RSW.
9. Has falsified information on any Department form or record.
10. Can be removed or not accepted based on any grounds which warrant the belief that the program and the students would be best served by discontinuing or not allowing continued service from the instructor.
11. A person's Apprentice Application or Volunteer Instructor Training Record and Application may not be accepted solely at the discretion of the Department.

## **Safety Program Requirements and Information**

**Internet Courses** – are offered in all safety programs. Additional information on Safety Education Internet Courses can be found at

<http://dnr.wi.gov/education/outdoorskills/safetyeducation.html>

Traditional program certification requirements for all five safety programs

(HE, BOW, BOAT, SNOW, ATV)

- Course minimum length is listed under the specific program section.
- One day courses are not allowed.
- Course fees for the Hunter, Bow, Boat, ATV and Snowmobile Education Programs are \$10.00.

- Additional fees shall not be charged by instructors.
- Age: There is no minimum age required to attend any safety course. All ages are welcome to attend. Instructors must explain that certificates are not valid in Wisconsin until the students have reached the required age for that activity.
  - So parents can make an informed decision, all safety programs are developed at the 6<sup>th</sup> grade level and as such; student should be able to read, comprehend, and have the necessary maturity level and attention span to retain larger amounts of information in a short period of time.
- Certificates: Upon successful completion of a safety course students will receive a temporary certificate and will receive a permanent certificate via U.S. mail when a valid address is recorded and the Safety Course Roster and Remittance Form is received by REES.
- Attendance: Student must attend all classes unless excused provided they still meet the minimum required hours for certification.
- Exams: Students must score a minimum of 80% on the written exam and the Field Test. The Hunter Education program is the only program that requires a Field Test.
- Wisconsin DNR Program Safety Certificates are recognized by all states and provinces that require HE, BOW, BOAT, SNOW, ATV certification.
- A safety course may not be scheduled for less than 5 students unless prior approval is given by RSW.
- Class Size: Instructors should limit the number of students to a reasonable instructor/student ratio. Instructors should consider the space available in a classroom as well as other classroom needs and considerations as stated in the planning a safety course section of this manual.

## Hunter Education Certification Requirements (HE)

The two options available are the traditional course or the internet course including the required internet field day. These classes can be found at:

<http://dnr.wi.gov/education/outdoorskills/safetieducation.html>

### **Live Fire Exercises are**

- Required for all internet field day hunter education courses.
- Optional for the traditional HE courses both firearm and bow.

### *HE Traditional Safety Course*

**Course minimum length** is ten (10) hours. HE Safety teaches the principles of safe and responsible firearm handling and hunter responsibility.

**Hunter Education Requirements:** Persons born on or after January 1, 1973 completing Hunter Safety will have a Safety Certificate. Persons may purchase a hunting license under the Mentorship Program without previously completing Hunter Safety or turning 12 years of age. Persons can also present previous year's Wisconsin hunting license, or proof of successful completion of basic training in the U.S. Armed Forces, Reserves or National Guard to purchase any hunting license.

**First-time Hunter Education Graduate Privilege:** refer to the most current Deer Hunting Regulations or Small Game Hunting Regulations.

**Participation in HE Courses by individuals with firearm restrictions (felon, court ordered, domestic violence situations):** It is the individual's responsibility to inform instructors of any restrictions. However, hunter education certification is still a requirement for those who want to hunt legally using a bow or an air gun for a particular species unless born prior to January 1, 1973 or participating in a Mentored hunt. Traditional hunter education courses do not require students to hold or shoot a firearm in order to become a certified graduate of the hunter safety program.

People with court ordered firearm restrictions can attend and participate in a hunter safety course as long as they do not possess or handle a firearm. An instructor can request a student to verbally explain and describe specifics regarding a firearm but shall not allow a person with these restrictions to handle or possess a firearm. Instead an instructor should accommodate the student by supplying them with a laser ed gun, bb gun, cardboard cutout, or other items that do not fit the legal definition of a firearm.

Firearm: means a weapon that acts by force of gunpowder.

**Other requirements:**

- All firearms brought to class by students and instructors must be in good working condition.
- Every firearm must be checked by a certified instructor to ensure it is unloaded prior to entering the building.
- No live ammunition allowed in the classroom at any time.
- Re-loaded ammunition is not allowed.
- Dummy Ammunition issued by REES staff is the only dummy ammunition allowed.

*HE Internet and Field Day Safety Course*

REES began offering this optional method of HE certification in 1996. Using on-line study and an internet field day meets the International Hunter Education Association (IHEA) and Wisconsin DNR Safety course curriculum standards. Additionally, certification is recognized in all states and provinces that require Hunter Safety Certification.

Instructors who wish to offer an internet course must contact their local RSW to acquire the specialized agenda and lesson plans that are required.

**Hunter Education Requirements and First-time Hunter Education Graduate Privilege** are the same as stated in the Traditional HE Course description above.

**Course Length:** This two part course requires about 5-7 hours of on-line study. The on-line study and quizzes are a prerequisite to attend the field day. This requirement can be met as the student's schedule allows by logging into International Hunter Education Association website located at [www.ihea.com](http://www.ihea.com). The IHEA quizzes will be collected when students arrive at the internet field day event. The second part of the course requires about 6-8 hours of participation in the specialized Internet Field Day. Student must take a written exam and a Field Test and score a minimum of 80 % on each to pass.

- All safety programs are developed at the 6<sup>th</sup> grade level and as such; student should be able to read, comprehend, and have the necessary maturity level and attention span to retain larger amounts of information in a short period of time
- Students will be required to safely handle and live fire a firearm in order to successfully complete this course.

### **Requirements**

Follow a specialized agenda and lesson plan. These items can be obtained from your RSW.

### **Advanced Hunter Education Clinics and Seminars**

- Only those instructors certified to teach advanced clinics and seminars are authorized to offer these courses.
  - Muzzleloader
  - Rifle
  - Shotgun
- Contact HE Program Staff in Madison.

## **Bow Safety Certification Requirements (BOW)**

Two options exist; they are the traditional course or the add-on course. Hunter Education Requirements and First-time Hunter Education Graduate Privilege are the same as stated in the Traditional HE Course description above.

### *Bow Safety Traditional Safety Course*

**Course minimum length** is 10 hours. The one exception is an add-on course (BOW Add-on) which can be added onto a Traditional HE Safety Course.

### *Bow Safety Add-on Course*

**Course minimum length** is 5 hours immediately following the completed HE Traditional Safety Course and must:

- Follow the Bow Safety Add-on course agenda
- Be conducted by a certified Bow Hunter Education instructor
- Be recorded on a separate Course Roster, Student Registration Form and Remittance Forms along with course fees.
- 100% attendance required.

### Other information:

- Wisconsin has adopted the National Bow Hunter Education Foundation's (NBHEF) International Bow Hunter Education Program which is accepted worldwide. Although Wisconsin's Bow Hunter education program is voluntary and a Bow Hunter Education certificate is not currently required to bow hunt in Wisconsin.
- The Wisconsin Bow Hunter Education course is NBHEF approved and graduates receive a certificate that is accepted in all state and provinces where bow certification is required.

## Boating Safety Certification Requirements (BOAT)

There are two options which are the traditional course or the internet course. The internet course is available through the link provided below

<http://dnr.wi.gov/education/outdoorskills/safetyeducation.html>

### *Boating Safety Traditional Course*

**Course minimum length** is 8 hours over 2 days. One day courses are not allowed.

**Boating safety requirements:** A person who is born on or after January 1, 1989, and who is 12 years of age or older may operate a motorboat if the person holds a valid Boat Safety certificate. A Boat Safety student must be at least 10 years of age to receive a certificate.

Instructors must stress to students less than 12 years of age that their certificate is not valid until they turn 12 years of age.

## ATV Safety Certification Requirements (ATV)

There are two options which are the traditional course or the internet course. The internet course is available through the link provided below

<http://dnr.wi.gov/education/outdoorskills/safetyeducation.html>

### *ATV Traditional Safety Course*

**Course minimum length** is 6 hours over 2 days. One day courses are not allowed.

**ATV Safety Requirements:** A person who is born on or after January 1, 1988 and who is at least 12 years of age or older may operate an ATV if the person holds a valid ATV Safety Certificate. Instructors must stress to students less than 12 years of age that their certificate is not valid until they turn 12 years of age.

## Snowmobile Safety Certification Requirements (SNOW)

There are two options which are the traditional course or the internet course. The internet course is available through the link provided below

<http://dnr.wi.gov/education/outdoorskills/safetyeducation.html>

### *Snowmobile Traditional Safety Course*

**Course minimum length** is 6 hours over 2 days. One day courses are not allowed.

**Snowmobile Safety Requirements:** A person who is born on or after January 1, 1985, may operate a snowmobile if the person holds a valid Snowmobile Safety Certificate. Anyone is eligible to take the class and receive a safety education completion certificate. Instructors must stress to students less than 12 years of age that their certificate is not valid until they turn 12 years of age.

## Exam Procedures for all safety programs

All students must pass the safety program written exam with a score of at least 80 %.

It is important that instructors do not take these exam procedures lightly. It is also important for instructors to understand that not every student will pass the written exam or field test.

Instructors are not obligated to pass a student who has not obtained the level of understanding required to become certified. A student's failure should not be viewed as a failure on the

instructor's part. Some students choose not to study, pay attention or complete assignments and will fail. Instructors who administer exams in a manner that allows absolutely everyone to pass even when they shouldn't are doing a disservice to the public, the safety program and the instructor corps.

This individual exam process shall be proctored by an instructor at all times. Instructors cannot allow an exam to be given:

- Using open books
- Using open notes
- With help from parents or other students
- As a take home exam

Students with learning difficulties can have the exam questions read to them by an instructor. The instructor should verbally give this notice often during class and allow students time to inform instructors of their wish to have the exam read to them at a break, before, during or after class. Instructors will not administer exams in any one-on-one situation. Instructors should announce this option again before the exam is proctored.

There may be instances when students with learning difficulties are not discovered until the student fails the written exam. This may happen for various reasons, but mainly because the student is embarrassed of their disability. If this happens an instructor can read the exam questions out loud to individual students. However, if this is done the instructor will read the question and answers to the student being careful not to give away the correct answer. The score from the second exam would be the recorded score. The instructor team may read the exam out loud to the class however this is not the preferred method of giving a proctored exam and should be the exception to the rule.

Instructors must follow the exam procedures below to ensure consistency and to maintain the highest integrity of the safety program examination process statewide.

1. The written exam must be given in a comfortable classroom setting that is well lit and ventilated with tables, chairs, desks and other reasonable accommodations.
2. Instructors will provide pens or pencils with collected safety course fees as explained in the Allowable Expenses section of this manual.
3. At least one instructor must be assigned to proctor or watch the students take the written exam.
4. Once the exam has been completed by a student it should be corrected immediately. Multiple instructors can correct the written exam and should be on hand so there is sufficient help for correcting exams. Under no circumstances will students be allowed to correct their own exam.
5. Once the Exam is corrected it should be handed back to the students and reviewed as a group along with the instructors that helped in the course instruction.
  - a. Instructors shall not read the exam scores out loud.
  - b. Instructors shall collect all of the exams after the review.
  - c. Under no circumstance will students be allowed to keep the written exam.
6. Check "Pass or Fail" on the front of the Student Safety Course Registration Card.
  - a. Sign the Student Safety Course Registration Card.
7. Check "Pass or Fail" on the course roster located to the left of each student's name.

8. After the exam scores are recorded on the Student Registration Form, the exams shall be destroyed.

## Specific Program Exams

### *ATV, Snowmobile, Boating and Bow Exams*

Written Exam required at least 80% to pass

- 50 questions Snowmobile and ATV no more than 10 wrong to pass
- 60 questions for Boat Safety no more than 12 wrong to pass

### *Hunter Safety Exams*

Written Exam required at least 80% to pass

- 40 questions exam no more than 8 wrong to pass

Field Test required at least 80% to pass

- 25 questions exam no more than 5 wrong to pass
  - The HE Field Test requires the instructor to complete the:
    - Field Test / Instructor Copy (form 8500-83)
  - The HE Field Test form can be destroyed after the course is completed

### *Exam Percentage Chart*

Percentage	Boat Exam	SNO Exam	ATV Exam	HE Written Exam	HE Field Test
Breakdown	60 Questions	60 Questions	50 Questions	40 Questions	25 Questions
100	0	0	0	0	0
99					
98	-1	-1	-1	-1	
97	-2	-2			
96			-2		-1
95	-3	-3		-2	
94	-4	-4	-3		
93				-3	
92	-5	-5	-4		-2
91					
90	-6	-6	-5	-4	
89	-7	-7			
88			-6	-5	-3
87	-8	-8			
86	-9	-9	-7		
85				-6	
84	-10	-10	-8		-4
83				-7	
82	-11	-11	-9		
81	-12	-12			
80			-10	-8	-5
79	-13	-13			

78	-14	-14	-11	-9	
77					
76	-15	-15	-12		-6
75				-10	
74	-16	-16	-13		
73	-17	-17		-11	
72			-14		-7
71	-18	-18			
70	-19	-19	-15	-12	
69					
68	-20	-20	-16	-13	-8
67					
66	-21	-21	-17		
65	-22	-22		-14	
64			-18		-9
63	-23	-23		-15	
62	-24	-24	-19		
61					
60	-25	-25	-20	-16	-10

October 2010 Jeremy Cords

### *Hunter Safety Field Test Procedure*

Instructor shall hand out the Field Test / Student Study Checklist (form 8500-83A) along with the Student Manual to each Hunter Ed Student upon registration. The purpose of the Student Field Test / Study Checklist is to give the student the standards to which they will be held accountable during the Field Test. Instructors should explain and reiterate throughout the class, that the student will need to perform the items listed on the Field Test / Student Study Checklist and that they must pass the Field Test with a minimum score of at least 80%.

Instructors should use the Field Test / Instructor Copy (form 8500-83) to make sure that they are covering all the material tested in the Field Test. This builds confidence and experience and prepares the student to answer and perform the Field Test exercises.

To ensure consistency and integrity of the examination process statewide instructors shall use the following procedures when administering the Hunter Safety Field Test.

1. The Field Test is a TEST. Students are required to earn a passing score in order to become certified in Hunter Safety.
2. Every question on the Field Test must be administered.
3. The Field Test is not a field training exercise.
4. The Field Test is an individual exam and is not to be given in a group effort.
5. The Field Test is set up to be administered in a two station format. Instructor groups can expand the number of stations needed in order to complete the Field Test according to class size.
6. Instructors must follow the steps shown on the instructor copy of the Field Test and be careful to score each part of the student's Field Test fairly.
  - a. The instructor copy provides the correct responses that the student should give or demonstrate correctly.
7. Instructors should ensure that the following is completed on each of the student Field Tests:
  - a. Name of Student

- b. P or F in the pass/fail scores for each question that was asked.
  - c. The instructor's initials are included in each box for each question the instructor administered to the student. This lets the next station know what was asked, the outcome and what remains to be tested.
8. The Students should not be "coached" to the correct response. But, the instructors can clarify the question or demonstration for the student.
  9. If the incorrect response is provide the instructor will record an "F" for failed in the appropriate pass/fail box, and then explain to the student what the correct response is after each question.

## (Optional) Traditional Course field exercises (HE, BOW, BOAT, SNOW, ATV)

Instructors are encouraged to provide practical experience whenever possible. Field activities offer the student an opportunity to apply concepts learned in class and to simulate field experience. Practical experience provides the instructor with an opportunity to evaluate how well students have learned the material. It also identifies students who may need additional guidance in developing safe and responsible skills. Many instructors choose to conduct field exercises in which students can participate under carefully controlled supervision. Visit the Instructor Corner web page or contact your local RSW for program specific approved Department lesson plans.

Students are not required to operate an ATV, boat or snowmobile or shoot a firearm in order to pass or become certified in any traditional safety course. If conditions are not conducive for a field exercise, instructors may choose to either eliminate that portion of the class or choose to simulate a ride as noted below. Passing or failing of the course cannot be based on a student's participation of optional field exercises. The field exercise must not delay the course completion and submission of the course roster to REES. Field exercise options are listed below.

### *Snowmobile and ATV field exercises*

\*(ATVs and snowmobiles used in optional field exercise must be in good working condition and meet current legal standards such as registration, lighting and noise restrictions.)

#### Option 1: Operations Opportunity

A. Complete the following lesson plans

- Pre-Start check
- Locations of equipment and parts
- Hand signals
- Riding positions and techniques

B. Operate snowmobile or ATV on the field course set up as shown in the snowmobile or ATV instructor's guide

#### Option 2: Operation simulation (sit-on)

A. Complete the following lesson plans

- Pre-start check
- Locations of equipment and parts
- Hand signals
- Riding positions and techniques

### Option 3: Operation simulation (walking)

#### A. Complete the following lesson plans

- Pre-start check
- Locations of equipment and parts
- Hand signals
- Riding positions and techniques

B. Simulate operating snowmobile or ATV by walking through the field course set up as shown in the snowmobile or ATV Safety Program Instructor's Guide.

### *Boating field exercise*

Acknowledging that there are many types, sizes and varieties of watercraft differing in steering, mechanics, propulsion and hull types the Department does not recommend a specific size, model or type of boat for this option. However, due to the high frequency of serious injuries and fatalities associated with small watercraft, the Department encourages instructors to concentrate instruction efforts in the area of small watercraft safety.

### *Traditional Hunter Safety Live Fire Exercises*

- The Four Rules of Firearm Safety must be followed at all times.
- All firearms brought to this exercise by either students or instructors must be in good working condition.
- Every firearm must be checked by a certified instructor to make sure that it is unloaded prior to entering a building.
- Students are not to bring any ammunition to the course
- No live ammunition allowed in the classroom by anyone.
- Re-loaded ammunition cannot be used by anyone.
- Students must follow the commands of the instructor of the shooting range.
- Students are required to wear ear and eye protection when either shooting or in proximity of the firing line.
- All actions will be kept open until instructed to load and fire.
- When students are on the firing line muzzles of firearms must always be pointed down-range.
- No persons are allowed forward of the firing line until the instructor gives the "go forward and / or check your targets" command.
- All unfired cartridges on the range shall be immediately turned over to the range instructor. Live ammunition may not be kept by students.
- All firearm malfunctions shall be immediately reported to the range instructor.
- All fingers must be outside the trigger guard until the command to fire is given.

## **Instructing Safety Programs**

The information presented in this section is geared to prepare the instructor for instructing safety classes. Instructors need to be aware of all concepts presented in this manual.

Knowledge and preparation will ease the fears that an instructor may have as they begin their first class. Instructors can prepare for their first class by studying this manual and the specific safety program manual. Beginning instructors must perform a full complement of duties while at

the same time learning new ones.

Giving recognition and positive reinforcement to a student will enhance their learning. Using a name tent will allow you to respond to the individual personally. An instructor who establishes good control of the class in the very first class and every class thereafter will be respected. Good control means doing what needs to be done when it needs to be done, following the program policies and procedures and having the attention of the students. There is no place for threats, intimidation, or class dictatorship in Department safety programs.

## The Learning Process

Successful educational experience results in changed behavior. An instructor's duty is to enhance the learning process and control what is learned. It is important for all instructors to understand the learning process. While instructing any topic an instructor must continually analyze, react and respond to the following questions:

- Who are my students / audience?
- Why am I doing this?
- What are the basic concepts of the course?
- When should I change instruction methods?
- Where can I find and use good examples of the information for students to relate to?
- How can I present or relay this information so that students will learn and retain it?

## Individual Differences

Learning is an individual process. Instructors who vary their methods and materials are most effective. Actual learning takes place when there is interaction with the person, the information, skill and attitudes.

Each student brings their own knowledge, experience and background into the classroom in terms of age, motor skills, emotions, intellectual maturity, and attitude. Because of this students will learn at varying rates and levels. This can make instructing, learning, and testing a challenge.

Some students may also have physical or behavioral learning disabilities that can also make comprehension difficult. Some students learn quickly while others need time to work it out. A student's responses and in-class performance can often alert instructors to individual differences. Disabilities may not be visible; therefore, identifying these differences early on is important. Instructors should adjust their instruction methods accordingly and not single out students with difficulties.

## Learning Challenges

When offering a safety education course to the general public, it is possible to encounter a variety of learning barriers. Examples could include illiteracy, language barriers, hearing impairments, physical and mental disabilities and a wide range in age groups.

When instructing people with disabilities instructors need to adapt to individual needs, avoid singling out students, use common sense, and remain flexible. Every student regardless of their

ability is welcome to participate in Department Safety Programs. Instructors should be fair and reasonable at all times.

Many instructor teams willingly assist students with disabilities and their parents / guardians are very helpful when attending classes with their children. Students are not to be failed because an instructor could not adapt to a student's disability. A disruptive student is different from a disabled student and may be expelled from class based on behavioral issues. Contact the local RSW if assistance is needed in this area.

## Instruction Methods

The following methods have been proven effective for instructing safety programs.

## Educate Demonstrate Observe and Congratulate (EDOC)

EDOC is the Department's preferred method of instruction to be used in our safety programs.

- **Educate** – Give them the basic information and explain why it is important. Tell them what they need to know and stick to the lesson plan.
- **Demonstrate** – Show them the correct process/activity/task.
- **Observe** – Watch them perform the process, correct if needed.
- **Congratulate** - Tell them they did a good job at every opportunity.

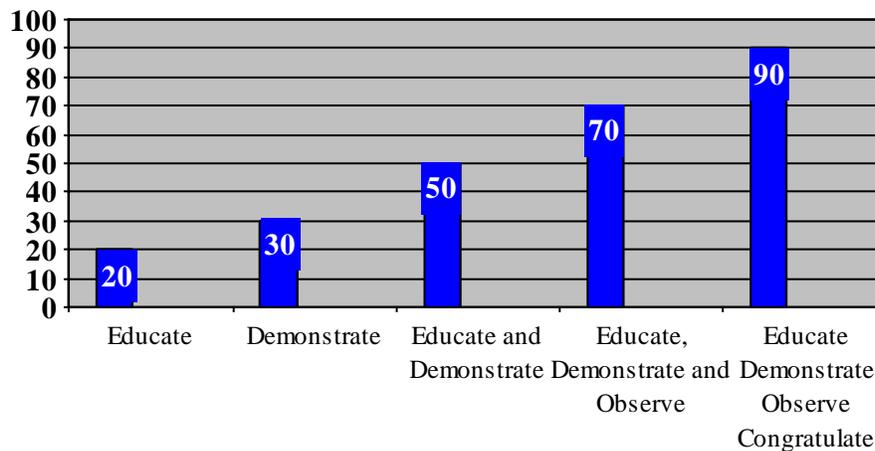
## **Lesson Plans**

Department approved lesson plans are written to utilize the EDOC method of instructing. Lesson plans that are not supplied by the DNR must be pre-approved by the RSW before use in the classroom. The most current lesson plans can be found on the Instructor Corner web page.

## Learning by Repetition

The more frequent the activity is repeated, the more likely the activity will be mastered. Instructors need to understand that they will not be able to make a student an expert. It takes years of experience and learning to become an expert at anything.

Retention Levels:



## Team Teaching

Developing an instructor team has many benefits. An effective instructor team can share the instruction duties so that everyone stays fresh and motivated. Students will be more attentive with multiple instructors and presentation methods. The instructor team can also share record keeping and exam correction duties. Many lesson plans encourage small group interaction.

Instructor team sizes vary greatly between safety programs. For example many boat safety instructor teams will only have 2 or 3 instructors, while a hunter safety instructor team may have 15 to 20 instructors. A group with 5 to 7 instructors is desirable in all programs and allows for everyone to be involved.

The strength of a team is drawn from individuals combining their knowledge and experience to increase the overall quality of the team. The most effective instructor teams continuously evaluate their instruction abilities through student and team evaluations.

### *Team within a Team*

Another tool that instructor teams can use is made up of two instructors from the same group, a primary and secondary instructor. The primary instructor presents the information. The secondary instructor assists with the presentation, demonstrations, ensures that all points of the lesson are given and watches student reactions for any additional clarification where needed. This method can develop an effective style that can make instruction fun and educational.

Instructors are encouraged to switch to a new chapter or subject or let the secondary instructor work on becoming the primary instructor. The goal of the instructor team should be to develop a comfort level of expertise in all chapters of the safety program. Instructors should be careful to not fall into the comfortable trap of teaching 1 or 2 chapters and nothing else.

## Actual Experience

In most cases learning-by-doing is considered the most effective. Think back to when you were involved in sports or clubs. How did you learn? Did you learn to ride a bike by reading a book? Did you learn to drive a car by reading the owner's manual? Most activities have a guide that can be used to assist in the learning process. However we all learn better by actual doing or hands-on. Instructors should strive to provide as much actual hands-on learning as possible.

## Demonstration

An instructor's most effective tool when combined with EDOC is demonstration. Demonstration shows students how to do something giving them a basis for comparison. A student is more likely to learn when the instructor explains the task as it is demonstrated. In some instances words will have to substitute for things that cannot be readily displayed or presented in the EDOC instruction method.

Demonstration on its own is just a little better than lecture. When presenting to a large group of students it may be impossible for each student to get the most from a demonstration. In this case an instructor will need to do more to reach the students. Breaking into small groups when possible will help students get the most out of a learning experience.

## Using Multi-Media (Videos, DVDs, Power Point)

Instructors can use Department approved multi-media to introduce, reinforce or summarize topics.

Reinforce safety lessons and provide discussion points

- Every multi-media presentation should be previewed so the instructor is familiar with the content.
- Prior to showing a multimedia presentation, the instructor should tell the students what to watch for, (both good and bad examples).
- Multi-media presentations require preparation time and constant attention. For example, a video should not be shown with a “watch and learn” attitude. It should be used to enhance a specific topic. Very little information will be absorbed if an instructor shows a video without explanation or discussion. Instructors should lead into a video with discussion, show it or part of it and then have a follow-up discussion with the students.
- Class discussion can bring it all together for the students.

General use of multi-media presentation segments

- In general, use of multi-media presentations on specific topics should be kept to about 10 minutes. Many multi-media presentations have additional information that is irrelevant or does not enhance a particular lesson plan. In those cases an instructor needs to cue the multi-media presentation to the specific area ahead of time and then show only that portion that is directly related to the lesson.
- To avoid interruption and distraction, Instructor should set up and operate multi-media equipment before they use it. This also provides a more professional presentation.

Authorized multi-media presentations - Department or RSW Approved ONLY

- Authorized multi-media presentations are issued or approved by the Department. If instructors wish to use a multi-media presentation that is not provided by the Department, the instructors must get prior approval from their local RSW before used in class.
- Be careful to not make your course entirely a multi-media only course.

## Using Student Manuals

Instructors should utilize the student manuals by handing them out to students as soon as possible. This can be done at a pre-registration night, the first class session or in some cases by referring the students to the on-line version of the student manual. The student manual chapters and chapter reviews are designed to present “need to know” information, reinforce topics specific to the recreational activity they wish to become certified in and prepare students for examination.

Once in the hands of the students, the Student Manual and chapter review assignments should be assigned utilizing one of 3 methods below. The instructor team should decide which method they wish to apply before the course begins. This should be discussed at the instructor team planning meeting.

### *Method #1 during class review*

The students and instructors review each chapter and chapter review as a class during class. This

method provides the correct answers for each review question and allows students to ask clarifying questions during the review.

### *Method #2 chapter review homework*

Students are assigned to complete chapter reviews before coming to class. Then the students bring the completed reviews to class to be corrected by instructors during class. This method allows students to read and review at their own pace at home on their own time. Instructors should make sure that the students have completed the assignment before reviewing and giving the answers in class.

### *Method #3 all chapter review prior to class*

The Student Manual is given to the students at a pre-registration day a minimum of 7 days before the students meet as one class. Students are given the assignment to complete all chapter reviews before the course begins. This method requires the student to read the manual on their own and complete the reviews before coming to class. Instructors should make sure that the students have completed the assignment before allowing them to continue with the class. Instructors will review the chapter reviews, give the correct answers and answer any questions during class. This method allows the students to build basic topic knowledge before the course. This method is typically used in classes that meet only a few times. When instructors utilize this method, students will generally have a better initial understanding during the actual course. Instructors can refer students to internet safety web pages where they can review course materials before coming to class.

For all 3 suggested methods, instructors reinforce the program content by teaching the hands-on Department-approved lesson plans utilizing the EDOC method of teaching.

## Lecturing

The least preferred instruction style is lecture. However, there are times when lecture or reading from the manual is adequate or may be the only means of instruction for that topic. Lecture style presentations should be held to a minimum and be used to lead into Department approved lesson plans so students can use what they have just learned. This will result in higher retention levels.

Lecture presentations are difficult to do well. Some instructors will struggle while speaking in front of a class. However, most people are more comfortable when they have something to do or explain in addition to talking. This is particularly true when an instructor is excited about a topic in which they excel or are familiar with. Before any presentation, careful preparation is necessary. The best speakers learn to use the tone of their voice (inflection) and body movement to add emphasis and color to a presentation. Instructors who start to feel comfortable speaking in front of a class will eventually worry less about giving a presentation and focus more on the delivery method and look for ways to better connect with the students through their presentation.

Using a course outline for each class along with note cards will help instructors stay on task, properly cover the topic and stay within the time limits. Even if the presentation is written in its entirety, underscoring key words and phrases on a note card or piece of paper will help the instructor without actually having to read it.

## Public Speaking

It takes time and practice to become an effective speaker. An instructor does not have to be a polished speaker to be an effective speaker. A good rule of thumb is to address the class in the same manner you would a friend in a natural conversation.

Instructors should avoid war stories also known as detailed stories of personal experiences. War stories can in some cases be useful such as when emphasizing a teachable moment. However, instructors should use discretion to make sure the story is relevant. A good rule of thumb is to keep war stories to less than 2 minutes. A presentation full of war stories may interest a few but will lose the interest of many.

It is normal to be nervous before delivering a presentation regardless of experience. The best way to control nerves is to be prepared. Practicing a presentation before it is given is the best way to combat nervousness and lay the ground work for success.

A few things to remember when giving a presentation:

- Know your audience and speak at their level.
- Don't assume that everyone will understand the terminology you are using.
- Ask questions and invite student participation.
- If someone asks a question you don't have the answer to, it's okay to say that you aren't sure or don't know.
- Relax and have fun, let excitement about the topic show.
- Good ways to open a presentation are to use startling facts, a good question, good quote, short story, a short demonstration or video clip.
- Be familiar with the topic and use props if appropriate.
- Body language can help or hurt a presentation. Gestures should be smooth and natural. Use them to emphasize and enhance a point. It is ok to move around but try not to pace back and forth.
- Eye contact is important. Personalize a talk by looking at various students in the audience for a moment as you speak. Look to the students for reactions and change tactics if necessary.
- Tell the students what you are going to tell them, summarize and then review before finishing. End on a good note and thank the students for listening.

## The Teachable Moment

A valuable tool that is available to the observant instructor. A teachable moment is one of those situations which happen unexpectedly when either the instructor or student does something wrong or something right. How an instructor acts or reacts at this moment will determine its success or failure. Many teachable moments have slipped by because of hasty cover-ups, barked orders or indifference. A teachable moment occurs at that moment when someone does something wrong but it is still safe enough to not warrant injury. An instructor who identifies this can gracefully swoop in and take advantage of the situation by illustrating where a person started to go wrong and how it can be corrected smoothly without putting someone down or belittling them. When a student does something right the instructor can turn it into a teachable moment by praising the student and pointing out the correct action to the class.

If a student stumbles and falls with an unloaded firearm during class, the falling by itself was not wrong. The important questions are: how they were carrying the firearm, was their finger on the trigger and did they control the muzzle before, during and after they fell.

The teachable moment occurs when the instructor steps in and gracefully uses the moment to teach what was done right or what was done wrong. If the student was holding the firearm at two handed ready and did not have their finger on the trigger and did maintain muzzle control all the way to the ground and back up then that is proper firearm control and should be congratulated. Likewise if the student was carrying the firearm in a trail carry and stumbled, the instructor should point out that the best way to carry a firearm when walking is by using the two handed ready carry. The instructor should then skillfully reiterate the four rules of firearm safety emphasizing keeping the finger off the trigger and controlling the muzzle at all times.

An instructor's goal is to use a teachable moment to educate but not to make someone feel bad, embarrassed or belittled. The instructor may even thank the student for providing an opportunity as long as the compliment encourages the student. A good instructor should be constantly on the alert for teachable moments.

## Using Guest Speakers

Instructors should use guest speakers conservatively and must know what the guest speaker will be presenting. Guest speakers should be used to speak only to the topics that are part of or relevant to the course curriculum. RSW's have the authority to prohibit the use of guest speakers in safety programs.

## Etiquette –

*“Etiquette means behaving yourself a little better than is absolutely essential.”*

~Will Cuppy

Below are a few tactics instructors can apply to gain credibility, attention and possibly respect from their students:

- Learning student's names. Pronounce each student's name correctly. When instructors use a student's name, they are saying that they are important enough to identify by name. Use name tents and or name tags to address each student by their name and they will appreciate the effort and remain more attentive.
- Using the words “Please and Thank You”. Using the word please shows that you are willing to work with someone instead of making a demand. Thank you shows your appreciation for the student's effort and participation. The most effective way to use thank you is to follow it with the person's name.
- Smile. A smile is usually contagious and is the most effective way to create a positive response and to convey a sincere message.

## Planning a Safety Course

Any instructor, new or inexperienced can get the ball rolling. Starting a course should be a team

effort. Including other instructors early in the planning process is important.

Generally, the planning process should begin at least 8 weeks before a class is to meet for the first time.

### Make sure other instructors are available

Consider the number of instructors that have committed to help from your group. A good rule of thumb is to multiply the number of instructors that have committed to help by 10. If 4 four instructors commit to helping that means your class size should be 40 or fewer students. By sticking to this ratio instructors avoid burn out, becoming over whelmed and will be able to present a quality class experience.

### Scheduling an instructor team meeting

This allows time to discuss the course plan, assign tasks, and review any program changes.

At the meeting discuss:

1. Reserving the classroom facility
2. Submitting the Course Registration card
3. Who will handle the course materials
4. Who will schedule the Warden Safety talk
5. How to best handle class registration phone calls and sign up
6. Who will complete the roster and course records
7. Who will handle course fees and records
8. Who will instruct which chapters and lessons plans
9. Review equipment and/or supplies needed
10. How students will use the students manuals

### Determine class size before selecting a facility or submitting a Safety Course

Registration Card.

- REES strongly recommends that the number of students be 10 or less per instructor. This allows for a better instructor student ratio, more effective and efficient group training.
- REES recommends that no class exceeds 25 students per instructor.
- The RSW reserves the authority to limit future class sizes of instructors who show a pattern of exceeding REES recommendations.
- Additionally, a safety course may not be scheduled for less than 5 students unless prior approval is given by the local RSW.
- Instructors should limit the number of students according to the above instructor student ratio, classroom space available as well as other classroom considerations stated in this manual.
- On a case by case or complaint basis RSW will address student instructor ratio situations to ensure the quality of the program.

### Select a Classroom Facility

Once the number of available instructors and class size is determined a suitable location needs to be reserved. Wisconsin DNR program safety courses need to be offered at public locations.

A list of suitable locations is included below but is not limited to:

- Schools
- DNR buildings
- Town halls
- Government buildings
- Law enforcement agencies
- Community centers
- Sportsmen's clubs

Courses **shall not** be held at:

- Homes, unless approved by RSW
- Facilities that serve alcohol, unless approved by RSW
- Locations, times or conditions that are not consistent with the goals and objectives of the safety programs.

The classroom facility should:

- Be used according to the Wisconsin DNR policies below and any owner or management agreement for its use.
- Be assigned to a member of the instructor team. That person needs to be responsible for the reservation, clean up and any other issues facility related.
- Be large enough to comfortably hold the instructors, students, parents and guardians.
- Have adequate bathroom facilities for both male and female students.
- Have adequate chairs and tables.
- Have good lighting, heating, cooling and ventilation.
- Be easily accessible and handicap accessible.
- Have good acoustics so instructors and students can clearly hear.
- Be reserved an hour before, during and an hour after the time needed. This allows for setup, take-down and clean up.
- Be arranged to fit the course needs if permitted by facility.
- Be left in the same or better condition than it was found.
- Have adequate parking within a reasonable distance.
- Be separated from distractions. A basketball game in the gym next door or loud talking and or music in an adjacent room is not acceptable.
- Be large enough for any indoor lesson plans that will require open areas.
- Be respected, all instructors and participants must be made aware of all building regulations and must follow them. Future course locations may depend on it.
- State law maintains that there is no smoking in school buildings or anyplace on school grounds.

### *First Aid*

- Instructors should have local EMS phone numbers on hand in case of an emergency.
- Instructors should have basic first aid supplies on hand. A basic first aid kit is an allowable expense.

### *Refreshments*

Course fees cannot be used to provide refreshments. Before providing coffee, non-alcoholic beverages and or snacks make sure it is allowed in the facility.

### *Audio Visual Needs*

Instructors using videos, power point projector, screen or computers should seek out a facility that will meet their needs. Many public building have these things readily available. Instructors can also inquire with their local RSW for these items.

## Determine when to hold the safety course

Safety courses can be held any time of year at the convenience of the instructors. Most instructors try to hold safety courses to coincide with public recreational needs and demands. Instructors can review dates of courses held statewide by visiting the Volunteer Instructor Corner Web page and looking for “safety program courses offered by month.”

- Offering courses when people are looking for them is important. We encourage instructors to think of when the public demands are high and to plan their courses to meet those needs.

## Registering your course

- Instructors must submit a [Safety Course Registration Card \(Form 8500-130\)](#) at least 6 weeks prior to the course start date.
- The form:
  - Can be mailed by traditional mail or emailed.
  - Is located on the Volunteer Instructor Corner Web page at under “forms”.
  - Can be saved to your computer, filled out electronically and mailed to the address on the form or E-mailed to [DNRLESafety@wisconsin.gov](mailto:DNRLESafety@wisconsin.gov)
- By registering your course 6 weeks in advance it allows for:
  - Student materials to be prepared and then shipped from the Department warehouse to the location listed on the Safety Course Registration Card.
  - All student materials will be mailed within five weeks of your course unless the instructor notes otherwise on the Safety Course Registration Card.
  - Insurance Activation
  - Assigning a unique (Course ID Number). This number will be used in all future searches for student certifications and volunteer years of service queries.
  - Advertisement on the upcoming classes web page located at <https://hfwolf.centraltechnology.net/wdnr/laam.nsf/publicHSClasses?OpenForm>

## Schedule the Conservation Warden Safety Talk

- As soon as the safety course is registered with the Department the Instructor shall contact the local Conservation Warden. This should take place at least 6 weeks before the first class.
- If an Instructor has difficulty in scheduling the Warden Safety talk they should contact their RSW.

## Equipment Needs

- Instructors should make sure they have access to the equipment and supplies they will need for the course. Commonly used equipment includes:
  - Power point projector
  - Laptop computer
  - TV and DVD player
  - Projection screen
  - Lesson plan props (items needed to teach each lesson plans)
  - Your local RSW may have some or all of the needed equipment. Contact your RSW for details.

## Decide how students will be registered

Pre-registration is the Department's preferred method for registering students for your course. This allows you to control your class size, assign work prior to the course start date, and avoid complaints from people who show up for a class that is already full.

This can be done by:

### **Location Pre-Registration**

Arranging a meeting time and place specifically for pre-registration, such as a Sporting Goods Store, Sportsmen's Clubs, school or other public places.

### **Phone Pre-Registration**

Guide people to a phone number that they can call to register for your course.

### **Email Registration**

Guide people to an email address that they can use to register for your course.

## Decide how students will use their Student Manuals for the course

Refer to "using student manual section" contained within this manual.

## Guest Speakers

Guest speakers are people who are invited to attend and speak or present at a safety course. Therefore guest speakers must be in direct contact (eye and voice) with an instructor at all times when presenting information at a safety course. Instructors should carefully consider the pros and cons before inviting a guest speaker. Consider the topics appropriate for a guest speaker - such as First Aid, and Wildlife Management.

If using a guest speaker be sure to give them plenty of lead time and confirm before the class begins.

Make sure the Guest Speaker knows

- The location of the course
- The time of the course

- How many people will be attending
- What they are supposed to cover
- The class purpose and expectations
- The amount of class time they are allowed

Instructors need to make sure they know

- The guest speaker’s qualifications and expertise on the topic
- The message that will be delivered is consistent with the standards and goals of the program
- Of any equipment needs they may have

## Course length

Each safety course has a minimum required number of hours that must be met. Be sure to meet these requirements as outlined in this manual. See the “General and Specific Safety Program Sections” for details. Instructors must focus on the course curriculum and other materials provided by the REES staff.

Additionally courses:

- Should include a 5 minute comfort break every 45-50 minutes.
- Should limit meeting times to 3 hours or less per day. (Internet Field Days excluded)
- Should finish within 4 weeks of the starting date.
- Must be held over a minimum of two days. One day classes are not allowed.  
Exceptions include: Internet Field Days and as allowed per RSW.

## Publicizing a Safety Course

Once a course is registered and a Course ID number is assigned, it will be advertised on the DNR website at <https://hfwolf.centraltechnology.net/wdnr/laam.nsf/publicHSClasses?OpenForm> or search for upcoming classes from the Wisconsin DNR web page.

If the class is full before the instructor submits the Course Registration Card, the instructor should check the box located on the Course Registration Card indicating that the course is already full. If the form is submitted with the full box checked, the course will not be posted on the Department website. To have a course removed from the website contact your local RSW or REES Staff.

Instructors may also advertise, by hanging posters in the appropriate public places, placing an advertisement in local newspapers, utilizing community calendars, school announcements, and public service announcements via radio and TV stations.

## Safety Course outline

Use the following outline to cover the basic course logistics of each class session.

### First Class

Arrive early to make sure the room is set up and all is prepared for the class

1. Set up area to receive students
2. Collect Student Registration forms and \$10 fee from each student

3. Ensure that students have required Customer ID Numbers
4. Handout Student Packets (Student Manual, Folder, Regulations, etc)
5. Determine which method the student's will use the student manual
6. Review registration materials with students to ensure correct customer information is recorded (Address, Date of Birth, Customer ID Number)

When it is time to begin the class, address the following with the students.

1. Introduce yourself and the instructors that are present.
2. Cover Student Rules of Conduct. Instructors may wish to make and hand out copies of the Student Rules of Conduct.
3. Explain the purpose of the course
  - a. Students will be given information to be safe, ethical and responsible.
  - b. Expertise comes from years of practice with family and friends.
4. Announce that any students wishing to have the exam read to them will need to speak to an instructor before the exam.
5. Inform students that a written exam will be given at the end of the course and they will need to score 80% or better to pass. Hunter Ed Students are also required to complete a Field Test and score 80% or better to pass.

## Each and Every Class

1. Take attendance at the beginning of each class.
2. Spend a few minutes at the beginning of each class to review lessons from prior classes and answer any questions that students may have.

## The Last Class

### Exams

1. Administer student exams per the exam procedures contained within this manual.
2. Review registration materials with students to ensure correct customer information is recorded (Address, Date of Birth, Customer ID Number)
3. Issue temporary certificates
  - a. Use a receiving line so instructors can shake hands with the students and hand out temporary certificates. Additional items such as patches, carabineers or stickers may also be issued at this time. This is a great ending to your course.
  - b. Inform students they will receive their permanent certificates 2-3 weeks after the instructor submits the Course Roster, fees and Student Registration Cards.
  - c. If a student loses their State Issued Safety Certificate a duplicate certificate can be purchased on-line or at a DNR Service Center.
4. All Course Records must be completed at the end of the class or within 5 business days of the course ending. See "[course records and fees section](#)" contained within this manual.

## Reasonable Accommodations for Students

Instructors should welcome all students, some will have special needs. Instructors must make reasonable accommodations for students when notice is provided at least two weeks in advance of the first class session. If a two week notice is not given, the instructor is not required to make reasonable accommodations, however if it can be done it should be. Instructors should refer the

student, parent or guardian to the local RSW with any questions or issues.

Reasonable accommodations will be made for the following:

### Hearing impaired:

If at least two week notice is given, the Department will make arrangements and pay for a professional sign language interpreter for the attending student if one is not already supplied. Refer the student, parents or guardian to the local RSW directly to make arrangements.

### Physically disabled:

The instructor will make sure the classroom facility is accessible to the student. If necessary the instructor may have to find another classroom facility to accommodate the course and the student. A physically disabled student does not have to demonstrate any hands-on requirements but are required to explain the topic satisfactorily to the instructor.

### Physically challenged:

Instructors will make reasonable accommodations for any student wishing to take a Wisconsin DNR Safety Course regardless of the student's physical ability.

### Language barrier:

The student manual and exams are available in English and Spanish. Exams are also available in Hmong. Students are welcome to use family members or other resources from the community, school or others that maybe available to fill this need.

### Equal opportunity requirement:

All Students wishing to attend are welcome regardless of age, religion, race, gender or sexual orientation. There are no minimum age requirements for any of the traditional safety courses. Unless special circumstances exist all courses shall be open to general public registration. Contact your local RSW if you have any questions

## **Student, Parent Conduct, Responsibilities, and Discipline**

### Student Rules of Conduct

Students who do not follow the Student Rules of Conduct should be spoken to about the issue. The rules should be re-explained with each warning. If further violations of the Student Rules of Conduct occur the student should be expelled from the course. Instructors are encouraged to consult with their RSW in addressing these issues.

Student Rules of Conduct include but are not limited to:

- Being on time for each class.
- Attending all of the classes, unless excused.
- Not being disruptive during class.
- Being alcohol and tobacco free before and during class.
- Being respectful to everyone at all times.

- Completing homework assignments, chapter reviews and exams.
- Using cell phones, headphones and other media devices during class is prohibited.
- Cooperating with classroom procedures and rules.
- Participating in all course exercises and lesson plans.
- Paying attention
- Thinking and practicing safety at all times.

Students should be expelled immediately for the following but not limited to:

- Attending class under the influence of a controlled substance such as alcohol or illegal drugs.
- Cheating on exam(s).
- Multiple violations of the Student Rules of Conduct
- Conduct deemed as not appropriate by the instructor

Instructors will enforce these rules so that each student has the opportunity to do well in the class and on the exam.

Instructors should use a 3 strike and out rule in helping to determine if a student should be expelled.

Additionally,

- If a student has satisfactorily passed the exam(s) they pass the course.
- If a student is to be expelled they must be expelled before completion of the exam(s) and distribution of the certificate.
- If a student is expelled, arrangements shall be made for the student to leave the class.
- If a student is expelled instructors must create a document stating the reasons why and include a brief synopsis of the events that led up to the expulsion of the student.
- If a student is expelled the instructor will notify RSW before the next class or as soon as possible.
- Instructors are not required to refund course fees or excuse students from class. However, in such instances as a death in family or major family emergency, consideration should be given. Instructors can make exceptions on a case-by-case basis.

## Parental and Guardian Responsibilities:

A parent or guardian should attend the first class session. A parent or guardian must have signed the student's parental consent portion of the Student Safety Course Registration Card if the student is less than 18 years old. Without the consent signature, the student should not be permitted to attend the class. Parents and guardians are welcome to attend and evaluate the entire course at no charge unless they wish to become certified.

Parents and Guardians are highly encouraged to support their student with the following

- Getting to class on time
- Behaving in class
- Giving positive reinforcement of safety rules
- Helping with study assignments
- Overall review and discussion of covered materials

- Correcting unsafe habits or actions

## Student Discipline

Students are responsible for their individual behavior and for the consequences of any misbehavior. Instructors should not tolerate disruption in the classroom or in the field.

- Instructors may not use physical discipline under any circumstances.
- It is beneficial and highly recommended to have the parents and or guardians attend the first night of class to hear the Student Code of Conduct read out loud.
- Student participation in the class and in the field is very important to the success of every student. Instructors need to address misbehaving, rowdy, or disruptive students right away. If inappropriate student conduct becomes an issue use the procedure described below to help the student learn the appropriate conduct.

Example #1: If a Student is disruptive in the class can they be expelled? **YES**

The student can be expelled from the course for disruptive behavior. If an instructor chooses to expel a student for disruptive behavior, it should be done before the exam is proctored. If an instructor expels a student, the instructor must indicate the reason in writing and keep the documentation in the course records file. The instructor must also indicate that the student failed by checking the failed box on the Course Roster.

Example #2: If the student passes the written exam, but fail the Hunter Safety Field Test are they certified? **NO**

Hunter Safety is the only safety program that currently requires a student to pass the Written Exam and Field Test. A student fails the Hunter Safety Course if they fail the Field Test regardless if they pass the written exam.

Currently, Snowmobile, ATV and Boat Safety Students are not required to pass a Field Test for certification.

Example #3: In some cases it may be left to instructor discretion to allow the student to withdraw from a class. The instructor should indicate this on the roster, along with parental approval and knowledge noted. In this situation, instructors may refund course fees at their discretion.

Example #4: If a student is involved in an accident where they hit or almost hit a fixed object with an ATV, Snowmobile or Boat during a class. Can they still be certified? **MAYBE**

The student can still be certified, however the instructor will need to decide if the incident was the result of:

- a) Horseplay, fooling around, not following directions being disruptive or
- b) The result of inexperience, being unfamiliar with the machine, or if it was too much machine for the student to handle, etc.

If a) is true; the Student could be expelled. If b) is true, the student could still be certified.

Instructors should note that operating an ATV, Snowmobile or Boat is not required for a student to become certified. Therefore a student should not be failed unless the student caused or was involved in an accident in the course while engaging in horseplay, fooling around, not following directions, or generally being disruptive.

## **Course Records and Fees**

REES recognizes the value of good record keeping and program accountability. Since January 1, 2010, all instructors have been required to keep course records for a period of 6 calendar years. (For example: If a course is completed any time in 2010, the records could be destroyed after Dec. 31, 2016).

Instructors, who show a pattern of failing to submit and keep course records in a timely manner will no longer be able to register a course, handle course records or fees and may additionally be removed from the instructor corps. Instructors may be given three notices (written, email or verbal) to provide the Department with course records for any program prior to action being taken.

A portion of course fees, as explained in the allowable expenses section below, can be used to offset expenses associated with required record keeping.

### *Course records that are **REQUIRED** to be kept:*

- Financial Records including
  - Listing allowable instructor expenses
  - Receipts or billed expenses such as mileage
- Copy of student roster
- Notes or documentation regarding but not limited to student accidents, injuries and discipline issues
- Instructor shall destroy (shred, burn) course records after 6 calendar years
- All other records not listed above can be discarded

## **Suggested method for keeping course records:**

For each course create a new folder:

- Computer generated, paper file folder or portfolio.
- Attach or label with Course Name, Course ID# and Course Dates.
- Make sure that the folder is labeled clearly and legibly so it can be easily retrieved.

## **Student Fees**

All Recreational DNR Safety Course fees are \$10.00. Additional fees shall not be charged by instructors.

- Up to 50% of the remaining student fee can be used by the instructors for allowable expenses. Allowable instructor expenses shall not exceed 50% per student.
- 50% of each student fee must be remitted to the DNR along with the course roster within 5 business days after the course completion date

Unused student fees are considered program income and shall be submitted to the DNR along with the course roster as stated above.

Student fees pay for allowable instructor expenses, capital items, student manuals, mailing and shipping expenses and instructor awards and patches.

Instructors should make check or money order payable to Wisconsin DNR and include course ID# on the memo line of the check or money order.

**For Example:** If a safety course has 30 students and the student fee is \$10 Instructors should collect \$300. \$150 must be set aside to be remitted to the DNR, regardless of the amount of instructor expenses. The allowable instructor expenses should not exceed \$150. Instructor teams need to plan carefully to avoid using more than the allowable expense limit. Anything beyond the allowable instructor expenses would not be covered by the program.

#### Scenario 1

Fees collected: \$300

Allowable instructor expenses claimed: \$150

Total fees remitted to the DNR: \$150

\*In this scenario the instructor team used all of the allowable instructor expenses.

#### Scenario 2

Fees collected: \$300

Allowable instructor expenses claimed: \$180 (expenses exceed limit by \$30)

Total fees remitted to the DNR: \$150

\*In this scenario the instructor team exceeded the allowable instructor expense limit by \$30.

#### Scenario 3

Fees collected: \$300

Allowable instructor expenses claimed: \$125 (\$25 remains)

Total fees remitted to the DNR: \$175

\*In this scenario the instructor team adds the \$25 remaining from allowable expenses to the total fees remitted to the DNR. In compliance with Department fiscal responsibilities, instructors are not allowed to keep remaining proceeds from allowable instructor expenses. The proceeds must be turned in with the course roster and paperwork within 5 business days of the course completion.

#### *Financial Records example*

Wisconsin DNR Safety Course held on Jan 15, 2010 at DNR Service Center. 30 Students attend and 3 instructors claim expenses.

#### **Summary of student fees collected:**

\$300 = 30 Students X \$10.00

\$150 shall be remitted to the DNR

\$150 is available for allowable instructor expenses

#### **Allowable instructor expenses claimed**

Jane Smith

- 16.49 – Mileage 34 x .485 = \$16.49
- 15.78 – Copy expenses \$15.78 (keep any available receipt for your records)
- 5.30 – Phone long distance calls regarding course \$5.30
- 25.00 – Facility rental \$25 (keep any available receipt for your records)

Henry Smith

- 24.25 – Mileage 50 x .485 = \$24.25
- 25.00 – Ammo \$25.00 (keep any available receipt for your records)
- 10.00 – Targets \$10.00 (keep any available receipt for your records)

Bob Jones

- 11.15 – Mileage 23 x .485 = \$11.15
- 5.00 – Firearms cleaning supplies \$5.00 (keep any available receipt for your records)

**\$137.97** Total allowable instructor expenses

\$300.00 Student fees collected  
 -\$150.00 DNR remitted fee  
**\$150.00** Allowable instructor expenses

\$150.00 Allowable instructor expenses  
 -\$137.97 instructor expenses claimed  
**\$ 12.03** remaining from allowable instructor expense limit

Instructors will need to add the +\$12.03 to the \$150.00 to be remitted to the DNR.

\$150.00 DNR remitted fee  
\$ 12.03 remaining from allowable instructor expense limit  
**\$162.03** total remittance to DNR

Instructors should make check or money order for the amount of **\$162.03** payable to Wisconsin DNR and include course ID# on memo line of the check or money order. The check or money order shall be included with the course roster and submitted to the DNR within 5 business days after the course completion date.

## Allowable Expenses

Instructors can use student fees to purchase or reimburse expenses that are necessary for an instructor to conduct and provide a course. Below is a list of allowable expenses including but not limited to:

- Postage:
  - Mailing student roster, student registration cards and remittance.
  - Mailing other material to DNR staff
- Long distance phone calls to.
  - DNR office
  - Speak with warden
  - Speak with instructors, junior instructors and apprentice instructors
  - Speak with parent of student
  - Speak with student
- Mileage:

- Check with your local RSW or visit [IRS.gov](http://IRS.gov) web page for standard business mileage rates
  - Travel from home to class location
  - Travel from home to range location
  - Travel from class to range location
- Classroom facility rental expenses:
  - Facility rental
  - Chairs, tables, media equipment
  - Custodial services
- Course and record keeping supplies
  - Pens
  - Pencils
  - Copier expenses
  - Notebooks
  - Paper
  - File folders
  - Portfolios
  - General office supplies
- General office supplies
- Publicizing Course
- Training aids directly relevant to the safety program such as:
  - Ammunition for Hunter Safety
  - Targets for range for Hunter Safety
  - Disposable ear protection
  - Personal Flotation Device (PFD) for Boating Safety
  - Throw line for Boating Safety
  - Helmets for ATV and Snowmobile Safety
  - Rider Gloves for ATV and Snowmobile Safety

## Non-Allowable Expenses

Items provided or available from the local RSW but not limited to:

- Electronics
  - Laptop computers
  - Power Point Projectors
  - VCR or DVDs players
  - RSW Approved VHS or DVD videos
- Firearms
- Tree stands
- Fall restraints (safety vests)
- Dummy ammo
- Boat Safety training chest
- Small ATVs and Snowmobiles
- Compasses
- Ear Muffs and Eye Protection

Instructors shall not use student fees to pay for items listed below

- Food or drink

- Incentives for students or instructors

Instructor groups that disband shall immediately

- Notify their local RSW
- Return training aids to RSW

## **Donations and Solicitation**

Instructor groups may accept donations and may solicit donations from local businesses, sporting groups, associations, and individuals on the behalf of their club or group.

Instructors shall not solicit donations from students or parents of students on behalf of the Department.

## **Accidents and Insurance Coverage**

All certified instructors acting within their scope of authority are covered by the Department of Administration (DOA). DOA provides property and liability coverage for instructors who are instructing a DNR Boat, Snowmobile, ATV, Hunt or Bow Hunter course.

This provides the instructors with multi-million dollar coverage. A copy of this insurance coverage letter is available on the Instructor Corner web page. If an instructor or student is involved in an incident involving property damage or personal injury, specific procedures must be followed. For more information contact your local RSW.

## **Instructor Corner Website**

<http://dnr.wi.gov/volunteer/instructorCorner/>

## **Lesson Plans**

The most current lesson plans can be found by contacting your local RSW or going on line to the Instructor Corner web page <http://dnr.wi.gov/volunteer/instructorCorner/> for the following programs.

- Hunter Education
- Boat Safety
- Snowmobile Safety
- ATV Safety

## **Forms and additional information**

The following is a list of REES forms available on the Instructor Corner web page at <http://dnr.wi.gov/volunteer/instructorCorner/> or through your local RSW.

## **Instructor Certification forms and exam**

Junior Instructor Application 8500-143

Apprentice Application 8500-161

Instructor Training Records and Application 8500-162

Volunteer Instructor Apprentice Exam

## Course Forms

### *Registering a class*

- Safety Course Registration Card 8500-130

### *Student registration form and temporary certificate*

- Student Registration Form and Certificate 8500-112

### *Forms to use during class*

- Safety Course Checklist
- HE Student Field Test Instructor Copy 8500-083
- HE Student Field Test Student Copy 8500-083a

### *Reporting forms required after class*

- Course Roster and Remittance 8500-065
- Course Supplemental 8500-065a

## Department of Administration forms

DOA Letter of Insurance coverage

DOA Incident Report Form DOA-6441

## Other forms and info

Safety program courses offered by month

Internet Field Day Lesson plan

Landowner Thank You 8500-95

Student Survey

Instructors' Evaluation Form

W-9

## REES contact Information

WDNR (REES) Recreation Enforcement and Education Section <small>updated 12-04-2012jc</small>					
Title	Name	Office #	Mobile#	Work Station	Mailing Address
	Email		Fax#		
Section Chief	Todd Schaller	608-267-2774		Gef 2	PO Box 7921
	<a href="mailto:todd.schaller@wi.gov">todd.schaller@wi.gov</a>				Madison, WI 53707-7921
Boating Administrator and RSW Supervisor	Roy Zellmer		608-212-5385	Poynette Service Center	W7303 Cty Rd CS
	<a href="mailto:roy.zellmer@wi.gov">roy.zellmer@wi.gov</a>		608-266-3696		Poynette, WI 53955
Assistant Boating Admin	VACANT	608-266-8597		Gef 2	
Boating Specialist	Wayne Ringquist	608-266-2203	608-266-3696	Gef 2	PO Box 7921
	<a href="mailto:wayne.ringquist@wi.gov">wayne.ringquist@wi.gov</a>				Madison, WI 53707-7921
ATV SNO Administrator	Gary Eddy	608-267-7455	608-219-2566	Darwin Rd	2421 Darwin Rd
	<a href="mailto:Gary.Eddy@wi.gov">Gary.Eddy@wi.gov</a>		608-266-3696		Madison, WI 53704
ATV, SNO, HE Assistant	Natasha Fye	608-264-8544		Gef 2	PO Box 7921
	<a href="mailto:natasha.fye@wi.gov">natasha.fye@wi.gov</a>				Madison, WI 53707-7921
ATV, SNO Assistant	Julie Fitzgerald	608-266-2142		Gef 2	PO Box 7921
	<a href="mailto:julie.fitzgerald@wi.gov">julie.fitzgerald@wi.gov</a>		608-266-3696		Madison, WI 53707-7921
HE Administrator	Jon King		608-575-2294	Dodgeville Service Center	1500 North Johns St
	<a href="mailto:jon.king@wi.gov">jon.king@wi.gov</a>		608-266-3696		Dodgeville, WI 53533
HE Admin Assistant	Brenda Von Rueden	608-267-7509	608-228-4549	Gef 2	PO Box 7921
	<a href="mailto:brenda.vonrueden@wi.gov">brenda.vonrueden@wi.gov</a>				Madison, WI 53707-7921
HE Assistant	VACANT	608-266-2143		Gef 2	
RSW	Jeff Dauterman	715-623-4190	715-216-1910	Northern Region	223 East Steinfest Rd
	<a href="mailto:jeff.dauterman@wi.gov">jeff.dauterman@wi.gov</a>	Ext: 3109	715-623-6773	East	Antigo, WI 54409
RSW	Mark Little	715-635-4112	715-492-1047	Northern Region	810 W Maple St
	<a href="mailto:mark.little@wi.gov">mark.little@wi.gov</a>			West	Spooner, WI 54801
RSW Program Assistant	Katelyn Teschler	715-635-4262		Northern Region	810 W Maple St
	<a href="mailto:katelyn.teschler@wi.gov">katelyn.teschler@wi.gov</a>			West	Spooner, WI 54801
RSW	Jeremy Cords		920-366-1917	Northeast Region	2984 Shawano Ave
	<a href="mailto:jeremy.cords@wi.gov">jeremy.cords@wi.gov</a>		920-662-5159	North	Green Bay WI 54313
RSW Program Assistant	Kim Cooley		920-360-2361	Northeast Region	2984 Shawano Ave
	<a href="mailto:kim.cooley@wi.gov">kim.cooley@wi.gov</a>				Green Bay WI 54313
RSW	Heather Gottschalk	920-787-3053	920-948-4818	Northeast Region	427 E. Tower Dr Suite 100
	<a href="mailto:heather.gottschalk@wi.gov">heather.gottschalk@wi.gov</a>			South	Wautoma WI 54982-6927
RSW	Catherina Nooyen	608-275-3253	608-225-2310	South Central	3911 Fish Hatchery Rd
	<a href="mailto:catherina.nooyen@wi.gov">catherina.nooyen@wi.gov</a>		608-275-3338	East	Fitchburg, WI 53711
RSW Program Assistant	John Karcher		608-444-8665	South Central	3912 Fish Hatchery Rd
	<a href="mailto:john.karcher@wi.gov">john.karcher@wi.gov</a>				Fitchburg, WI 53711
RSW	Vacant			South Central	1500 North Johns St
				West	Dodgeville, WI 53533
RSW	Kyle Drake	262-574-2163	414-303-2167	Southeast Region	141 NW Barstow St RM: 180
	<a href="mailto:kyle.drake@wi.gov">kyle.drake@wi.gov</a>			North	Waukesha WI 53188
RSW Program Assistant	Natalie Beacom	262-574-2115		Southeast Region	141 NW Barstow St RM: 180
	<a href="mailto:natalie.beacom@wi.gov">natalie.beacom@wi.gov</a>				Waukesha WI 53188
RSW	Jason Roberts	262-574-2157	262-903-9399	Southeast Region	141 NW Barstow St RM: 180
	<a href="mailto:jason.roberts@wi.gov">jason.roberts@wi.gov</a>		262-884-2306	South	Waukesha WI 53188
RSW	William "Bill" Yearman	715-839-3717	715-210-0134	West Central Region	1300 W Clairemont Avenue
	<a href="mailto:william.yearman@wi.gov">william.yearman@wi.gov</a>		715-839-6076	North	Eau Claire WI 54701
RSW Program Assistant	Ramona Worden	715-839-3758		West Central Region	1300 W Clairemont Avenue
	<a href="mailto:ramona.worden@wi.gov">ramona.worden@wi.gov</a>	Tu, Thur			Eau Claire WI 54701