Notice: The purpose of this exam is to familiarize Instructors with the Policy & Procedure Manual (Revision 2014) requirements for Instructors of the WDNR Safety Programs. Instructors must become familiar with the entire Policy & Procedure manual, not just the exam questions. Personal information collected will be used for record keeping and scoring purposes.

• This Exam is a requirement of the Apprentice Instructor certification process.
• This Exam meets the Continuing Education Requirement for Active Instructors.
• A minimum score of 90% is required for successful completion of the exam.
• The exam is designed to “walk” the instructor through the Policy & Procedure manual on a page by page basis. The exam is open book and can be taken as a group.
• Return this completed exam to your local Recreational Safety Warden. Addresses are listed on the RSW Map contained on the last page of this exam.

<table>
<thead>
<tr>
<th>Full Name and Middle Initial</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor #</td>
<td>County</td>
</tr>
</tbody>
</table>

**Introduction**
1. Candidates that qualify as instructors will become role models and valued ________________ of the Department.
2. The_______________ purpose of the safety programs is to teach and train beginners to be safe, ethical, and responsible in the recreational activity they choose.

**Definitions**
3. Continuing Education Refresher (CER) – is a training ________________ that needs to be met in three year time increments.
4. Instructor Interface/Instructor Database – The website in which certified volunteer instructors can ________________ their course and personal information.
5. T/F _____ Recreational Safety Warden (RSW) RSW’s recruit, train, supervise and monitor the services of volunteer safety program instructors and assist in the development of recreational safety course content.
6. Volunteer Instructor Corner – a Department website for Instructors. It contains many things instructors need to run a ________________ course.

**Qualifications**
7. Instructor candidates must be at least ____________ years of age.
8. Instructor candidates must be a ________________ of the recreational program they wish to instruct.

**Certification Process for Volunteer Instructors**
9. Candidates must pass initial ________________ or desktop check per NR 19.30.
10. The two methods for _______________ are Apprenticeship and by academy/mini academy.


12. Candidates must pass a local _______________ check conducted by the local Conservation Warden.

**Statutes**

13. Active instructors have met the active instructor requirements each _______________ years by completing a CER and assisting or instructing one safety course.

14. Inactive instructors cannot register or _______________ safety courses.

15. Inactive Instructors are inactive because they have _________ met the active instructor requirements.

16. Suspended Instructors cannot be added to course _______________ without contacting RSW.

**Conduct and Discipline - Instructor**

Instructors will:

17. Conduct themselves in a _______________ manner and act responsibly at all times.

18. Follow all _______________ policies, procedures, guidelines.

19. Maintain order and _______________ during classroom and field activities.

20. Prohibit previously _______________ instructors from assisting or instructing in any safety courses.

21. Supervise students at _________ times before, during and after classes.

22. Train students to be___________, ethical and responsible.

23. Instruct Department _______________ lesson plans using the principles of EDOC.

24. Maintain all _______________ aids and materials from the Department in good working order.

25. Attend and or participate in active instructor _______________ such as workshops and academies.

26. Be aware of personal space and what could be perceived as _______________ touching.

Instructor will not –

27. Instruct students in any _______________ situation where a student and Instructor are out of view of the rest of the class.

28. Use alcoholic beverages, use tobacco _______________ or eat during periods of instruction or whenever students are present.

29. Use _______________ language.

30. Allow _______________ to take place in class between instructors or in front of students.

31. Actively _______________ specific associations, groups, manufacturers, or products.

32. Use their instructor position as a means to promote their _______________ opinion.

**Complaints**

33. The best _______________ against a complaint is to know this policy manual and the course curriculum.

34. All complaints from the public regarding the Department’s safety programs are _______________ by RSW until resolved.
Evaluations
35. Wisconsin DNR Safety Courses and their instructors may be evaluated at _______________ with or without notice.
36. Evaluations may be _______________ by REES Staff, course monitors, outside evaluators or members of the public.

Removal and Non-acceptance
Identified reasons that warrant removal from, or non-acceptance to, the instructor corps.
The instructor or applicant:
37. Has failed to follow ______ Department policy or procedure.
38. Has been disrespectful, argumentative, _______________ or verbally abusive to students, parents or Department staff.
39. A candidate’s instructor application may not be accepted solely at the _______________ of the Department.

Awards - Years of Service
40. To receive credit for instructing a safety course the instructor is _______________ for signing or making sure their name is on either the paper or electronic course roster with their instructor # and estimated volunteer hours.

Uniforms
41. Instructors shall not wear clothing that displays _______________ content or messages inconsistent with the safety programs.
42. Instructors shall not display any patches, badges, identification cards or other insignia that portrays the person wearing the uniform as _______________ other than a Wisconsin DNR Certified Instructor.

Instructor Discounts and Benefits
43. Personal satisfaction and knowing that you are making a _______________ difference is the instructor’s greatest reward.

Course Requirements
44. Course records must be completed within ____________ days of the course ending.
45. There is no _______________ age required to attend, all ages are welcome.
46. Instructors shall not conduct a course for less than ____________ students unless approved by RSW.

Exams
47. All students must pass the safety program exams with a score of at least _________ %.

Exam Procedures
48. Instructors are not obligated to pass a student who has not obtained the level of _______________ required to become certified.
49. Instructors, who allow absolutely everyone to pass just because they participated, are doing a _______________ to the public, the safety program and the instructor corps.
50. Instructors _______________ allow an exam to be given, using open books, open notes, with help from parents or other students or as a take home exam.
51. All students and those with learning difficulties can have the exam _______________ read to them by an instructor.
52. Anytime an exam is read by an instructor, the instructor will read the question and answers to the student being _______________ not to give away the correct answer.

**Specific Program Exams**
There are no questions regarding this section in this Instructor Exam. The individual Safety Education Program requirements should be clearly explained to apprentice instructors by their Sponsoring Instructor(s) during the apprenticeship process or by a Recreational Safety Warden during an Instructor Certification Academy

**Course Records**
53. Instructors are required to keep course records for a period of __________ calendar years.
54. Instructors, who show a pattern of _______________ to submit records within five days of course completion and keep course reliable records will no longer be able to register a course, handle course records or fees and may additionally be removed from the instructor corps.

**Course Fees**
55. All Department course fees are $10.00. _______________ fees may not be charged by instructors.
56. 50% of each student fee must be _______________ to the DNR along with the course roster within five days after the course completion date.
57. Up to 50% of the remaining student fee can be used by instructors for _______________ expenses.
58. Unused student fees are considered _______________ income and must be submitted to the DNR along with the course roster at time of submittal.

**Course Fees and Non-allowable Expenses**
59. Instructors shall not use _______________ fees to pay for food or drink; or incentives for students or instructors.

**Donations and Solicitation**
60. Instructors shall not _______________ donations from students or parents of students on behalf of the Department.

**Course Registration**
61. Most instructors try to hold safety courses to _______________ with the recreational needs and demands of the public.
62. Instructors are strongly encouraged to use the online Instructor Interface to _______________ and manage their courses.
63. Instructor must contact their local warden _____________ weeks before first class to schedule a 45-60 minute safety talk.
64. Instructors must register courses _____________ weeks in advance.
Select a Classroom Facility
65. Courses shall not be held at Homes or ______________ that serve alcohol unless approved by RSW.

First Aid
66. Instructors should have ______________ first aid supplies on hand; a basic first aid kit is an allowable expense.

Reasonable Accommodations
67. Instructors welcome all students who wish to learn and will make ______________ accommodations for students when notice is provided to the instructor.

Conduct and Discipline - Student
Student Rules of Conduct include but are not limited to:
68. Attending __________ of the classes, unless excused.
69. Not being ______________ during class.
70. Being alcohol and tobacco ______________ before and during class.
71. Completing homework ______________, chapter reviews and exams.
72. Using cell phones, headphones and other media devices during class is ______________.
73. Participating in all course ______________ and lesson plans.
74. Students should be expelled ______________ for cheating on exam(s).
75. Instructors should use “a three-strike and you’re out” ______________ in helping to determine if a student should be expelled.
76. Additionally, if a student is to be expelled they must be expelled ______________ completion of the exam(s) and distribution of the certificate.

Student Discipline
77. Instructors may not use ______________ discipline under any circumstances.

Insurance Coverage
78. DOA provides property and liability ______________ for DNR certified instructors who conduct a DNR Boat, Snowmobile, ATV, Hunt or Bow Hunter course.
79. The instruction of those courses needs to follow DNR course ______________ and this policy and procedures manual.

The Learning Process
80. Successful educational experience results in ______________ behavior.
81. An instructor's duty is to ______________ the learning process and control what is learned.

Individual Differences
82. Learning is an individual process. Instructors who ______________ their methods and materials are most effective.
Educate Demonstrate Observe and Congratulate (EDOC)
EDOC is the Department’s preferred method of instruction to be used in our safety programs.
83. The EDOC method that shows the students the correct process/activity/task is known as ____________.

Lesson Plans
84. Department ____________ lesson plans are written to utilize the EDOC method of instructing.

Learning by Repetition
85. The more frequent the activity is ____________, the more likely the activity will be mastered.
86. Retention level after ____________ equals 90% (from chart).

Team Teaching
87. Some benefits of an ____________ instructor team include sharing the instruction duties, more attentive students, and better small group interaction.
88. The secondary instructor ____________ with the presentation, demonstrations, ensures that all points of the lesson are given.

Using multi-media (Videos, DVDs, Power Point)
89. Instructors can use ____________ approved multi-media to introduce, reinforce or summarize topics.
90. Prior to showing a multimedia presentation, the instructor should ____________ the students what to watch for, (both good and bad examples).
91. A video should not be shown with a “watch and learn” attitude. It should be used to enhance a ____________ topic.

Lecturing
92. Lecture style presentations should be held to a ____________ and be used to lead into Department approved lesson plans so students can use what they have just learned.

Public Speaking
93. Instructors should ____________ “war stories” also known as detailed stories of personal experiences.
94. Don’t assume that everyone will understand the ____________ you are using.
95. Ask questions and ____________ student participation.
96. Be ____________ with the topic and use props if appropriate.

The Teachable Moment
97. A teachable moment is one of those situations which happen ____________ when either the instructor or student does something wrong or something right.
98. An instructor’s goal is to use a teachable moment to ____________ but not to make someone feel bad, embarrassed or belittled.

Etiquette
99. Using student names (use name tents/tags), using words “Please and Thank You”, and using smiles are all ____________ tactics for proper etiquette.

Forms
100. All the REES ____________ are available to instructors on the Instructor Corner website.
Outdoor Skills Trainer Administrative Area Map
Recreational Safety & Outdoor Skills Section Chief: April Dombrowski: 608-852-9456
Boating Law: Vacant; Penny Kanable: 608-222-9352
OHV Law Administrator: Vacant
Hunter Education Administrator: Jon King: 608-575-2294; Brenda VonRueden: 608-267-7509

Kate Juza
(715) 416-0483
810 W Maple St
Spooner 54801
Katelyn.juza@Wisconsin.gov

Kim Cooley
(920) 360-2361
2984 Shawano Ave
Green Bay 54313
Kimberly.cooley@Wisconsin.gov

Linda Xiong
(715) 214-4211
1300 W Clairemont Ave
Eau Claire 54701
LindaV.xiong@Wisconsin.gov

Mike Watt
(608) 235-2250
3911 Fish Hatchery Road
Fitchburg 53711
Michael.watt@Wisconsin.gov

Michelle Frazier
(262) 395-0063
141 NW Barstow St, Rm 180
Waukesha 53188
Michelle.frazier@Wisconsin.gov