



## WISCONSIN DEPARTMENT OF NATURAL RESOURCES NOTICE OF FINAL GUIDANCE & CERTIFICATION

Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.

### DOCUMENT ID

LE-20-0008

### DOCUMENT TITLE

Hunter Education Volunteer Instructor Policy and Procedure

### PROGRAM/BUREAU

DNR Bureau of Law Enforcement

### STATUTORY AUTHORITY OR LEGAL CITATION

### DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

July 6, 2020

### DATE FINALIZED

July 13, 2020

### DNR CERTIFICATION

*I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.*

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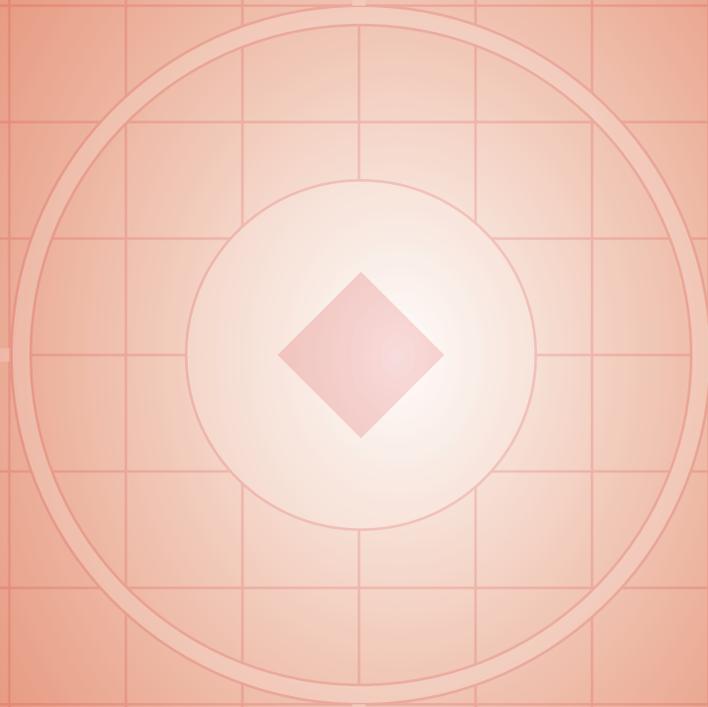
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Signature

Date

# HUNTER EDUCATION

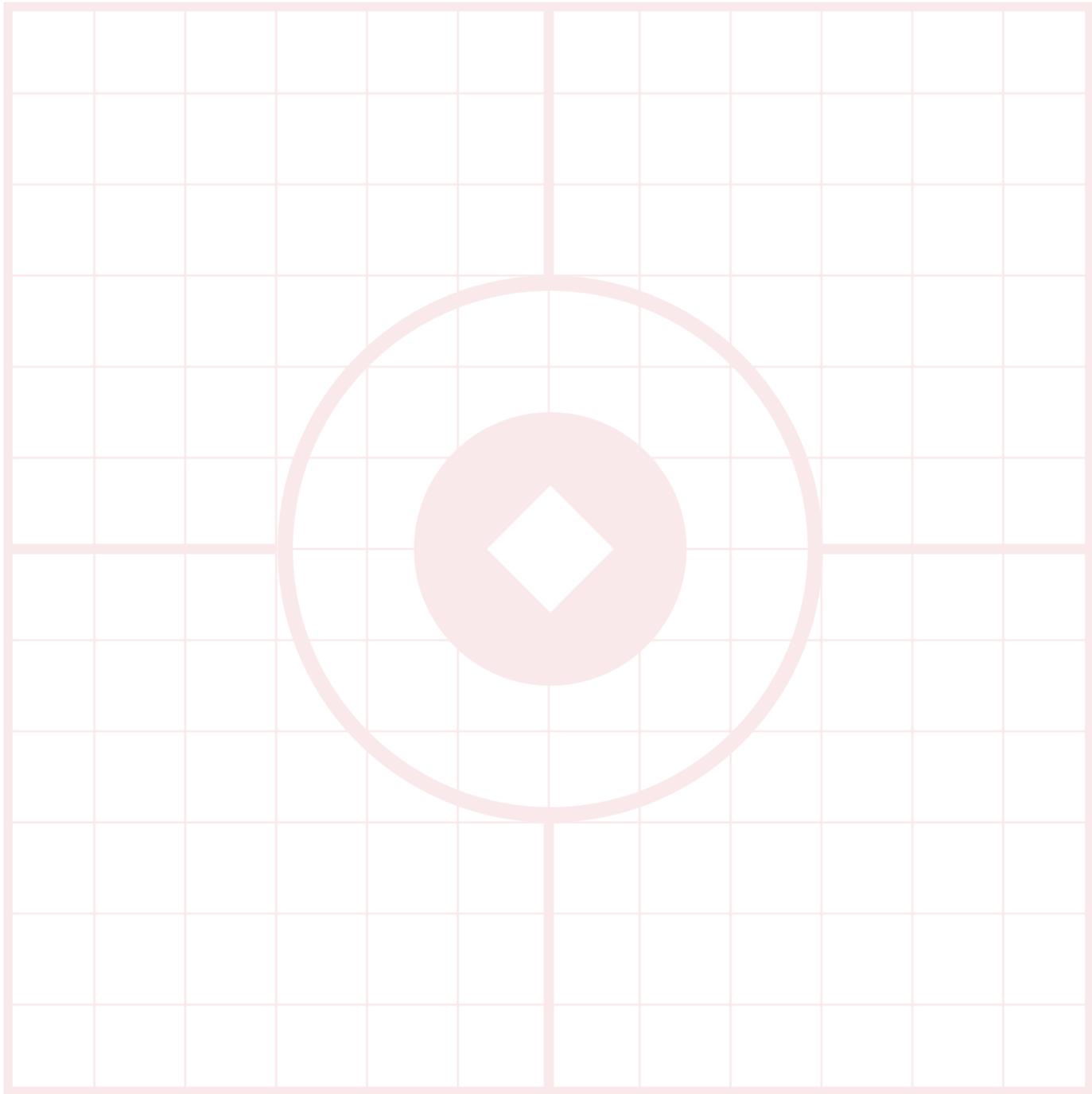


## VOLUNTEER INSTRUCTOR POLICY & PROCEDURE MANUAL

WISCONSIN DEPARTMENT OF NATURAL RESOURCES



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## WHAT'S NEW

- **Instructor Corner** – Updated page
- **Lesson Plans** – New training cards
- **Hunter Education** – Tree Stand Safety Lesson Plan is mandatory.
- **Hunter Education** – Special attention should be given to the Field Exam Procedure, see [A school's Individualized Education Plans \(IEPs\)](#) do not apply to RSOS exams. Instructors must follow the exam procedures to ensure consistency and to maintain the highest integrity of the safety programs examination process statewide. *See the Hunter Education Field Exam Procedure for more details.*
- **Hunter Education** – Definitions:
  - **Instructor Prep Hours** – total hours spent on preparing items, taking phone calls, answering emails, travel for set up and supplies, group meetings and DNR paperwork before and after class. Essentially, all the related hours outside of the actual course or classroom setting.
  - **Class Period/Hours** – total hours teaching the actual course in the classroom or in class setting.

**ANNOUNCEMENT!**

The Department continues to emphasize the course evaluation program. Lead instructors will be notified prior to an official course review.

- **Bow Hunter Education – Who can attend**
  - Anyone who has completed the Hunter Education course connected to the add-on archery course.
  - Anyone who has completed a Hunter Education course in Wisconsin.
  - Anyone that has completed an Online Wisconsin Archery Education course. This can be viewed at: [bowhunter-ed.com/wisconsin](http://bowhunter-ed.com/wisconsin)
  - Wisconsin Bowhunter Ed course (NBEF approved) is Wisconsin's approved online course for adults 18 years of age or older.
- **GoWild!** – The “Instructor Dashboard” is the key to your instructor profile. This is where you manage your safety education classes using six tabs.
  - Main Info
  - Schedule
  - Supply Orders
  - Roster
  - Timesheets
  - Financial

Enter your class **Main Info** (aka: start card), enter your **Schedule**, add your **Supply Orders** and manage your **Roster**. Once your class is complete, enter your volunteer time on the **Timesheets** tab and then process the class **Financials**.

If you haven't yet taken notice, GoWild is constantly evolving on the user end. While there have been some major bugs and issues, system fixes are continuously being released and improved upon. We appreciate your patience as well as the feedback concerning areas of improvement.



# INTRODUCTION

Welcome and thank you for your interest in volunteering for the Recreational Safety programs of the Wisconsin Department of Natural Resources, referred to as the Department in the rest of the manual. We appreciate your willingness to donate your time to the citizens of Wisconsin for this cause. Volunteer instructors help the Department improve the quality of Wisconsin's outdoor heritage. As a volunteer instructor, referred to as instructors throughout this manual, you will be representing the Department in public and as such will be evaluated by the public each time you act as a volunteer instructor for and on-behalf of the Department. Instructors are expected to work cooperatively with Department staff, the public and other volunteers and teach Department approved curriculum and lesson plans.

The Department and the public expect volunteer instructors to be community-minded individuals who are of good character and readily willing to share their knowledge and service. Candidates that qualify as instructors will become role models and valued representatives of the Department within their local communities because they have become a part of an organization with a solid reputation of being friendly, accountable, prompt, efficient and honorable.

As an instructor, please remember that you are not in private practice, but instead are part of a corps of volunteers representing the Department. Instructors are in an elevated and privileged position to make a difference in people's lives. Instructors are expected to work cooperatively with Department staff, the public and other volunteers and teach Department approved-curriculum and lesson plans.

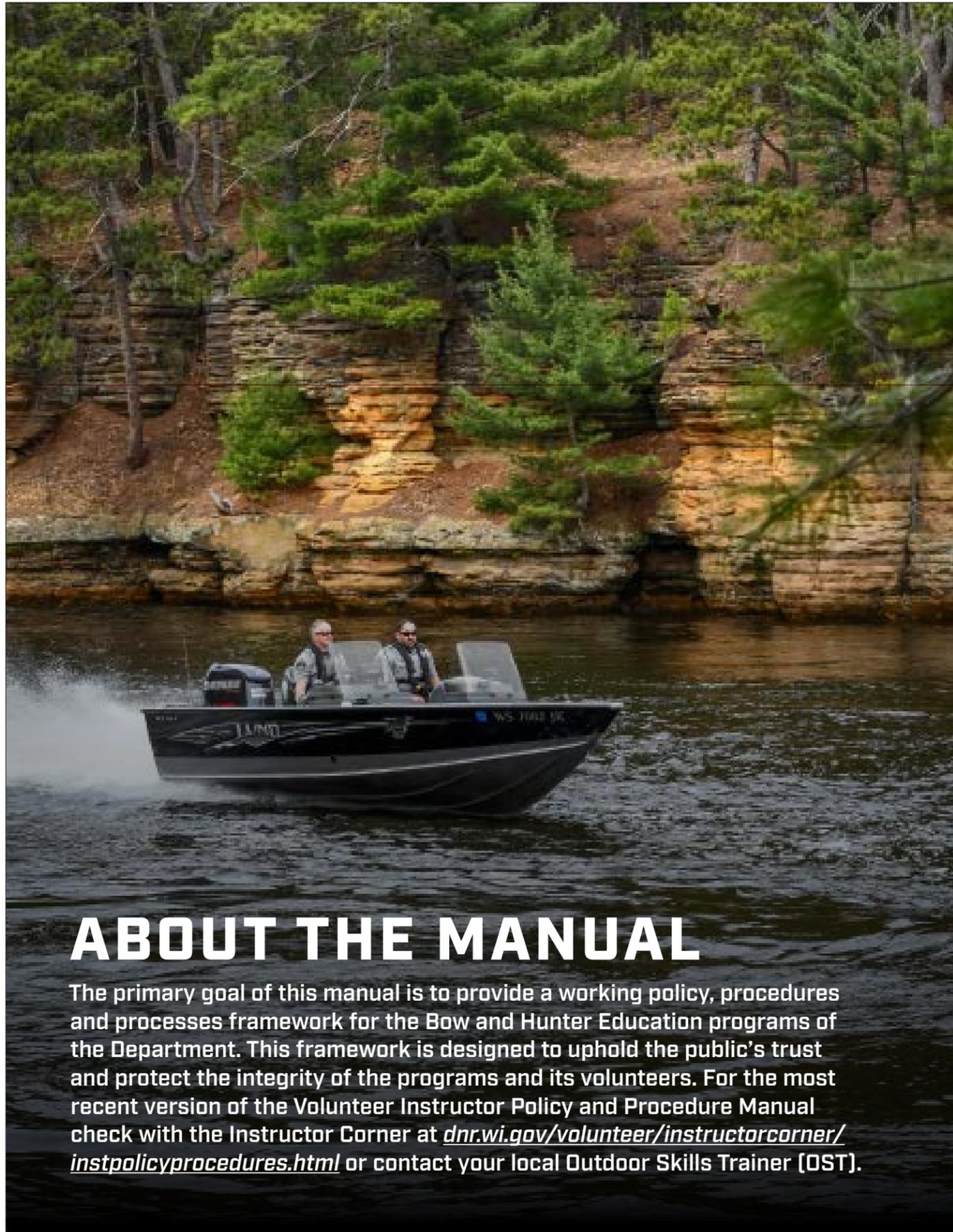
The Recreational Safety and Outdoor Skills Section (RSOS) is a newly created team designated to administer and provide oversight to the safety education and recreational vehicle enforcement activities for the Department. Our team, consisting of a Section Chief, Outdoor Skills Trainer Supervisor, Program Administrators, Assistant Program Administrators, OSTs and Program Specialists, is here to help volunteer instructors and the public with our strategic goals. The Department of Natural Resources (DNR) owns the instructor program and volunteer instructors serve at the DNR's discretion and conduct safety program courses under the supervision of the RSOS staff with direct supervision from their local Outdoor Skills Trainer.

Volunteer safety instructors contribute to the overarching strategic goals of the Bureau of Law Enforcement, specifically #2 and #4. These priorities were established through a comprehensive process involving external partners, organizations, volunteers and Department staff.

1. Maintain healthy and diverse wildlife populations and habitats
- 2. Enhance opportunity, safety, and enjoyment of outdoor recreational experiences in Wisconsin**
3. Enhance public safety by being ready to respond to emergencies, natural disasters, acts of terrorism, and assist other agencies
- 4. Raise the level of appreciation for our natural resources and the benefits they provide and pass on the conservation ethic to future generations**
5. Protect public health and the environment through clean air, land, and water
6. Organizational stewardship for the future – lead, adapt, and manage the organization to achieve our mission while providing our staff with fulfilling careers

Complementing the strategic goals stated above, 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. Regardless of age, sex, religion or race, everyone is allowed and encouraged to attend Department safety programs. As an instructor, you agree to instruct the program using the most current curriculum and lesson plans of the [RSOS] Section. Prior to accepting the role of an instructor, please read through this manual to develop a better understanding and decide if you can abide by its expectations.

Finally, if your application is accepted and you choose to serve, you can take pride and comfort in knowing that your service will make a positive and important difference in many lives. Instructors pass on a tradition of safety, ethics and values which are critical components to sustaining Wisconsin's outdoor recreational heritage.



## ABOUT THE MANUAL

The primary goal of this manual is to provide a working policy, procedures and processes framework for the Bow and Hunter Education programs of the Department. This framework is designed to uphold the public's trust and protect the integrity of the programs and its volunteers. For the most recent version of the Volunteer Instructor Policy and Procedure Manual check with the Instructor Corner at [dnr.wi.gov/volunteer/instructorcorner/instpolicyprocedures.html](http://dnr.wi.gov/volunteer/instructorcorner/instpolicyprocedures.html) or contact your local Outdoor Skills Trainer (OST).

# WHAT IT TAKES

## QUALIFICATIONS

### Instructor candidates must:

- Be at least 18 years of age.
- Be a graduate of the recreational program they wish to instruct.
  - Certification by apprenticeship - candidates can complete this requirement as they apprentice.
  - Certification by academy or mini academy - candidates will need to discuss requirement with OST.
- Demonstrate willingness to devote time and effort to carry out program responsibilities and duties.
- Demonstrate willingness and abilities necessary to perform instructor duties and responsibilities.
- Demonstrate sincere interest in serving the Department and the public.

## CERTIFICATION PROCESS FOR VOLUNTEER INSTRUCTORS

### Candidates must:

- Meet the instructor qualifications outlined above.
- Submit a completed Apprenticeship Application Form 8500-161 to local OST.
- Pass initial screening or desktop check per NR 19.30.
- Pass local background check conducted by the local conservation warden and approved by the OST.
- Read through this manual and submit a completed Apprentice Volunteer Instructor Exam to local OST.
- Complete one of the certification methods listed below:
  - **Certification by apprenticeship**
    - Apprentice instructs at least two courses with an existing volunteer instructor team within 18 months of apprentice approval.
    - Apprentice is recommended by an active instructor sponsor for full certification by submitting a Volunteer Instructor Training Record and Application Form 8500-162.
  - **Certification by Department training**
    - Attends a training session held by RSOS Staff.

### Multiple Certifications

Active instructors and apprentices in good standing that want to become certified as instructors in multiple safety programs need only to assist with one safety course in that program and submit a completed Volunteer Instructor Training Record and Application Form 8500-162 to their local OST.

## CONTINUING EDUCATION REFRESHER (CER)

Instructors must complete a CER at least once every three years, on or before their last training or CER completion date.

### Instructors can complete their CER requirement by doing one of the following:

- **Workshop (preferred)** – attend a training session held by RSOS staff.
- **Academy and mini academy** – attend a one or two-day training session.
- **Exam** – an open book exam covering the Instructor Policy and Procedure Manual. The exam is available on the Instructor Corner and by contacting your local OST.
- Other training opportunities authorized by local OST or other RSOS staff.

## INSTRUCTOR STATUS

### Active instructors have

- turned in all rosters per the deadlines
- kept required records and contact information up to date
- met the active instructor requirements every three years
- Their CER is up to date and they have taught a class in the last 3 years.

### Inactive instructors

- cannot register or instruct safety courses
- cannot be added to course rosters without contacting OST
- are inactive because they have (either):
  - not turned in course rosters
  - not met the active instructor requirements

Additionally, five years of inactivity will require an instructor to complete the instructor certification process again. Upon re-entering the instructor corps any previously assigned anniversary date may change, but it will not affect the instructor’s previous years of service awards or calculations.

## INSTRUCTOR RETIREMENT OR RESIGNATION

Instructors that wish to resign or retire should notify their OST immediately. Their OST will assist in the collection or reassignment of any previously issued Department equipment such as firearms, tree stands, safety harnesses, laser ed guns, 3-D targets, electronic equipment and other items.

# CONDUCT EXPECTATIONS

## CONDUCT AND DISCIPLINE - INSTRUCTOR

### Instructors will:

- Always conduct themselves in a professional manner and act responsibly.
- Follow all program policies, procedures and guidelines.
- Instruct and represent the corps with integrity.
- Provide a safe and comfortable learning environment.
- Maintain order and discipline during classroom and field activities.
- Develop working knowledge of their program curriculum and lead by example.
- Present course curriculum in a factual and objective manner allowing students to form their own opinions and conclusions.
- Always maintain a professional and respectful attitude.
- Prohibit previously removed instructors from assisting or instructing in any safety courses and report infractions to their local OST.
- Supervise students at all times before, during and after classes.
- Acquire the parent or guardian’s permission to participate in the class if a student is under 18 years of age.
- Maintain all educational aids and materials from the Department in good working order.
- Attend and/or participate in active instructor requirements such as workshops and academies.
- Update contact information either on their own through the Instructor Dashboard or by notifying their local OST as soon as contact information changes.
- Evaluate and grade students consistently and fairly.
- Train students to be safe, ethical and responsible.
- Instruct Department-approved lesson plans using the principles of **EDOC**:

EDOC:

**E**ducate – Give them the basic information and explain why it is important. Tell them what they need to know and stick to the lesson plan.

**D**emonstrate – Show them the correct process/activity/task.

**O**bserve – Watch them perform the process, correct if needed.

**C**ongratulate – Tell them they did a good job at every opportunity.



- Register safety courses six weeks before the course begins. Exceptions must be approved by local OST.
- Notify local warden of safety course dates at least six weeks prior to course and provide minimum of 45 minutes for warden to complete safety presentation.
- Issue temporary certificates to those students who pass the required exams.
- Review course forms and send in required course roster and fees within **five days of course's end date**
  - If using the paper system, send course roster and fees to address listed on forms.
- Keep accurate records including a copy of the class roster, any receipts, documents of student discipline or course incidents and all instructor claimed expenses for a minimum of **six calendar years**.
- Produce course records for Department representatives upon request for review or in compliance with any program's auditing processes.
- Be aware of personal space and what could be perceived as improper touching.
- Direct customers to DNR Customer Service, available 7 days a week from 7:00 A.M. to 10:00 P.M. at 1-888-936-7463 or online at [dnr.wi.gov/contact](http://dnr.wi.gov/contact) if they are unsure of the correct answer when asked a question by the public.
- Conduct all safety courses with at least two active instructors always present.
- Inform their local OST as soon as possible after receiving a citation, being arrested, charged, or convicted of any crime by any law enforcement agency.
  - This is necessary to preserve the integrity of the program, its mission, and associated instructors.
  - Appropriate action may include no action, corrective action, inactive or removal from the program.
- Always maintain a professional attitude and exhibit actions which positively support the program and the Department.

**Instructor will not:**

- Instruct students in any one-on-one situation where a student and instructor are alone, out of view of the rest of the class.
- Use alcoholic beverages before or during a course or field activities or whenever students are present.
- Use offensive language.
- Engage in criticism of other instructors or Department staff at any time.
- Allow disagreements to take place in class between instructors or in front of students.
- Actively endorse specific associations, groups, manufacturers, or products.
- Use tobacco products during periods of instruction.
- Brag about accidental or purposeful infractions of DNR rules and regulations or any other written law.
- Use their instructor position to promote their personal opinion.
- Remove a concealed weapon from concealment.

**COMPLAINTS**

If a questionable incident takes place during a safety course the instructor shall document the incident in a few sentences containing who, what, when, where, why and how, in addition to identifying witnesses and reporting it to your local OST.

Instructors are not immune to complaints from the public. In the past, most complaints against instructors fall into a few common categories.

**Common Complaints:**

- student discipline
- failure to submit completed course roster and fees to RSOS
- 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(s)

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

All complaints from the public regarding the Department's safety programs are investigated by the OST until resolved.

**Corrective actions are necessary when the instructor's actions conflict with:**

- local, state or federal laws
- the instructor code of ethics and conduct
- the goals of RSOS
- this manual

**Corrective actions to valid complaints may include any of the following but are not limited to:**

- Verbal, written or in person communication with the instructor [Example: a problem or issue is identified and discussed with the instructor and a verbal agreement resolves the issue].
- Active instructor status changed to inactive status while complaint is being investigated.
- Establishing performance goals [Example: specific written goals are established and required if the instructor wishes to maintain his or her certification].
- Removal from instructor corps. Removal is permanent and applies to all Department safety programs. Removed instructors are then prohibited from participating in any of the RSOS programs **EXCEPT** as a student to gain student certification. There is no appeal process.

**EVALUATIONS**

As a certified instructor you will be evaluated by the public every time you present yourself as an instructor with 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.

**Evaluation techniques may include any of the following but are not limited to:**

- requesting copies of course records, forms and fees submitted by the instructor
- instructor self-assessment and evaluation
- evaluations forms completed by students
- peer reviews
- random evaluations by Department staff

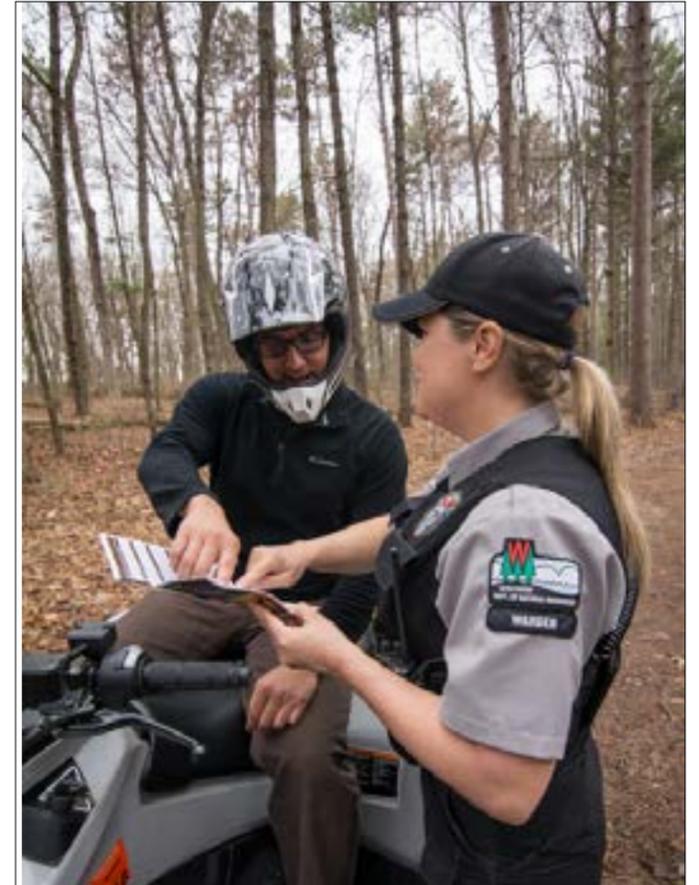
**REMOVAL AND NON-ACCEPTANCE**

The Department acknowledges that it is nearly 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. All instructors are considered at-will volunteers and should be aware that the Department has complete authority over the program. This means that volunteers can be removed at the will of the Department. Decisions regarding removal or non-acceptance are final and apply to all RSOS programs. There is no appeal process.

Apprentice instructor applicants will be notified of non-acceptance by the local OST. Instructors who are removed will be notified of the removal by the appropriate program administrator and will return all training aids to the OST immediately.

A candidate's instructor application may not be accepted solely at the discretion of the Department. Instructors can be removed or applicants not accepted based on any grounds which warrant the belief that the program and the students would be best served. Below are some examples that will warrant removal from or non-acceptance to the instructor corps. The instructor or applicant will have

- failed to follow Department policy or procedure
- received complaints regarding instruction methods



- been disrespectful, argumentative, uncooperative or verbally abusive to students, parents or Department staff
- been charged with a violation of law that may be viewed as not meeting the Department's or the public's expectations as to who should be allowed to instruct in the Department's programs
- engaged in conduct that could bring discredit to the Department, its staff or its volunteers
- falsified information on any Department form or record

## DRESS CODE & UNIFORMS

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 always need to look professional.

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, such as clothing with alcoholic beverages, distasteful jokes, pictures or

cartoons. 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. A pre-existing instructor uniform can be worn if it adheres to the uniform standards explained below. Uniforms that do not adhere to the following standards cannot be worn.

### If an instructor uniform is worn it **SHALL**:

- readily identify the person as 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
- display the appropriate program patches (in good condition) with the most current years of service rocker displayed directly below

RSOS will provide uniform items including but not limited to: instructor vests, caps and photo identification badges. Instructors may wear the Department-supplied instructor vest or their own instructor uniform. Instructors may attach their sponsor's name(s) and or patches to the lower half of the back side of the Department-supplied vests if the patches and attachments are of a professional nature and are attached in a manner that does not detract from the instructor's appearance and status. Other locations on the vest may be approved by OST. Attachment of non-Department issued patches onto Department issued instructor vests requires pre-approval from your local OST.



### Instructor Photo ID Badges

Your photo ID is your volunteer instructor card. Photo ID badges serve as another way for the instructor to be identified by students. The photo ID will include a photo of the instructor, certification date and customer ID number.

If an instructor would like to receive an instructor photo ID once they are a certified instructor, instructors should submit a photo to their OST using the following guidelines:

- Instructor should wear an appropriate shirt or instructor vest
- Photo should be taken from the waist up
- Be taken against a solid color background, such as a wall, screen, etc.
- No hats or sunglasses should be worn

Junior volunteer instructors can receive instructor vests and photo IDs if requested.

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.



## RESOURCES & RECOGNITION

### DEPARTMENT MATERIALS

The Department may provide materials and educational aids to instructors upon request, including but not limited to:

- Instructor Policy and Procedure Manual
- teaching guides and lesson plans
- student manuals, safety regulations, and necessary paperwork
- instructional aids
- Department forms
- resources available at the Instructor Corner [dnr.wi.gov/volunteer/instructorcorner](https://dnr.wi.gov/volunteer/instructorcorner)

### INSTRUCTOR DISCOUNTS AND BENEFITS

Occasionally discounts from businesses become available and RSOS will attempt to list these discounts on the Instructor Corner. Additionally, there are discounts through IHEA. Instructor discounts can be found at [ihe-a-usa.org/instructors/special-offers-for-instructors](https://ihe-a-usa.org/instructors/special-offers-for-instructors) the password to access the discounts is: **gohunt**

### AWARDS - YEARS OF SERVICE

All Years of Service Awards will be mailed directly from Madison to the instructor's listed residential address (delivery unavailable to PO Boxes) with a letter of appreciation suggesting the instructor work with their local OST for a more professional and formal presentation at local instructor appreciation banquet.

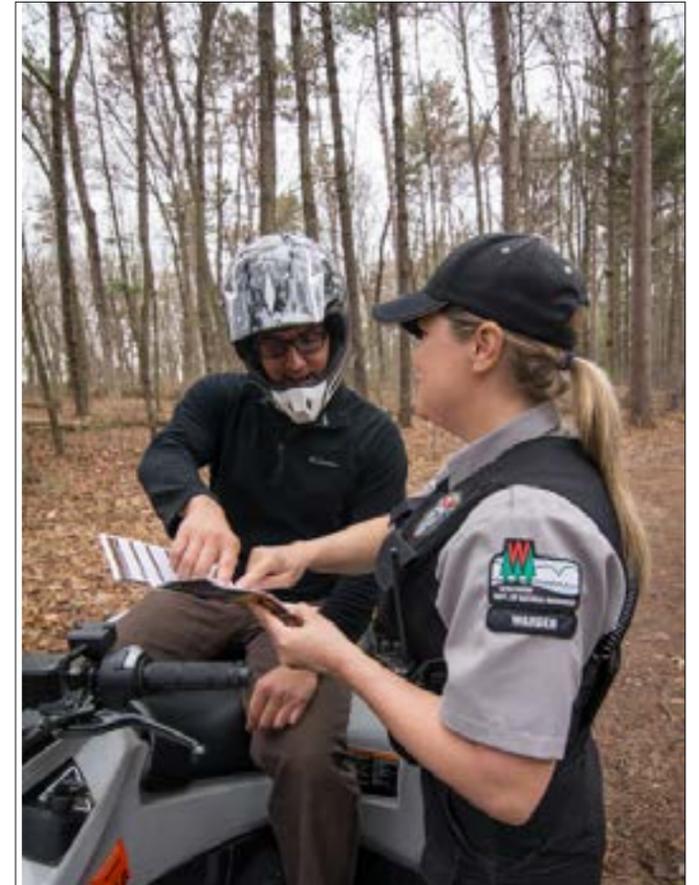
Instructors accumulate years of service by instructing a safety course each calendar year. If an instructor does not instruct a safety course within a calendar year they will not receive a year of service credit.

To receive credit for instructing a safety course the instructor is responsible for signing or making sure their name is on either the paper or electronic course roster with their customer ID # and estimated volunteer hours. This information must be provided on the approved Safety Course Roster and Remittance Form for each course taught.

Years of Service Awards and associated rocker patches are issued for years two and five. Subsequent awards are issued in five year increments.

An instructor's years of service are calculated and maintained by the Department's record keeping system.

Apprentice years do not count towards years of service.



**Years of service awards are mailed out the year after they are earned.**

Additionally, it is critical to inform your local OST of changes to your contact information ASAP. Each year awards cannot be delivered because instructors have moved away and have forgotten to inform the Department of the new information. Instructors are responsible for notifying their local OST or Department Staff of changes, preferably within 14 days of the change. You may also update your personal information by accessing your customer account through [gowild.wi.gov/lookupaccount](https://gowild.wi.gov/lookupaccount).

# SAFETY PROGRAMS

## DESCRIPTIONS & REQUIREMENTS

### REQUIREMENTS FOR ALL PROGRAMS

- The minimum course length is listed under specific program sections.
  - a safety course may not be scheduled for less than two days (except for the hunter education internet field day course)
- Course fees for the Archery and Hunter Education programs are \$10.00 and additional fees shall not be charged by instructors.
- Course records must be completed within five days of the end of the course.
- There is **no minimum age** required to attend, all ages are welcome. However,
  - Instructors must explain to students that certificates **are not** valid in Wisconsin until the students have reached the required age for that activity.
  - All safety programs are developed at the 6th grade level and as such, students 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.
- Upon successful completion of a course, students will receive a temporary certificate. Once a roster has been processed, students will have access to print out official certificates.
- Instructors are required to track course attendance to ensure that students have met the minimum hours.
  - Once minimum hours are met, students are still expected to attend the rest of the course dates unless excused by their instructor as appropriate.
- Students that miss the testing or exam portion of any course will be marked as fail.
  - Instructors **will not** hold an additional testing or exam session for these students.
- Wisconsin DNR safety certificates are recognized by **most** states and provinces that require proof of certification.
- Instructors **may not** schedule or conduct a course for less than five students unless approved by DST.
- Instructors are recommended to not exceed a **ratio of one instructor to seven students**.
- Instructors will not instruct students in any one-on-one situations where a student and instructor are out of sight or view of the rest of the class.

### HUNTER EDUCATION (HE)

#### Certification requirement:

- A person who is born on or after January 1, 1973 who is at least 14 years old can hunt on their own if the person holds a valid Hunter Safety certificate.
- People who wish to hunt without certification can do so by purchasing a hunting license under the Mentorship Program (reference current regulations for more details). There is no minimum or maximum age for the mentorship program.
- To purchase a hunting license in Wisconsin a person can present a Hunter Safety certificate or provide proof of successful completion of basic training in the U.S. Armed Forces, Reserves or National Guard.
- Course options for students to get certified are traditional, internet field day and the adult online course. These courses can be located at: [gowild.wi.gov/customers/safetiedclass](http://gowild.wi.gov/customers/safetiedclass)

#### First-time Hunter Education Graduate Privileges

These are listed in the most current hunting regulations pamphlets.

#### HE Traditional Courses

Instructors teach this course in a traditional classroom setting using Department lesson plans and agendas. Students prepare for the exams by completing the chapter reviews in the Department-supplied student manual.

#### Requirements:

Minimum course length is ten hours over two days with a maximum of 19 hours and cannot exceed 21 consecutive days (effective 1/1/16). Exceptions allowed for school programs offered during school hours or summer school hours.

#### Additionally

- No live ammunition is allowed in the classroom at any time.
- All firearms brought to class by students and instructors must be unloaded and in good working condition.
- Every firearm must be checked by a certified instructor to ensure it is unloaded prior to entering the building.
- Only dummy ammunition issued by Department staff is allowed. No home-made dummy ammo allowed.
- Re-loaded ammunition is not allowed.
- Hunter Education courses will not be modified for carrying concealed weapon (CCW) purposes.

### HE Short Course

Instructors also teach this course in a traditional classroom setting using Department lesson plans and agendas. Students prepare for the exams by completing the chapter reviews in the Department-supplied student manual or by completing an online program and end with a field day where they go over the hands-on components of the course prior to taking written and field exams.

#### Requirements

- Minimum course length: This course requires no more than three days and approximately 10 hours of instruction including a field day. The field day requires about six to eight hours of participation.

#### Additionally

- No live ammunition is allowed in the classroom at any time.
- All firearms brought to class by students and instructors must be unloaded and in good working condition.
- Every firearm must be checked by a certified instructor to ensure it is unloaded prior to entering the building.
- Only dummy ammunition issued by Department staff is allowed. No home-made dummy ammo allowed.
- Re-loaded ammunition is not allowed.
- Hunter Education courses will not be modified for carrying concealed weapon (CCW) purposes.

### HE Internet Field Day Course

First offered in 1996, this course combines the use of the internet and the completion of a specific agenda and lesson plans during a field day. Students register with an instructor and then complete the online training before attending the field day where they participate in multiple hands-on learning stations and complete the required exams. Cost will vary depending on which website the student chooses to complete the online portion. Additionally, a \$10.00 Department course fee will be collected at the field day. The only online courses offered in conjunction with approved courses listed on DNR web page.

#### Requirements

- Minimum course length: This two-part course requires about five to seven hours of on-line study; the students must present proof of online course completion at the field day event. The second part of the course requires about four to eight hours of participation in the specialized internet field day.
- A separate instructor certification is required to become an internet field day instructor
  - a candidate must attend a DNR instructor training unless otherwise approved by their local OST.
  - ***instructors cannot apprentice for this certification unless approved by OST.***
- Instructors must follow a specialized agenda and lesson plan obtained from their OST.
- Live fire requirement has been removed. Internet field day course students are no longer required to fire a firearm to successfully complete this course



### HE Adult Online Course

Anyone aged 18 or older can become Hunter Education certified through a Wisconsin DNR (WDNR) approved online course. There will no longer be an in-person test requirement.

The adult online course has the same content as the traditional classroom course and online/field day courses along with a final exam in which the adult student must achieve a minimum score of 80% to obtain certification. Cost will vary depending on which approved online course (see DNR web page) is used and in addition to the online fee they will be required to pay the \$10.00 DNR fee at the end of the course.

In addition to the online course, adult students who have little or no firearms experience will be encouraged to attend an optional field day led by DNR certified internet field day instructors. Adults students

who choose to do this do not get placed on the roster and do not pay the \$10 to the instructor, as they have already paid and completed the requirements to obtain their certification. Students should let the lead instructor know if they have completed the online course and received their certification. The DNR highly recommends instructors not turn anyone away from learning about Hunter Education and firearm safety.

#### Requirements

- Adult students must successfully complete the course online with a minimum score of 80% or better.
- Adults will be required to pay the vendor fee plus \$10.00 to the DNR to obtain certification.

## HUNTER EDUCATION LIVE FIRE (NOT MANDATORY)

- Live fire exercises during classes are optional, and if conducted, are required to be done only under strict supervision and control of instructors at all times.
- There is **no requirement** to shoot a firearm to pass any of Wisconsin's Hunter Education courses.
- Hunter Education instructors are required to follow the policy provided with any students engaging in any live fire exercise as part of the Hunter or Bow Hunter Education programs.
- The Four Rules of Firearm Safety (TAB-K) must always be followed.
- 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 is allowed in the classroom by anyone and should only be found in the shooting area.
- Re-loaded ammunition cannot be used by anyone.
- Everyone is required to wear ear and eye protection when either shooting or in proximity of the firing line.
- When students are on the firing line
  - Students must follow the commands of the range instructor.
  - All firearm actions will be kept open until instructed to load and fire.
  - Muzzles of firearms must always be pointed down-range.
  - No one is allowed in front of the firing line until the instructor gives the "go forward" and / or "check your targets" or similar command.
  - All unfired cartridges on the range shall be immediately turned over to the range instructor.
  - Live ammunition shall 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.

## BOW SAFETY (BOW)

**Certification is not required in Wisconsin, but there are certain situations where a certificate will be required.**

- **Example 1:** a person was convicted of a felony but wants to hunt. The felony conviction restricts them from using a firearm in Wisconsin but not a bow.
- **Example 2:** A person wants to hunt with a bow in a state that requires proof of bow hunter certification.

Wisconsin has adopted the National Bow Hunter Education Foundation's (NBHEF) International Bow Hunter Education curriculum, meaning the Wisconsin Bow Hunter Education course also is approved by the NBHEF and is accepted worldwide. Currently, there are three course options for students to get certified including a traditional course, an add-on course and the online course for adults.

### Adult Bow- ONLINE

Students 18 years of age or older can complete and pass the online Wisconsin Bowhunter's Ed course (website listed above) to receive their bowhunter education. Those under the age of 18 must complete an archery course taught by a certified DNR archery instructor.

### Traditional Bow Safety Course

Instructors teach this course in a traditional classroom setting using Department lesson plans and agendas. Students prepare for the exam by completing the chapter reviews in the Department-supplied student manual. Minimum course length is 10 hours over two days.

### Add-on Bow Safety Course

Much like the Hunter Education course and Tradition Bow Safety course this course is also taught in a traditional classroom setting using Department lesson plans and agendas. Students prepare for the exam by completing the chapter reviews in the Department supplied student manual.

#### Requirements

- Proof of a previous Hunter Education certificate is required to participate in the bow safety add-on course.
- Students are **not required** to shoot a bow to pass or become certified.
- The minimum course length is five hours over two days, and it should **not be** run concurrent with a hunter education course.
- Instructors must follow provided bow safety add-on course agenda, which can be obtained from OST.
- Course must be conducted by certified Bow Hunter Education instructors.
- The add-on course is a different course and it is required to be managed separately, recorded on a unique course roster, with distinct student registration forms and course fees (\$10).
- Anyone that has completed the online Wisconsin archery education course (in lieu of the Hunter Education course) can attend.

# COURSE ORGANIZATION

## TRAINING AIDS

### The DNR supplies the following upon reasonable request:

- action sets
- lifelines
- dummy ammo
- eye protection and ear protection
- tree stands
- laser ed guns
- anatomy deer
- clipboards
- harnesses
- PVC fences
- frisbees/softballs

OSTs are also equipped with hunter safety trailers for instructor groups to sign out for classes. The trailers are reserved on a first-come, first-serve basis. The safety trailers are stocked with everything to hold a successful safety course.

Instructor groups that disband shall immediately notify their OST and return training aids.

### Firearm Policy for Instructors

The following policy is a guide for volunteer instructors when issued firearms by the Department. Federal law requires that all firearms be tracked when under the control of the Department. Each firearm will be tracked by location stored, who has it, and the condition of the firearm.

1. Firearms that are issued to an instructor will have a sign-out sheet signed by the instructor acknowledging the type of firearms issued and a signature of acceptance by the instructor.
2. Storage of firearms will comply with state law and firearms will not be kept in reach of children outside the classroom setting.
3. Storage of the firearm:
  - a. The firearm should be kept in a dry, secure place to prevent corrosion and other damage.
  - b. Cable locks will be provided if needed.
  - c. The firearm will be stored at the class location, the instructor's home, or other locations approved by Hunter Education staff.
  - d. If storage location or the instructor in control of the firearm changes, notify Hunter Education staff immediately.

### 4. Annual notification of possession:

- a. Each instructor group will notify the Department as part of the volunteer hour's report (Form 4500-172) what firearms are permanently assigned to them. This is required once per year or if changes have been made to 3.c. or 3.d. above.
- b. Do not notify the Department if using firearms from a Hunter Education trailer, or if temporarily borrowing firearms from another group or from the Department.

### 5. Annual maintenance of firearms:

- a. If not fired as part of the class, clean and oil the firearms.
- b. After every shooting event as part of the class, the firearm should be cleaned and function tested. Function test by loading and unloading the firearm with **dummy ammo** and making sure the safety and the trigger work properly.
- c. If the firearm fails to work, contact Hunter Education staff to work on repairs. We can work with a local gunsmith to repair it locally and cover the cost or get it returned for replacement.



## COURSE PLANNING

Any active instructor can get the ball rolling on a class. 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 eight 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. There must be a minimum of two instructors at all classes and the preferred ratio of instructors to students is 1:7. This ratio of instructors allows for a quality learning 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 the following:

- Who will check with and reserve the facility?
- Who will register the course, including ordering the supplies?
- Who will schedule the safety presentation with the local field warden?
- How to best handle class registration phone calls and sign up?
- Who will handle the fees, complete the roster, maintain the course records?
- Who will instruct which chapters and lessons plans?
- Review equipment inventory and/or supplies needed.
- How best to use the student manuals?

### Selecting a classroom facility

Determine a suitable location and make sure it is reserved. Safety courses should be offered at public locations.

Suitable locations:

- schools
- town halls
- government buildings with conference room(s), such as DNR offices
- law enforcement agencies
- community centers
- sportsmen's clubs

Courses shall not be held at:

- homes, unless approved by OST
- facilities that serve alcohol, unless approved by OST
- locations, times or conditions that are inconsistent with the goals and objectives of the safety program

The classroom facility will:

- be used according to the Department policies in this manual and any owner/management agreement for its use
- be assigned to a member of the instructor team, and that person is responsible for the reservation, clean up and any other issues that may arise related to the facility
- 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 large enough for any indoor lesson plans that will require open areas
- be reserved an hour before, during and an hour after the time needed which allows for setup, take-down and clean up
- be arranged to fit the course needs if permitted by facility
- have adequate parking within a reasonable distance
- be left in the same or better condition than it was found
- be separated from distractions
  - examples: A gym with basketball game on one side would not be acceptable. Loud talking and or music in an adjacent room would not be acceptable.
- 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.

## COURSE REGISTRATION

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 the recreational needs and demands of the public. Offering courses when people are looking for them is important. We encourage instructors to think of the public and to plan their courses to meet those needs. For Hunter Safety courses, highest demand falls between March-May and September-November.

### Instructor Dashboard

Instructors are strongly encouraged to use the Instructor Dashboard on GoWild to register and manage their courses. The Instructor Dashboard can be accessed by typing the following link into your browser: [gowild.wi.gov](http://gowild.wi.gov) Any active instructor has access to their Instructor Dashboard. Instructors can only register courses that they are certified to instruct.

#### The Instructor Dashboard will allow instructors to:

- register their courses & order the class materials
- allow on-line student registration
- manage instructors and students on their roster
- compete the electronic instructor timesheets
- submit course fees
- check instructor training record and years of service
- enroll in upcoming instructor training sessions

If the Instructor Dashboard is not used, instructors must submit a [Safety Course Registration Card \(Form 8500-130\)](#) at least **six weeks** prior to the course start date. The form is located on the Instructor Corner [dnr.wi.gov/volunteer/instructorcorner](http://dnr.wi.gov/volunteer/instructorcorner)

#### You can submit this course registration form in one of three ways:

- mail to the address listed on the form
- email to [DNRLESafety@wisconsin.gov](mailto:DNRLESafety@wisconsin.gov)
- fax to 608-266-3696

#### Regardless of how a course is registered:

- Instructors **must contact their local warden six weeks** before first class to schedule the safety presentation
- ALL course dates, times and locations must be listed.
  - Any changes to the dates, times or locations must be made in GoWild or by contacting your OST.
- Instructors must register courses at least **six weeks** in advance because
  - It allows for the student materials to be prepared and shipped from the warehouse.
- Course registration activates the state insurance coverage
  - Certificate of Protection can be found on the Instructor Corner
- A course ID number is assigned.
  - This number is used in all future reference and searches for student certifications and years of service queries, and this number should be listed on any documents related to this course.
- The course may need to be advertised on the upcoming classes web page located at: [gowild.wi.gov/customers/safetiedclass](http://gowild.wi.gov/customers/safetiedclass)

### HOW STUDENTS REGISTER FOR COURSES

The Department prefers a pre-registration system for registering students. This allows instructors to control their class sizes and avoids complaints against instructors from people who may not like to stand in line or show up for a class that is already full.

#### Pre-Registration Methods:

The method of student registration should be noted in the other “class description/information” section of the Course Registration form so that students know how they need to enroll.

- **Location pre-registration:** Arrange a meeting time and place specifically for pre-registration, such as a sporting goods store, sportsmen’s club, school or other public place. This method is preferred if the student is required to pick up the course materials and complete chapter reviews ahead of the class.
- **Phone pre-registration:** Guide people to a phone number that they can call to register for your course.
- **Email pre-registration:** Guide people to an email address that they can use to register for your course.
- **Online pre-registration:** the instructor sets up the class to allow the students to self-enroll online.

#### Felons and other individuals with firearm restrictions

(felon, court ordered, domestic violence situations): Individuals with court ordered firearm restrictions may attend and participate in a Hunter Education course as long as they do not possess or handle a firearm. An individual with these restrictions is encouraged to let instructors know ahead of time.

Hunter Education certification is still a requirement for anyone who wants to legally hunt using an air gun or bow in Wisconsin unless they were born before January 1, 1973 or are participating in the Mentorship program. Hunter Education courses do not require students to hold or shoot a firearm to become a certified graduate of the Hunter Safety program.

In lieu of handling firearms, instructors can request students to verbally explain

and describe specifics regarding firearms and handling. Instructors shall not allow a person with firearm restrictions to handle or possess a firearm. Instructors will accommodate individuals with these restrictions by supplying them with a Laser-ed gun, BB gun, cardboard cutout, or other similar items that do not fit the legal definition of a firearm. Firearm as defined by Sec. 167.31 (c), Wis. Stats.: “means **a weapon that acts by force of gunpowder.**”

Additionally, the Bureau of Alcohol, Tobacco and Firearms (ATF) determined that the blaze orange non-functioning Mossberg and Remington firearm action sets supplied by the Department are considered real firearms. Therefore, they cannot be used by anyone who is prohibited from possessing a firearm.

## ADVERTISING THE COURSE

Once a course is registered, it will be advertised on the DNR website at [gowild.wi.gov/customers/safetyedclass](http://gowild.wi.gov/customers/safetyedclass)

If the class is full before the instructor registers the course, the instructor should check the box located on the Course Registration Card indicating that the course is already full. If using the Instructor Dashboard, you must select “yes” on the “Class Full?” question. If the form is submitted with the full box checked, the course will not be posted on the Department website. You can remove a course from the website yourself by using the Instructor Dashboard or by contacting your local DST or RSOS Staff.

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

## COURSE CHANGES

If you need to make a change to the date, time and/or location of the course, individual classes or field day, the change must be updated online as soon as possible. If you use the Instructor Dashboard, you can update this yourself, otherwise the change must be communicated to your local DST prior to affect. Failure to make notification of changes will affect liability coverage for the course.

## COURSE OUTLINE

Instructors will use this outline, or one like it, to cover the basic course logistics.

### First class

- Arrive early to make sure the room is set up and all is prepared for the class.
- Set up area to receive students and hand out materials (if not already done).
- Collect student registration forms and \$10 fee from each student.
- Ensure that students have Customer ID numbers.
- Verify and review registration materials with students to ensure correct customer information is recorded (Address, Date of Birth, Customer ID Number) to reduce errors in processing and ensure students receive their certificate in their customer profile once passed and the class is submitted.

**When it is time to begin the class, verbally address the following in front of the students and parents.**

- Introduce yourself and any other instructors that are present.
- Cover Student Rules of Conduct.
- It is a good idea to make hand-outs with course rule of conduct, dates, locations and other specific detailed information they will need to be a good student.
- Explain the purpose of the course.
- Students will be given information to be safe, ethical and responsible.
- Expertise comes from years of practice with family and friends.
- Announce that any students wishing to have the exam read to them will need to speak to an instructor before the exam.
- Inform students that all exams will be given at the end of the course and they will need to score 80% or better to pass on each exam.

### Each class

- Take attendance to ensure each student meets the minimum requirements for course length.
- Review items and lessons covered in prior class sessions.
- Allow time for questions and answers.

### Last class

#### Exams

- Administer student exams per the exam procedures contained within this manual.
- Review course roster materials with students to ensure correct customer information is recorded (address, date of birth, customer ID number).
- Issue temporary certificates to those who pass the course.
- Students will receive permanent certificates in their Student Dashboard once the instructor submits the final roster to the Department.
- All course records must be completed at the end of the class or within 5 days of the course ending.
- See “[course records and fees section](#)” contained within this manual.

## RECORD KEEPING

RSOS recognizes the value of good record keeping and program accountability. Lead instructors are required to keep course records for a period of six calendar years. (For example: If a course is completed any time in 2019, the records could be destroyed after Dec. 31, 2025). After 6 years, the instructor shall destroy (shred or burn) course records. Instructors who show a pattern of failing to keep reliable records will no longer be able to register a course, handle course records or fees. If these patterns continue, instructors may be removed. Instructors will be given notice prior to any 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 FEES

All Department course fees are \$10.00. Additional fees may not be charged by instructors, clubs, or schools. Instructors are responsible for collecting the \$10.00 fee from the students.

- 50% of each student fee must be remitted to the DNR along with the course roster within five days after the course completion date
- up to 50% of the remaining student fee can be used by instructors for allowable expenses

Unused student fees are considered program income and must be submitted to the DNR.

### Required Course Records

For each course, use a folder labeled with the course information to hold the course records. All other forms and exams not listed below can be destroyed after each course.

### Records that are required to be kept for 6 years are:

- financial records including of instructor expenses (such as receipts, mileage logs, etc.)
- copy of student roster
- notes or documentation regarding but not limited to student accidents, injuries and discipline issues

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

When using the Instructor Dashboard, the course fees must be submitted using a credit/debit card or electronic check. Instructors who collect student fees need to make sure checks are written out to instructor and not the Department. Fees cannot be partially submitted online and by mail. Instructors who are not using the Instructor Dashboard should make checks or money orders payable to Wisconsin DNR and include course ID# on the memo line of the check or money order.

## 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 fees to the Department
    - when possible, use the prepaid envelopes provided by the Department
  - mailing other material to DNR staff
- Mileage
  - check with your local OST or visit [IRS.gov](https://www.irs.gov) for federal standard business mileage rates
  - travel from home to class location and back
  - travel from class to range location and back
- Facility rental expenses
  - rental fees
  - chairs, tables, media equipment
  - custodial services
- Course and record keeping supplies
  - pens/pencils
  - copier expenses/paper
  - notebooks
  - file folders
  - portfolios
- Publicizing course
- Training aids directly relevant to the safety program such as
  - ammunition for live fire
  - targets for range
  - disposable ear protection

## Non-allowable Expenses

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

- electronics
  - computers
  - power point projectors
  - DVDs players
  - OST approved DVDs
- firearms
  - tree stands
  - fall restraints (safety vests)
  - dummy ammo
  - ear muffs and eye protection

**Instructors SHALL NOT use student fees to pay for items listed below**

- food or drink for students or instructors
- incentives for students or instructors

## 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.

## INSURANCE COVERAGE

**[Listed in GoWild or mailed to Madison]**

DOA provides property and liability coverage for DNR certified instructors who conduct a DNR Hunter or Bow Hunter course. The instruction of those courses needs to follow DNR course standards and the Instructor Policy and Procedures Manual.

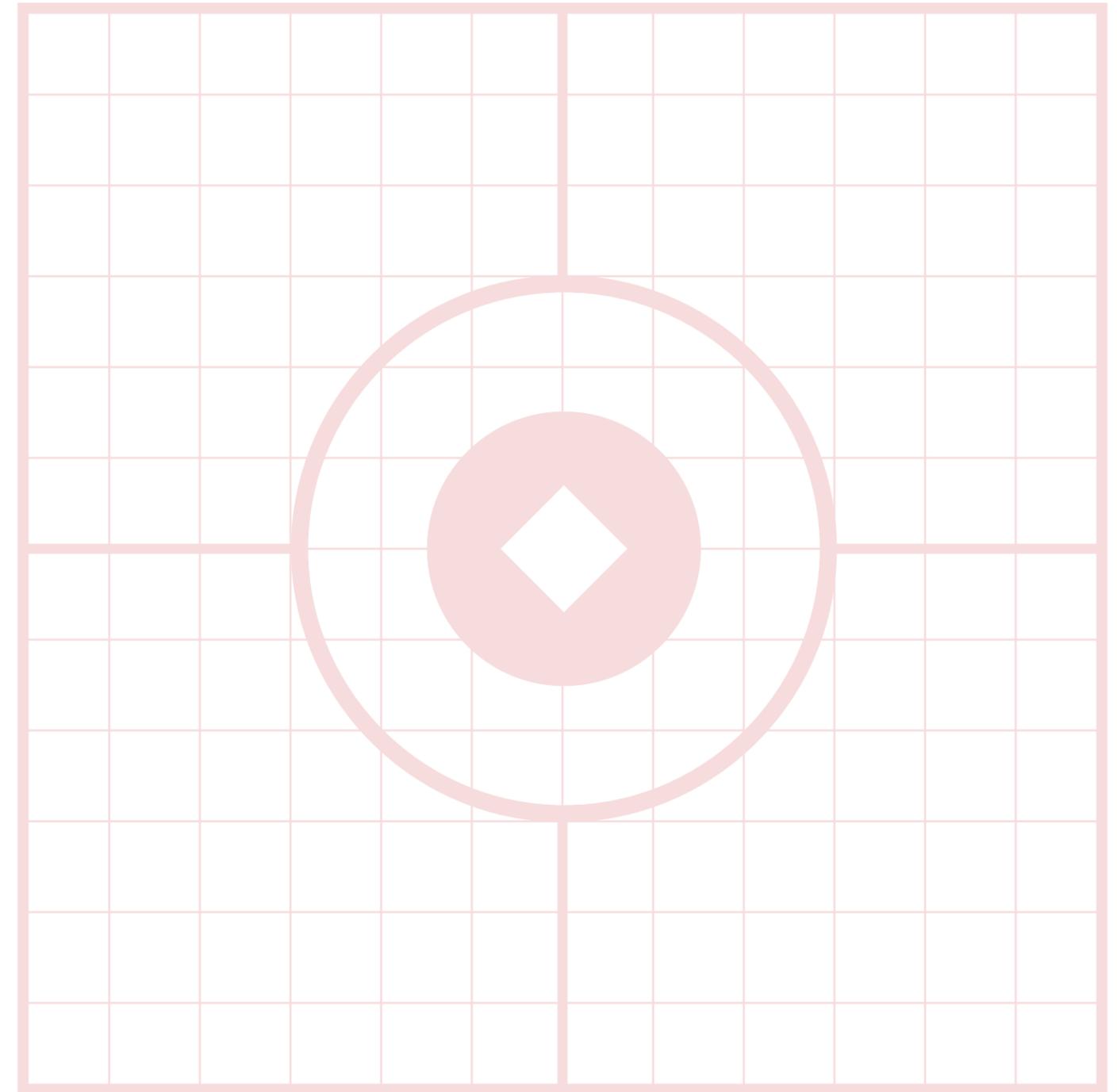
A copy of the insurance coverage letter is available on the Instructor Corner. If an instructor or student is involved in an incident involving property damage or personal injury, specific procedures must be followed. For more information contact your local OST.

## INSTRUCTOR VOLUNTEER HOURS REPORT

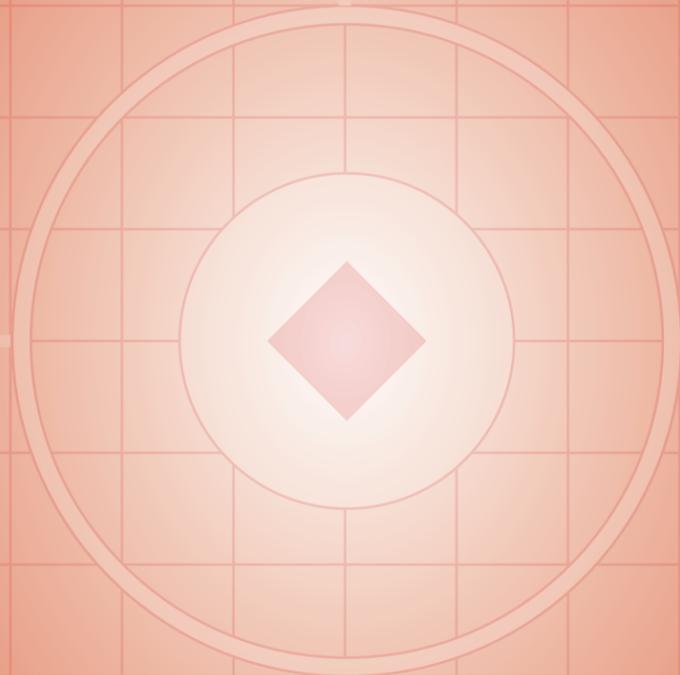
Regardless of how instructors submit course fees and rosters, all instructor groups are required to submit a timesheet (Form 4500-172) documenting volunteer hours and signed by all instructors. The form can be submitted to the Hunter Education Program at the address listed on the document. This form is required to be completed to assist in accounting for volunteer instructors hours used to match the federal grant which helps pay for hunter education. Over reporting hours is not acceptable.

## COURSE INCIDENTS

Incidents include injuries, crashes, property damage, unwanted firearm discharges and any Bow or Hunter related accidents. Incidents also include potentially disputed discipline and/or removal. These issues must be discussed immediately with your OST who may require a General Incident Report Form (DOA-6441) completed within 10 days of the incident. The report form can be found in the forms tab within the Volunteer Instructor Corner of the DNR website or can be provided by your OST.



# HUNTER EDUCATION

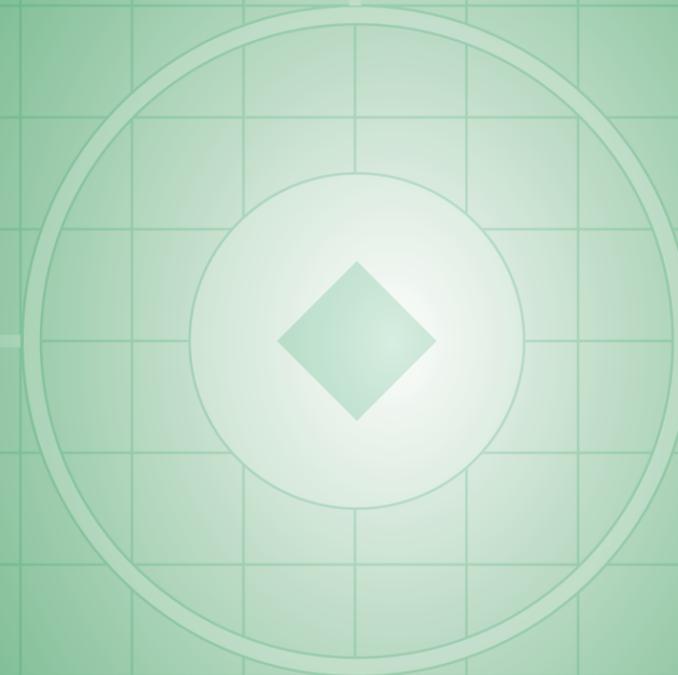


## VOLUNTEER INSTRUCTOR POLICY & PROCEDURE MANUAL

WISCONSIN DEPARTMENT OF NATURAL RESOURCES



# HUNTER EDUCATION



## VOLUNTEER INSTRUCTOR POLICY & PROCEDURE MANUAL

WISCONSIN DEPARTMENT OF NATURAL RESOURCES



**PART II.**

# INSTRUCTING

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.

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# INSTRUCTING

## 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 always be fair and reasonable.

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 DST 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 the basic information and explain why it is important**
- **Demonstrate – show 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 DST before use in the classroom. The most current lesson plans can be found on the Instructor Corner.

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

### Learning by Repetition

The more frequently 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.

### 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.

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.

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.

### 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 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 media (videos, DVDs, PowerPoint)

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 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, instructors 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 OST 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 OST before used in class.
- Be careful to not make your course entirely a multi-media only course.

### 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 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. 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, in some cases, can be useful in terms of 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

This is a valuable tool that is available to the observant instructor. A teachable moment is one of those situations which happens 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 if the compliment encourages the student. A good instructor should be constantly on the alert for teachable moments.

## 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 online version of the student manual. The student manual chapters and chapter reviews are designed to 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 three 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.

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

### Method 1: During Class Review

The students and instructors review each chapter and chapter review as a class. This method provides the correct answers for each review question and allows students to ask clarifying questions during the review.

### Method 2: Chapter Reviews as Homework

Students are assigned to read certain chapters and complete the corresponding chapter reviews before coming to each class session. 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 Chapters Reviewed before course begins

The student manual is given to the students at a pre-registration day a minimum of 14 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.

# 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:

### Learn students' 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.

### Smile.

- A smile is usually contagious and is the most effective way to create a positive response and to convey a sincere message.

### Use 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.

## STUDENT RULES OF CONDUCT

These rules should be explained to the students at the beginning of the course and 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 OST in addressing these issues.

### Student Rules of Conduct include but are not limited to:

- being on time for each class
- attending all 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
- not using cell phones, headphones and other media devices during class
- cooperating with classroom procedures and rules
- participating in all course exercises and lesson plans
- paying attention
- thinking and practicing safety at all times

## EXPULSION

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

- cheating on exam(s)
- multiple violations of the Student Rules of Conduct
- conduct deemed as not appropriate by the instructor
- being under the influence of alcohol and tobacco before and during class
- If the student is under the legal drinking age or they are believed to be using a controlled substance, local Law Enforcement should be called to respond.

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

**Instructors should use “a three-strikes and you’re out” rule in helping to determine if a student should be expelled.**

### Additional things to consider:

- 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 has satisfactorily passed the exam(s), they pass the course
- 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 OST asap within 24 hours
- instructors are not required to refund course fees or excuse students from class, but 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

## 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 Rules of Conduct read out loud.
- Student participation is very important at all times.
- Instructors need to address misbehaving, rowdy or disruptive students right away.
- If inappropriate conduct becomes an issue, use the procedure described below to help the student learn the appropriate conduct.

### EXAMPLE:

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.**

## PARENTAL/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
- encouraging good behavior in class
- giving positive reinforcement of safety rules
- helping with study assignments
- overall review and discussion of covered materials
- correcting unsafe habits or actions

## 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. OSTs have the authority to prohibit the use of guest speakers in safety programs.

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 or 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 following:

- course location and time
- number of students
- subject matter on which they are presenting
- purpose of the class and expectations
- amount of class time they are allowed

### Instructors need to make sure they know the following about the guest speaker:

- outline of guest speaker's presentation/ power point content
- 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

## 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 and can be purchased using student fees.

## REASONABLE ACCOMMODATIONS

Instructors welcome all students who wish to learn and will make reasonable accommodations for students when notice is provided to the instructor. Reasonable accommodation requests should be provided

to the instructor as soon as possible. Instructors should refer the student, parent or guardian to the local OST with any questions or issues.

### Reasonable accommodations will be made for the following:

- **Hearing impaired:** The Department will contract with and pay for a professional sign language interpreter for a student if one is not available. Requests for a professional sign language interpreter for the student should be done as soon as possible to allow for scheduling. Refer the student, parents or guardian to the local OST 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 is 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 Barriers:** 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:** Students wishing to attend are welcome regardless of age, religion, race, gender or sexual orientation, or reason for taking the course. There are no minimum age requirements for any of the traditional safety courses. Unless special circumstances exist, all courses shall be open to public registration. Contact your local OST if you have any questions.

A successful student is one that has passed the safety program exam(s) with a score of at least 80%.

- Bow - 40 questions, no more than 8 wrong to pass
- Hunter Education - 40 questions, no more than 8 wrong to pass
- Hunter Ed Field Exam - 20 questions, no more than 4 wrong to pass
  - A student will fail, if the muzzle is pointed in an unsafe direction during testing or the student has their finger on the trigger or pulls the trigger during the testing.
  - Administering the HE Field Exam requires an instructor to complete the Field Exam / Instructor Copy (form 8500-83).
  - The HE Field Exam form can be destroyed after the course is completed.

## EXAM PROCEDURES

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

- The exams must be given in a comfortable classroom setting that is well lit, at a comfortable temperature, has suitable tables, chairs, desks and or other reasonable accommodations.
- Instructors will provide pens or pencils from collected safety course fees as explained in the Allowable Expenses section of this manual.
- Only active instructors and apprentices can administer exams.
- Once the exam has been completed by a student, it should be corrected immediately. Several instructors can correct exams at the same time and should be on hand so enough help is available. Under no circumstances will students or parents be allowed to correct exams.
- Once exams are corrected, they may be handed back to the students for the students to review.
  - Instructors **shall not** read exam scores out loud.
  - Instructors **shall** collect all exams after the review.
  - Under no circumstance will students be allowed to keep any exams.



**Instructor will check pass or fail on the front of the student safety course registration form (which becomes the temporary certificate if the student passed). The instructor should sign the student safety course registration card. Finally, when submitting the final roster, mark pass or fail on the course roster.**

**After exam scores are recorded and reviewed, the exams shall be destroyed.**

It is important instructors do not take exam procedures lightly, but it is equally important to understand that not every student will pass the written or field exam. Instructors are **not** obligated to pass a student who has **not** obtained the level of understanding required to become certified. An instructor will need to discern if the failure was a result of learning disabilities and can choose an appropriate action such as reading the exam to the student. An instructor can usually determine who the students are that choose not to study, pay attention or complete assignments, these student's failure should not be viewed as a failure on the instructor's behalf. Instructors, who allow absolutely everyone to pass just because they participated, are doing a disservice to the public, the safety program and the instructor corps.

The exam process **SHALL BE** proctored by an active instructor at all times. Instructors cannot allow an exam to be given using open books, open notes, with help from parents or other students or as a take home exam.

All students and those with learning difficulties can have the exam questions read to them by an instructor. The instructor should allow students time to inform instructors of their wish to have the exam

read to them. Instructors will not administer exams in any one-on-one situation. Instructors should announce the instructor reading option again before an exam is administered.

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 but not in a one-on-one setting. A parent or another instructor must be present. Instructors will not ever take a student behind closed doors alone. Anytime an exam is read by an instructor, 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. It is okay for the instructor team to read the entire exam out loud to the class.

A school's Individualized Education Plans (IEPs) do not apply to the RSOS exams. Instructors must follow the exam procedures in this manual to ensure consistency and to maintain the highest integrity of the safety programs examination process statewide.



## HUNTER EDUCATION FIELD EXAM PROCEDURE

Instructor shall hand out the Student Study Checklist (Form 8500-83A) along with the student manual to each Hunter Ed student upon registration. The purpose of the Student Study Checklist is to give the student the standards to which they will be held accountable during the Field Exam.

Instructors should explain and reiterate throughout the class that the student will need to perform the items listed on the

Student Study Checklist and that they must pass the Field Exam with a minimum score of at least 80%.

Instructors should use the Field Exam / Instructor Copy (Form 8500-83) to make sure that they are covering all the materials to be tested in the field exam. This builds confidence and experience and prepares the student to answer and perform the field exam exercises.

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

- The Field Exam is a TEST. Students are required to earn a passing score to become certified in Hunter Education.
- All students must demonstrate muzzle control during the field exam and will be failed if they violate the four rules of firearm safety during the administration of field exam questions 19 and 20.
- Every question on the Field Exam must be administered.
- The Field Exam is an individual exam and is not to be given as a group exam.
- The preferred way of offering the exam is to set up one station per instructor where a student can complete the field exam from start to finish. This allows you, as the instructor, the ability to evaluate the student from start to finish and make the appropriate decision on passing or failing.
  - If the exam is administered in stations, then the instructor's initials should be included in each box for each question the instructor administered to the student. This ensures questions are covered if the exam is administered in stations.
- Instructors must follow the steps shown on the instructor copy of the Field Exam and be careful to score each part of the student's Field Exam fairly.
  - The instructor copy provides the correct responses that the student should give or demonstrate correctly.
- Instructors should ensure that the following is recorded on each of the student Field Exams:
  - name of student
  - name of instructor
  - pass or fail scores for each question
- Students should not be "coached" to the correct response; however, instructors can attempt to clarify the question for the student.
- If the incorrect response is provided the instructor will circle "F" or write an "F" for failed next to the question.
- Once the exam is completed and scored, the instructor will review the exam and then explain the correct response to the student.

If you have any questions about the field exam procedure, please contact your OST.

## Administrators

**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.

## Program Specialist, Operations

**Associates** – Department staff who support the safety programs, administrators, section chief and Outdoor Skills Trainers. They also manage the daily operations of the programs and electronic information systems as well as provide instructors with help and general program guidance.

**Anniversary Date:** considered to be the date an instructor was first certified as an instructor in one of the Department's safety programs.

**Apprenticeship:** training and education that a person completes to become a certified volunteer instructor. This training is managed by a volunteer instructor sponsor.

**Continuing Education Refresher (CER):** a training requirement that instructors must complete at least once every three years, on or before their last approved training.

**Coaches:** certified volunteer instructors, requested by an OST to participate as a trainer or mentor during any instructor training sessions held by the Department.

**Conservation Warden:** 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, water regulations and informational complaints.

**Evaluators:** Recreational Safety and Outdoor Skills Section (RSOS) staff, wardens and/or course monitors and evaluators chosen by the Department to monitor and evaluate classes held throughout the state.

**Guest Speaker:** a person considered to be a subject-matter expert. Guest speakers that are not certified active volunteer instructors **are not** allowed to have any unsupervised activity with students. More information is available in the guest speaker section of this manual.

## Hunter Education Prep/Administrative

**Hours:** total hours spent on preparing items, taking phone calls, answering emails, travelling for set up and supplies, group meetings and DNR paperwork before and after class.

**Hunter Education Classroom Hours:** total hours teaching the actual course in the classroom or in class setting.

**Instructor Dashboard:** The website, accessible by logging in through GoWild, in which certified volunteer instructors can manage their course and personal information.

**Instructor Corner:** Department website for instructors. Forms, lesson plans, agendas, and a multitude of other options for instructors can be located at [dnr.wi.gov/volunteer/instructorcorner](http://dnr.wi.gov/volunteer/instructorcorner).

**Instructor Years of Service:** one year of credit for each year of service (calendar year) in which a certified instructor teaches or assists in the instruction of Department safety course which they are certified in. All instructors are required to sign the course roster and write down the number of hours they have donated

towards the course. Awards are mailed directly to the instructor in the spring.  
**Example: 2016 awards will be mailed in the spring of 2017.**

**Lesson Plans:** Department-approved lesson plans are provided for each safety program to guide and assist instructors as they instruct students.

**Parents and Guardians:** for the purposes of this manual can assist an instructor when requested if they are attending a course that their child is enrolled in. A parent or guardian must be within verbal and visual contact of the instructor when assisting.

## Recreational Safety and Outdoor Skills

**Section (RSOS):** A team consisting of Section Chief, OST Supervisor, Program Administrators, Assistant Program Administrators, OSTs, Program Specialists designated to administer and oversee the safety education and recreational vehicle enforcement activities of the Department designed to enhance and promote safe, ethical and responsible recreational activities.

## Recreational Safety and Outdoor Skills

**Section Chief:** Director of the Recreational Safety and Outdoor Skills Section who provides oversight to the Hunter, Bow, Boat, ATV, and Snowmobile Education program administrators and other staff in the section.

**Outdoor Skills Trainer (OST):** oversee the safety programs taught in their area. The OST Team are non-law enforcement safety specialists responsible for coordinating a recreational safety and educational program within their assigned area. Our OSTs recruit, train and monitor the services of volunteer safety program instructors and assist in the development of recreational safety course content as well as to the R3 Team efforts. The OST is your first point of contact regarding any requests or concerns about safety education programs.

#### **Volunteer Instructor Trainings:**

**Academy and Mini Academy** – Mini academies are shorter versions of full academies held by an OST. Academies are one or two full day training sessions. Academies and mini academies are basic certification trainings for new volunteers and will always meet continuing education requirements for existing instructors that choose to attend. Academies and mini academies cover policy and procedure review, program specific lesson plans, program updates and usually disperse some type of educational aids.

**Workshop** – can be program specific or general enough to cover all safety program refresher requirements. Workshops are usually held during the week for two or three hours a night. Workshops consist of program updates, review of policies and procedures, demonstration of lesson plans and general discussion. Workshops meet the CER requirements but do not certify new instructors.

#### **Volunteer Instructor Types:**

**Apprentice Volunteer Instructor** – a person who is at least 18 years of age, who has already been certified as a student in the recreational activity that they wish to instruct. They have also passed an initial screening background check conducted by the OST. An apprentice is a person who is in the process of completing the required training to become a certified instructor. Apprentice instructors are supervised by their Sponsoring Instructor.

**Certified Volunteer Instructor** – a person who has successfully completed the certification process required by the Department. A certified volunteer instructor is an authorized individual who can conduct DNR approved courses for each program that they are certified in and remain active. Volunteer instructors are supervised by their local OST.

**Junior Volunteer Instructor** – a person under the age of 18 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 OST. 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. When a junior instructor turns 18 years of age they need to complete the certification process forms and consult with their local OST.

**Lead Volunteer Instructor** – a certified volunteer instructor, responsible for overall organization of the class and delegating responsibilities to other volunteer instructors. A lead instructor is the instructor in charge of coordination and completion of the course.

**Sponsoring Volunteer Instructor** – a certified volunteer instructor that is responsible for teaching all required duties and responsibilities to an apprentice during a volunteer instructor apprenticeship.

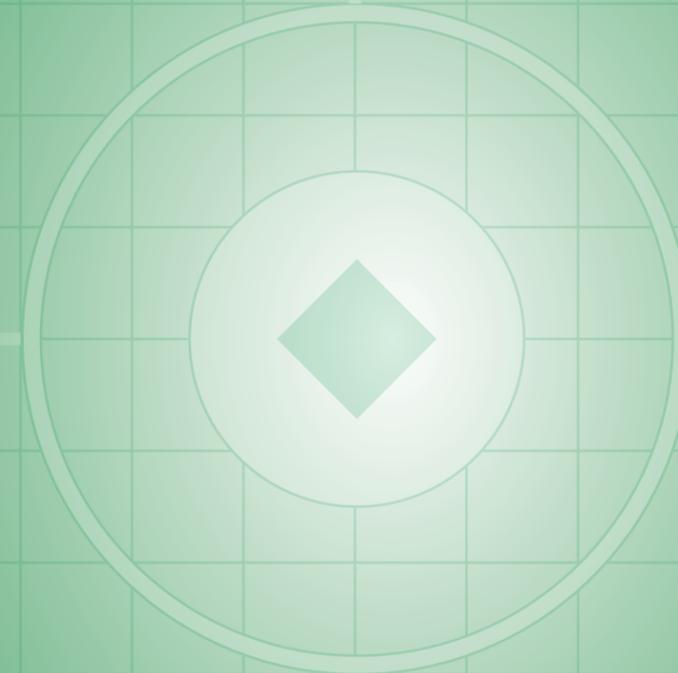
**Wisconsin Department of Natural Resources (DNR or Department):** The state agency charged with full responsibility for coordinating, regulating and implementing the many disciplines and programs necessary to protect the state's natural resources and outdoor recreational opportunities for Wisconsin citizens and visitors.

The DNR website is [dnr.wi.gov](http://dnr.wi.gov).



**NOTES:**

# HUNTER EDUCATION VOLUNTEER INSTRUCTOR



## POLICY & PROCEDURE MANUAL

WISCONSIN DEPARTMENT OF NATURAL RESOURCES

