

Form 3300-190 Training Attendance Report Instruction

NOTE: Form 3300-190 is to be submitted with proof of attendance as indicated on page 2 of this instruction. Save a copy of the report and proof of attendance for your records.

1. FORM COMPLETION:

Form 3300-190 is a fillable format PDF document. Type directly into the required fields of the form. Complete a separate report for each session attended.

Preparer Information

Provide the name and contact information of the person completing the form. This person will receive a confirmation email from the department with session approval or rejection provided.

Licensee Information

List the name(s) and license number(s) of the training attendee(s). Use the “+” button on the right to add lines for additional attendees or use the “-” button on the left to remove a line. If the preparer is also an attendee, they must include their name in “Licensee Information” section to obtain credit for attendance at the reported training.

Preparer Information		
Last Name Gundrum	First Robert	MI
Daytime Phone Number (include area code) (920) 946-1149	Email Address robert.gundrum@wisconsin.gov	
Licensee Information		
Last Name	First Name	License No.
<input type="checkbox"/> Gundrum	Robert	1234
<input type="checkbox"/> Kvitrud	Michael	3456
<input type="checkbox"/> Bushby	Lisa	7890
<input type="checkbox"/>		
Training Information		

Training Information

Training Title: Enter the title of the session attended as listed on the provider’s agenda. This is the “Training Title” to be entered on the email subject line when the attendance report is submitted. See “Form Submittal” on page 2 of this instruction.

Training Location: Enter city and state or “Online” if attendance was virtual.

Training Date(s): For sessions one day or less in length, complete the first date field only and leave the second date field blank.

No. of Hours Attended: Include continuing education time only. Do not include break-time, lunch, time in online session check-in/startup or in-person session registration and sign-in.

Training Provider(s): Enter who it was that organized/sponsored the training event.

Subject Matter Covered: Provide a brief list of topics covered.

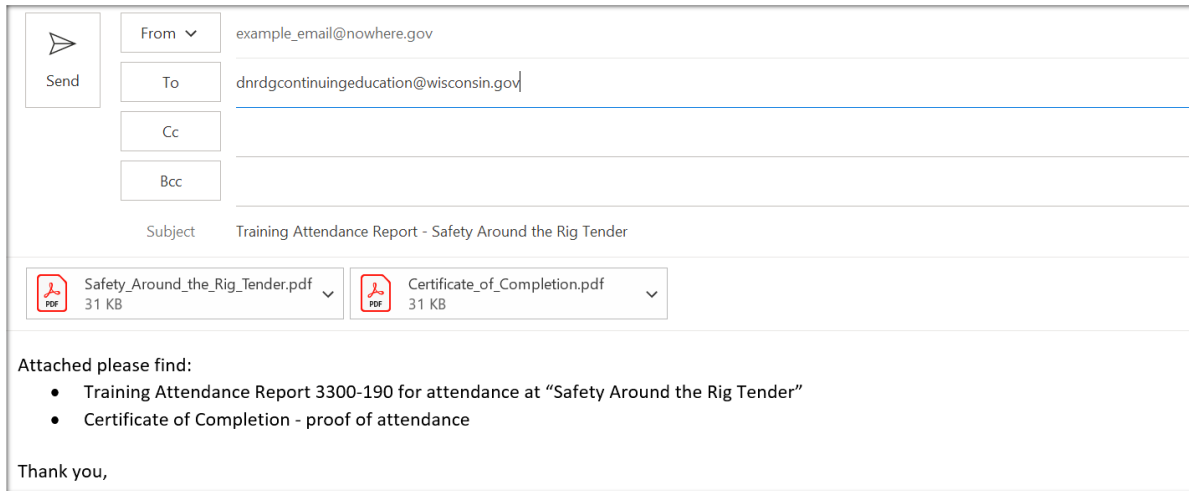
Relevancy: Describe how the training is relevant to typical duties performed by a pump installer or drilling contractor.

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2. FORM SUBMITTAL:

Form 3300-190 must be submitted with a **Proof of Attendance** document. The department will not allocate continuing education credit without proof of attendance. Submit attendance reports and proof of attendance by email. A separate email is needed for each individual session that is attended. On the email subject line, include the words “Training Attendance Report” followed by the training title from line #1 of Form 3300-190 (see example below).

Submit the email with the attachments to: [dnrdgcontinuingeducation@wisconsin.gov](mailto:dnr.dgcontinuingeducation@wisconsin.gov)



The screenshot shows an email composition interface. The 'From' field is 'example_email@nowhere.gov'. The 'To' field is 'dnrdgcontinuingeducation@wisconsin.gov'. The 'Subject' field is 'Training Attendance Report - Safety Around the Rig Tender'. There are two attachments: 'Safety_Around_the_Rig_Tender.pdf' (31 KB) and 'Certificate_of_Completion.pdf' (31 KB). Below the attachments, it says 'Attached please find:' followed by a bulleted list: 'Training Attendance Report 3300-190 for attendance at “Safety Around the Rig Tender”' and 'Certificate of Completion - proof of attendance'. At the bottom, it says 'Thank you,'.

Use the buttons at the top of the form to clear, save, or to create a new email for submittal.



- **Clear Data:** Clears all data that has been entered into the form.
- **Save:** Initiates a PDF file save. To send, attach the PDF file (from the saved location) to an email and send to: [dnrdgcontinuingeducation@wisconsin.gov](mailto:dnr.dgcontinuingeducation@wisconsin.gov).
- **Submit by Email:** Opens a new email message with the PDF application attached (this just opens the email, it does not send it). The email will be addressed (as required) to: [dnrdgcontinuingeducation@wisconsin.gov](mailto:dnr.dgcontinuingeducation@wisconsin.gov).

Proof of Attendance Documentation

Proof of attendance must accompany each attendance report submitted. Examples of “**Proof of Attendance**” include a certificate of completion or a copy of the continuing education provider’s sign-in sheet. A digital copy of proof of attendance must accompany each attendance report submitted.

If you are not able to scan the proof of attendance document or provide a digital copy, do the following:

1. **Email Training Attendance Report (Form 3300-190)** as instructed above. In the email message, indicate that you are unable to provide a digital **Proof of Attendance** copy and that proof of attendance for the session will be submitted by US Mail.
2. **Mail the Proof of Attendance** with a printed copy of the completed **Training Attendance Report (Form 3300-190)**. More than one attendance report can be included in a single mailing as long as proof of attendance is provided for each attendance report.
3. **Mail Proof of Attendance and Attendance Report(s)** to:
State of Wisconsin Department of Natural Resources
DG / Private Water Licensing Coordinator
1155 Pilgrim Road
Plymouth, WI 53073