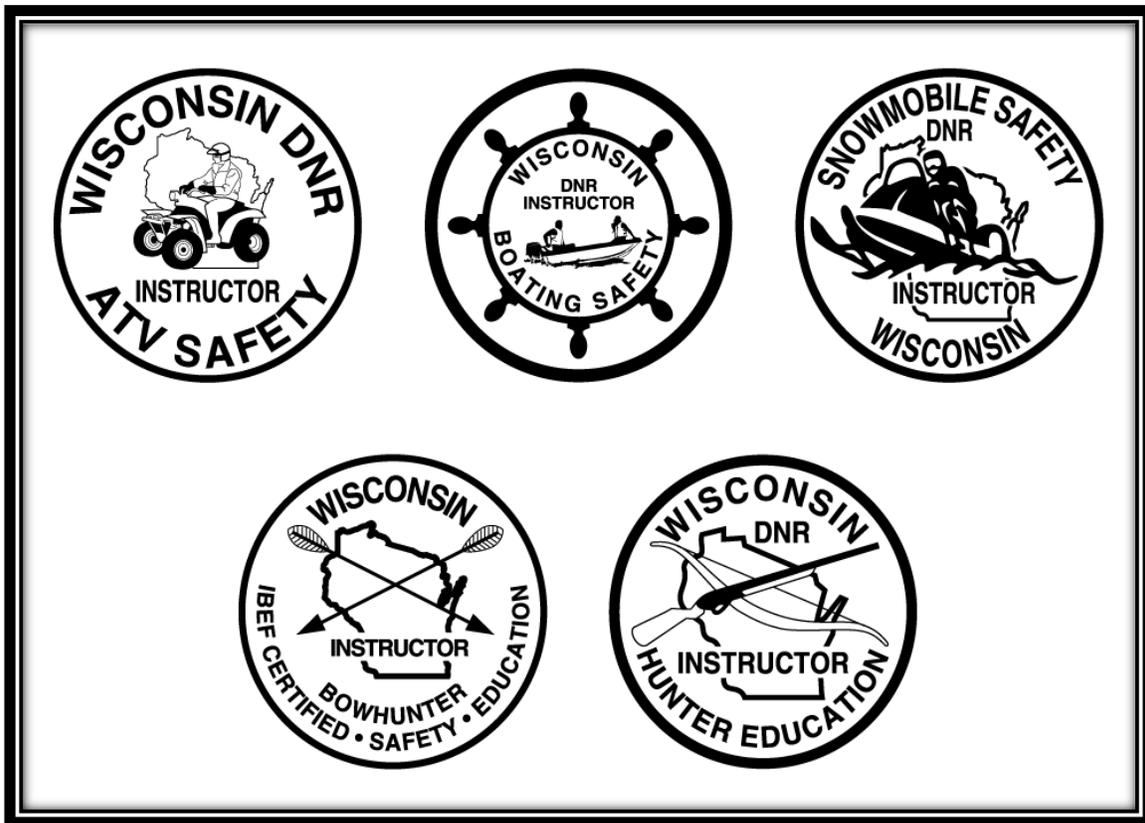




Volunteer Instructor Policy & Procedure Manual



WISCONSIN DEPARTMENT OF NATURAL RESOURCES

October 1, 2015

Volunteer Instructor Policy & Procedure Manual

Announcements

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

ATV and Snowmobile Instructors are allowed to conduct one-day course as long as they follow the “One (1) day plus ATV and Snowmobile Course Agenda”.

ATV and Snowmobile Instructors are allowed to host a two (2) day Combination ATV and Snowmobile Course. Refer to [Combination ATV-Snowmobile Course](#) for details.

What's New

- Hunter Education – Instructors should provide the Hunter Education Student Manual and the Hunter Education Field Test - Student Study Checklist (Form 8500-83A) to students on or before the first class.
- Hunter Education – Tree Stand Safety Lesson Plan is now mandatory.
- Hunter Education – Special attention should be given to the Field Exam Procedure, see [Hunter Education Field Exam Procedure](#) for more details.
- Hunter Education – Timesheet and Firearms Inventory Sheet is due within 5 days after class. Office of Inspector General (OIG) requirement to track all firearms purchased with federal dollars, current holder and location of storage.
- Hunter Education – Definitions:
 - Administrative Hours – total hours spend 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 Hours – total hours teaching the actual course in the classroom or in class setting.
- 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: <http://www.bowhunter-ed.com/wisconsin>

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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 instructor(s) throughout this manual, you will be representing the Department in the 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.

The Department and the public expect volunteer instructor(s) 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. Volunteer instructors have a sincere interest in providing public service, representing the Department and preserving Wisconsin's outdoor heritage.

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.

Instructors conduct safety program courses under the programmatic supervision of the Recreation Enforcement and Education Section Staff with direct supervision from their local Recreational Safety Warden.

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 program, curriculum and lesson plans of the Recreational Enforcement Education and Safety (REES) 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 ATV, Boating, Bow, Hunter Education and Snowmobile Safety 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 Volunteer Instructor Corner website at <http://dnr.wi.gov/volunteer/instructorcorner/instpolicyprocedures.html> or contact your local Recreational Safety Warden (RSW).

Definitions

The following words and definitions are used throughout this manual and will help you develop a better understanding of the manual and the safety programs.

Administrators

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

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 RSW 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 Enforcement and Education Section (REES) 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 that is 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 Administrative Hours: total hours spend on preparing items, taking phone calls, answering emails, travel 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 Interface/Instructor Database: The website in which certified volunteer instructors can manage their course and personal information. Important notices and program changes will be posted here, along with forms, lesson plans, agendas, and a multitude of other options for instructors.

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.

Program Specialist, Operations Associates: Department staff who support the safety programs, administrators, section chief and recreational safety wardens. They also manage the daily operations of the programs and electronic information systems as well as provide instructors with help and general program guidance.

Recreation Enforcement and Education Section (REES): A team consisting of Section Chief, RSW Supervisor, Program Administrators, Assistant Program Administrators, RSW's, 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 Enforcement and Education Section Chief: Director of the Recreation Enforcement and Education Section who supervises the Hunter, Bow, Boat, ATV, and Snowmobile Education Program Administrators and other staff in the section.

Recreational Safety Warden (RSW): conservation wardens who serve as law enforcement safety specialists responsible for coordinating a recreational safety, educational and enforcement program within their assigned area. RSW's recruit, train, and monitor the services of volunteer safety program instructors and assist in the development of recreational safety course content. RSW's also train and provide guidance to local and county law enforcement boating, snowmobile and all-terrain-vehicle safety patrols. In addition, they assist other units of government in the review of ordinances affecting outdoor recreation including boating, snowmobile and all-terrain-vehicles. RSW's also enforce recreational safety laws, aid incident investigations and review incident reports involving hunting, boating, snowmobile and all-terrain-vehicle accidents. Volunteer Instructors are supervised by their local RSW.

Safety Programs: Wisconsin DNR Recreational Safety Programs include ATV, Boat, Bow, Hunter Education, and Snowmobile Safety.

Volunteer Instructor Trainings:

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

Volunteer Instructor Corner: Department website for Instructors. It contains many things instructors need to run a successful course. The volunteer instructor corner is located at

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

Volunteer 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.

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 WDNR website is located at <http://dnr.wi.gov/>

Qualifications

Instructor candidates must:

1. be at least 18 years of age
2. be a graduate of the recreational program they wish to instruct
 - a. certification by apprenticeship - candidates can complete this requirement as they apprentice
 - b. certification by academy or mini academy - candidates will need to discuss requirement with RSW
3. demonstrate willingness to devote time and effort to carry out program responsibilities and duties
4. demonstrate willingness and abilities necessary to perform instructor duties and responsibilities
5. demonstrate sincere interest in serving the Department and the Public

Certification

Instructor certification includes an initial background screening by RSW, a local background check by warden, reoccurring desktop background checks and completion of active instructor requirements at regular intervals.

Certification Process for Volunteer Instructors

Candidates must:

1. meet the instructor [qualifications](#)
2. submit a completed Apprenticeship Application Form 8500-161 to local RSW
3. pass initial screening or desktop check per NR 19.30
4. complete one of the certification methods listed below in 4a or 4b
 - a. certification by apprenticeship
 1. apprentice instructs a minimum of two courses with an existing volunteer instructor team within 18 months of approved Apprentice Application 8500-161 form
 2. is recommended by an active volunteer instructor sponsor for full certification by submitting a completed Volunteer Instructor Training Record and Application Form 8500-162 and Apprentice Volunteer Instructor Exam to local RSW
 - b. certification by academy or mini academy
 1. attends and successfully completes a one or two day certification training session such as: an Academy or Mini Academy
 2. is recommended by an RSW for full certification after;
 - a. submitting a completed Volunteer Instructor Training Record and Application Form 8500-162
 - b. submitting a completed Apprentice Volunteer Instructor Exam
5. pass local background check conducted by the local Conservation Warden and approved by the RSW

The local RSW has the authority to adjust the certification process on a case-by-case basis

Multiple Certifications

Active instructors in good standing that want to become certified in other 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 RSW.

Training

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:

1. Exam – an open book fill in the blank exam covering the Volunteer Instructor Policy and Procedure Manual. The exam is available on the Volunteer Instructor Corner Web Page and by contacting your local RSW.
2. On-Line Instructor Training – availability is limited but will be posted on the Instructor Corner Website if available.
3. Workshop – attend a two or three hour training session usually held during the week.
4. Academies and Mini Academies – attend a one or two day training session usually held on a weekend.
5. Other training opportunities approved or authorized by local RSW.

Instructor Status

Active, Inactive and Suspended Instructor Status

- Active instructors are considered to be in good standing with the safety program if they:
 - have turned in all rosters per the deadlines
 - kept required records and contact information up to date
 - met the active instructor requirements each three years
 - by completing a CER and assisting or instructing one safety course
 - Failure to meet active instructor requirements within three years will result in the system automatically switching an instructor into inactive status
- Inactive instructors
 - cannot register or instruct safety courses
 - are inactive because they have (either, or):
 - not turned in course rosters
 - not met the active instructor requirements
 - cannot be added to course rosters without contacting RSW
 - may not be eligible for some instructor discounts
 - after not meeting active instructor requirements 4 years in a row are switched to suspended on the first day of their fifth year of not meeting the active instructor requirements

Additionally,

- Failure to maintain active instructor requirements within five years of becoming inactive will require an instructor to re-enter and complete the instructor certification process
- Upon re-entering the instructor corps any previously assigned anniversary date may change but it will not affect the instructors previous years of service awards or calculations.
- Suspended instructors
 - cannot register or instruct courses
 - cannot be added to course rosters without contacting RSW
 - are suspended because they have (either, or):
 - not met active instructor requirements four years in a row
 - not followed policy and procedures as required
 - legal action that is pending, meaning they have been charged with a crime or similar that if proven could reflect negatively on the program but have not been adjudicated
 - may not be eligible for some instructor discounts
 - are not included in instructor information distribution lists, Department invitations or other instructor related mailings

Instructor Retirement or Resignation

Instructors that wish to resign or retire should notify their RSW ASAP. Their RSW 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, computer or electronic equipment and other items.

Conduct and Discipline - Instructor

Instructors will:

- conduct themselves in a professional manner and act responsibly at all times
- follow all program policies, procedures, guidelines
- instruct and represent the core 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

- maintain a professional and respectful attitude at all times
- prohibiting previously removed instructors from assisting or instructing in any safety courses and report infractions to their local RSW
- supervise students at all times before, during and after classes
- train students to be safe, ethical and responsible
- instruct Department approved lesson plans using the principles of EDOC
 - Educate – Give them the basic information and explain why it is important. Tell them what they need to know and stick to the lesson plan.
 - Demonstrate – Show them the correct process/activity/task.
 - Observe – Watch them perform the process, correct if needed.
 - Congratulate - Tell them they did a good job at every opportunity.
- review course forms for accuracy and submit in a timely manner
- if a student is under 18 years of age, a parents or guardians signature is required before they can continue
- 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 their contact information on their own through by using instructor interface or notifying their local RSW asap
 - contact information is name, postal mailing address, phone numbers, and e-mail address
- evaluate and grade students fairly
- register safety courses six weeks before the course begins, exceptions may be approved by local RSW
- notify local warden of safety course dates and provide minimum of 45 minutes for warden to complete safety talk
 - warden safety talk is intended to be given as schedule permits prior to exam
- issue temporary certificates to those students who pass the required exams
- 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:

Wisconsin DNR – LE / 8
 PO Box 7921
 Madison, Wisconsin 53707-7921

- keep accurate records including a copy of the class roster, any receipts, documents of student discipline or course incidents and all instructor claimed expenses
 - course records shall be kept for a minimum of six calendar years
- produce course records for Department Representatives upon request for RSW review or in compliance with any program's auditing processes
- be aware of personal space and what could be perceived as improper touching
- if they don't know the correct answer when asked by the public about a Department rule or position will attempt to direct the person to the appropriate Department staff
- the Department requires all safety courses to be conducted with at least one active instructor present at all times
 - the Department's goal is to have quality courses and encourages, junior and apprentice instructors as well as parents or guardians to assist when able and willing for the betterment of the program
- inform their local RSW 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
 - such appropriate action may include no action, corrective action, suspension or removal

Instructor will **not**

- instruct students in any one-on-one situation where a student and Instructor are out of view of the rest of the class
- use alcoholic beverages before or during a course or field activities or whenever students are present

- use offensive language
- engage in criticism of instructors or Department staff at any time
 - criticism and infighting are unproductive, unprofessional, and leave a poor example for the students
- allow disagreements to take place in class between instructors or in front of students
- actively endorse specific associations, groups, manufacturers, or products
- eat or use tobacco products during periods of instruction
- brag about accidental or purposeful infractions of DNR rules and regulations or any other written law
- use their instructor position as a means to promote their personal opinion

Ethics of an Instructor

All Instructors will maintain a professional attitude and exhibit actions which positively support the program and the Department at all times.

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 RSW.

Instructors are not immune to complaints from the public. In the past, complaints have covered a wide array of issues against instructors with most complaints can be categorized as:

- student disciplining (failing or expelling a student)
- failure to submit completed Course Roster to REES
- poor instruction methods (people and planning skills)
- 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 RSW until resolved. If an investigation determines that a complaint is valid, the RSW may use any of the following corrective actions including but not limited to those listed below. 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 REES
- this manual

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

1. Verbal, written or in person communication with the instructor
 - a problem or issue is identified and discussed with the instructor and generally a verbal agreement resolves the issue
2. Establishing performance goals
 - a problem or issue is identified and specific written goals are established and required if the instructor wishes to maintain his or her certification
3. Suspension of instructor certification
 - a problem or issue is identified and certification is temporarily suspended until the investigation is completed
 - pending the results, the suspension can be lifted
4. Removal from instructor corps
 - a problem or issue is identified and removal from the instructor corps occurs

- removal is permanent and applies to all Department Safety Programs
 - a removed instructor is then prohibited from participating in any of the Department's Safety Programs EXCEPT as a student for the purpose of gaining 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. Evaluations may be conducted by REES Staff, course monitors, outside evaluators or members of the public.

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

- attendance and participation at DNR sponsored or approved training events
- course records, forms, and fees submitted by the instructor
- on-line evaluation forms completed by students
- student evaluation forms found on the DNR Website
- class evaluation
- instructor self-assessment and evaluation
- 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 should be aware that the Department has complete authority over the program and are considered at will volunteers. This means that volunteers can be removed at the will of the Department under this authority. Decisions regarding removal or non-acceptance are final and apply to all Department safety programs. There is no appeal process.

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

Identified reasons warrant removal from or non-acceptance to the instructor corps.

The instructor or applicant:

1. Has failed to follow any Department policy or procedure.
2. Has received complaints regarding instruction methods.
3. Has been disrespectful, argumentative, uncooperative or verbally abusive to students, parents or Department staff.
4. Has 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.
5. Engages in or has engaged in conduct that could bring discredit to the Department, its staff or its volunteers.
6. Is under a legal restriction that prevents a person from carrying out one of the duties associated with instructing a particular course. (i.e. felony conviction prohibiting possession of firearms)
7. Is not approved by Department staff.
8. Has falsified information on any Department form or record.
9. Can be removed or not accepted based on any grounds which warrant the belief that the program and the students would be best served by discontinuing or not allowing continued service from the instructor.
10. A candidate's instructor application may not be accepted solely at the discretion of the Department.

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 Warden for a more professional and formal presentation at local Instructor Appreciation Banquet. RSW's and local Wardens are encouraged whenever possible to recognize instructors in front of their peers and students.

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 instructor # and estimated volunteer hours. This information must be provided on the approved Safety Course Roster and Remittance Form at least once during a calendar year.

Years of Service Awards and associated rocker patches are issued following the year of service in the following increment 2, 5, 10, 15, 20, 25, 30, 35, 40, 45 and so on.

An Instructor's years of service are calculated and maintained by the Department's record keeping system. Below are some questions and answers.

1. I am a new instructor and I apprenticed for three years before becoming certified, do those years count towards years of service.
 - a. No, unfortunately they do not.
2. I am a certified instructor and have taught a course or assisted with teaching a course in September 2010, January 2011, May 2012 and September 2013. When will I get my five year award?
 - a. If you made sure that your name, instructor number and volunteer hours were included on the course rosters in all those years, you have accumulated four years of service. If you assist/instruct one more course in 2014, you will receive your five year award sometime in calendar year 2015.

Additionally, it is critical to inform your local RSW 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 RSW or Department Staff of changes preferably within 14 days of the change.

Dress Code

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

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

Uniforms

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

REES will try to provide limited uniform items including but not limited to: Instructor Vests, Caps and Photo Identification Badges. If a Photo Identification Badge is supplied, it is recommended that the Instructor wear it in plain sight whenever they are acting as or are representing the DNR in a DNR Safety Class. If an Instructor Vest is supplied, Instructors may wear the Department supplied Instructor Vest or their own Instructor Uniform. Instructors may attach their sponsor's name(s) and or patches to the lower half of the back side of the Department supplied vests as long as 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 RSW. Attachment of Non-Department issued patches onto Department issued

Instructor Vests requires pre-approval from your local RSW. A pre-existing Instructor Uniform can be worn as long as it adheres to the Uniform Standards explained below. Uniforms that do not adhere to the following standards cannot be worn.

If an instructor uniform is worn it shall:

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

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

Department Materials

The Department may provide the following materials and educational aids to instructors upon request and may include but are not limited to:

- instructor Policy and Procedure Manual
- instructor Three Ring Binder
- teaching guides and lesson plans
- student packets (includes student manuals, safety and regulations, and necessary paperwork)
- instructional aids such as
 - Posters
 - Charts
- Other safety equipment may also be available
- department forms

Other items:

- resources available at the Instructor Corner and Instructor Interface

Instructor Discounts and Benefits

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

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

Course Requirements

(ATV, BOAT, BOW, HE and SNOW)

- 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 ed internet field day course
- course fees for the ATV, Boat, Bow, HE and Snowmobile Education Programs are \$10.00 and additional fees shall not be charged by instructors
- course records must be completed within five days of the course ending
- there is no minimum age required to attend, all ages are welcome
 - 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; student should be able to read, comprehend, and have the necessary maturity level and attention span to retain larger amounts of information in a short period of time
- certificates: upon successful completion students will receive a temporary certificate and when roster has been submitted and recorded students will receive or have access to print out official certificate
- attendance: instructors are required to track course attendance to ensure that students have met the minimum hours
 - these hours are listed the specific description of each program
 - any change of course class dates or times must be updated on course start card.
 - 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
 - because of program integrity, fidelity, and liability Instructors will not hold an additional testing or exam session for these students.
- Wisconsin DNR Safety Certificates are recognized by all states and provinces that require proof of certification
- a safety course may not be scheduled for less than five students unless approval is given by RSW
- course size:
 - instructors shall not conduct a course for less than five students unless approved by RSW
 - instructors are recommended to not exceed a ratio of one instructor to 10 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

Exams

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

ATV - 50 questions, no more than 10 wrong to pass

Boat - 60 questions, no more than 12 wrong to pass

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

Snowmobile - 60 questions, no more than 12 wrong to pass

Exam Procedures

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

1. The written exam must be given in a comfortable classroom setting that is well lighted, at comfortable temperature, has suitable tables, chairs, desks and or other reasonable accommodations.
2. Instructors will provide pens or pencils from collected safety course fees as explained in the Allowable Expenses section of this manual.
3. Only active instructors can administer exams.
4. 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 sufficient help available. Under no circumstances will students be allowed to correct exams.
5. Once an exam is corrected it should be handed back to the students and reviewed as a group with the instructors that helped in the course instruction.
 - 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
6. Instructor will check pass or fail on the front of the Student Safety Course Registration Card.
 - sign the Student Safety Course Registration Card
 - check pass or fail in the box located on the course roster to the left of student's name
7. After exam scores are recorded and reviewed the exams shall be destroyed.

It is important instructors do not take exam procedures lightly but 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 take a student behind closed doors alone ever. 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.

Hunter Education Field Exam Procedure

Instructor shall hand out the Field Exam / Student Study Checklist (form 8500-83A) along with the Student Manual to each Hunter Ed Student upon registration. The purpose of the Student Field Exam /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 Field Exam / 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 in order 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 exam questions 19 and 20 of the HE Field Exam.
- 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.
- 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.
 - an instructor copy provides the correct responses that the student should give or demonstrate correctly
- Instructors should ensure that the following is completed on each of the student Field Exams:
 - Name of student
 - P or F in the pass/fail scores for each question that was asked.
 - The instructor's initials are included in each box for each question the instructor administered to the student and ensures questions are covered if administered in multiple stages
- 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 RSW.

Exam Score and Percentages Chart

Percentage	ATV	Boat	HE, Bow written	HE field	SNO
Breakdown	50 Questions	60 Questions	40 Questions	20 Questions	60 Questions
100	0	0	0	0	0
99					
98	-1	-1	-1		-1
97		-2			-2
96	-2				
95		-3	-2	-1	-3
94	-3	-4			-4
93			-3		
92	-4	-5			-5
91					
90	-5	-6	-4	-2	-6
89		-7			-7
88	-6		-5		
87		-8			-8
86	-7	-9			-9
85			-6	-3	
84	-8	-10			-10
83			-7		
82	-9	-11			-11
81		-12			-12
80	-10		-8	-4	
79		-13			-13
78	-11	-14	-9		-14
77					
76	-12	-15			-15
75			-10	-5	
74	-13	-16			-16
73		-17	-11		-17
72	-14				
71		-18			-18
70	-15	-19	-12	-6	-19
69					
68	-16	-20	-13		-20
67					
66	-17	-21			-21
65		-22	-14	-7	-22
64	-18				
63		-23	-15		-23
62	-19	-24			-24
61					
60	-20	-25	-16	-8	-25
			Revised Feb 2014 Jeremy Cords		

Safety Program Descriptions and Requirements

All-Terrain Vehicle Safety (ATV)

Certification requirement: A person who is born on or after January 1, 1988 and who is at least 12 years of age or older may operate an ATV if the person holds a valid ATV Safety Certificate. Instructors must stress to students less than 12 years of age that their certificate is not valid until they turn 12 years of age. Currently, there are three options for students to get certified, the traditional course, internet course and the combo course.

Internet ATV Safety Course

The internet course is available through the link provided below

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

Traditional ATV Safety Course

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

Combination ATV-Snowmobile Course

Like the Traditional ATV Safety Course the combo course is taught in a classroom setting however it combines both ATV and Snowmobile Safety into one course. ATV and Snowmobile Instructors use Department lesson plans and agendas. Student prepare for the exam by completing the chapter reviews in the Department supplied student manuals. Minimum course length is nine hours over two days. Course fees, \$10 for ATV and \$10 for Snowmobile Safety. Instructors who wish to offer this course must contact their local RSW to acquire the specialized agenda and lesson plans required.

Also need to

- file separate course registration cards, one for ATV and one for Snowmobile Safety
- keep separate rosters, one for ATV and one for Snowmobile Safety

ATV (optional field exercises)

Instructors are encouraged to provide practical hands-on experience whenever possible. Contact your local RSW for program specific approved Department lesson plans.

Students are not required to operate an ATV in order to pass or become certified.

Student operation of ATVs is **not allowed** in conjunction with any Department Safety Course.

ATV field exercises are allowed on stationary machines as long as the ignition key is removed and it (the ATV or UTV) meets the current legal standards such as registration and licensing.

Operation Simulation (sit-on w/key removed)

Using lesson plans

- pre-start check
- locations of equipment and parts

- hand signals
- riding positions and techniques

Trail Simulation - In lieu of operating an ATV an instructor may choose to set up a course for walking through. A field course set up is shown in the ATV Safety Program Instructor's Guide. Sign sets are available from your RSW.

Boating Safety (BOAT)

Certification requirements: A person who is born on or after January 1, 1989, and who is 12 years of age or older may operate a motorboat if the person holds a valid Boat Safety certificate. A Boat Safety student must be at least 10 years of age to receive a certificate. Instructors must stress to students less than 12 years of age that their certificate is not valid until they turn 12 years of age. Currently there are two course options available for students to get certified, the traditional course and the internet.

Internet Boating Safety Course: The internet course is available at this link

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

In addition to the options mentioned above the Department will issue a WDNR Boating Certificate to successful US Coast Guard and US Power Squadron students if the cooperating instructor submits a completed DNR roster and required fees.

Traditional Boating 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 eight hours over two days.

Students are not required to operate a Boat in order to pass or become certified.

Boating (optional field exercise): Students may operate a boat only when an active certified instructor is onboard. Only boats with a working engine shut-off switch or engine shut-off lanyard attached to the operator can be used.

The Department acknowledges that there are many types, sizes and varieties of watercraft but does not recommend a specific size, model or type of boat for this option. However, due to the high frequency of small watercraft incidents, the Department encourages instructors to concentrate instruction efforts in this area.

Bow Safety (BOW)

Certification is not required in Wisconsin but there are certain situations where a certificate will be required, for example: 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. Another example would occur when 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 two course options for students to get certified including a traditional course and add-on course.

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

- to participate in the Bow Safety Add-on Course, students must have obtained a Hunter Education Course Certificate from the same Hunter Ed Group within the previous 12 months
- minimum course length is five hours over two days
- instructors must follow provided Bow Safety Add-on course agenda
- course must be conducted by a certified Bow Hunter Education instructors
- the Add-on Course is a separate course and as such is required to be recorded on a separate course roster, with separate student registration forms and course fees
- students are not required to shoot a Bow in order to pass or become certified

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: <http://www.bowhunter-ed.com/wisconsin>

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 HE Safety Certificate. People who wish to hunt without certification can do so by purchasing a hunting license under the Mentorship Program once they are at least 10 years old or older, there is no maximum age for the mentorship program. Otherwise, to purchase a hunting license in Wisconsin a person can present a HE Safety Certificate, a previous Wisconsin hunting license, or provide proof of successful completion of basic training in the U.S. Armed Forces, Reserves or National Guard. Currently, there are three course options for students to get certified, traditional, internet field day and the adult only test out course. These courses can be located at:

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

First-time Hunter Education Graduate Privileges are listed in the most current hunting regulations pamphlets.

Hunter Education Live Fire

- live fire exercises are optional and if conducted are required to be done so only under strict supervision and control
- there is no requirement to shoot a firearm to pass a Hunter Education program
- Hunter Ed 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 must be followed at all times
- all firearms brought to this exercise by either students or instructors must be in good working condition
- every firearm must be checked by a certified instructor to make sure that it is unloaded prior to entering a building
- students are not to bring any ammunition to the course
- no live ammunition allowed in the classroom by anyone
- re-loaded ammunition cannot be used by anyone
- students must follow the commands of the range instructor
- students are required to wear ear and eye protection when either shooting or in proximity of the firing line
- all firearm actions will be kept open until instructed to load and fire
- when students are on the firing line muzzles of firearms must always be pointed down-range
- no one is allowed forward of the firing line until the instructor gives the “go forward and / or check your targets” command
- all unfired cartridges on the range shall be immediately turned over to the range instructor
- live ammunition 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

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 a bow or air gun 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 in order 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.

Exploding Targets

Targets that use a substance such as Tannerite or other similar mixtures of powders to create an exploding target are not allowed.

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 January 1, 2016, all HE Traditional Safety Courses will fit within the following criteria for course length:

- no course can be longer than 3 weeks/21 days from start to finish
- no course can be longer than 19 hours in length from start to finish including exam times
- exceptions
 - programs offered during school or summer school settings
 - programs approved by the Hunter Education Administrator with recommendations from RSW or local warden

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
- re-loaded ammunition is not allowed
- Hunter Education Courses will not be modified for 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. The only two online courses that are accepted in conjunction with this course are <http://homestudy.ihea.com/> (free) and <http://www.hunter-ed.com/wisconsin/> \$24.50, <http://www.huntercourse.com/usa/wisconsin/> \$24.95. Additionally, a \$10.00 Department course fee will be collected at the field day.

Requirements

- Minimum course length: This two part course requires about five to seven hours of on-line study; the students are provided a certificate of online completion or print out the quizzes which are collected at the field day event. The second part of the course requires about six 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 Hunter Ed Mini Academy or Hunter Ed Full Two Day Academy Training, unless otherwise approved by their local RSW
 - instructors cannot apprentice for this certification unless approved by RSW
- instructors must follow a specialized agenda and lesson plan obtained from their RSW
- Internet Field Day Course Students are no longer required to live fire a firearm in order to successfully complete this course

HE Adult Only Test Out Course

First offered in 2012, this course is most similar to the HE Internet Field Day but without the field day. This option requires completion of one specific online course <http://www.huntercourse.com/usa/wisconsin/> cost is \$24.95. Additionally, a \$10.00 Department course fee will be collected at the test out location.

Requirements

- minimum course length:
 - this is a two part course which requires on-line study with certificate of completion as a prerequisite
 - the second part requires attending a test out day where the student will be administered and need to pass the Hunter Education Field Exam
- student must be 18 years old on or before the date of the test out exam to enroll
- adult test outs are scheduled bi-monthly at Department Service Centers
- can only be taught by Department staff

Advanced Hunter Education Clinics and Seminars

- only those instructors certified to teach advanced clinics and seminars are authorized to offer these courses
 - Muzzleloader
 - Rifle
 - Shotgun
- contact the Hunter Education program staff in Madison for more details

Snowmobile Safety (SNOW)

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

Internet Snowmobile Safety Course: The internet course is available through this link and is only available to persons 16 years of age or older: <http://dnr.wi.gov/education/outdoorskills/safetyeducation.html>

Traditional Snowmobile 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 six hours over two days.

Combination ATV-Snowmobile Course – see page 25

Snowmobile (optional field exercises): Instructors are encouraged to provide practical hands-on experience whenever possible. Contact your local RSW for program specific approved Department lesson plans.

Students are not required to operate a Snowmobile in order to pass or become certified.

Student operation of Snowmobiles is not allowed in conjunction with any Department Safety Course.

Snowmobile field exercises are allowed on stationary machines as long as the ignition key is removed and it (the snowmobile) meets the current legal standards such as registration and licensing.

Operation Simulation (sit-on w/key removed)

Using lesson plans

- pre-start check
- locations of equipment and parts
 - hand signals
 - riding positions and techniques

Trail Simulation: In lieu of operating a snowmobile, instructors may set up a course to walk through a field course set up as shown in the Snowmobile Safety Program Instructor's Guide. Sign sets are available from your RSW.

Course Records

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

Instructors, who show a pattern of failing to submit records within five days of course completion and keep course reliable records will no longer be able to register a course, handle course records or fees and may additionally be removed from the instructor corps. Instructors will be given notice prior to action being taken.

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

Required Course Records

- financial records including
 - listing allowable instructor expenses
 - receipts or billed expenses such as mileage
- copy of student roster
- notes or documentation regarding but not limited to student accidents, injuries and discipline issues
- instructor shall destroy (shred, burn) course records after 6 calendar years
- all other records not listed above can be discarded

For each course begin a new folder

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

Course Fees

All Department course fees are \$10.00. Additional fees may not be charged by instructors.

- 50% of each student fee must be remitted to the DNR along with the course roster within five days after the course completion date
- allowable instructor expenses shall not exceed 50% per student
- 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 along with the course roster at time of submittal.

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

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

When using the Instructor Database, the course fees must be submitted using a credit or debit card and the instructor accepts student fees in the form of cash or check from the students. Fees cannot be partially submitted online and by mail.

For Example: If a safety course has 30 students and the student fee is \$10. Instructors should collect \$300.

\$150 must be set aside to be remitted to the DNR, regardless of the amount of instructor expenses. The allowable instructor expenses should not exceed \$150. Instructor teams need to plan carefully to avoid using more than the allowable expense limit. Anything beyond the allowable instructor expenses would not be covered by the program.

Scenario 1

- Fees collected: \$300
- Allowable instructor expenses claimed: \$150
- Total fees remitted to the DNR: \$150
- *In this scenario the instructor team used all of the allowable instructor expenses.

Scenario 2

- Fees collected: \$300
- Allowable instructor expenses claimed: \$180 (expenses exceed limit by \$30)
- Total fees remitted to the DNR: \$150
- *In this scenario the instructor team exceeded the allowable instructor expense limit by \$30.

Scenario 3

- Fees collected: \$300
- Allowable instructor expenses claimed: \$125 (\$25 remains)
- Total fees remitted to the DNR: \$175
- *In this scenario the instructor team adds the \$25 remaining from allowable expenses to the total fees remitted to the DNR. In compliance with Department fiscal responsibilities, instructors are not allowed to keep remaining proceeds from allowable instructor expenses. The proceeds must be turned in with the course roster and paperwork within 5 days of the course completion.

Course Fees Record Keeping Example

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

Summary of student fees collected:

\$300 = 30 Students X \$10.00

\$150 shall be remitted to the DNR

\$150 is available for allowable instructor expenses

Allowable instructor expenses claimed

Jane Smith

16.49 – Mileage 34 x .485 = \$16.49

15.78 – Copy expenses \$15.78 (keep any available receipt for your records)

5.30 – Phone long distance calls regarding course \$5.30

25.00 – Facility rental \$25 (keep any available receipt for your records)

Henry Smith

24.25 – Mileage 50 x .485 = \$24.25

25.00 – Ammo \$25.00 (keep any available receipt for your records)

10.00 – Targets \$10.00 (keep any available receipt for your records)

Bob Jones

11.15 – Mileage 23 x .485 = \$11.15

5.00 – Firearms cleaning supplies \$5.00 (keep any available receipt for your records)

\$137.97 Total allowable instructor expenses

\$300.00 Student fees collected

-\$150.00 DNR remitted fee

\$150.00 Allowable instructor expenses

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

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

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

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

Course Fees and Allowable Expenses

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

- Postage
 - mailing student roster, student registration cards and remittance
 - mailing other material to DNR staff
- Long distance phone calls to talk with
 - DNR office
 - warden
 - instructors, junior instructors and apprentice instructors
 - parent of student
 - student
- Mileage
 - check with your local RSW or visit [IRS.gov](https://www.irs.gov) web page for standard business mileage rates
 - travel from home to class location
 - travel from home to range location
 - travel from class to range location
- Classroom facility rental expenses
 - facility rental
 - chairs, tables, media equipment
 - custodial services
- Course and record keeping supplies
 - pens
 - pencils
 - copier expenses
 - notebooks
 - paper
 - file folders
 - portfolios
 - general office supplies
- General office supplies
- Publicizing Course
- Training aids directly relevant to the safety program such as
 - ammunition for Hunter Safety
 - targets for range for Hunter Safety
 - disposable ear protection
 - personal Flotation Device (PFD) for Boating Safety
 - throw line for Boating Safety
 - helmets for ATV and Snowmobile Safety
 - rider Gloves for ATV and Snowmobile Safety

Course Fees and Non-allowable Expenses

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

- electronics
 - computers
 - power point projectors
 - VCR or DVDs players
 - RSW approved VHS or DVD videos
- firearms
- tree stands
- fall restraints (safety vests)
- dummy ammo
- boat Safety training chest
- small ATVs and Snowmobiles
- compasses
- ear muffs and eye protection

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

- food or drink
- incentives for students or instructors

Instructor groups that disband shall immediately

- notify their local RSW
- return training aids to RSW

Donations and Solicitation

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

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

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.

Instructors are strongly encouraged to use the online Instructor Interface to register and manage their courses. The Instructor Interface can be accessed in the Volunteer Instructor Corner on the DNR website or by typing the following link into your browser: <https://jc.activeoutdoorsolutions.com/wiises/login/login.do>

The Instructor Interface will allow instructors to:

- register their courses
- manage instructors and students on their roster
- check their training record and years-of-service
- submit course fees
- allow student On-line Student registration
- any instructor who is “active” can use this system
- an instructor can only set up a course for the specific program in which the instructor is certified

- if you are using the system, you must use it from start to finish
- if something prevents this from occurring, please attach a note to the hardcopy roster and remittance form (8700-065) so when it's received in Madison staff will know it was started online
- if the Instructor Interface is not used, Instructors must submit a [Safety Course Registration Card \(Form 8500-130\)](#) at least six weeks prior to the course start date
- paper forms:
 - can be mailed by traditional mail or emailed
 - is located on the Volunteer Instructor Corner Web page at under "forms"
 - can be saved to your computer, filled out electronically and mailed to the address on the form or E-mailed to DNRLESafety@wisconsin.gov
- instructor must contact their local warden six weeks before first class to schedule 45-60 minute safety talk
- instructors must register courses six weeks in advance because it allows for:
 - student materials to be prepared and then shipped
 - student materials are shipped within five weeks of course unless otherwise noted on the Safety Course Registration Card
 - insurance activation
 - assigning a course ID number
 - this number is used in all future reference and searches for student certifications and years of service queries
 - advertisement on the upcoming classes web page located at:
 - https://jc.activeoutdoorsolutions.com/wise_student/app/goHome.do?method=init

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 "class notes" section of the Course Registration form so that students know how they need to enroll.

Instructor Interface: Allows instructors to manage the course roster and instructors on-line and can allow students to enroll on-line. The Instructor Interface is the preferred registration method and maybe used in conjunction with phone and email registrations. Be sure to set a max number you will accept in all situations.

- Location Pre-Registration: Arranging a meeting time and place specifically for pre-registration, such as a Sporting Goods Store, Sportsmen' Clubs, school or other public places.
- Phone Pre-Registration: Guide people to a phone number that they can call to register for your course.
- Email Registration: Guide people to an email address that they can use to register for your course.

Advertising the course

Once a course is registered and a Course ID number is assigned, it will be advertised on the DNR website at https://jc.activeoutdoorsolutions.com/wise_student/app/goHome.do?method=init

If the class is full before the instructor submits the register 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 database the max number of students must then equal the number of reserved seats. If the form is submitted with the full box checked, the course will not be posted on the Department website. To have a course removed from the website contact your local RSW or REES Staff.

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

Course length

Each safety course has a minimum required number of hours that must be met. Be sure to meet these requirements as outlined in this manual. Instructors must focus on the course curriculum and other materials provided by Department staff.

Additionally courses:

- should include a five minute comfort break every 45-50 minutes
- should limit meeting times to three hours or less on week days (Internet Field Days excluded)
- must be held over a minimum of two days
 - exceptions include: Internet Field Days and as allowed per RSW

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 communicated to your local RSW prior to affect. Failure to make notification of changes will affect liability coverage for the course.

Course Outline

At a minimum instructors will use this outline or similar 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

1. set up area to receive students
2. collect Student Registration forms and \$10 fee from each student
3. ensure that students have required Customer ID Numbers
4. handout Student Packets (Student Manual, Folder, Regulations, etc.)
5. determine which method students will use the supplied student manual
6. 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 asap

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

1. introduce yourself and any other instructors that are present
2. cover Student Rules of Conduct
 - a. 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
3. explain the purpose of the course
 - a. students will be given information to be safe, ethical and responsible
 - b. expertise comes from years of practice with family and friends
4. announce that any students wishing to have the exam read to them will need to speak to an instructor before the exam
5. inform students that a written exam will be given at the end of the course and they will need to score 80% or better to pass
 - a. Hunter Ed Students are also required to complete a Field Exam and score 80% or better to pass

Each and every Class

1. take attendance
2. review items and lessons covered in prior class sessions
3. allow time for questions and answers

Last class

Exams

1. administer student exams per the exam procedures contained within this manual
2. review course roster materials with students to ensure correct customer information is recorded (Address, Date of Birth, Customer ID Number)
3. issue temporary certificates to those who pass the course
 - a. use a receiving line so instructors can shake hands with the students and hand out temporary certificates, this adds a sense of achieving something significant that students and parents will remember
 - b. additional items such as patches, carabineers or stickers may also be issued at this time
 - c. students will receive their permanent certificates only after the instructor submits the Course Roster, fees and Student Registration Cards
 - d. if a student loses their State Issued Safety Certificate a duplicate certificate can be purchased on-line or at a DNR Service Center
4. all Course Records must be completed at the end of the class or within 5 days of the course ending
 - a. See "[course records and fees section](#)" contained within this manual

Course Planning

Any instructor, new or inexperienced can get the ball rolling. Starting a course should be a team effort. Including other instructors early in the planning process is important.

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

Scheduling an instructor team meeting

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

At the meeting discuss:

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

Select a classroom facility

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

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

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

Courses **shall not** be held at:

- Homes, unless approved by RSW
- Facilities that serve alcohol, unless approved by RSW
- Locations, times or conditions that are inconsistent with the goals and objectives of the safety program

The classroom facility should:

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

Student Manuals

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

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

During Class Review

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

Chapter Reviews as Homework

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

All Chapters Reviewed before course begins

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

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

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

Equipment needs

Instructors should make sure they have access to the equipment and supplies they will need for the course. Commonly used equipment includes:

- power point projector
- laptop computer
- TV and DVD player
- projection screen
- lesson plan props (items needed to teach each lesson plans)
- your local RSW may have some or all of the needed equipment

Audio visual needs

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

Guest speakers

Guest speakers are people who are invited to attend and speak or present at a safety course. Therefore guest speakers must be in direct contact (eye and voice) with an instructor at all times when presenting information at a safety course. Instructors should carefully consider the pros and cons before inviting a guest speaker.

Consider the topics appropriate for a guest speaker - such as First Aid, and Wildlife Management.

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

Make sure the Guest Speaker knows

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

Instructors need to make sure they know

- outline of guest speakers 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

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 RSW with any questions or issues.

Reasonable accommodations will be made for the following:

- Hearing impaired the Department will make arrangements and pay for a professional sign language interpreter for a student if one is not already supplied. 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 RSW directly to make arrangements.
- Physically disabled the instructor will make sure the classroom facility is accessible to the student. If necessary the instructor may have to find another classroom facility to accommodate the course and the student. A physically disabled student does not have to demonstrate any hands-on requirements but are required to explain the topic satisfactorily to the instructor.
- Physically challenged instructors will make reasonable accommodations for any student wishing to take a Wisconsin DNR Safety Course regardless of the student's physical ability.
- Language Barriers the student manual and exams are available in English and Spanish. Exams are also available in several languages. 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 general public registration. Contact your local RSW if you have any questions

Conduct and Discipline - Student

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 RSW in addressing these issues.

Student Rules of Conduct include but are not limited to:

- being on time for each class
- attending all of the classes, unless excused
- not being disruptive during class
- being alcohol and tobacco free before and during class
- being respectful to everyone at all times
- completing homework assignments, chapter reviews and exams
- using cell phones, headphones and other media devices during class is prohibited
- cooperating with classroom procedures and rules
- participating in all course exercises and lesson plans
- paying attention
- thinking and practicing safety at all times
- Students should be expelled immediately for the following but not limited to:
 - attending class under the influence of a controlled substance such as alcohol or illegal drugs
 - ✓ 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
- cheating on exam(s)
- multiple violations of the Student Rules of Conduct
- conduct deemed as not appropriate by the instructor

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-strike and you’re out” rule in helping to determine if a student should be expelled.

Additionally,

- 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 RSW 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

Parental/Legal Guardian Responsibilities

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

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

- getting to class on time
- behaving in class

- giving positive reinforcement of safety rules
- helping with study assignments
- overall review and discussion of covered materials
- correcting unsafe habits or actions

Student Discipline

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

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

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

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

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

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

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

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

Insurance Coverage

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

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

Course Incidents

Incidents include injuries, crashes, property damage, unwanted firearm discharges, and any ATV, Boat, Bow,

Hunter, or Snowmobile related accidents. Incidents also include potentially disputed discipline and or removal. These issues must be discussed immediately with your RSW 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, the general DNR Web Site or your RSW.

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.

The Learning Process

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

- who are my students / audience
- why am I doing this
- what are the basic concepts of the course
- when should I change instruction methods
- where can I find and use good examples of the information for students to relate to
- how can I present or relay this information so that students will learn and retain it

Individual Differences

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

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

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

Learning Challenges

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

When instructing people with disabilities instructors need to adapt to individual needs, avoid singling out

students, use common sense, and remain flexible. Every student regardless of their ability is welcome to participate in Department Safety Programs. Instructors should be fair and reasonable at all times.

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

Instruction Methods

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

Educate Demonstrate Observe and Congratulate (EDOC)

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

- **Educate** – give 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

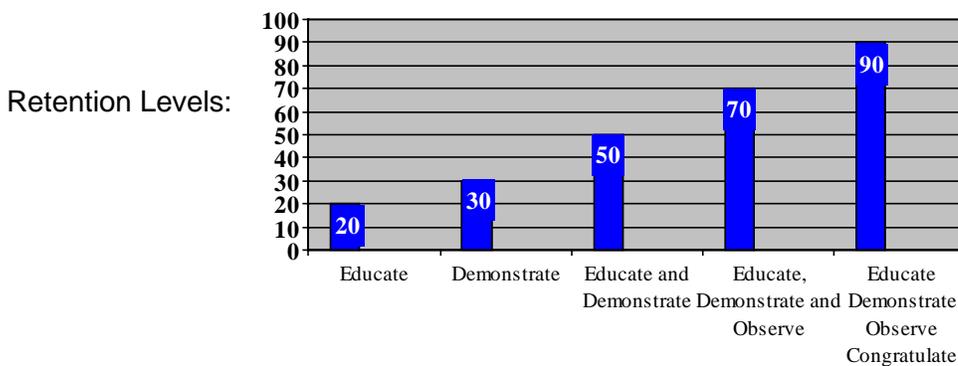
Department approved lesson plans are written to utilize the EDOC method of instructing. Lesson plans that are not supplied by the DNR must be pre-approved by the RSW before use in the classroom. The most current lesson plans can be found on the Instructor Corner web page.

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

Learning by Repetition

The more frequent the activity is repeated, the more likely the activity will be mastered.

Instructors need to understand that they will not be able to make a student an expert. It takes years of experience and learning to become an expert at anything.



Team Teaching

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

Instructor team sizes vary greatly between safety programs. For example many boat safety instructor teams

will only have 2 or 3 instructors, while a hunter safety instructor team may have 15 to 20 instructors. A group with 5 to 7 instructors is desirable in all programs and allows for everyone to be involved.

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

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 multi-media (Videos, DVDs, Power Point)

Instructors can use Department approved multi-media to introduce, reinforce or summarize topics. Reinforce safety lessons and provide discussion points.

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

General use of multi-media presentation segments

- In general, use of multi-media presentations on specific topics should be kept to about 10 minutes. Many multi-media presentations have additional information that is irrelevant or does not enhance a particular lesson plan. In those cases an instructor needs to cue the multi-media presentation to the specific area ahead of time and then show only that portion that is directly related to the lesson.
- To avoid interruption and distraction, 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 RSW Approved ONLY

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

Lecturing

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

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

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

Public Speaking

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

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

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

A few things to remember when giving a presentation:

- Know your audience and speak at their level.
- Don't assume that everyone will understand the terminology you are using.
- Ask questions and invite student participation.
- If someone asks a question you don't have the answer to, it's okay to say that you aren't sure or don't know.

- Relax and have fun, let excitement about the topic show.
- Good ways to open a presentation are to use startling facts, a good question, good quote, short story, a short demonstration or video clip.
- Be familiar with the topic and use props if appropriate.
- Body language can help or hurt a presentation. Gestures should be smooth and natural. Use them to emphasize and enhance a point. It is ok to move around but try not to pace back and forth.
- Eye contact is important. Personalize a talk by looking at various students in the audience for a moment as you speak. Look to the students for reactions and change tactics if necessary.
- Tell the students what you are going to tell them, summarize and then review before finishing. End on a good note and thank the students for listening.

The Teachable Moment

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

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

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

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

Guest speakers

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

Etiquette

"Etiquette means behaving yourself a little better than is absolutely essential"

~Will Cuppy

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

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

Instructor Corner Website

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

Forms

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

Junior Instructor Application 8500-143
 Apprentice Application 8500-161
 Instructor Training Records and Application 8500-162
 Volunteer Instructor Apprentice Exam
 Safety Course Registration Card 8500-130
 Student Registration Form and Certificate 8500-112
 Safety Course Checklist
 HE Student Field Exam Instructor Copy 8500-083
 HE Student Field Exam Student Copy 8500-083a
 Course Roster and Remittance 8500-065
 Course Supplemental 8500-065a
 DOA Letter of Insurance coverage
 DOA Incident Report Form DOA-6441
 Safety program courses offered by month
 Internet Field Day Lesson plan
 Landowner Thank You 8500-95
 Student Survey
 Instructors' Evaluation Form
 W-9

Directory

<i>Title</i>	<i>Name / Email</i>	<i>Office #</i>	<i>Mobile # / Fax #</i>	<i>Mailing Address</i>
Section Chief	April Dombrowski April.dombrowski@wi.gov		608-852-9456 608-266-3696	101 S Webster St Madison, WI 53703
Boating Administrator & RSW Supervisor	Roy Zellmer Roy.zellmer@wi.gov		608-212-5385	124 2 nd Street, Room 32 Baraboo, WI 53913
Asst. Boating Administrator	Penny Kanable Penny.kanable@wi.gov		608-228-9352 608-266-3696	101 S Webster St Madison, WI 53703
ATV/Snowmobile Administrator	Gary Eddy Gary.eddy@wi.gov	608-245-2315	608-219-2566 608-246-7904	2421 Darwin Road Madison, WI 53704
ATV/Snowmobile Assistant	Julie Fitzgerald Julie.fitzgerald@wi.gov	608-266-2142		101 S Webster St Madison, WI 53703
Hunter Education Administrator	Jon King Jon.king@wi.gov		608-575-2294	1500 N Johns Street Dodgeville, WI 53533
Hunter Education Admin. Assistant	Brenda Von Rueden Brenda.vonrueden@wi.gov	608-267-7509	608-228-4549 608-266-3696	101 S Webster St Madison, WI 53703
Hunter Education Assistant	Ashley Van Egtern Ashley.vanegtern@wi.gov	608-267-7509		101 S Webster St Madison, WI 53703
RSW-Northern Region East	Jeff Dauterman Jeff.dauterman@wi.gov	715-623-4190 Ext: 3109	715-216-1910 716-623-6773	223 East Steinfest Road Antigo, WI 54409
RSW-Northern Region West	Mark Little Mark.little@wi.gov	715-635-4112	715-492-1047 715-635-4015	810 W Maple Street Spooner, WI 54801
RSW Program Assistant-Northern Region	Katelyn Juza Katelyn.Juza@wi.gov	715-635-4267	716-634-4015	810 W Maple Street Spooner, WI 54801
RSW-Northeast Region North	Jeremy Cords Jeremy.cords@wi.gov		920-366-1917 920-662-5159	2984 Shawano Avenue Green Bay, WI 54313-6727
RSW-Northeast Region South	Heather Gottschalk Heather.gottschalk@wi.gov	920-787-3053	920-948-4818 920-387-7888	427 E Tower Drive, Suite 100 Wautoma, WI 54982-6927
RSW Program Assistant-Northeast Region	Kim Cooley Kimberly.cooley@wi.gov		920-360-2361 920-662-5159	2984 Shawano Avenue Green Bay, WI 54313-6727
RSW-South Central Region	Catherina Nooyen Catherina.nooyen@wi.gov		608-225-2310 608-275-3338	3911 Fish Hatchery Rd Fitchburg, WI 53711
RSW Program Assistant-South Central Region	John Karcher John.karcher@wi.gov		608-444-8665	3911 Fish Hatchery Rd Fitchburg, WI 53711
RSW-Southeast Region North	Kyle Drake Kyle.drake@wi.gov	262-574-2163	262-574-2117	141 NW Barstow St Room 180 Waukesha, WI 53188
RSW-Southeast Region South	Jason Roberts Jason.roberts@wi.gov	262-574-2169	262-903-9399 262-574-2117	141 NW Barstow St Room 180 Waukesha, WI 53188
RSW-West Central Region	Vacant			
RSW Program Assistant – West Central Region	Linda V. Xiong LindaV.Xiong@wi.gov	715-839-3758	715-214-4211 715-839-6076	1300 W Clairemont Ave Eau Claire, WI 54701

Recreational Safety Warden Map

Recreational Enforcement & Education Section Chief: April Dombrowski: 608/852-9456

Boating Law Administrator: Roy Zellmer: 608/212-5385

Penny Kanable: 608/228-9352

ATV/Snowmobile Law Administrator: Gary Eddy: 608/245-3415

Julie Fitzgerald: 608/266-2142

Hunter Education Administrator: Jon King: 608/575-2294

Brenda VonRueden: 608/267-7509

Northern-West

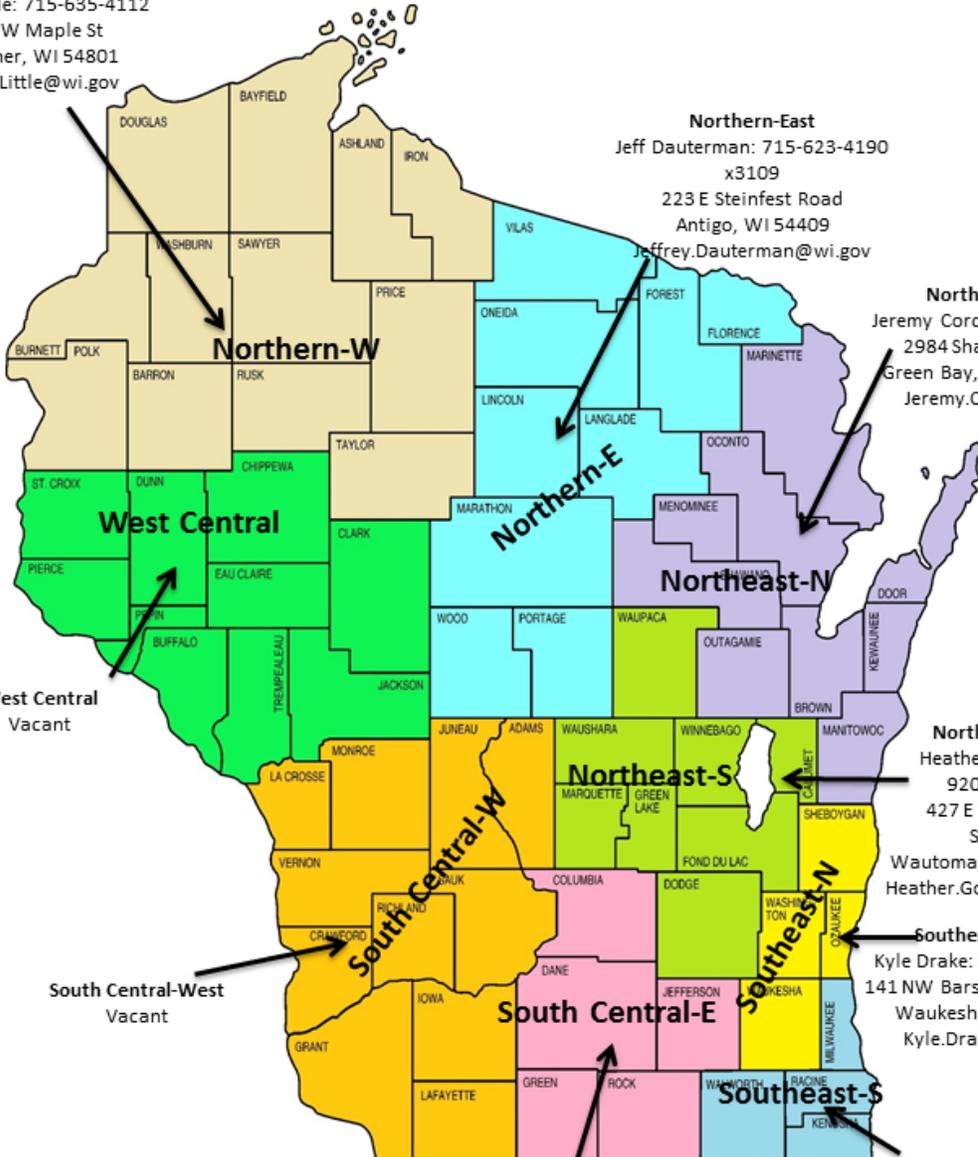
Mark Little: 715-635-4112
810 W Maple St
Spooner, WI 54801
Mark.Little@wi.gov

Northern-East

Jeff Dauterman: 715-623-4190
x3109
223 E Steinfest Road
Antigo, WI 54409
Jeffrey.Dauterman@wi.gov

Northeast-North

Jeremy Cords: 920-662-5129
2984 Shawano Avenue
Green Bay, WI 54307-0448
Jeremy.Cords@wi.gov



West Central
Vacant

South Central-West
Vacant

South Central-East
Catherina Nooyen: 608-225-2310
3911 Fish Hatchery Rd
Fitchburg, WI 53711
Catherina.Nooyen@wi.gov

Southeast-South
Jason Roberts: 262-574-2169
141 NW Barstow St, Rm 180
Waukesha, WI 53188
Jason.Roberts@wi.gov