Trapper Education Contact Information

Classes must be posted to the WTA and WDNR websites at least **4 weeks** before the class. This is for insurance reasons and classes may be deemed unapproved Trapper Ed classes if notification doesn't occur. If you are posting the class yourself using the online system, or if you want the class posted for you, contact the WTA and WDNR Trapper Ed Coordinators:
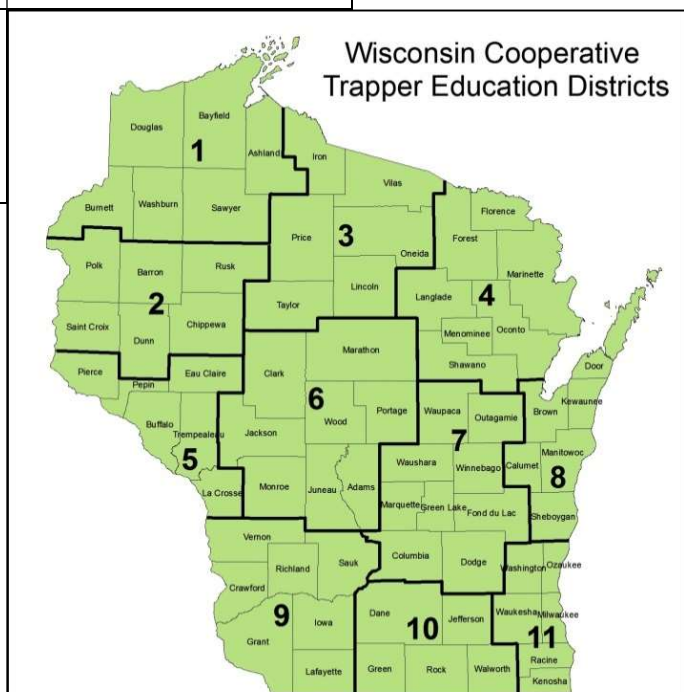
WTA: Jim Binder, wctep1@gmail.com , 920-250-2515

WDNR: Erinn Kiesow-Webb, Erinn.kiesowwebb@wisconsin.gov, 608-228-0765

KEEP IN TOUCH WITH YOUR DISTRICT COORDINATORS

Talk to you District Trapper Ed Coordinator so they know when your classes are scheduled, can assist you getting traps, furs, and other supplies, and provide other support as needed. You may find your Coordinator below.

District 1	District 5	District 9
Jacob Hart	Junior Prudlick	Dennis Knuth
11552 Crosstown Rd	PO Box 505	217 Clark St.
Grantsburg, WI 54840	Strum, WI 54770	Reedsburg, WI 53959
715-663-0519	715-695-3675	608-524-2255
Jakehart84@gmail.com	prudlickdj@triwest.net	Demak1072@gmail.com
District 2	**District 6**	**District 10**
Ed Dubuque	Al Nickel	Larry Meyer
7602 Cty Hwy X	2663 Green Grove Ln.	11921 E. Pioneer Rd.
Chippewa Falls, WI 54729	Nekoosa, WI 54457	Whitewater, WI 53190
715-559-6539	715-570-8718	262-903-0798
trappered39@gmail.com	afivecents@yahoo.com	larrypmeyer@msn.com
District 3	**District 7**	**District 11**
Mike Kortenhof	Gary Alexander	Arnold Groehler
4033 Hwy D	N5419 HWY 22	W383N9050 Klug Court
Rhinelander, WI 54501	Montello, WI 53949	Oconomowoc, WI 53066
715-272-1358 or	(608)369-2010	262-468-4218
715-482-4447		jmgroehler@aol.com
mkfurshed@hotmail.com	Dennis Halbach	
	N9202 CTY W	
	Malone, WI 53049	
	(920) 375-0781	
District 4	**District 8**	
Shawn Bazile	Bryce Larson	
N11950 County Rd E	15816 Lincoln Ave	
Tigerton, WI 54486	Kiel, WI 53042	
715-535-2794	(920) 693-8734	
Fattrapper67@gmail.com	brla@tds.net	

Visit the Trapper Education Instructor Page at dnr.wi.gov keyword "trapper ed instructor"

Wisconsin Cooperative Trapper Education Districts

WCTEP CERTIFIED INSTRUCTOR

CODE of CONDUCT

➢ Maintain a professional relationship between other instructors, department personnel and students. Do not engage in open criticism of other instructors or department personnel or disagreements between instructors in front of a class.

➢ The use of alcoholic beverages of any kind before or during class is prohibited. Any complaints about an instructor using alcohol before or during class could result in an investigation by DNR personnel and may conclude with the immediate and permanent revocation of the instructor's certification.

➢ Profanity is not welcome in the classroom or in the field. Clothing (hats, t-shirts) shall not be worn which contain words or images that may be considered offensive or inappropriate to participants.

➢ Eating or smoking is not appropriate for instructors during periods of instruction. Save this for break time. For the comfort and consideration of others, smoking will not be permitted by anyone during class.

➢ All instructors are responsible for the actions of all assistants or helpers who are part of their class, and like the instructors, shall comply with the policies, guidelines, and codes governing the Trapper Education Program. Any mishandling of money or fraudulent claims will be investigated and may result in criminal action and/or the revocation of instructor certification.

➢ While setting traps, both in and out of class, always make sure your trap sets are constructed legally and ethically. Just because a set is legal, doesn't mean it is ethical. Exercise common sense and avoid areas where you are likely to catch non-target animals.

➢ Remain an <u>Active Member</u> and support the Wisconsin Trappers Association.

➢ Complete cooperation with the Statewide Coordinator, District Trapper Education Coordinator, and local Conservation Warden is essential and required at all times.

➢ A conviction for a violation of trapping, hunting, fishing or other criminal offense may result in the revocation of the instructor's certification.

➢ Personal contact with students, **other than during a medical emergency**, is prohibited.

I HAVE READ AND AGREE TO THE ABOVE *CODE of CONDUCT.*

Lead Instructor Name:_____

Signature:_____ Date:_____

NOTE: All instructors must print, sign and date this form prior to the start of class. This acknowledges that you have read and understand your duties and expectations as a Certified Trapper Education Instructor.

Instructor Name	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

THIS FORM MUST BE TURNED IN WITH THE ROSTER PAPERWORK.

TRAPPER EDUCATION CLASS GUIDELINES

Post your class to the online system and notify the DNR and WTA Statewide Coordinators of your planned course. Even if you have enough students for a class already, you must post the class to the online system and mark it as full to meet the notice requirements for insurance purposes. The class must be posted to the online system **FOUR weeks prior to the class is order for the class to be covered by insurance.

** Course materials can be order in go wild when you set up your course.

**Contact the Statewide Coordinator for outreach materials .

**Any instructor not actively involved in a class for three years or more must assist a lead instructor with a Trapper Ed Class, attend another Instructor Orientation prior to becoming a lead instructor again. This is necessary to keep all instructors up to date on the latest rules, regulations, and other trapping related issues which are always changing and often times revised on an annual basis.

**Pre-registration is recommended for your classes. This way you can get a rough estimate on how many to expect and plan accordingly. You can also send out class materials to these students prior to the start of class which will allow them to fill out the registration form, read any required background chapters, and become familiar and gain knowledge of trapping prior to the actual class. The manual is available online, on CD, and in hard copy to try to ease distribution to students.

**It is recommended that you have at least one instructor for every 8–10 students. If you have a big class and need help finding more instructors, ask your District Coordinator for assistance in finding instructors in your area.

**Currently there is no minimum age for trapping in Wisconsin; however we recommend that all students should be at least 10 years of age to take the class. This may be too young for some kids but alright for others. Some 8 year olds may be more mature and responsible than 12 year olds. Please use your discretion.

**Students must have their Student Registration Form filled out and signed at the start of class for liability reasons. They _must_ have a DNR Customer ID Number prior to class.

**Each class must be a minimum of 12 hours in length to ensure that students are familiar with basic furbearer knowledge, trapping skills, and landowner respect.

**Get at least one DNR-related personnel to be part of your class, preferably a Warden. You may also ask a wildlife biologist, if available. If you need help finding someone contact your DNR Trapper Ed Coordinator for assistance.

**Do not feel required to pass all students. We want to make sure graduates will be responsible, ethical trappers. If you feel a student has not learned the material and/or has not put enough effort into learning the material, it is within your rights to NOT certify that student. Keep in mind they do not get their money back if they don't get certified.

**Send all completed class materials (rosters, class fees, registration cards, tests, etc.) to: WCTEP Statewide Coordinator, 473 Griffith Ave, Wisconsin Rapids, Wi 54494 within two weeks following the completion of your class. Please send payment for class fees in the form of a check or money order only made payable to: WCTEP   DO NOT SEND CASH!!

WCTEP Instructor Orientation

Why do we need Trapper Education?
- Trapper Ed became mandatory in 1992, and is required for all first-time trappers who haven't held a license prior to 1992 with the exception of those engaged in farming, as defined by statute
- Meant to teach all new trappers the basic knowledge and skills to be a responsible trapper. It is not to make someone a trapping expert, which takes time and experience.
- Wisconsin Cooperative Trapper Education Program is cooperative effort between the WDNR and WTA. We have an official Memorandum of Understanding (MOU) that is the binding contract between the two groups to conduct Trapper Education. This MOU is partly why instructors, who are vital to the program, must be WTA members.
- We have the best and largest Trapper Ed program in the country, thanks to the dedication of the WTA and our volunteer instructors.

What it takes to be an Instructor
- Go over Instructor Criteria sheet, Code of Conduct (have them sign), Class Guidelines sheet.
- The WTA will take disciplinary action if any of the codes of conduct are violated.

Tools to Highlight

Cable Restraints and Body-Grips
- We like to especially reiterate cable restraints and body-grips on dryland to instructors so they will remember to specially emphasize those during classes
- Proper setting of all tools is important, but non-entanglement of cable restraints and responsible setting of dryland body-grips are especially crucial to the future of trapping.
- Reiterate to instructors that they should thoroughly cover legal vs. illegal sets and ethical vs. unethical sets for these tools and have a brief discussion about considerations when setting these traps.

Bringing in DNR staff
- Wardens are critical to have at classes and the WTA has outlined having a DNR staff member present at classes is a requirement (though exceptions are made if staff are not available). They know the regulations, common mistakes seen and provide the opportunity for students to ask questions instructors may not be able to answer
- Often it is a good idea to time the warden's presentation right before a break. Some students may not feel comfortable asking a question in front of the whole class, but will go up and ask the warden during the break right after their presentation
- Wildlife biologists can also be valuable to your class. This allows students to meet their local biologist, who may be able to give suggestions on places to trap. Wildlife biologists can be brought in to cover BMPs, furbearer ecology, and/or furbearer management portions of the class, depending on their interest and availability.

Preparing and Setting up a Class

Before Class
- Review the class check-off sheet step by step.
- Remind instructors it is best to find someplace free and set dates that other instructors will be able to assist.
- Class must be a minimum of 12 hours.

- Notifying the Statewide Coordinator is important so they can help refer attendees, can order materials (if necessary), and can ensure the class posted in the online system correctly.
- When enrolling students, there are several ways instructors handle it. Most get a list of potential attendees over the phone, though some do it by email or allow online enrollment. After instructors have a list of potential attendees, actual registration can take several forms. Some mail materials and the registration card and have students send it back to them. Some have the students come to a "registration night" that is mandatory a few weeks before the class to fill out their triplicate and get their materials. Others just have students complete the triplicate the first day. The trapper ed program tries to give instructor flexibility whenever possible. Collecting in advance, however, tends to commit students more so you have less no-shows during the class, so these options are generally recommended, when possible. Remember all students must have a customer ID number to be in class. No exceptions.
- Remind instructors to have a reasonable class limit set so they don't have more students than they can handle.
- With the new manual, we recommend instructors send it out in advance when possible so students have some background before class. Instructors can assign chapters and quizzes for students to complete in advance, but this is optional. Having at least a few chapters assigned does give students some background and often allows for better discussion and retention during class. It can also save time as instructors can spend less time lecturing about the history of trapping and other chapters.
- Class materials are available by contacting the DNR Statewide Coordinator.
- The class fee is $20 which covers the cost of expenses associated with class. You are not allowed to charge any more than $20. This means postage, mileage (for the LEAD instructor only), and the cost for snacks, refreshments etc. if the instructor wants to offer it. Providing a lunch is not only NOT required, we generally recommend instructors have students bring their own lunch. Remember generally instructors can only keep 50% of the class fees collected, with some exceptions (such as low students and high facility fee, long distance traveled, etc.) Instructors MUST turn in 50% of class fees with the class roster.

Teaching your class
- We allow instructors flexibility in how they instruct. Generally, they have to cover all the chapters in the new manual to some degree, though the hands-on portions, regulations, and responsibility and ethics are especially critical.
- Bring in instructors or assistants to help, especially with the hands-on portions. Assistants should still have a background check completed to teach students. If they do not they absolutely can't be alone with students under any circumstances. Assistants don't have to meet any other requirements other than passing a background check.
- The test now is a hands-on authentic assessment. Instructors will probably want to spend some time discussing this. Again, we allow instructor flexibility. Some instructors ask some of the questions as they go to make sure students are retaining key concepts, then go through the hands-on portions of the assessment during the hands-on portions. Some instructors have stations students cycle through to complete the authentic assessment. Others break students into groups and have one instructor go through all the questions with that group. The most important thing is that students are going to be responsible, ethical trappers that will make smart sets that avoid nontargets. If any student is not paying attention or is not retaining key information, it is at the instructor's discretion to not pass them. The program will support our instructor's decision on this matter.

Use of displays and demonstrations
- Every district has tools and supplies that may be used during class. It generally includes a fur kit, traps, trap buckets, furbearer photos. Some have display boards or DVD projectors. Many Districts

have trailers to store and transport these supplies. Contact your District Trapper Education Coordinator for more information.

After Class
Paperwork
- Paperwork is the boring part but the most important part of the class. This is how students become certified and what allows them to legally trap in the future. Trainers should show the triplicate forms and reiterate over and over that the student must have a Customer Id number to be in the class. If they don't have one, they can call the toll free number on the triplicate forms between 7 a.m. and 10 p.m. and day of the week. This is even something that could be done on a break or lunch if the student doesn't have it before for some reason. But they should have it before the class starts. Students under 18 MUST have a parent sign the triplicate form to give permission for them to be there.

NOTE for trainer: We want all new instructors ONLY using the online system. However, they may have learned to use paper rosters depending on who they apprenticed with. Please train the online system, but mention paper rosters are available.

- Follow the instructions provided in your new instructor binder for filling out your roster and submitting rosters and fees online.
- Instructors will need the student's customer ID number to add them to the roster and the instructor number of instructors, assistants, and wardens that help with the class to add them to the roster.
- Instructors may pay course fees by using a credit or debit card through the online system. This is the fastest way to get students certified. Alternatively, instructors may send a check in with the white copies of the triplicate forms to the WTA Statewide Coordinator. Instructors should never send cash.
- Have instructors set up a mock class by using the UAT (testing) webpage (use the trainer's instructor number and password as some apprentices won't have an instructor number): https://jcuat.activeoutdoorsolutions.com/wi_ises/login/login.do

Guidance for Trapper Ed Chapters in New Manual

All chapters may be read by students before class begins. Alternatively, specific chapters may be selected to cover topics not covered in class, or to provide more background for those covered in class. A few assessment questions should be asked for each chapter. This can be done after the chapter is covered, at the end of class, or periodically throughout the class, see Appendix B for questions. Approximate time to spend per chapter in (__), total time is 12 to 13 hours

Chapter 1 (Intro) – Instructors brief introduction (10 min)

Chapter 2 (History) – Brief Instructor lecture (10 min)

Chapter 3 (Ethics) – Instructors lead group discussion [can discuss scenarios in book], show DVD (20 min). While this topic will have one block set aside for discussion, key points of ethics should be stressed and reiterated throughout the course.

Chapter 4 (Furbearers) – Instructors lectures/shows furs [could be optional to read] (30–45 min)

Chapter 5 (Furbearer Management) – Guest lecture from biologist, or Instructors lecture (30 min)

Chapter 6 (Trapping Regulations) – Conservation warden guest lecture (1 hour)

Chapter 7 (BMPs) – Instructor lecture (30 min)

Chapter 8 (Traps) – Instructor descriptions and hands-on (1.5–2 hours)

Chapter 9 (Trapping Equipment) – Instructor descriptions and hands-on or show equipment [could be optional to read] (15 min)

Chapter 10 (Using bait and lure) – Can be combined with set demos, or brief lecture [could be optional to read] (10 min)

Chapter 11 (Water sets) – Hands-on and demos [could be optional to read] (1.5–2 hours)

Chapter 12 (Land sets) – Hands-on and demos [could be optional to read] (1.5–2 hours)

Chapter 13 (Cable devices) – Hands-on and demos [could be optional to read] (1 hour)

Chapter 14 (Trapping Safety) – Instructor lecture and group discussion (10 min)

Chapter 15 (Running a trapline) – Instructor lecture and group discussion. Topics to be covered include scouting, obtaining permission, trap checks, humane dispatch, release techniques, avoiding non-targets [could be optional to read] (20 min)

Chapter 16 (Handling Fur) – Demos [could be optional to read] (1–2 hours)

Chapter 17 (Marketing and Utilization) – Instructor lecture on how to market or use fur, and uses or appropriate disposal of carcasses [could be optional to read] (15 min)

Instructions for Using the Online System - 2016

Go to the website: https://jc.activeoutdoorsolutions.com/wi_ises/login/login.do

If you have never logged in, select the "First Time Users" heading and follow the prompts.

If you do not have an instructor number, contact the Assistant Furbearer Ecologist to obtain one: 608-228-0765

After you have setup your account, log in on the main screen:

Once you log in, you will see this screen:

ADD A NEW CLASS

Now, there are a few things you can do from here. First, we will go through how to create a new class.
Select "Add a New Class" from the menu on the left.
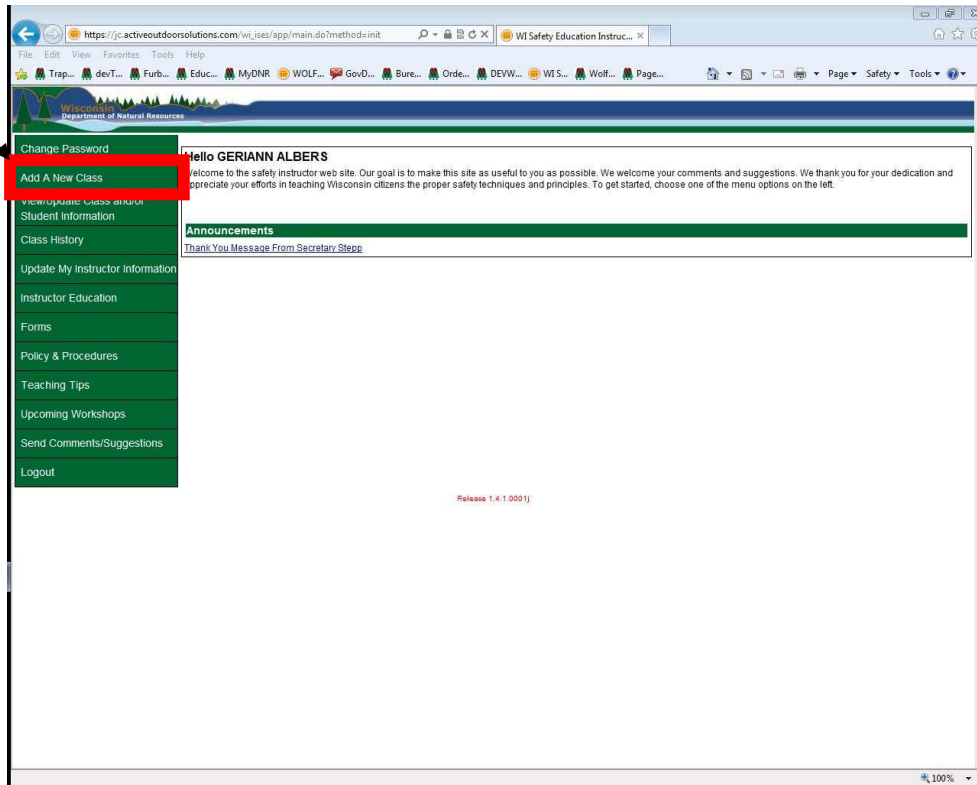
Then you will see this screen.
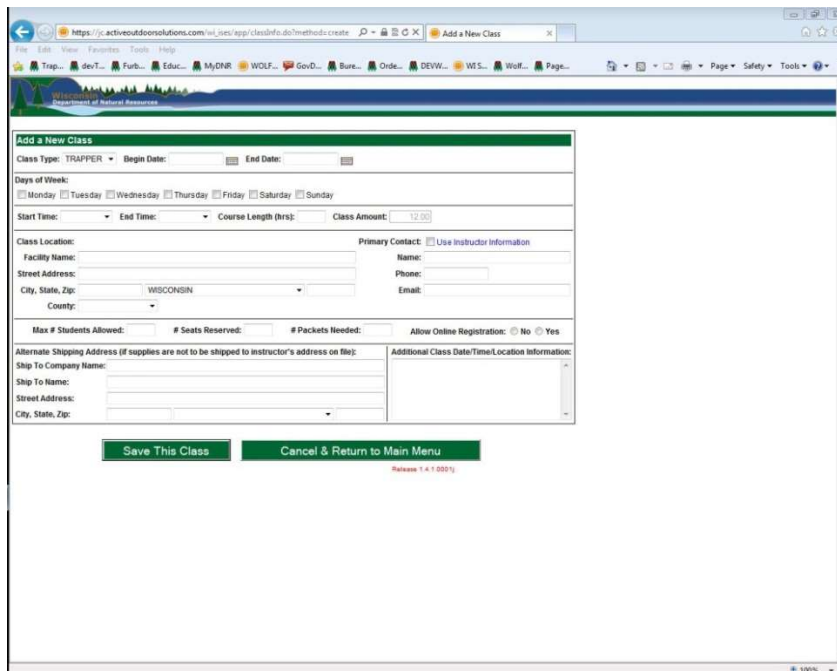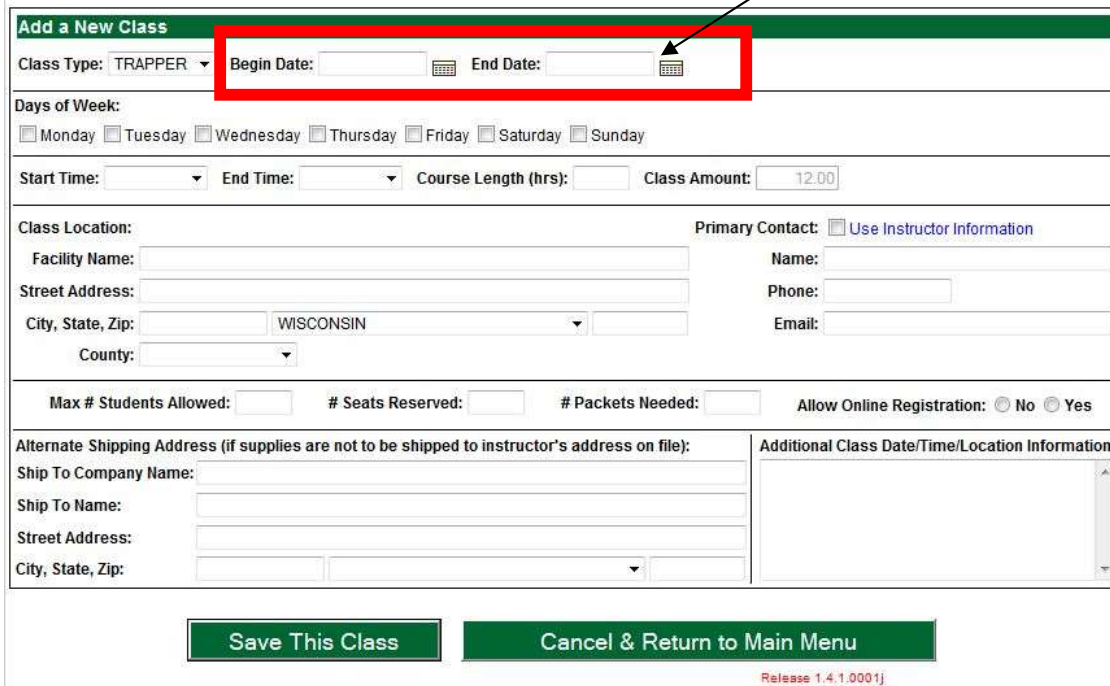
Next step is to fill out the form. Start by making sure the "Class Type" is set to Trapper

Then select the start and end date of you class

You can select days of the week the class will be occurring, but it is optional. Next, set the start and end time for the class. Fill in the course length for the class. If your start times are variable, you can make note of that in the additional information later. Put the start time for the first day of your class, and what time it ends on the last day.

Next, fill out the information on the location of the class. Keep in mind, the address you provide should be for where the students are going, not your personal address. Don't forget to select your county from the drop down menu.

Then, you will give the contact information for the class. If you are the main instructor, you can check the "Use Instructor Information" box. If you want someone else to be the primary contact, put their information into the boxes.

Next, you will put in the maximum class size. If you have students who have signed up by phone or email already, you can put in "# Seats Reserved" to save spots for those folks. **For "# Packets Needed", put 0.** Contact the WDNR or WTA Statewide Trapper Ed Coordinator to order Trapper Ed supplies.
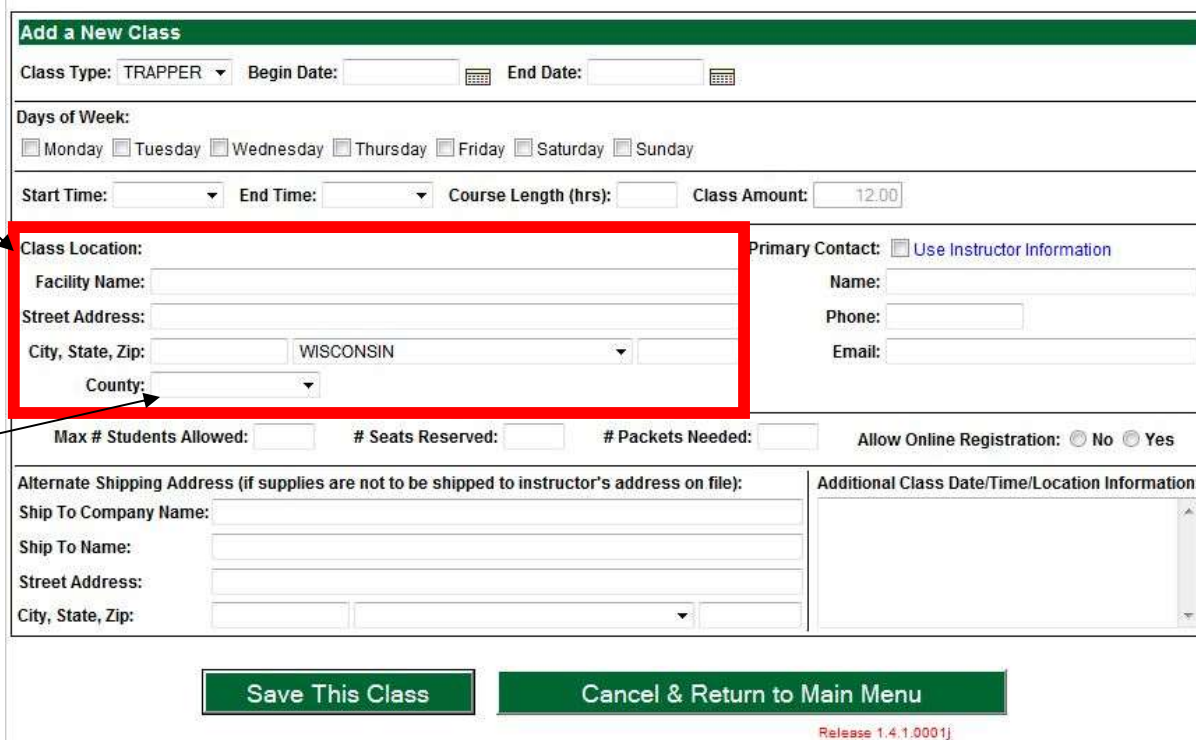
The "Allow Online Registration" allows a student to click a button to sign up for the class. You then go in to contact the students or manage the list as necessary after the class is full. If you would like to try this, you may, but otherwise say "No" and have the students call or email you to sign up as you have in the past. You can leave the "Alternate Shipping Address" blank. Keep in mind if you do allow Online

Registration, you may contact your students through this system. More on that later, but students so far are often confused by that option so you may want to leave it as calling or email sign up for now.

In "Additional Class Date/Time/Location Information" box is where you can add details about the class. List every day the class meets, and start time for each day. Let folks know if they need to do anything in advance to confirm they are attending (like come to a sign-in night). Anything like that can go in that box.

Finally, select "Save This Class". If you did not fill out something that needs to be filled out, you will receive a prompt at the top of the screen in red letters and the sections you skipped will appear in red text.

A correctly filled out class should look like this.

Then after you select "Save This Class", you should see a screen like this.

Your class has been submitted

Your Class ID is: 56926

You will receive an email confirmation that the class has been received by the DNR.
Supplies will be shipped to the address provided.
If you need extra supplies in addition to the normal shipment, please click here to send your supply request via email.

Click on the class below to
- Edit the class information
- Add/remove instructors
- Open/close student enrollment
- Add/remove students
- Update student roster and/or grades
- Submit completed class roster and/or fees

Class ID	Type	Location	Start Date	Status	Roster Submitted
56926	TRAPPER	FRTC	05/10/2013	DNR APPROVED	No

Return to Main Menu

Release 1.4.1.0001j

You will also receive an email to the email account you provide that confirms the class was submitted successfully that will look like this:

Safety Education Class ID 56926 submitted

NO-REPLY@ACTIVENETWORK.COM

Sent: Fri 05/10/2013 11:06 AM
To: Albers, Geriann F - DNR

PLEASE DO NOT REPLY TO THIS EMAIL

Your safety education class has been successfully submitted. The class ID number is 56926. If you have any questions regarding your online class registration please e-mail DNRLESafety@Wisconsin.gov. Please include the class ID number and your instructor number on any correspondence. Direct all other questions to your Recreational Safety Warden.

Thank you

**Be sure to e-mail or call the
WTA and DNR Statewide Trapper Education Coordinators
to get class materials sent to you**

MODIFYING A CLASS

From the successfully submitted screen, select "Return to Main Menu". From here, you may view/update your class and add student information. From the Main Screen, select "View/Update Class and/or Student Information".

You will then see a screen listing any in-progress classes, as well as any completed class with outstanding rosters or payments (meaning you haven't submitted them yet).

If you click on the "Class ID" for your class, it will take you to the class screen.

Class Screen:

From this screen, you can add Instructors and Conservation Wardens

To add an instructor, select the add instructor box. You will need to enter their Instructor Number and the number of volunteer hours for the class. It is very important to add ALL instructors who assisted. This is how apprentice instructors get credit for their two courses and how instructors stay active in the system. If an instructor does not assist with a class for several years, they will be locked out of the system and become "inactive".

Once you've entered an instructor number and hours, they will appear below your name. You can add Instructors before or after the class, it does not matter. If you add them before the class, and something happens and they can't attend, you can always delete them from the roster. After you've added all instructors, select "Return to Class".

To add a warden, select the "Add Conservation Warden" button.

If you know the Warden's instructor number, great. You can enter it. If not, you can search by last name. Make sure you set "County" to "All" and "RSW Region" to "All". Then enter the last name and select the "Warden ID" of the correct warden.

After you have selected the appropriate "warden id" number, you will see this screen. This will give you directions to get a hold of a warden if you have not already lined one up and confirm they have been added to your class. From here, select "Return to Class".

The next important thing you will need to do from this screen is "Manage Students".

When adding students, you have two options to add them. You can either add by Customer Information, or enter Student Information. For Customer Information you will need their DNR customer ID number and their Date of Birth. For Student Information, you will need name, date of birth, address, city, state, zip, and phone. You can also ask for email, but that is optional. You can switch between the views by selecting the appropriate bubble.

Once you've added a student, their name will appear along with a confirmation number. The system will only let you add as many students are your maximum, so if you decide to allow more students than you originally specified, you will need to go back to the class page and increase your maximum number of students allowed. Once you reach your maximum students added, the options to add student information will gray out and be restricted from use. If a student drops out of the class, you may delete them from the roster.

Once you have added students, or they have added themselves if you allow online registration, you may email them by selecting "Send Email to Students".

Then you will see the below screen and you can draft your email. Keep in mind, only students with email addresses online will receive the email.

AFTER CLASS

When your class is near completion, you can print temporary student certificates if you would like. To do so, select the "print student certificates" button.

The certificates will look like this:

Students will get their permanent certificates in the mail, but these can be temporary until they get them. There is a place for you to sign and these can be given out at "graduation" along with their patches and yellow copies of their triplicate form. Triplicate forms still need to be filled out and submitted with a copy of the roster!

After the class is over, you select whether the student passed or failed.

Once all students have been marked as pass or fail, you MUST SAVE CHANGES! This part is

important.

From here, you can print the roster to go with the triplicate forms.

Wisconsin
Department of Natural Resources

Manage Students

Class ID #: 56926   Class Type: TRAPPER   Class Dates: 05/10/2013 to 05/10/2013

Entering the student's Customer ID Number and DOB and choosing autofill will automatically fill in the student's information. If you do not have the student's Customer ID Number, select 'Enter Student Information' and enter the student information in the appropriate boxes.

○ Enter Customer Information   ○ Enter Student Information

DNR Customer ID: [ ]   Date of Birth: [ ] 🗓
Reserved Seat: NO ▾

Click on a student name below to edit a student record. Update student pass/fail grades and choose Save Changes. All grades must be complete in order to submit the final roster.
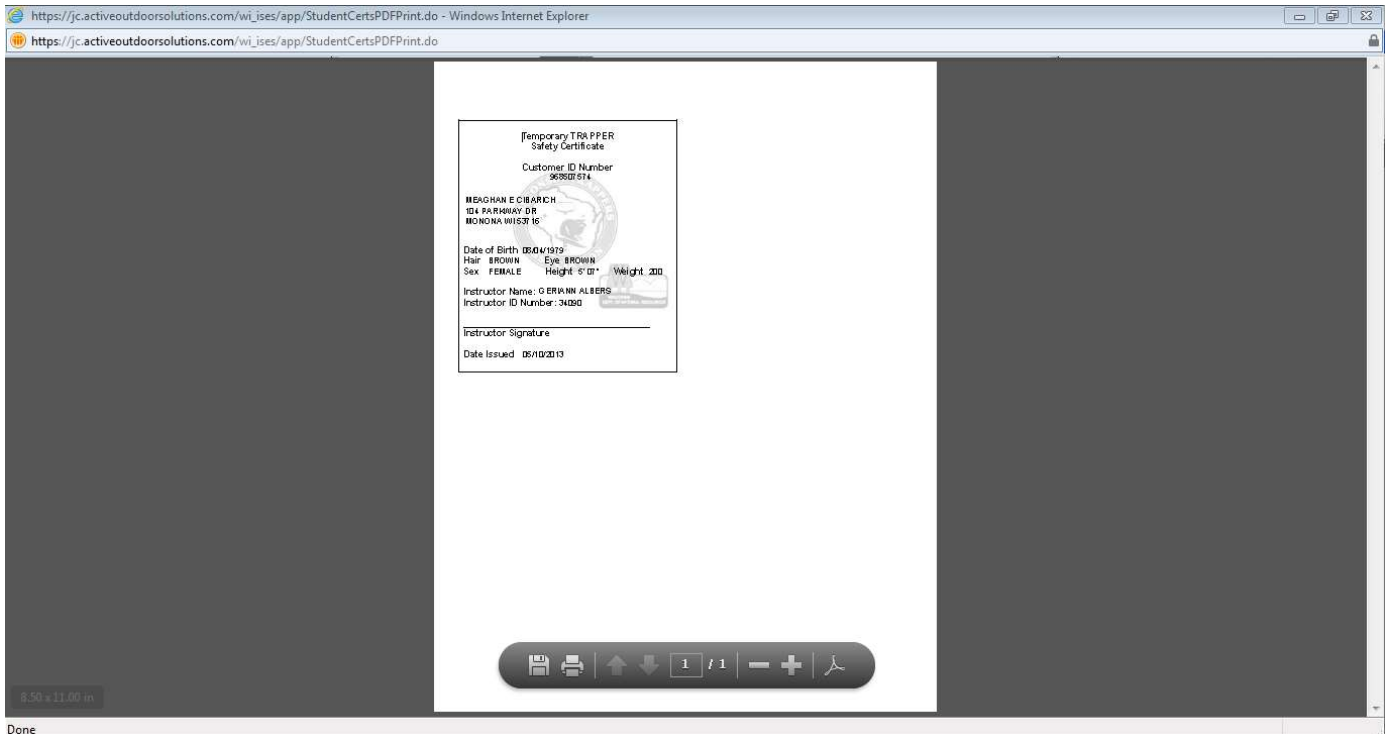
Customer ID	Name	Confirm. #	Pass/Fail	Reserved	Paid	
968507574	**MEAGHAN E CIBARICH**	131518565	PASS ▾	YES ▾	☐	Delete

Send Email To Students

Print Roster

Save Changes

Print Student Certificates

Return to Class   **Return to Main Menu**

Release 1.4.1.0001j

Roster front

LEAVE BLANK – DNR UB EONLY		
Student # to _____	Date Issued	

Course ID: ____
Class Type: TRAPPER
# of Student Packages: 0
Instructor's Name: ALBERS, GERIANN
Start Date: 05/10/2013

State of Wisconsin
Department of Natural Resources
Safety Course Roster and Remittance
Form 2500-065 (R 12/08)

H	☐	Hunter (s.29.591 Wis. Stats.)	B	☐	Boating (s.307.4(1) Wis. Stats.)
R	☐	Bowhunter (s.29.591 Wis. Stats.)	A	☐	ATV (s.23.33(5)(b), Wis. Stats.)
F	☐	Advanced Rifle	B	☐	Snowmobile (s.350.055(2), Wis. Stats.)
G	☐	Advanced Shotgun	M	☐	Advanced Muzzleloader
I	☐	Hunter Internet Field Day	T	☒	Trapper

MAIL ROSTER, STUDENT CARDS, CHECKS AND/OR MONEY ORDERS TO:

Department of Natural Resources
Bureau of Law Enforcement
P.O. Box 7921
Madison, WI 53707-7921

Notice: The Lead Instructor is required to complete this form to document instructors, students and payment of fees for safety courses required under Sections 29.59, 90.74, and 350.05, Wis. Stats. Personally identifiable information collected may be used for participation in surveys, eligibility for approvals, law-enforcement purposes and may be provided to requesters as required by Wisconsin's Open Records law [ss. 19.31-19.39, Wis. Stats].

Complete Student Information on the reverse accurately. Do not pass the roster around the class or share it with others.

Class Dates		Course Length	No. of Students	Class fee payable to DNR:	
Start Date	End Date				
05/10/2013	05/10/2013	8	1	$ _____	Total Fees Collected ($10/student)
Complete for Hunter Education Course Only:				$ _____	(Minus) Instructor Expenses
Shooting Facilities Available?	☐ Yes ☐ No	Shotgun Firing?	☐ Yes ☐ No	$ _____	Total Fees Remitted to DNR (Must be at least 50% of the total fees collected)
Rifle Firing?	☐ Yes ☐ No	Bow and Arrow?	☐ Yes ☐ No		

• Include name and instructor number of ALL instructors taking part in this course. • COMPLETE ALL student information. • Make a copy of this roster for your records.	County DANE - 13	Total Volunteer Instructor Hours Involved in Conducting This Course (Include Preparation) for all instructors involved 16
Lead Instructor (type or print) ALBERS, GERIANN	Lead Instructor Hours Volunteered 8	Instructor No. 34080

I certify these records to be true and accurate.

Lead Instructor Signature	Date Signed	Telephone Number
Address	City, State, ZIP Code 101 S WEBSTER, WI, 53703	

All Other Instructors (type or print)	Hours Volunteered	Instructor No.	All Other Instructors (type or print)	Hours Volunteered	Instructor No.
Print/Type OLSON, JOHN F	8	34657	Print/Type		
Sign			Sign		
Print/Type			Print/Type		
Sign			Sign		
Print/Type			Print/Type		
Sign			Sign		
Print/Type			Print/Type		
Sign			Sign		
Print/Type			Print/Type		
Sign			Sign		

If space is needed for additional instructors, please use another sheet of paper.

Conservation Warden (type or print)	Instructor No.
KROEPLIN, NATHAN A	21025

For Faster Service, Please Double Check Your Roster for Accuracy. Thank u!

1 / 2

Roster back

Safety Course Roster and Remittance
Form 2900-095 (R 5/08)

Student information (type or print)
Please use complete given names—do NOT use nicknames

DNR Course ID: 95935

DNR Cust No#	Last Name	First	MI	Complete Address
943507574	CIBARICH	MEACHAM	E	104 PARKWAY DR
☐ Pass ☐ Fail	Birthdate (M-D-Y) 03/04/1979	Telephone Number		MONONA, WI, 53716
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		
DNR Cust No#	Last Name	First	MI	Complete Address
☐ Pass ☐ Fail	Birthdate (M-D-Y)	Telephone Number		

Please Double Check Your Roster For Accuracy, Thanks

2 / 2

It looks a little different than our previous roster, but not too much. From here, you are almost done! Your last step will be to submit your roster and fees. To do this, select "return to class" at the bottom of the screen.

Then select "Submit Final Roster and/or Class Fees".

You will see a screen asking you to certify the information you are submitting is true. This is just to remind folks that saying people passed who did not take the course is discouraged. DO NOT continute if you are still adjusting your roster. This is your last step. If you have the roster complete, click YES, I Agree.

Course fees can ONLY be submitted through this website by credit or debit card. If you need to pay by check, please send it with the printed roster. Changing student status to "passed" will update their accounts to show they have passed, so you can still submit fees the old way. You MUST submit at least half of the course fees. You may keep the other half, no questions asked, for expenses. If you have expenses over half of the fees, submit receipts to the WTA Statewide Trapper Education Coordinator for reimbursement. If you'd like to submit fees online, you will see this screen.

Put your expenses into the box labeled "Minus instructor Expenses".

Submit Final Class Roster & Fees

Class ID #: 56926   Class Type: TRAPPER   Class Dates: 05/10/2013 to 05/10/2013

Thank you for choosing to electronically submit your class information & fees.
This site provides you a secure, easy and convenient method to submit your class fees.

Payment Method
We accept VISA and MasterCard

Total Fees Collected at $12.00 per student: $12.00

Minus Instructor Expenses: [   ]

Total Amount to be Submitted to DNR: $12.00

Credit Card Payment Information

Card Type: VISA ▼

Card Number: [   ]

Card Identification Number: [   ]   Help for Card Identification Number

Expiration Month/Year: January ▼ / 2013 ▼

Charge Amount: $12.00

Enter the Name and Zip Code that appear on your credit card or bank statement

Name: [   ]

Zip Code: [   ]

Complete Payment

Pyaments Processed by Active Merchant Services, Part of the Active Network, Inc.

Cancel & Return to Main Menu   **Cancel & Return to Class**

Release 1.4.1.000'

Then enter your credit/debit card information and the name and zip code on your statement. This is your BILLING zip code.

Submit Final Class Roster & Fees

| Class ID #: 56926 | Class Type: TRAPPER | Class Dates: 05/10/2013 to 05/10/2013 |

Thank you for choosing to electronically submit your class information & fees.
This site provides you a secure, easy and convenient method to submit your class fees.

Payment Method
We accept VISA and MasterCard

Total Fees Collected at $12.00 per student: $12.00
Minus Instructor Expenses: 6.00
Total Amount to be Submitted to DNR: $6.00

Credit Card Payment Information

Card Type: VISA ▼
Card Number:
Card Identification Number: Help for Card Identification Number
Expiration Month/Year: January ▼ / 2013 ▼
Charge Amount: $6.00

Enter the Name and Zip Code that appear on your credit card or bank statement

Name:
Zip Code:

Complete Payment

Pyaments Processed by Active Merchant Services, Part of the Active Network, Inc.

| Cancel & Return to Main Menu | Cancel & Return to Class |

Release 1.4.1.000

Then select "Complete Payment".

You will then see this screen:

You have successfully submitted your fees. Mail the triplicates and a copy of the printed roster to the WTA Statewide Trapper Education Coordinator so they can put it in their records and send it on to the DNR for their paper records. The student's account will automatically update with their new trapper ed number at midnight the night you mark them as "passed".

Filename: Master TE Instructor Guidance Materials 2022 edited removed
     track changes updated
Directory: C:\Users\webbke\Documents\New instructor
Template:
                     C:\Users\webbke\AppData\Roaming\Microsoft\Templates\Normal.
     dotm
Title:
Subject:
Author: Geriann Albers
Keywords:
Comments:
Creation Date: 4/29/2024 10:37:00 AM
Change Number: 2
Last Saved On: 4/29/2024 10:37:00 AM
Last Saved By: Kiesow-Webb, Erinn E - DNR
Total Editing Time: 8 Minutes
Last Printed On: 4/29/2024 10:37:00 AM
As of Last Complete Printing
     Number of Pages: 38
     Number of Words: 4,630 (approx.)
     Number of Characters: 26,396 (approx.)