

## **INSTRUCTOR CHECK-OFF LIST**

### **All students are required to have a DNR Customer # prior to the start of class**

If they currently do not have a number they can call the **DNR Call Center** at **1-888-936-7463** **between 7am–10pm**. You cannot complete the online roster without a customer ID number for your students. Student registration cards without a DNR Customer ID # will not be processed and will be returned to the instructor.

### **PREPARING FOR CLASS**

\_\_\_ Create the class in the online system and notify the statewide coordinators. Instructions for the online system are available at [dnr.wi.gov](http://dnr.wi.gov), keywords “Trapper ed instructor”. The statewide coordinators can post your class if you are not able to do so.

\_\_\_ Request student packets from the DNR or WTA Trapper Ed Coordinator. Their information is available at [dnr.wi.gov](http://dnr.wi.gov), keywords “trapper ed instructor”.

\_\_\_ Contact fellow instructors to assist you with your class. Be sure that all instructors are current WTA members and have had a background check if they are going to be alone with students. To get a background check completed, have the potential assistant complete and instructor application (make sure they sign the back) and submit to the WTA Statewide Coordinator.

\_\_\_ Contact your local Warden and Wildlife Biologist to come in and give a presentation.

\_\_\_ Send out class materials to students prior to class so they are familiar with the materials when they arrive to class and you can answer any questions they may have. You may designate chapter quizzes you want the students to complete in advance. The new manual is available both online ([dnr.wi.gov](http://dnr.wi.gov), keyword “trapper ed”) and on a CD to reduce mailing costs. You may also want to send a small welcome letter along regarding any needed information about the class.

\_\_\_ Save all receipts from your class so you can include them on your expense sheet.

### **PRIOR TO THE START OF CLASS**

\_\_\_ Collect all Student Registration Cards. Check to be sure all information is filled in completely, accurately, and legibly. **Note: If the student is under 18 a PARENT’S SIGNATURE IS REQUIRED** prior to the start of class. Do not have the student fill in the expiration date.

\_\_\_ Collect the required class fee of **\$12 per student**. It is recommended that payment be made by cash or a check made out to the lead instructor.

### **DURING CLASS**

\_\_\_ Have experienced trappers demonstrate proper set up and use, including legal sizes, rules, regulations, and limitations of all trap types, especially body-grips on land and cable restraints.

\_\_\_ Show the Trapping Ethics video

\_\_\_ Get the needed information for your roster from your assistant instructors and DNR personnel involved (name and instructor #). If still using a paper roster, do not pass the roster around class to register the students’ information. This is to be filled out by the instructor. If using the online system, make sure you have customer ID numbers and birthdates for all students and add them to the course roster. **Student information is personal and should not be available for others to view.**

## FINISHING UP

\_\_\_\_ Complete the hands-on authentic assessment. It is critical to the future of trapping that students understand important concepts like avoiding incidentals, ethics and responsibility, regulations, and making appropriate trap sets. If someone can't answer critical questions or isn't paying attention, it is within your right as the instructor to fail that student. The authentic assessment is designed to help you evaluate whether students retained key concepts.

\_\_\_\_ Sign the Student Registration Cards. Before signing, **double-check once again** to see that all of their information is **complete and legible**.

\_\_\_\_ Fill in the **Expiration Date** which is March 31 of the year after the class is held. For instance, if your class is in 2014, the expiration date will be 3/31/2015. For a class in 2015, the expiration date would be 3/31/2016.

\_\_\_\_ Present the student with the **Middle Copy** (yellow copy) of the triplicate (which states, this is your **Trapping License...**), their patch, and (if desired) temporary cards you can print from the online system.

## COMPLETING THE PAPERWORK

### Expenses and Remittance

Document expenses including:

\_\_\_\_ Postage/paperwork needs. This includes not only postage, but copies made, money order fees etc.

\_\_\_\_ Gasoline. Total miles driven to and from class multiplied by the current mileage rate. The current rate is **\$.575** per mile. **LEAD INSTRUCTOR ONLY!**

\_\_\_\_ Miscellaneous. This can include facility rental, snack expenses, etc. **The purchase of traps or other supplies to give to students is NOT allowed. Receipts from fast food chains or restaurants will not be allowed or reimbursed.** Generally, we recommend students provide their own lunch to save time and cost for the instructors. However, a reasonable meal such as sloppy joes or hot dogs may be provided at the instructor's discretion.

\_\_\_\_ If using the online system, you may pay the fees using a credit or debit card. This ensures the fastest class processing and will result in your students being certified within a few days. If you do not have a credit or debit card, you may submit a **check or money order only** payable to: **WCTEP. Do not send cash.** If you have received cash from any students we recommend that you get a money order otherwise you can send a personal check. You are able to keep up to 50% of the class fees to help cover the cost of class expenses, no questions asked. If your expenses are over 50% you must include all receipts in order to get reimbursed.

***NOTE:** Expenses can be the most confusing to record. Please call the WTA Statewide Coordinator if you have any questions when completing this section.*

\_\_\_\_ Return your completed roster, **Top Copy** (white copy) of all student registration cards, expense receipts if over 50%, and fees within two weeks following class.

**If expenses are over 50%, you must turn in at least 50% of the remittance.** You will be reimbursed for anything over at a later date.

\_\_\_\_ Send student registration triplicates and other paperwork to the WCTEP Statewide coordinator. Their information is available at [dnr.wi.gov](http://dnr.wi.gov), keyword "trapper ed instructor" or by calling 608-261-6452.