

Training Attendance Form Spreadsheet Instructions

Enter the information for individuals who hold a Wisconsin DNR Operator Certification only. Attendees who are not Wisconsin DNR certified operators should not be entered on the form.

Column A: Certification Number

Enter the operator's 5-digit certification number. If the operator's certification number starts with zero, you may leave off the leading zero(s). For example, "01234" can be entered as "1234".

Column B and C: Last Name and First Name

Enter the operator's last name and first name.

Column D: CE Hours

Enter the hour amount that the operator attended. Enter the number only and do not include the word "hours" in this column.

Column E: Training Date

Enter the *completion date* of the training. This date should be entered in the following format: mm/dd/yyyy

Column F: DNR Training ID

Enter the training approval ID number exactly how it was provided in your training approval email. This is an 8 digit combination of letters and numbers with a hyphen in between: xxxx-xxxx

Column G: Training Title

Enter the name of the training.

Please do not insert any additional columns between A and G. You may enter additional information in the columns after G.