

## Training Approval Steps & Trainer Instructions

1. Submit a Training Approval Form (4400-288) to [DNROpcert@Wisconsin.gov](mailto:DNROpcert@Wisconsin.gov), along with copy of agenda or brochure, at least 14 days in advance of the training. Complete one form per course content. For example, if the same course is offered multiple days throughout the year, you only need to complete one form for that course.
2. The training contact listed on the form will receive an email from the DNR operator certification program indicating if the course has been approved, for how many credits, and for which certification types. A training approval ID number will be assigned to the course, as well as a training approval ID expiration date.
3. During the training, the training provider shall provide a mechanism for the operator to check-in/check-out of the event. A sample sign-in sheet is available online at <http://dnr.wi.gov/regulations/opcert/training.html#tabx3>
4. Within 10 days from when the training takes place, the trainer must email the completed attendance roster in the specified format to [DNROpCert@Wisconsin.gov](mailto:DNROpCert@Wisconsin.gov). The attendance roster will need to include the following: the operator's certification number, the operator's first and last name, the number of hours each operator attended, the training approval ID number, and the name and date of the training. Incomplete rosters will be returned to the training provider for correction.
5. DNR will upload the completed attendance roster into a database and complete several quality assurance checks. Operators can verify their training history by viewing their individual record on the operator certification look-up website at <http://dnr.wi.gov/regulations/opcert/>
6. Training approval ID numbers expire after a specified amount of time, based on the type of training. See our expiration date policy for more information. Once a training approval ID expires, the trainer will need to re-submit a training approval form to obtain a new training approval ID number. It is recommended that trainers save copies of the completed training approval forms, so that they only have to make minor edits to the form for each new submittal.
7. Guidelines for the training provider:
  - a. Fill out the training approval form completely and accurately.
  - b. Have a mechanism for operators to check-in/check-out at the training event.
  - c. Complete all information on the attendance roster spreadsheet.
  - d. Email training attendance spreadsheets to [DNROpCert@Wisconsin.gov](mailto:DNROpCert@Wisconsin.gov) within 10 business days of the training date.
  - e. Keep training attendance records on file for 4 years.