

FAQ's – Training Providers

Question:

How will I obtain the operator's certification number?

Answer:

It is recommended that certification numbers are collected when operators register for training events. Many operators have their certification number memorized. DNR also has a new public look-up site, where anyone can look up an operator's number by searching by name. Operators are also encouraged to print a certification card with their certification number on it from this website to carry with them in their wallets.

<http://dnr.wi.gov/regulations/opcert/>

Question:

Why should trainers, and not operators, be responsible for tracking operators' course completion? Shouldn't it be up to the operators to fill out the information?

Answer:

It will still be up to the operator to certify their attendance during renewal of their license. DNR is only asking for attendance records directly from the trainer, which trainers should already have. The operator certification number is one additional component; however, we have tried to make it as easy as possible for both operators and trainers to obtain that number (see question #1 above). Operator continuing education is a cooperative effort between the DNR, training providers, and the operators.

Question:

How does this new system make the process simpler for training providers?

Answer:

The review time for training should be decreased, as the training approval form will provide all necessary information and will eliminate the occasional email back and forth for missing information. The process will be more automated, so that trainings will be listed on the DNR calendar immediately after approval. Operators will be able to find training more easily on the new training calendar, potentially increasing training attendance. Training providers will no longer be contacted by operators who may have lost a credit slip or forgot to pick one up at a training event.

Question:

Can a training event be approved for credits after it has already taken place? How would that work with this new system?

Answer:

Trainers are strongly encouraged to get pre-approval for training. However, a training provider can still submit the training approval form after training has already taken place.

The same process for post-approval would apply. If approved, the training provider will receive the training approval ID number to enter on the formatted Excel spreadsheet. Then the training provider will need to submit the attendance list to the DNR. Alternately, the operator can complete the Operator Training Report Form (Form 4400-190) <http://dnr.wi.gov/regulations/opcert/forms.html> and submit that for any training that is not pre-approved. They will need to attach proof of attendance to that form, such as a copy of a certificate of completion or sign-in sheet.