

TRAINING ATTENDANCE SPREADSHEET INSTRUCTION

To submit Driller and Pump Installer continuing education attendance to the Wisconsin DNR, the [Training Attendance Spreadsheet](#) is the required form.

Submit attendance within 10 days of completion to:
[dnrdgcontinuingeducation@wisconsin.gov](mailto:dnr dgcontinuingeducation@wisconsin.gov)

Private Water Supply Licenses and Registrations

- Pump Installer (PIP)
- Water Well Driller (WDP)
- Heat Exchange Driller (HEDI)
- Water Well Drilling Rig Operator (WDRO)
- Heat Exchange Drilling Rig Operator (HEDRO)

Attendee license or registration number required.

*If a license or registration number cannot be provided,
the attendance for that individual cannot be processed.*

Column A: License/Registration Number

List attendee 4-digit license/registration number. You may omit the leading zero(s). For example, “0123” can be entered as “123”.

Column B & C: Last Name and First Name

List attendee last name and first name in column B and C. The first and last name must be entered exactly as it appears on the attendee’s license card from the DNR.

Column D: CE Hours

Enter the number of hours in attendance. Do not include the word “hours” in this column.

Column E: Training Date

Enter the date of attendance in following the format: mm/dd/yyyy

Column F: DNR Training Id

Enter the DNR assigned *Training ID number* for the session attended as provided in the DNR’s training approval email. The training ID is an

8-digit alphanumeric combination of letters and numbers with a hyphen: xxxx-xxxx

Column G: Training Title

Enter the title of the continuing education/training session exactly as it was listed on provider application Form 3300-322 and in the DNR’s training approval email.