Wisconsin DNR Boater Safety Classes

Thank you for pre-registering for the Wisconsin DNR boating safety course. You will be attending a Wisconsin DNR Boating Safety class held at Affinity Health System Mercy Medical Center or Saint Elizabeth Hospitals. You have received registration paperwork from Affinity Health System Nurse*Direct* indicating your class dates, times and location. If you are unable to attend or need to change to a different class, please contact Nurse*Direct* at 1-800-362-9900. Please be aware that there is normally a waiting list for this class.

Wisconsin law requires **anyone born on or after 1-1-1989 and at least 16 years of age** to have a boating safety education certificate to operate a motorboat or PWC on Wisconsin's waterways. This class is open to ages 11 years or older. Adults, parents, and guardians are encouraged to take the class due to many changing state and federal boating laws. Adults also may receive insurance discounts for completing this class.

Course fees for this class are **$10.00**. Please bring **exact cash** to the first session of class. **Checks will not be accepted**. There will be no refunds of the course fee for any reasons.

On the first day of class all students must turn in a completed DNR registration form including the required customer ID number. You can obtain a WI DNR Customer ID Number **7AM to 10PM** by calling the WI DNR **Customer Service at 1-888-936-7463**. **If under 18, this form MUST be signed by a parent or guardian giving consent and permission to attend class.** Parents or guardians may leave after the registration process is complete. Please arrive early and be ready to start class on time. Missing just one class will result in failure of the class because the minimum required hours set by the WI DNR will not be met. Students need to bring a notebook, writing tool and the Wisconsin DNR boat safety book to each class.

The following forms need to be completed (and signed by a parent if under 18) before entrance into the classroom (all found in folder):

- DNR registration form **(Please read carefully)**
- Class rules sheet **(Please read carefully)**
- DNR zero tolerance sheet.

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Forms must be completed in blue or black ink. Forms completed in pencil will be rejected.

Students are responsible for thoroughly reading the handbook and answering the review questions at the end of the book **prior** to the start of class. All sections of the book will not be covered in class due to time constraints. These are very short classes and you will need to read the material before the class starts to receive the most out of the class. The final tests will be on material from the book and information from the class presentations. Students must pass the 60 question final exam with at least 80% to receive a Boating Safety certificate from the Wisconsin DNR and pass the course.

We strongly encourage that you pick up your Boat Safety instructional booklet and folder before the start of class so that you can finish reading the book and answering the review questions prior to the start of class. Books can be picked up in Oshkosh at the Mercy Medical Center Emergency Dept. Triage Desk at 500 S. Oakwood Rd, Oshkosh, WI or in Appleton at the St. E's Safety and Security Office (located in the Emergency Department Entrance) at 1506 S. Oneida St. Contact the instructor below for alternate arrangements to receive the boating safety book if your are unable to pick up the book.

Students or parents (if participant is under 18) must contact the instructors by email at AHSsafety@affinityhealth.org or at 223-2256 **at least 2 weeks prior to the start of class** if the student has a disability or special needs needing attention. All Affinity Health System classrooms are handicap accessible.

Class cancellations are very rare but sometime happen due to weather problems or other situations beyond our control. Decisions to cancel classes will be made by 6:30 am for morning classes and 3:30 pm for evening classes. Information will then be posted on www.ahssafety.blogspot.com, by calling Nurse*Direct* at 1-800-362-9900 or by calling the Injury Prevention voice mail at 920-223-2256. Please check after those times listed above to see if the class has been cancelled. Cancelled classes will be made up at the first available dates and times. You can also contact Security at 223-1188 for class cancelation information.

Please contact me the instructors at AHSsafety@affinityhealth.org (preferred method) or at 920-223-2256 (voice mail check once a week) if you have any questions regarding the course. I work Friday through Monday evenings and nights and will answer your emails or phone calls as quickly as possible.

Sincerely,

Chris Ryden
Affinity Health System Safety and Security Officer
ATV, Boating and Snowmobile Safety Lead Instructor
920-223-2256 Voice Mail
920-223-1188 Security Office
Email: CRYDEN@affinityhealth.org

Boating, ATV and Snowmobile Safety Class Rules and Policy

Name_____ Date of Birth _____ Age_____
Last First Middle

Address_____ Home Phone (_____)_____
City State Zip

1. **NEW - <u>All WI Recreational Safety Students are required to obtain a WI DNR Customer ID Number before the start of any Recreational Safety Class</u> and will also be required to provide that WI DNR Customer ID Number along with students personal information to the instructor on the first day of class.**
   You can obtain a WI DNR Customer ID Number 7AM to 10PM by calling the WI DNR Customer Service at 1-888-936-7463.

2. Instructors are all VOLUNTEER. Although Affinity Health System sponsors these classes, Instructors volunteer their time to teach these classes. Please treat them with respect.

3. Pre-registration is required by contacting Nurse Direct at 1-800-362-9900 or registering on-line at http://www.affinityhealth.org/page/resources-community-events and clicking on DNR classes. Class size will be determined by the instructors and limited by space, available resources and the number of instructors. The instructor is the ultimate authority in class.

4. Course fees all DNR Safety classes are $10.00. Please bring $10.00 exact cash to the first session of class. Checks will not be accepted. No refunds of the class fees will be given for any reasons. (Note: The Combined ATV and Snowmobile course is $20.00.)

5. Workbooks should be picked up before the first day of class. The workbook needs to be read completely. Chapter summaries (located at the end of each chapter or at the end of the book) must be accurately completed prior to the last day of class. Participants should expect their workbooks to be collected and checked for accuracy.

6. **A parent or legal guardian must attend the first day of class to sign the student registration card, class forms and give consent.**

7. Parents or participants should contact the instructor (223-2256) at least 2 weeks prior to the start of class if a participant would need special accommodations. All Affinity Health System classrooms are handicap accessible.

8. **Attendance is mandatory at all sessions.** If a student is aware of their inability to make a class or prior knowledge of tardiness, they should notify instructors ahead of time. Participants may not pass the course if ANY class time is missed. The DNR requires participants complete a minimum number of hours for each course. Contact the instructor with questions or concerns.

9. **Participants are required to pass a written exam with at least a 75%.** Participants may bring an assistant on the test day to help read the test if needed. Instructors may be able to assist if needed depending on instructor available.

10. Participants will receive a temporary certificate immediately after passing the written test and field day (if applicable). The permanent card will be mailed in 4 to 8 weeks to the address listed on the registration card. Please contact the instructor if the permanent card is not received after 8 weeks.

11. Participants need to be prepared for each class. A notebook, pencils, pens and the student workbook and folder are needed for each class. Participants are expected to be in their seats and ready to begin at the start of the class. A Participant who missed roll call is responsible to make sure that his/her name is on the daily sign in sheet so that credit is given for attending. Short breaks will be given during the class time. Participants should use the time wisely and return to class promptly. Vending machines are available.

12. Talking is not allowed when the instructor is talking. Participants must stay awake during class. Disruptive participants will be asked to sit in the front row of class. Parents will be notified (if under 18). Participants with repeat offenses will be asked to leave the course. The participant will not pass the course if asked to leave. Any student who is disruptive or insubordinate will have the class rules re-explained and their parents notified. A third violation will result in the student being dropped from the class. Participants found cheating or disruptive during the tests will be expelled immediately. Any visitors attending class should notify the instructors prior to class. Visitors will follow the same rules as participants.

13. The classroom will be left as clean as or cleaner than when the participants arrived. Garbage should be put in the appropriate recycling containers.

14. All pagers and cell phones will need to be silenced or set to vibrate during class. Text messaging is not allowed during the class.

15. Smoking and drug use of any kind will not be tolerated prior, during or after class. All Affinity Health System building and grounds are SMOKE FREE. Affinity Health System Security will be contacted for anyone in violation of this policy.

16. Knives and other weapons are not allowed in the class or on Affinity property. Affinity Health System has a zero tolerance policy of violence. Security will be contacted and appropriate actions will be taken.

17. If you would have a question regarding if a class has been cancelled or postponed, please call 920-223-2256 on the day of the class an the message will indicate if the class is cancelled. You may also check www.ahssafety.blogspot.com for a notice on the main page indicating if a class has been cancelled. Cancelled classes will be made up at the first available dates and time.

I have read, understand and agree to the follow the guidelines and rules listed above.

Participant Signature _____ Parent Signature _____
(If participant is under 18 years of age)

Date _____

Revised 9-27-09

PLEASE BRING THIS FORM TO THE FIRST DAY OF CLASS.