



## 2009 Wisconsin DNR Hunter Education

Thank you for pre-registering for the Wisconsin DNR Hunter Education Safety course. You will be attending a Wisconsin DNR Hunter Education class held at Mercy Medical Center. You have received registration paperwork from Affinity Health System NurseDirect indicating your class dates, times and location. If you are unable to attend or need to change to a different class, please contact NurseDirect at 1-800-362-9900. Please be aware that there is normally a waiting list for this class. Student workbooks **must be picked up** at the triage desk, **read from cover to cover** and **complete the chapter summaries (pp 89 to 92) before the first evening of class.** They are available 4-6 week prior to the start of class at 500 S. Oakwood Rd, Oshkosh, WI. **Books will be collected and checked for accuracy.**

Wisconsin law requires **anyone born on or after 1-1-1973 and at least 12 years of age** to have a Hunter Safety education certificate to hunt. Students may take the class earlier than 12 but can not hunt in WI until they are 12 yrs old. Adults, parents, and guardians are strongly encouraged to take the class due to changing state laws and injury prevention activities, if they have already certified they are encouraged to audit the class (at no cost) because the content is very different than it was just a short time ago.

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 participants 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. Participants need to bring a notebook, writing tool and the Wisconsin DNR Hunter 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
- Class rules sheet
- DNR zero tolerance sheet.

**Forms must be completed in blue or black ink.**

The final tests will be on material from the book and information from the class presentations. Participants must pass the final exam with at least 75% to receive a Hunter Safety certificate from the Wisconsin DNR and pass the course.

Participants or parents (if participant is under 18) must contact the lead instructor John Walsh at 223-3352 or [Jwalsh@affinityhealth.org](mailto:Jwalsh@affinityhealth.org) at **least 2 weeks prior to the start of class** if the student has a disability or special needs. 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. If there a weather related school closing in Oshkosh, there will not be class that evening. If you have any questions regarding the cancelation of class you may call NurseDirect 1-800-362-9900 for more information.

Please contact me at 920-223-3352 or [Jwalsh@affinityhealth.org](mailto:Jwalsh@affinityhealth.org).

Sincerely,

John Walsh Director Trauma Services  
Affinity Health System Safety and Injury Prevention,  
Hunter and Bow Hunter Safety Lead Instructor 920-233-  
352 Voice Mail  
[Jwalsh@affinityhealth.org](mailto:Jwalsh@affinityhealth.org).

# Hunter Safety Class Rules and Policy

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_  
Please Print Last First Middle

## Expectations for participants at Affinity Health System and the Wisconsin DNR.

- NEW - All WI Recreational Safety Students are required to obtain a WI DNR Customer ID Number before the start of any Recreational Safety Class 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. Your customer ID is also located on your hunting or fishing license.
- Instructors are all VOLUNTEER. Although Affinity Health System sponsors these classes, Instructors volunteer their time to teach these classes. Please treat them with respect.
- Pre-registration is required by contacting NurseDirect at 1-800-362-9900. Class size will be determined by the instructors and limited by space, available resources and the number of instructors. You must be on the official roster to attend class. The instructor is the ultimate authority in class. If you are unable to attend or need to change to a different class, please contact NurseDirect.
- The first day of class all participants must turn in a completed DNR registration form. This form MUST be signed by a parent or guardian to give permission for children under 18 to attend class. The form MUST contain the WI DNR Customer ID Number. **All forms must be completed in blue or black ink. Forms completed in pencil or other colored ink will be rejected.**
- Course fees for 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.
- Workbooks should to be picked up before the class starts at the location(s) indicated on your Nurse Direct confirmation letter. 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 first day** of class. Participants **should expect** their workbooks to be collected and checked for accuracy.
- Parents or participants MUST contact the instructor 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.
- 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.
- Participants are required to pass a written exam with at least a 75%. Participants may bring an assistant on the test day to help with reading the test if needed. Instructors may be able to assist if needed depending on instructor availability.
- Participants will receive a temporary certificate immediately after passing the written test** and field day (if applicable). **This temporary certificate can be used to purchase your license.** The permanent card will be mailed in 6 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.
- Participants need to be prepared for each class. A notebook, pencils, pens, 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 and ATM's are available. Cafeteria may also be available.
- Talking is not allowed when the instructor is talking. **All pagers and cell phones will need to be silenced or set to vibrate during class. Text messaging is not allowed during the class.** Participants must stay awake during class, no sleeping allowed. 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 second violation will result in the student being dropped from the class. Participants found cheating or disruptive during the tests will be asked to leave without completing the class. Any visitors attending class should notify the instructors prior to class. Visitors will follow the same rules as participants.
- The classroom will be left as clean as when the participants arrived. Garbage should be put in the appropriate containers.
- 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.
- 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.
- Hats will not be worn by student.
- CLASS CANCELLATIONS. If you would have a question regarding if a class has been cancelled or postponed, please call the Affinity NurseDirect at 1 -800-362-9900 for information.
- I have read, understand and agree to the follow the guidelines and rules listed above and agree to follow all class rules.**

Participant Signature _____	Parent Signature _____ (If participant is less than 18 years of age)
Date _____	

**COMPLETE ALL FORMS IN BLUE OR BLACK INK. PLEASE BRING THIS FORM TO THE FIRST DAY OF CLASS.**