

Notice: The purpose of this exam is to familiarize Instructors with the Policy & Procedure Manual (Revision 2014) requirements for Instructors of the WDNR Safety Programs. Instructors must become familiar with the entire Policy & Procedure manual, not just the exam questions. Personal information collected will be used for record keeping and scoring purposes.

- This Exam is a requirement of the Apprentice Instructor certification process.
- This Exam meets the Continuing Education Requirement for Active Instructors.
- A minimum score of 90% is required for successful completion of the exam.
- The exam is designed to “walk” the instructor through the Policy & Procedure manual on a page by page basis. The exam is open book and can be taken as a group.
- Return this completed exam to your local Recreational Safety Warden. Addresses are listed on the RSW Map contained on the last page of this exam.

Full Name and Middle Initial		Date
Instructor #	County	Score

### Introduction

1. Candidates that qualify as instructors will become role models and valued \_\_\_\_\_ of the Department.
2. The \_\_\_\_\_ purpose of the safety programs is to teach and train beginners to be safe, ethical, and responsible in the recreational activity they choose.

### Definitions

3. Continuing Education Refresher (CER) – is a training \_\_\_\_\_ that needs to be met in three year time increments.
4. Instructor Interface/Instructor Database – The website in which certified volunteer instructors can \_\_\_\_\_ their course and personal information.
5. T/F \_\_\_\_\_ Recreational Safety Warden (RSW) RSW’s recruit, train, supervise and monitor the services of volunteer safety program instructors and assist in the development of recreational safety course content.
6. Volunteer Instructor Corner – a Department website for Instructors. It contains many things instructors need to run a \_\_\_\_\_ course.

### Qualifications

7. Instructor candidates must be at least \_\_\_\_\_ years of age.
8. Instructor candidates must be a \_\_\_\_\_ of the recreational program they wish to instruct.

### Certification Process for Volunteer Instructors

9. Candidates must pass initial \_\_\_\_\_ or desktop check per NR 19.30.

10. The two methods for \_\_\_\_\_ are Apprenticeship and by academy/mini academy.
11. Candidates must submit a completed Apprentice Volunteer \_\_\_\_\_ Exam.
12. Candidates must pass a local \_\_\_\_\_ check conducted by the local Conservation Warden.

### **Statuses**

13. Active instructors have met the active instructor requirements each \_\_\_\_\_ years by completing a CER and assisting or instructing one safety course.
14. Inactive instructors cannot register or \_\_\_\_\_ safety courses.
15. Inactive Instructors are inactive because they have \_\_\_\_\_ met the active instructor requirements.
16. Suspended Instructors cannot be added to course \_\_\_\_\_ without contacting RSW.

### **Conduct and Discipline - Instructor**

Instructors will:

17. Conduct themselves in a \_\_\_\_\_ manner and act responsibly at all times.
18. Follow all \_\_\_\_\_ policies, procedures, guidelines.
19. Maintain order and \_\_\_\_\_ during classroom and field activities.
20. Prohibit previously \_\_\_\_\_ instructors from assisting or instructing in any safety courses.
21. Supervise students at \_\_\_\_\_ times before, during and after classes.
22. Train students to be \_\_\_\_\_, ethical and responsible.
23. Instruct Department \_\_\_\_\_ lesson plans using the principles of EDOC.
24. Maintain all \_\_\_\_\_ aids and materials from the Department in good working order.
25. Attend and or participate in active instructor \_\_\_\_\_ such as workshops and academies.
26. Be aware of personal space and what could be perceived as \_\_\_\_\_ touching.

Instructor will **not** –

27. Instruct students in any \_\_\_\_\_ situation where a student and Instructor are out of view of the rest of the class.
28. Use alcoholic beverages, use tobacco \_\_\_\_\_ or eat during periods of instruction or whenever students are present.
29. Use \_\_\_\_\_ language.
30. Allow \_\_\_\_\_ to take place in class between instructors or in front of students.
31. Actively \_\_\_\_\_ specific associations, groups, manufacturers, or products.
32. Use their instructor position as a means to promote their \_\_\_\_\_ opinion.

### **Complaints**

33. The best \_\_\_\_\_ against a complaint is to know this policy manual and the course curriculum.
34. All complaints from the public regarding the Department's safety programs are \_\_\_\_\_ by RSW until resolved.

### **Evaluations**

35. Wisconsin DNR Safety Courses and their instructors may be evaluated at \_\_\_\_\_ with or without notice.
36. Evaluations may be \_\_\_\_\_ by REES Staff, course monitors, outside evaluators or members of the public.

### **Removal and Non-acceptance**

Identified reasons that warrant removal from, or non-acceptance to, the instructor corps.

The instructor or applicant:

37. Has failed to follow \_\_\_\_\_ Department policy or procedure.
38. Has been disrespectful, argumentative, \_\_\_\_\_ or verbally abusive to students, parents or Department staff.
39. A candidate's instructor application may not be accepted solely at the \_\_\_\_\_ of the Department.

### **Awards - Years of Service**

40. To receive credit for instructing a safety course the instructor is \_\_\_\_\_ for signing or making sure their name is on either the paper or electronic course roster with their instructor # and estimated volunteer hours.

### **Uniforms**

41. Instructors shall not wear clothing that displays \_\_\_\_\_ content or messages inconsistent with the safety programs.
42. Instructors shall not display any patches, badges, identification cards or other insignia that portrays the person wearing the uniform as \_\_\_\_\_ other than a Wisconsin DNR Certified Instructor.

### **Instructor Discounts and Benefits**

43. Personal satisfaction and knowing that you are making a \_\_\_\_\_ difference is the instructor's greatest reward.

### **Course Requirements**

44. Course records must be completed within \_\_\_\_\_ days of the course ending.
45. There is no \_\_\_\_\_ age required to attend, all ages are welcome.
46. Instructors shall not conduct a course for less than \_\_\_\_\_ students unless approved by RSW.

### **Exams**

47. All students must pass the safety program exams with a score of at least \_\_\_\_\_%.

### **Exam Procedures**

48. Instructors are not obligated to pass a student who has not obtained the level of \_\_\_\_\_ required to become certified.
49. Instructors, who allow absolutely everyone to pass just because they participated, are doing a \_\_\_\_\_ to the public, the safety program and the instructor corps.

50. Instructors \_\_\_\_\_ allow an exam to be given, using open books, open notes, with help from parents or other students or as a take home exam.
51. All students and those with learning difficulties can have the exam \_\_\_\_\_ read to them by an instructor.
52. Anytime an exam is read by an instructor, the instructor will read the question and answers to the student being \_\_\_\_\_ not to give away the correct answer.

### **Specific Program Exams**

There are no questions regarding this section in this Instructor Exam. The individual Safety Education Program requirements should be clearly explained to apprentice instructors by their Sponsoring Instructor(s) during the apprenticeship process or by a Recreational Safety Warden during an Instructor Certification Academy

### **Course Records**

53. Instructors are required to keep course records for a period of \_\_\_\_\_ calendar years.
54. Instructors, who show a pattern of \_\_\_\_\_ to submit records within five days of course completion and keep course reliable records will no longer be able to register a course, handle course records or fees and may additionally be removed from the instructor corps.

### **Course Fees**

55. All Department course fees are \$10.00. \_\_\_\_\_ fees may not be charged by instructors.
56. 50% of each student fee must be \_\_\_\_\_ to the DNR along with the course roster within five days after the course completion date.
57. Up to 50% of the remaining student fee can be used by instructors for \_\_\_\_\_ expenses.
58. Unused student fees are considered \_\_\_\_\_ income and must be submitted to the DNR along with the course roster at time of submittal.

### **Course Fees and Non-allowable Expenses**

59. Instructors shall not use \_\_\_\_\_ fees to pay for food or drink; or incentives for students or instructors.

### **Donations and Solicitation**

60. Instructors shall not \_\_\_\_\_ donations from students or parents of students on behalf of the Department.

### **Course Registration**

61. Most instructors try to hold safety courses to \_\_\_\_\_ with the recreational needs and demands of the public.
62. Instructors are strongly encouraged to use the online Instructor Interface to \_\_\_\_\_ and manage their courses.
63. Instructor must contact their local warden \_\_\_\_\_ weeks before first class to schedule a 45-60 minute safety talk.
64. Instructors must register courses \_\_\_\_\_ weeks in advance.

**Select a Classroom Facility**

65. Courses shall not be held at Homes or \_\_\_\_\_ that serve alcohol unless approved by RSW.

**First Aid**

66. Instructors should have \_\_\_\_\_ first aid supplies on hand; a basic first aid kit is an allowable expense.

**Reasonable Accommodations**

67. Instructors welcome all students who wish to learn and will make \_\_\_\_\_ accommodations for students when notice is provided to the instructor.

**Conduct and Discipline - Student**

Student Rules of Conduct include but are not limited to:

- 68. Attending \_\_\_\_\_ of the classes, unless excused.
- 69. Not being \_\_\_\_\_ during class.
- 70. Being alcohol and tobacco \_\_\_\_\_ before and during class.
- 71. Completing homework \_\_\_\_\_, chapter reviews and exams.
- 72. Using cell phones, headphones and other media devices during class is \_\_\_\_\_.
- 73. Participating in all course \_\_\_\_\_ and lesson plans.
- 74. Students should be expelled \_\_\_\_\_ for cheating on exam(s).
- 75. Instructors should use "a three-strike and you're out" \_\_\_\_\_ in helping to determine if a student should be expelled.
- 76. Additionally, if a student is to be expelled they must be expelled \_\_\_\_\_ completion of the exam(s) and distribution of the certificate.

**Student Discipline**

77. Instructors may not use \_\_\_\_\_ discipline under any circumstances.

**Insurance Coverage**

- 78. DOA provides property and liability \_\_\_\_\_ for DNR certified instructors who conduct a DNR Boat, Snowmobile, ATV, Hunt or Bow Hunter course.
- 79. The instruction of those courses needs to follow DNR course \_\_\_\_\_ and this policy and procedures manual.

**The Learning Process**

- 80. Successful educational experience results in \_\_\_\_\_ behavior.
- 81. An instructor's duty is to \_\_\_\_\_ the learning process and control what is learned.

**Individual Differences**

82. Learning is an individual process. Instructors who \_\_\_\_\_ their methods and materials are most effective.

### **Educate Demonstrate Observe and Congratulate (EDOC)**

EDOC is the Department's preferred method of instruction to be used in our safety programs.

83. The EDOC method that shows the students the correct process/activity/task is known as \_\_\_\_\_.

### **Lesson Plans**

84. Department \_\_\_\_\_ lesson plans are written to utilize the EDOC method of instructing.

### **Learning by Repetition**

85. The more frequent the activity is \_\_\_\_\_, the more likely the activity will be mastered.

86. Retention level after \_\_\_\_\_ equals 90% (from chart).

### **Team Teaching**

87. Some benefits of an \_\_\_\_\_ instructor team include sharing the instruction duties, more attentive students, and better small group interaction.

88. The secondary instructor \_\_\_\_\_ with the presentation, demonstrations, ensures that all points of the lesson are given

### **Using multi-media (Videos, DVDs, Power Point)**

89. Instructors can use \_\_\_\_\_ approved multi-media to introduce, reinforce or summarize topics.

90. Prior to showing a multimedia presentation, the instructor should \_\_\_\_\_ the students what to watch for, (both good and bad examples).

91. A video should not be shown with a "watch and learn" attitude. It should be used to enhance a \_\_\_\_\_ topic.

### **Lecturing**

92. Lecture style presentations should be held to a \_\_\_\_\_ and be used to lead into Department approved lesson plans so students can use what they have just learned.

### **Public Speaking**

93. Instructors should \_\_\_\_\_ "war stories" also known as detailed stories of personal experiences.

94. Don't assume that everyone will understand the \_\_\_\_\_ you are using.

95. Ask questions and \_\_\_\_\_ student participation.

96. Be \_\_\_\_\_ with the topic and use props if appropriate.

### **The Teachable Moment**

97. A teachable moment is one of those situations which happen \_\_\_\_\_ when either the instructor or student does something wrong or something right.

98. An instructor's goal is to use a teachable moment to \_\_\_\_\_ but not to make someone feel bad, embarrassed or belittled.

## Etiquette

99. Using student names (use name tents/tags), using words “Please and Thank You”, and using smiles are all \_\_\_\_\_ tactics for proper etiquette.

## Forms

100. All the REES \_\_\_\_\_ are available to instructors on the Instructor Corner website.

