

APPLICATION FOR APPROVAL

For 2024, training providers will continue using [Form 3300-322 Training Provider Application](#) to submit training for continuing education credit approval consideration. Training may be provided by way of conference, workshop, symposium, seminar, online live and on-demand sessions or hands-on training. The training venue will determine how fields within the application form are completed. Refer to [Form 3300-322 Training Provider Application Instruction](#) for a step-by-step guide to form completion.

The DNR evaluates training for applicability to the intended credential types. Some content will be approved for driller and pump installer licenses. Others might only be approved for one credential. One credit-hour is approved for each 55 minutes of training. In-person panel discussions or interactive sessions will have 75% or more of the session devoted to lecture or hands-on training. No training is to be portrayed as Wisconsin approved until approval notification is given by the DNR.

Approved training:

- will not include product or equipment sales pitches.
- will not malign a competitor's product.
- will not promote or provide instruction on the use unapproved products or equipment.
- will not convey misinformation regarding Wisconsin code requirements

AN AGENDA IS REQUIRED

- Agendas provide required training information that is not captured on the application form.
- Missing or incomplete agendas will delay processing of the application.
- The agenda will provide presenter(s) name, session topic(s) and subtopics, session start time, session end time, or session duration for on-demand training.

ONLINE TRAINING CRITERIA

- Sessions are available for preview by the department.
- Knowledge transfer is verified by a score of 70% or better when attendees are quizzed on the sub-topics presented.
- Provisions are in place for attendance verification.

TRAINING PRESENTER REQUIREMENTS

Presenters must be subject matter experts in the topic they present. Include presenter qualifications on the training agenda.

ATTENDANCE AND RECORDS RETENTION

Attendance will be submitted to the DNR on the [Training Attendance Spreadsheet](#) within 10 business days of training completion. See the [Training Attendance Spreadsheet Instruction](#) for more information. Frequency of reporting will increase during the last quarter of the year while renewal processing is in progress and attendees are actively renewing credentials for the next calendar year.

The training provider will make provisions for attendees to log attendance and record earned credits. The [Training Attendee Log Sheet](#) is an optional form that is available for recording in-person training attendance. Providers will need to transfer log sheet entries to the *Training Attendance Spreadsheet* before submitting the attendance to the DNR. The log sheet should not be used to report training attendance.

The training provider will give notice to attendees that attendance at the training cannot be repeated for credit within a 3-year period. Providers will give attendees an opportunity to evaluate training content and the presenter. Course evaluations and attendance records are to be retained by the course provider for a period of 2 years. Copies of evaluations will be provided to the department upon request.

TRADE SHOW / EXHIBIT ATTENDANCE

Continuing education credit granted for attendance at trade shows and exhibits will be limited to one credit each calendar year.

INFORMATION FOR THE TRAINING ATTENDEE

The training provider is responsible for reporting training attendance to the DNR when the training has been approved by the DNR for continuing education credit. If unsure whether the training provider will submit the attendance, contact the provider for verification. If continuing education will not be reported by the training provider, the attendee will need to submit attendance to the DNR using application [Form 3300-190 Training Report](#). Refer to the [Form 3300-190 Training Report Instruction](#) for more information.

Currently available approved training is posted to the DNR web site. Training approved for the remainder of 2023 and on-demand online training approved for 2024 is listed with training provider contact information at the following link:

[CONTINUING EDUCATION CALENDAR](#)

Training (other than on-demand online) approved for the 2024 calendar year is listed with training provider contact information at the following link:

[OPERATOR CERTIFICATION TRAINING CALENDAR](#)