



DNR Enforcement Education

Volunteer Instructor Procedures Manual

Hunter Education:

- Advanced Hunter Education
 - Clinics (Black Bear and Wild Turkey)
- Bow Hunter Education
- Firearms Safety

Recreational Vehicle:

- ATV/OHM Safety
- Boating Safety
- ORV Safety
- Snowmobile Safety



MN DNR 8/2017

Welcome and Congratulations!

Welcome to the Minnesota Department of Natural Resources, Division of Enforcement Volunteer Instructor Team.

Thank you for your interest in the Division's educational programs. Thank you for the hours of your time you will be giving to the citizens of Minnesota. It is volunteer instructors that allow the Division's education programs to improve the quality of Minnesota's outdoor heritage. Volunteer instructors are the key to having successful education programs.

Introduction

This Volunteer Instructor Procedures Manual is reference material pertaining to your instructor duties and activities. This manual and your instructor training will give you the knowledge and preparation necessary to instruct DNR safety classes. It will also help you know what you are to do, the procedures you are to follow, and what your responsibilities are.

As a certified volunteer DNR instructor, you are a representative of the DNR. You are expected to work cooperatively with your colleagues. You also agree to teach the DNR's curriculum as well as to abide by and carry out the DNR's policies, rules and regulations.

DNR Enforcement Education Programs

Advanced Hunter Education Program:

Clinics

Clinics for Black Bear and Wild Turkey hunting are held for an opportunity to learn about the biology and behavior of certain species. Clinics are three hours each. A \$5 fee is collected at the clinic. A bear clinic or turkey clinic PowerPoint is available for the public upon request by calling the DNR Safety Training Office at Camp Ripley.

Bow Hunter Education Program (MBEP)

Bow hunter education student certification is obtained by completing the Minnesota Bow Hunter Education online course. The online course can be accessed at [Online Bow Hunter Education Course](#). The course is designed for students 12 years of age or older who have already completed the Hunter Education/Firearms Safety certification course. Volunteer instructors may hold an optional Field Day for students who have completed the online MBEP course and want some hands-on training.

Hunter Education/Firearms Safety (HEFAS)

Students 11-17 years old learn the principles of safe and responsible firearms handling, hunter responsibility, personal preparedness, basic wildlife identification and management, and basic outdoor survival. Any person 12 or older and born after 12/31/1979 must have a Hunter Education/Firearms Safety Certificate to hunt with a firearm in Minnesota.

Students must be at least 11 years old to be eligible to complete the HEFAS course. HEFAS certificates are recognized by all states and Provinces that require hunter safety education.

Students may attend either:

- Traditional classroom courses taught entirely by instructors
 - Minimum of 12 hours of classroom training and;
 - Field Day – according to guidelines.
- Online Hunter Education/Firearms Safety Course
 - MN approved online course and;
 - Field Day – according to guidelines.

All-Terrain Vehicle (ATV) and Off-Highway Motorcycle (OHM) Safety Course

The ATV/OHM safety course is available online at [ATV/OHM Online Course](#). This course is required for all Minnesota residents born after July 1, 1987.

- ATV Safety
 - Students ages 11-15;
 - Must complete the MN approved online course and;
 - Attend a hands-on safety training class with instructors.
- OHM Safety
 - Students under age 16:
 - Must complete the MN ATV/OHM online course.

Boating Safety

This course is available as an online course at [Boat and Water Online Course](#). There is a fee of \$22.50 for this course.

Snowmobile Safety – Youth Course

This course includes safety, operation and laws associated with snowmobiling. This course is required for all Minnesota residents born after 12/31/1976. Student age 11-15 may attend either:

- Traditional Classroom course taught entirely by instructors –
 - Minimum 8 hours of classroom training, and;
 - Hands-on safety training/practical with instructors
- Online snowmobile safety course –
 - MN approved online course, and;
 - Attend hands-on safety training/practical with instructors.

Minnesota DNR Enforcement Education

Volunteer Safety Instructor Policies

The instructor serves as a representative of both the Enforcement Education Safety program and the Department of Natural Resources. The mission of the program is to “educate our residents in becoming responsible users of the resources who are conservation-minded and safety conscious”.

Qualifications and Acceptable Behaviors

The Instructor shall:

- Be at least 18 years of age;
- Complete a specific DNR instructor certification training;
- Pass a criminal background check;
- Be approved by the RTO and local Conservation Officer;
- Have a basic knowledge and interest in the subject matter of the safety training class;
- Maintain a professional attitude;
- Positively support the program and the DNR;
- Teach and respond to inquiries only within his/her scope of responsibility and knowledge;
- Direct technical inquiries to the RTO, Conservation Officer or other DNR division staff for appropriate action and/or answers;
- Present the goals and objectives of the safety program factually and objectively;
- Not change course curriculum, goals and objectives to suit the instructors’ agenda;
- Not debate or express personal opinion publicly about political, social, or economic issues while in an instructor activity;
- Not collect a wage or compensation from the students;
- Not touch students outside of what is reasonable and appropriate. Examples of appropriate – handshake, high five, readjust shooter position. Inappropriate – hugs, pat on the butt, arms around the students, etc.;
- Have at least two adults present at all times when youth are present. If a child is not picked up, call emergency contact on the registration form. As a last resort, call Conservation Officer. Do not give the student a ride home;
- Teach a class at least once every two years, and;
- Not openly criticize other volunteers. Disagreements between volunteers in front of the public are unproductive, detrimental, and leave a poor impression.

Background Checks

Instructors will be subject to background checks.

Instructors are required to immediately notify the Education Safety Training Office if an instructor is charged with a non-traffic misdemeanor, gross misdemeanor, or felony. Appropriate action may be taken to preserve the integrity of the program, its mission and his/her associate instructors. Failure to report charges may result in decertification. Such appropriate action may include one of the following actions:

- No action;
- Suspension;
- Decertification.

Disqualifications

An instructor candidate may be disqualified and an active instructor may be decertified for the following reasons: the instructor or candidate has:

- Been charged or convicted of a
 - Crime against a child;
 - Crime that is inconsistent with serving as a role model;
 - Crime that is ethically or morally degrading to his/her character;
 - Crime that conflicts with the goals and objectives of the safety program'
- Falsified or omitted any information on the instructor application;
- Engaged or engages in conduct that may bring discredit to the education program or is under a legal restriction that inhibits their ability to carry out the goals and objectives of the program;
- Failed, after two notices, to provide the program coordinator with the required records of students trained and funds collected;
- Used offensive language while conducting the course;
- Used alcoholic beverages before or during a course or field activity;
- Engaged in any disqualifying or prohibited conduct;
- Actively endorsed a product or brand, and/or;
- Criticized the DNR and/or the program.

The Education Coordinator may disqualify or decertify an instructor at any time for any other grounds which warrant the belief that the educational program and the customers of such programs would be best served by discontinuing the service of the individual instructor.

Decertification and Appeal Procedures

Decertification, and appeals of decertification decisions, will be conducted using the following procedures:

- The Coordinator will give notice to an instructor when decertification is warranted. The notice will be in writing and will contain reasons for the decertification and a summary of the evidence supporting those reasons. The notice will be sent by United States mail

to the address last provided by the instructor. Unless appealed within fourteen (14) days of the date that the notice was sent, the decertification will become final.

- An instructor may appeal the decertification notice. The appeal must be in writing and must be postmarked, or received by the Coordinator, within 14 days of the date the notice was sent/postmarked.
- The Coordinator will assign a review panel within 30 days of receiving a written appeal.
- The review panel will notify the appellant in writing of their decision within ten (10) days. The decision of the review panel is final.

Incidents and Insurance Coverage

DNR Enforcement Education Instructors involved in education programs are covered by the State of Minnesota's Risk Management Fund, General Liability Policy. Current copies may be obtained by contacting an RTO or the Education Office. Claims are handled through the State Claims Officer. In the event of an accident or incident involving damage to property or personal injury to an instructor or student, the following procedure must be followed:

- The instructor must contact the local Conservation Officer. The officer will gather as much information as possible about the incident, including photographs and statements from students or other law enforcement agencies and complete a State of Minnesota Incident Report;
- The Conservation Officer will contact the RTO and forward the results of his or her investigation to the RTO;
- The RTO will contact the education coordinator and forward all investigative reports and the incident report;
- If the incident involves a firearms, a copy of the Firearms Investigative Report must be attached. If the incident involves property damage to a recreational vehicle or personal injury, a copy of the Recreational Motor Vehicle Accident Report must be attached.

Physically/Mentally Challenged

DNR Enforcement education programs will be available to any individual desiring to take a course, regardless of ability. Instructors will make appropriate accommodations for any student wishing to take an education course. A provisional certificate may be issued on a case by case basis. Specific questions on accommodations should be directed to an RTO or the Education Coordinator.

Additional Fees

Instructors may charge an additional fee that is equal to or lesser than the DNR fee for that course. Following are the guidelines for charging an additional fee:

- If an additional amount is charged, it will be charged to each participant in the class.
- Additional fees shall not be collected in order to pay a wage to a volunteer instructor.

- Appropriate uses for collecting additional fees would be:
 - Facility rental fees;
 - Food and refreshments for students;
 - Transportation to field activities;
 - Copying and mailing related to safety class;
 - Incidental class expenses;
 - Training aids or safety equipment;
 - Additional ammunition.
- All additional fees must be reported with class rosters:
 - Include itemized lists of purchases;
 - Provide copies of receipts.

Mandatory Reporter

M.S.626.556 states, “it is the public policy of this state to protect children whose health and welfare may be jeopardized, through physical abuse, neglect, or sexual abuse.” Instructors who recognize or are aware of any students who have been abused in one of these ways will immediately report the information to social services, police department, or the county sheriff.

Internet, Media, and Social Media

With the popularity of internet and social media use, DNR certified safety instructors are not to publish personal opinions or comments related to DNR programs or policies on club websites or social media sites such as facebook, twitter, Youtube, etc. Student photos, videos and images are not to be shared with any media source or on the internet unless a talent release form is signed by the parent or guardian (see page 18).

Instructing Youth

Use the following outline to help you prepare your 3-minute opening dialog with your students:

- Welcome the students to your class;
- State your name. Write it on a board or have a name tent for them to see. Pronounce your name, if necessary;
- Inform your students how you wish to be addressed (what name you want them to call you). Give a short synopsis of your background.

Discuss with your students what is required to earn a certificate:

- Students expected to do all assigned homework (instructor discretion);
- Students are to conduct themselves in an adult-like manner in the classroom and during any range or field activities;
- Students need to successfully complete all written reviews, quizzes or examinations.

Why invite parents to attend classes with their son or daughter:

- It may help to eliminate behavior problems;
- Informs the parents/guardians what their children are learning;
- Beneficial for follow-up mentoring of the students – awareness of safety procedures.

Conflicts/Behavior Concerns

- Instructor should notify the parent/guardian;
- The student will not be allowed to participate in future course activities without permission or being accompanied by his or her parent/guardian.

Testing

Read allowed the quiz and examination questions to all the students.

How We Learn

Research has determined the following to be true:

- We remember 10% of what we read
- We remember 20% of what we hear (lecture)
- We remember 30% of what we see (visual aids)
- We remember 50% of what we hear and see (video, narrated slide show)
- We remember 70% of what we hear and say (talking together)
- We remember 90% of what we see, hear, say and do (hands-on).

Base Groups

The purpose of a Base Group is to make each student be an active part of the class.

Dividing the Class into Base Groups

After determining how many students you have, divide the class into groups of three (3). You may also end up with one or two groups of four (4).

Jobs for the Base Group

Each student in a base group must have a job.

Group Leader:

- Responsible for starting and stopping discussion;
- Initiates and helps keep the group on task;
- Watches the time;
- Assures that everyone is able to participate.

Recorder:

- Writes the response of each student as they address each question;
- Captures the basic ideas, essence;
- Doesn't worry about spelling.

Spokesperson:

- Speaks for the group when called upon by the instructor.

Course Organization

Use the following outline to guide the "set up" of your course.

- **Instructor assignments**
 - Who will teach each portion of the class
 - Special invited instructors
 - Conservation Officer;
 - First aid or specialty instructors;
 - Local police/law enforcement for local regulations.
 - Supervision of Youth
 - One certified instructor present at all times and at least one additional instructor or adult;
 - Instructors present at all times, that is, before youth arrive and until all have left.
 - Call parents after 15 minutes;
 - Contact other responsible adult if parents are unavailable;
 - Contact local law enforcement agency as last option.
- **Facilities (Classroom)**
 - A public facility not a private residence;
 - Proper lighting and heating;
 - Seating at desks or tables;
 - Large enough to accommodate the number of students.
- **Course Schedule**
 - Class considerations:
 - Course length as per course guidelines;
 - Adequate breaks for participants;
 - Announce course schedule three weeks or more in advance.
 - Newspaper
 - Schools
 - Radio
 - Local TV station or cable access channel

- Community Education or recreation program
 - DNR Website for classes. This occurs automatically when you submit an online training course registration.
- Contact local Conservation Officer
- Order supplies 30 days prior to the start of the class
- Aids
 - Request audio/visual equipment and DVDs from local CO
- Pre-register students
 - Can be done at:
 - School
 - Community Education
 - Area businesses such as recreational equipment dealer or sporting goods store
 - When appropriate, use pre-registration to limit class size;
 - Students should have a copy of their birth certificate or a driver's license.
- **Conduct Course Following Appropriate Lesson Plans and Guidelines**
- **After Course Completion**
 - Complete instructor rosters and student rosters;
 - Email or mail student and instructor rosters in provided postage-paid envelope:
 - DNR Enforcement Education, 15011 Hwy 115, Little Falls, MN 56345.
 - For those programs where fees were collected (AHE clinics and Bow Hunter Education classes), make checks payable to MN DNR. Do not send cash.


Principal Instructor

The principal instructor is the team member who is responsible for completing and submitting the required forms. **Policy** states that part of the duties and responsibilities of the instructor is to submit reports, as required, to the DNR.

Training Course Registration

- Please schedule your class and order class materials through our online course registration located at: [Online Course Registration Form](#). You will receive a confirmation email receipt of your request and your class materials will be shipped to you several weeks before your class begins.
- Your class will also be advertised on the DNR website for the public to access. Submitting this information 30 days or more before your class begins will assure that you will receive your supplies in a timely fashion and give students the opportunity to register for your class.
- As an alternative, you may fill out and mail a paper version of the Training Course Registration Form (see sample below). These forms are included in your supplies as well as your instructor binder.

11/2015



TRAINING COURSE REGISTRATION FORM

SAFETY TRAINING, 15011 HWY 115, LITTLE FALLS, MN 56345-4173 (1-800-366-8917/www.mndnr.gov)

Firearms Classroom
 Firearms Field Day

Snowmobile Classroom
 Snowmobile Online Course
 ATVOnline Course

Bow Hunter Classroom
 Bow Hunter Field Day
 Advanced Hunter Ed
 Clinic (Type) _____

Name of Instructor		Instructor Number	Telephone No. (Include Area Code)	
Shipping Address (No. & Street, RFD, Box No., City, State, Zip Code) (NO P.O. BOXES)				
Name of Meeting Place		County		No. of Supplies Needed _____
				No. of Exam Books Needed _____
Address (No. & Street, RFD, Box No., City, State, Zip Code)			Advertise on DNR Web Page <input type="checkbox"/> Yes <input type="checkbox"/> No	

Classes will be held each: Sun Mon Tue Wed Thur Fri Sat

Beginning Date (Month-Day-Year)	Time of Day <input type="checkbox"/> AM <input type="checkbox"/> PM	Ending Date (Month-Day-Year)	No. of Classes	Total Hours
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Comments:

Contact your local Conservation Officer to schedule date to attend your class.
NOTE: SUPPLIES WILL BE SHIPPED DIRECTLY TO THE INSTRUCTOR. ALLOW AT LEAST 30 DAYS FOR DELIVERY.
 White – File Green – Warehouse Yellow – Officer

Front side of the Student Registration-Parental Release and Self-Certification Form.

NA-01216-05 (08/2017)

This is a Legal Document



DEPARTMENT OF
NATURAL RESOURCES

FIREARM SAFETY HUNTER EDUCATION PROGRAM
Student Registration-Parental Release
and Self-Certification Form

Minnesota DNR – Division of Enforcement – Safety Training Section



Important: By law, you are not required to furnish all information requested below. However, to generate a DNR Safety Training Identification Number, which will become public record, the below information is required.

I hereby give permission for the below named student to attend the Minnesota Firearm Safety Hunter Education Program as specified, and agree to furnish all of the information as requested. NOTE: The Firearm Safety Hunter Education Program requires shooting of live ammunition.

It is understood that permission to attend the Firearm Safety Hunter Education Program involves instruction by Minnesota Safety Training Instructors, as well as the use of these privileges of attendance. I hereby waive any claim or cause of action of any nature arising as a result of, or in connection with, the instruction or use of the aforementioned facilities by the below named student, or arising from his or her presence on or about the said facilities of the said organization, its instructors or representatives.

The information provided below must be complete and accurate. This information will be used to generate a DNR Safety Training Identification Number and DNR Number, which is the student's lifelong safety certificate number.

FULL Legal First Name:

FULL Legal Middle Name:

FULL Legal Last Name:

DATE OF BIRTH: / / (e.g., 06/08/1998) GENDER: () Male () Female

DRIVERS LICENSE #: (Not required) *SOCIAL SECURITY NUMBER - Note: Student's Social Security Number will be required when you complete the instructions on the reverse side.

STREET ADDRESS:

CITY: STATE: ZIP CODE:

Does this student have special needs or behavior problems the instructor should be aware of? Yes ___ No ___ If yes, please contact instructor.

Emergency Contact:	Telephone #
Signature of Parent, Guardian or Adult Participant (required)	Date / /

Once signed by your instructor, this document certifies you have fully completed eligibility to be certified in Minnesota DNR Firearm Safety Hunter Education. **Your next and final step to complete your certification is to go to the DNR website at www.mndnr.gov. (See instructions on reverse.) Enter the student's information and make payment to the DNR Licensing System to create an ORIGINAL Firearm Safety Certificate. ***IMPORTANT*** CERTIFICATION IS NOT VALID UNTIL YOU COMPLETE THE INSTRUCTIONS ON THE BACK SIDE OF THIS FORM.**

Certificate #: Certificate Number:
F1443950

This is to certify that the above named student successfully completed all instructional components of the Minnesota DNR Firearm Safety Hunter Education Course. This document must be signed by a DNR certified Instructor to be valid. This document is valid for ONE YEAR from the date of completion.

Instructor Signature	Instructor Number	Date Completed / /
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<u>Additional Fee</u> YES/NO	<u>Pass Written Exam</u> YES/NO	<u>Pass Field Day Requirements</u> YES/NO	<u>Class Attendance:</u> 1 2 3 4 5 6 7 8 9 10
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The following information is provided voluntarily to assess the variety of individuals we are serving through our education programs:

Ethnic Background: Codes: AA – Asian American; BL – African American; H – Hispanic; C – Caucasian; NA – Native American; O – Other Code: _____	Disability: Codes: E – Emotional; H – Hearing; M – Motor; MU – Multiple; S – Sight Code: _____
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DISTRIBUTION: WHITE - Instructor CANARY - Student

Back side of the Student Registration-Parental Release and Self-Certification form (instructions for Parent or Student to complete at home on a computer, pay the DNR fee to receive and print their Certificate).

NA-01216-05 (08/2017)

This is a Legal Document

IMPORTANT

- You must have the students' Social Security Number and a method of payment (Visa, Mastercard or check) to complete the certification process.
- If you do not complete the steps below, there will be no record of your completion of the safety course, and you may be subject to re-taking the course.

1. From a computer with internet access, a printer and Adobe Acrobat Reader – log on to www.mndnr.gov. **Make sure your pop-up blocker is turned off on your computer.**
2. Click on **Buy a License**. Click on the **Get started** button.
3. On the **Customer Identification Page**, search for the student using their full **Social Security Number and Date of Birth**. Please remember that state law requires you to provide your Social Security Number when purchasing a hunting or fishing License. *(MN Residents 21 and older must search by Driver's License Number, Date of Birth and last four digits of their Social Security Number)*

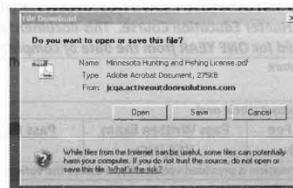
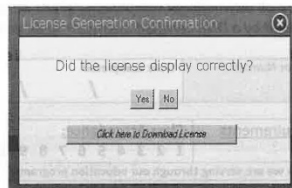
Enter your 9-digit Social Security Number

Social Security #:

Date of Birth:

4. **If a record does NOT exist**, a message will appear in red that says, "unable to locate customer using information found". A **Create New Customer** box will appear at the top of your computer screen.
5. **Click on the Create New Customer Box**. Click on **Individual Customer**. Enter the student's Social Security Number and Date of Birth, click continue. Enter all required information using the front side of this form and then click on **Submit**.
6. **If a record exists**, check the Full Legal Name, Date of Birth and Address for accuracy and make changes as needed by clicking on the **Edit Customer Info** box. Name and Date of Birth corrections can be made by calling the MN DNR toll free at 1-877-348-0498. Click on **Submit** to save your changes.
7. Click on **Safety Training Self Certification**. From the list, select **Firearms Safety Education Certificate**.
8. Enter the **Certificate Number** and **Instructor Number** as it is shown on the front of this form. Click **Add to Cart and Begin Checkout**.
Example: Certificate Number
Instructor Number
9. Click on **Proceed to checkout**. Enter payment information and click on **Submit**.
10. Click on **Prepare License(s) for Printing**. Print out the Certificate and save to your computer.

If the certificate does not print, a box will appear that will ask: **Did the license display correctly?** Select the **NO** button and you will be prompted to open or save your certificate. Select open and print from PDF file. **PLEASE MAKE SURE TO PRINT THE SAFETY TRAINING CERTIFICATE.** You may also save the certificate on your computer. **A CERTIFICATE WILL NOT BE MAILED TO THE STUDENT.** (Laminating the certificate will increase its durability.)



If you do not have access to a computer and/or the internet, you may call the MN DNR License Center at 651-297-1230 (from the Twin Cities area), or toll free, 1-877-348-0498 Monday through Friday, 8 am – 4:30 pm.

Completion of Rosters

Part A – Instructor Roster

1. Fill out all sections on the Instructor Roster (Part A).
2. The Principal Instructor is responsible for completing all forms and assuring the forms and checks (if collected), are mailed in the provided self-addressed, postage-paid envelope **within five days of the completion of the class.** (If DNR fee is collected, checks should be made out to MN DNR.)
3. Additional fees collected (see p. 6) by the volunteer instructors SHOULD NOT be turned in to the DNR. (Student Roster – part B) includes a place to list additional fees charged to students, how much the fee was, and how that fee was expended. A separate, itemized list of what the additional fees were used for may be included.

Part B – Student Roster

1. Fill out all sections of Roster B. This gives key information if this page should get separated from the Instructor Roster (Part A).
2. For each student who received materials, enter the following information:
 - a. **FULL LEGAL NAME;**
 - b. Date of birth;
 - c. Gender (M or F);
 - d. Complete address.
3. **Also record students who DO NOT successfully complete the course.** Enter their name and other information on the roster, THEN DRAW A SINGLE LINE THROUGH THEIR NAME AND ADDRESS to indicate they did not successfully complete the class. Mark an “F” in the pass/fail column.
4. **Submit Roster A and B** in the envelope provided and mail to the DNR Enforcement Office at Camp Ripley within 5 days of completion of the class.

NOTE: Roster A and Roster B are also available on the DNR website at: [Instructor and Student Roster Forms](#) as a Word or PDF document. *You may also create your own roster, but you must use the same format as the Rosters. If you are creating your own documents, please be sure to follow the same sequence as the Rosters the DNR provides.*



Toll Free 1-800-366-8917

EDUCATION CLASS ROSTER
DNR Enforcement Safety Training
15011 Hwy 115, Little Falls MN 56345

Page of

enforcement.education@state.mn.us

- Online Firearms Safety Youth Field Day
- Firearms Safety Classroom / Field Day
- Firearms Adult Independent Study / Field Day
- Snowmobile Safety Classroom
- Snowmobile Safety Online
- ATV Safety Online

Collect and Mail DNR Course Fee for:

- Advanced Hunter Ed Seminar (\$15.00)*
- M.B.E.P Course (\$5.00)*
- Turkey Clinic (\$5.00)
- Bear Clinic (\$5.00)

DO NOT Collect a DNR Course Fee! Students Self-Pay DNR Fee on DNR web site for these classes.

Total Amount Enclosed: \$
Do not send Cash! Only Check or Money Order

INSTRUCTORS:

- When completing the student roster (B) - You must **TYPE** student's **FULL LEGAL NAME**, including **FULL MIDDLE NAME**. **ALL DATA MUST BE COMPLETE AND LEGIBLE**. If there is no middle name or middle initial only, please indicate that next to the name.
- Instructor e-mails the **Student (B) and Instructor (A) Rosters** to enforcement.education@state.mn.us within **5 days of class completion**. Safety certificates for the above asterisked (*) courses will be mailed directly to the participants.
- Draw a **SINGLE LINE** through the name(s) of those individuals who do not qualify on roster B.
- If an additional fee is charged, please account for those fees below. Additional fees charged per student may be no more than the established DNR course fee.

County & Number	Class Location (City)	No. Students Certified	Date Class Started	Date Class Completed	Sponsoring Organization
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Check the box below if the instructor's mailing address has been changed

Instructor Name Last, First, Middle	ADDRESS (No. & Street, RFD, Box No.)	City	Zip	Instructor #
1. Principal Instructor	<input type="checkbox"/>			
2.	<input type="checkbox"/>			
3.	<input type="checkbox"/>			
4.	<input type="checkbox"/>			
5.	<input type="checkbox"/>			
6.	<input type="checkbox"/>			

Principal Instructor Signature _____ Date _____ Additional fee used for: _____

<input type="checkbox"/> Firearm Safety Classroom/Field Day <input type="checkbox"/> Youth Online Firearm Safety/Field Day <input type="checkbox"/> Adult Independent Study <input type="checkbox"/> Clinic (Type)	<input type="checkbox"/> Youth Snowmobile Classroom <input type="checkbox"/> Youth Snowmobile Online Course <input type="checkbox"/> Adv. Hunter Ed <input type="checkbox"/> Bow Hunter Ed	<input type="checkbox"/> ATV	Principal Instructor Name & Number _____	County & Number _____
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Enter **FULL LEGAL NAME** of each student. Mail original roster in the enclosed mailer **within five days of class completion**. Instructor retains one copy.

STUDENTS FULL LEGAL NAME	DATE OF BIRTH			Gender/ Ethnic / DB			ADDRESS			P=PASS F=FAIL			
	LAST	FIRST	FULL MIDDLE	Month	Day	Year	M/F	Code	Code		(No. & Street, RFD, Box No.)	City	Zip
1. DL#													
2. DL#													
3. DL#													
4. DL#													
5. DL#													
6. DL#													
7. DL#													
8. DL#													
9. DL#													
10. DL#													
11. DL#													
12. DL#													
13. DL#													
14. DL#													
15. DL#													

DISTRIBUTION: White - Safety Training Office Yellow - Instructor * The following information is provided voluntarily to assess the variety of individuals we are serving through our education programs.
Ethnic Background: AA - Asian American; BL - African American; C - Caucasian; H - Hispanic; NA - Native American O - Other
Disability: E - Emotional; H - Hearing; M - Motor; MU - Multiple; S - Sight

County Numbers

Use the number corresponding to the county name in completing any form that requires the number for the county.

Aitkin.....	01	Mahnomen	44
Anoka.....	02	Marshall.....	45
Becker	03	Martin	46
Beltrami	04	Meeker.....	47
Benton.....	05	Mille Lacs.....	48
Big Stone	06	Morrison	49
Blue Earth.....	07	Mower	50
Brown.....	08	Murray	51
Carlton.....	09	Nicollet	52
Carver.....	10	Nobles.....	53
Cass	11	Norman.....	54
Chippewa	12	Olmsted	55
Chisago.....	13	Otter Tail.....	56
Clay.....	14	Pennington	57
Clearwater.....	15	Pine	58
Cook.....	16	Pipestone.....	59
Cottonwood.....	17	Polk.....	60
Crow Wing.....	18	Pope.....	61
Dakota.....	19	Ramsey	62
Dodge.....	20	Red Lake.....	63
Douglas.....	21	Redwood	64
Faribault	22	Renville	65
Fillmore	23	Rice	66
Freeborn	24	Rock	67
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Artistic Talent Release Form

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