

TRAPPER EDUCATION CLASS GUIDELINES

**Post your class to GOWILD and notify WCTEP Coordinators of your planned course. The class should be posted to the online system at least 4 weeks in advance. More advance is better and helps students plan. If you need help posting your class, contact the DNR Coordinator.

**Contact your WCTEP Coordinators for all needed class materials. DNR Coordinator can get your class paperwork and manuals, District Coordinators can help line up equipment, furs and other instructors to assist.

**It is recommended that you have at least one instructor for every 8–10 students. If you have a big class and need help finding more instructors, ask your District Coordinator for assistance in finding instructors in your area.

**Currently there is no minimum age for trapping in Wisconsin; however, we recommend that all students be at least 10 years of age to take the class. This may be too young for some kids but alright for others. Please use your discretion, you are not obligated to certify everyone in attendance.

**Students must have their Student Registration Form filled out and signed at the start of class. They must have a DNR Customer ID Number prior to class. Make sure this number is legible on triplicate.

**Each WCTEP class must be a minimum of 12 hours in length to ensure that students are familiar with basic furbearer knowledge, trapping skills, and landowner respect. More time is encouraged.

**Try to get at least one DNR-related personnel to be part of your class, preferably a Warden. You may also ask a wildlife biologist, if available. If you need help finding someone contact your DNR Trapper Ed Coordinator for assistance. We are stronger with cooperation!

**Do not feel required to pass all students. We want to make sure graduates will be responsible, ethical trappers. If you feel a student has not learned the material and/or has not put enough effort into learning the material, it is within your rights to NOT certify that student. Keep in mind they do not get their money back if they don't get certified.

**Lead instructors may keep up to half of the collected class fees to cover course expenses with no need to keep or turn in receipts. Instructors would only need to save receipts if course expenses are over half of the collected fees and you intend to remit less than \$6 per student.

**Its best to have students bring cash or pay by check made out to the lead instructor. That way the lead instructor can pay the class remittance with a card online (preferred) or with one check mailed in with the paperwork after taking up to half of the class fees out to cover any course expenses.

Send all completed class materials (rosters, class fees or confirmation number if paying online and registration cards) to the **DNR Coordinator within two weeks following the completion of your class. Please send payment for class fees in the form of a check or money order made payable to: WCTEP. Please do not send cash. Paying class fees with a card online is preferred.