Operator Training Report Form (4400-190) Instructions

Type directly within the fillable PDF. Complete one form per training. We recommend that you save a completed copy of the Operator Training Report Form for your records.

A complete Operator Training Report Form and Proof of Attendance are required for this application to be considered complete. Email the completed form and proof of attendance as attachments to DNROpCert@wisconsin.gov with the "[Training Course Title] – Operator Training Report Form" in the subject line.

Use the buttons found at the top or bottom of the form to print, save, or email the form.

There are 2 methods to email the form:

- Use the "Submit by Email" button on the form and it will automatically open up a new email message to DNROpCert@Wisconsin.gov with the completed form attached.
- Or save a copy of the form first and then send as an attachment to DNROpCert@Wisconsin.gov as you would a normal email message.

Preparer Information

Provide the name and contact information of the person completing the form. This person will receive an email regarding approval/denial of the training.

Operator Information

List the names and operator certification numbers of the operators who attended this training. You may use the + buttons on the right to add lines, use the - buttons on the left to remove

lines. If the preparer is also an operator, they should also include their name under Operator Information to obtain credits.

Preparer Information		
Last Name Bushby	First Lisa	MI
Daytime Phone Number (include area code) (608) 266-0498	Email Address Lisa.Bushby@Wisconsin.gov	

Operator Information

	Last Name	First Name	Certification No.
-	Bushby	Lisa	99999
-	Kvitrud	Michael	12345
-			+

Training Information

Training Information

Training Course Title - This is the training title that should be used in the email subject line.

Training Date(s) – If the training was only one day, complete the first field only.

No. of Hours Attended – When calculating hours attended, do *not* include breaks, lunch, or registration times.

Training Provider(s) – List the organization or company that organized/sponsored the training.

Subject Matter Covered – Briefly list the topics covered during the training.

Relevancy – Describe how the training is relevant towards the typical duties of an operator.

Proof of Attendance Documentation

Proof of attendance must be included in order for the training to be approved. Example forms of proof of attendance are a copy of certification of completion or a copy of a sign-in sheet. It is highly preferable that an electronic copy of the proof of attendance be attached to the email. *If you do not have the capability to scan the proof of attendance or to generate an electronic copy*, complete the following:

1. Submit this form via email with a message that you are submitting proof of attendance separately. 2. The proof of attendance may then be faxed to 608-266-5226 or mailed to DNR, Operator Certification SS/7, PO Box 7921, Madison, WI 53707-7921. 3. Include a copy of the Operator Training Report Form with the proof of attendance submittal.