

General Information for Attending the Certification Workshop:

1. Everyone registering for a certification workshop must complete the online registration form. When you click Submit for your registration the credit card payment window appears and you can make your payment. Your registration is not complete until you make the payment. Following your payment you will see a receipt, print the receipt for your records or to provide to your County 4-H Office if they offer a reimbursement. If you experience a problem with the payment please contact the Brown County Extension Office at 920-391-4650 or email douglas.thompson@wisc.edu or call 920-391-4657. If a County 4-H Office is making the payment for their volunteers attending, please contact Doug Thompson to arrange for payment.
2. REVISED CERTIFICATION POLICY—Starting in April 2012 and in the future:
If you complete a 12-hour certification (\$70 registration fee), you may be eligible to add an additional certification by attending an eight-hour Range/Discipline certification only (\$55 registration fee). For example, if you attended the Southern-Area 12-hour certification workshop in 2013 (which included the four-hour Guidelines session on Friday evening and an eight-hour range session on Saturday) , you only need attend the eight-hour Saturday range session to be certified in another discipline. Those attending certifications for the first time must attend the 12-hour certification workshop before they can be considered eligible for the eight-hour option.
3. \$70 registration fee includes: workshop manuals, ammunition, use of guns/archery equipment, targets, resource handouts, and snacks on Friday and Saturday, and Saturday lunch.
\$55 registration fee includes: workshop manuals, ammunition, use of guns/archery equipment, targets, resource handouts, and snacks and lunch on Saturday.
4. For those eligible for the Saturday only certification. The Saturday range session are at split locations. Those registered for archery will report at 8AM Saturday to the archery range inside the UW- Ag& Extension Center, 1150 Bellevue Street, Green Bay. Those in shotgun/rifle will report at 8AM to the DePere Sportsmen's Club, 3623 Club Drive, De Pere WI at 8AM. These two range location are only about a 10 minute drive apart.
5. You should plan to bring an ink pen or pencil, shooting glasses, ear protection (for gun discipline only), and proper clothing for outdoor ranges. Those in the archery discipline should try to bring a whistle (similar to what a referee or gym teacher would use).
6. Do not bring guns or archery equipment. All equipment is provided.
7. The Friday evening Guidelines session starts at 6 pm and concludes at 10 pm. The Saturday Range/ Discipline session begins at 8 am and concludes at 5 pm. See number 3 above for information about the Saturday-only option.
8. Arriving late or leaving a workshop early is occasionally requested. The state certification is set for a predetermined number of training hours, meeting both the national and state 4-H Shooting Sports policies. Unfortunately, these requests cannot be granted. We realize personal schedules may change. If you are unable to attend the required number of hours for a certification workshop, your fee will be refunded in full.
9. Leaders may only be certified in one discipline during each certification workshop. Please indicate only one discipline in which you wish to be certified when completing the registration form.
10. Contact your county 4-H agent/shooting sports coordinator prior to attending for information on expense reimbursement and volunteer leader requirements.