

## General Information for Attending the Certification Workshop:

1. Once your completed registration form and payment are received, you will be mailed a confirmation via US mail. If you are making the payment, you will also receive a receipt by mail. If your county is paying your registration fee, the county will receive the receipt. All other information is provided on this website. For additional questions, please contact Doug Thompson at 920-391-4657 or [doug.thompson@ces.uwex.edu](mailto:doug.thompson@ces.uwex.edu).
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. 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).
5. Do not bring guns or archery equipment. All equipment is provided.
6. 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.
7. 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.
8. 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.
9. Contact your county 4-H agent/shooting sports coordinator prior to attending for information on expense reimbursement and volunteer leader requirements.