

# ADDITIONAL BREED CHECKLIST

Please be advised forms are fillable allowing you to complete, save and print. All forms **MUST be signed and dated**. All items may be emailed, faxed or mailed into the office.

In order to accept your application the following items must be completed and returned for processing:

- ✓ Questionnaire
- ✓ Occupational Eligibility Addendum: Explanation Chapter 7, Section 1 of the Rules
- ✓ Additional breed application (One application per breed)
- $\checkmark \quad \text{Breed Standard exam(s)}$
- ✓ Check/Money Order/Credit Card

If you have any questions, please do not hesitate to call (919) 816-3589 or email judgingops@akc.org



Judging Operations Department PO Box 900062 Raleigh, NC 27675-9062 Phone: 919-816-3589 Fax: 919-816-4225 judgingops@akc.org www.akc.org

#### September 2015

# **Additional Breed Judge - Requirements**

# Guidelines for Applying:

Maximum number of breeds for which an applicant may apply is based upon the number of groups the judge is approved to judge. <u>http://www.akc.org/events/judges/conformation/additional-breed-application/</u>

Number of complete groups currently approved:	Less than 1	Less than 4	4 or more
Minimum Total CEU's Required for Regular Breeds	10	8	6
Minimum Total CEU'S Required for Low Entry Breeds	5	3	3
Maximum number of breeds on permit status	50%	80%	100%

(% of breeds in largest group)

# Mandatory Criteria:

- Must meet the CEU requirements on each breed
- Passed Breed Standard Exam(s)
- Have submitted the appropriate \$25 per breed application, non-refundable fee. Credit will be applied on future application(s) of any breed(s) not approved.
- Applicant must be in good standing with the American Kennel Club

### **Breed Summary**

The number of breeds approved will be determined by the Department in relationship to experience, background and educational JBC discussions. (JBC- Judge's Breed Commentary) Applicant will display this information for review on each breed application and include supporting documentation to demonstrate compliance with the CEU requirements.

- Applicant must provide qualifications to judge each breed, documenting experience, background and education criteria.
- Must continue to meet AKC's occupational eligibility requirements.
- Pass Interview with AKC Executive Field Representative.
- Pass a wicket and /or scale test if applicable. Additional breed applicants tested on the same apparatus in the five years preceding the submission of the application will be exempt from this requirement excluding those who have received a negative observation report on measuring procedure or failed the applicable wicket and/or scales test during the five year period.

#### Component Educational Units (CEU)

- Attend Parent Club National Specialty. Attending a National is one of the best ways to learn a breed and develop confidence in one's understanding of that breed. <u>Total of 6 CEU possible</u>.
  - a. Attend parent club national specialty 2 CEU. Attend parent club judges' education program held with national specialty 1 CEU.
  - b. Ringside observation with a Breed Mentor- 1 CEU (Maximum 2 CEU with different mentors).
  - c. Ring Steward for a day in the regular conformation class judging at a parent club national specialty-1 CEU
- 2. Attend Approved Seminar/Workshop. Seminar and workshop (if applicable) must meet AKC criteria for credit. Seminar/workshop host is responsible for ensuring all requirements are met to ensure attendees receive proper credit. Guidelines are available on the AKC website or by contacting the Judging Operations Department. <u>Total of 5 CEU possible</u>
  - a. Attend seminar with hands-on workshop 3 CEU
  - b. Attend seminar without hands-on workshop 2 CEU
  - c. Additional seminar & workshop with different presenter 2 CEU or seminar only with different presenter 1 CEU (Maximum 2 additional CEUs)
  - e. Comparison seminars will be accepted for those breeds approved by the department. Must meet AKC criteria for credit. CEU value will be the same as above for each breed presented.
- 3. Mentors, tutors and kennel visits. Credit received for documented educational experience with parent club mentor or individual meeting AKC's criteria (12 years as approved judge or 12 years exhibiting breed). (With respect to Low Entry Breeds the Department may accept Mentors and Tutors other than those qualified as above.) Total of 5 CEU possible
  - a. Mentor 2 CEU ongoing, long-term relationship
  - b. Kennel visit/tutoring session 2 CEU one-time experience with in-depth discussion of breed, its salient characteristics, and examined and discussed examples of the breed.
  - c. Additional mentor, tutor or kennel visit 1 CEU each

- 4. Attend Major Entry show. The applicant judge must participate in Ringside Observation with a Breed Mentor at an AKC show where a major in one sex has been entered. A Breed Mentor may exhibit at the show but should be available for discussion during the major entry-<u>3 CEU</u>. (1 additional CEU for each additional attendance and mentoring, maximum of 5 CEU) The additional mentoring and attendance may be at the same cluster or weekend circuit.
- 5. Sweepstakes or Futurity judging at a Specialty or Parent Club Supported event for the Breed -3 CEU (Only 1 additional CEU for additional judging).
- 6. Apprentice Training 3 CEU. (1 additional CEU for each additional Apprentice Training completed, maximum 6 CEU). Additional Apprentice Training sessions may be at the same weekend, cluster or circuit but must be under different Mentor Judges. The additional breed applicant may accompany the Mentor Judge during the judging of a breed as a Judge Trainee. There must be a major entry entered. The session must be scheduled prior to the opening of the show, and the consent of the Show Chairman and Mentor Judge must be obtained. Prior to the first Apprentice Training session of each breed the Trainee must complete and pass the breed standard open book test referenced in this Policy and pay the required application fee. No further test for approval of that breed shall be required thereafter, unless the breed standard is amended after the passing of the test. In that case a current test will be required at the time of application but no further fee shall be required. It shall be the Applicant's responsibility to document any credit that he or she might be entitled to upon presentation of a later application. The Mentor Judge shall discuss the entry together, alone and in confidence, after judging and the Mentor must certify that the Trainee was prepared and conversant in the breed's characteristics. Judges who are requested to act as a Mentor Judge should only agree to act as such for breeds in which they have been approved to judge the breed for at least 12 years or an approved judge with 12 or more years' breeding and/or exhibiting experience in that breed. Visiting Judges may act as a Mentor Judge when appropriate.
- Attend a Performance Event 2 CEU when applying for a performance event breed and where the breed is present at the
  performance event. (1 additional CEU for attending a second performance event, with the breed present, which may be on the same
  weekend or in the same cluster)
- 8. Judge the breed a total of 3 times cumulatively; in the Group at an AKC show, in Best in Show, in the Miscellaneous Class, as a substitute judge at an AKC point show, at an AKC sanctioned Match, at a Department designated Special Attraction, NOHS, or 4-6 month class 2 CEU (One additional CEU for each additional 3 times to a maximum of 3 total CEUs.) (The Department shall publish a list of the types of Special Attractions that shall be accepted under this section of this Policy.)
- 9. Judge an NOHS group at three events. 1 CEU in each breed applied for. 1additional CEU in each breed applied for, for each additional 3 NOHS Groups. <u>Max 3 CEU</u>. NOHS group judging shall be eligible for use in calculating CEU's in only one application cycle. (Once this credit is used for having judged a group that judging is no longer eligible for future applications)
- 10. Non-AKC Events. A judging assignment of an entry of the applied for breed, which would qualify as a 3 point major for All Other Breeds in any AKC zone in the continental United States, at an event other than an AKC event (domestic or foreign)-3 CEU's. For significantly larger entries the CEU value would be consistent with the size and breadth of the judging assignment. All verification Documentation and information, translated to English as necessary, must be submitted to the Department with the application.
- 11. Breeding and Exhibiting Experience. An applicant who has bred or personally exhibited to their championships four or more dogs of the breed applied for shall be granted 3 CEU. An applicant, who has bred or personally run to the highest AKC Field Trial title available to non-professionals in the breed, four or more dogs of the breed, shall be granted 3 CEU. An AKC Field Trial is any AKC Event governed by the Rules of the American Kennel Club as adopted by the Delegates.
- 12. With respect to a Low Entry Breed only, an at length phone tutoring session with a breed expert will be accepted if the Department determines that insufficient educational opportunities are available-2 CEU
- 13. Breeding a litter keeps judges involved in the heart and soul of the sport. 1 CEU in each breed applied for when a judge applying for additional breeds has bred and raised a litter on his or her premises within the year immediately preceding the application.
- 14. Other educational experiences that an applicant believes should be considered a Qualifying Component and earn CEUs should be detailed in writing and discussed with the Judging Operations staff.

The approval process includes an opportunity for the fancy to respond to each application to judge. Applicants will be published twice in the Secretary's Page of the AKC GAZETTE. The applicant's name and breed(s) requested will be published in the first available issue of the AKC GAZETTE following receipt by the Department allowing the fancy to be aware of and comment on the judges' application. Upon review of any responses received you will be advised of any questions or concerns that arise and provided the opportunity to respond before any further AKC action is taken if warranted.

Following the interview, the result of the interview with the Executive Field Representative and the complete application process including any comments received from the fancy will be reviewed by the Department. Failure of wicket or scales during breed interview will result in a hold on the affected breed(s) pending passing of subsequent wicket or scales demonstration. Judges will be informed by mail or email of the result of the Department's review. Applicants may not accept assignments until they have received official notification of their status from the Department. Any breed(s) which it is the Department's opinion should not be granted will be forwarded to the Board Judges Review Committee for automatic review. The judge's file and AKC's Website will be updated and the judge's name, number and the breeds granted on permit basis will be published in the next available issue of the GAZETTE.

Upon completion of three assignments in a permit breed, the judge shall notify the Department by using the Request for Regular status form. Regular status form is available by request from the office or downloaded from the website located at <a href="http://classic.akc.org/judges/conformation/reqregularstatus.cfm">http://classic.akc.org/judges/conformation/reqregularstatus.cfm</a>. The Department reviews requests and judges are notified of the decision in writing. Judges' names together with their breed(s) are published in the GAZETTE and added to AKC's Website.

Additional Breed judge forms available at: http://images.akc.org/pdf/judges/Add\_Breed\_Info\_Forms.pdf

For a quick view of the step by step application process see the enclosed flow chart.



# MEMORANDUM

- To: Additional Breed Applicants
- From: Judging Operations Department

Subject: Component Educational Units (CEU) – Special Attraction List

**Date:** August 18, 2015

The *Judging Approval Process* effective September 1, 2015, provides applicants the opportunity to earn CEU credits for judging a breed three (3) times cumulatively (page 6 - CEU #8).

Provided below is the list of all classes/competitions (including special attractions) which may be submitted for credit under this provision where the applicant has judged and entry or entries in the applied breed:

- In the Group at an AKC show
- ✤ In Best in Show at an AKC show
- Emergency replacement for the breed at an AKC point show
- Sanctioned Matches
- ✤ NOHS Groups or NOHS BIS
- Best Puppy Groups or BIS
- Best Bred By Exhibitor Groups or BIS
- ✤ Best Veteran Groups or BIS
- Best Amateur Owner Handler Groups or BIS
- Miscellaneous Classes
- Open Shows
- ✤ 4-6 Month Puppy Competitions
- Parent Club Invitational Events (i.e. Top 20)
- Breeders Stakes

The applicant will receive a total of 2 CEU's when an entry in the applied breed is judged 3X; one additional CEU for an additional 3X judged with a maximum number of 3 CEU's available.



# FLOW CHART JUDGES APPLICATION PROCESS September 2015

An application, once it is submitted to the office, can take as little as three to four months to approve if, the application is completed properly and all requirements are fulfilled.

*STEP 1* – Submit conformation application with appropriate fee and breed exam(s) to the office (Types of Applications: New Breed, Additional Breed, Adjunct and Junior Showmanship)

*STEP 2* – The approval process includes an opportunity for the fancy to respond to each application to judge. Applicants will be published twice in the Secretary's Page of the AKC GAZETTE. The applicant's name and breed(s) requested will be published in first available issue of the AKC GAZETTE following receipt by the Department allowing the fancy to be aware of and comment on the judges' application. Upon review of any responses received you will be advised of any questions or concerns that arise and provided the opportunity to respond before any further AKC action is taken if warranted.

*STEP 3* – Office reviews and sends acknowledgement letter by email or mail, advising applicant of the **interview date** and the date of the **Departments Review**.

*STEP 4* – Interview with Executive Field Representative – Must satisfactorily be interviewed by the AKC Executive Field Representative.

*STEP 5* – **Department's Review** – the number of breeds to be approved on Permit status will be determined by review of the complete application process including any comments received from the fancy, the result of the interview with the Executive Field Representative, and passing grades on the breed exams. Any breed(s) which it is the Department's opinion should not be granted will be forwarded to the Board Judges Review Committee for automatic review.

*STEP 6* – Results, you will be advised by letter via email, of full or partial **Permit Status granted.** The judge's file and AKC's Website will be updated and the judge's name, number and the breeds granted on a **Permit Status** will be published in the next available issue of the Secretary's Page of the AKC GAZETTE. You are *Now ELIGIBLE TO ACCEPT ASSIGNMENTS*.

**STEP 6** – Upon completion of <u>three</u> assignments in a permit breed, you may submit the *Requesting Regular Status Form*, within 15 business days you should be notified by email of your approved status. Name and approved breeds published in the following months' issue of the Secretary's page of the AKC GAZETTE and posted on AKC's On-line Judges Directory.

- Best In Show Request form must be submitted to Judging Operations Department. Must have Regular Status on a group, judged the group 5 times and submit a \$25 processing fee. All fees are non-refundable.
- Miscellaneous Group is automatically granted upon receiving Regular status on the first group.



#### SEPTEMBER 2015

#### ADDITIONAL BREED QUESTIONNAIRE

PLEASE TYPE OR PRINT IN BLACK OR BLUE INK. Designated areas of applications should be completed. All attachments should be identified with the judge's name. Please keep copies for your own records. Reminder: Enclose your application fee of \$25 per breed and if applying for Junior Showmanship an additional fee of \$25. All application fees are non-refundable. Credit will be applied on future application(s) of any breed(s) not approved. All forms available at

https://www.akc.org/events/judges/conformation/additional-breed-application/

Address:		
City	State	Zip code:
Email	Verify Email	
Publish? Yes No		
Home # Publish? Yes No		ublish? Yes No
Fax # Publish? Yes No		
	T ublic	sh? Yes No
Breed(s) for which you are submitting an app	lication:	
	11)	21)
	12)	22)
	13)	23)
	14)	24)
	15)	25)
	16)	26)
	17)	27)
	18)	28)
	10)	29)
	19)	29)

2) Have you acted as a breed mentor? Yes No If Yes, please

o If Yes, please give details (add additional sheets if necessary):

3) Are you or anyone in your household in any way connected with a dog-related occupation or dog registry other than AKC? Yes ANO Af your occupation falls under Chapter 7, Section 1 of the Rules or you have an interest in any other registry, please describe in detail your/their duties and activities, and provide written assurance that if approved to judge, all parties will completely divorce themselves from this occupation <u>upon being granted permit status (eligible to accept assignments)</u> and will immediately report any resumption to AKC. (see Occupational Eligibility Addendum - signature required)

#### **Additional Breed Questionnaire**

List dates you can attend for the purpose of the final interview. Clusters/Multi-day events should be listed as one date (example 5/27-30/11 - Mission Circuit/CA). Interview must be arranged through the Judging Operations Department. At **least 2-3 weeks** advance notice from the date of submission is recommended. You should try to avoid listing shows where you are scheduled to judge significant entries as they may hinder the ability to complete the interview. **Reminder**: If scheduled for an interview on a day of judging and conflicts arise, interview will be cancelled by Field Representative and rescheduled.

<u>Date</u>	(12/16-19/2010 - Example)	Show/State	(Mississippi State KC & Brandon KC of MS - Jackson, MS - Example)

#### INTERVIEW PROCESS

Your complete application and fee should be sent to the office together with the breed standard exam(s). The breed specific final interview will be scheduled through Judging Operations. The Interview will include a discussion on the original purpose of the breed, disqualification, strength and weakness of the breed, etc. Expect interviews to be approximately 5-10 minutes per breed. Individuals applying for measureable breeds will be required to pass the applicable wicket and /or scales exam. Applicants tested on the same apparatus in the five years preceding the submission of the application will be exempt from this requirement excluding those who have received a negative observation report on measuring procedure or failed the applicable wicket and/or scales test during the five year period. Applicants may choose to come into the North Carolina office for their interview by prior appointment

#### SIGNING/CERTIFICATION

I certify that I am familiar with the American Kennel Club's Rules, Regulations, Policies and Guidelines for Conformation Dog Show Judges and agree to abide by them. That I am occupationally eligible to judge under AKC Dog Show Rules and will adhere to the restrictions, if applicable, outlined in the Occupational Eligibility Addendum clarifying Chapter 7, Section 1.

If granted permit judging status, I fully understand that my judging eligibility is conditional and, therefore, reviewable by the AKC at any time subsequent to the date the status is initially granted.

I certify that I understand and acknowledge that if I am charged with inappropriate treatment of a dog ("inappropriate treatment" means any offense involving a dog that alleges cruelty, abuse, neglect or improper treatment of a dog as defined by AKC), or charged with any crime involving moral turpitude, especially as it concerns dog-related activities. The AKC may temporarily place my judging privileges on referral and judging status as **Inactive** while the charges are pending. Further, after receiving notification of the referral, I am prevented from judging or from accepting assignments to judge. When the charges are resolved and AKC's inquiry into the matter determines that no action will be taken by the AKC to cause a suspension of my judging privileges, the temporary judging referral will be removed.

I attest the information given in this questionnaire is true and correct.

Signature



JUDGING OPERATIONS DEPARTMENT PO BOX 900062 RALEIGH, NC 27675-9062 PHONE: (919) 816-3589 FAX: (919) 816-4225 judgingops@akc.org www.akc.org

Payment Method:	Visa	Amex	MasterCard	Discover	
Check or Money Orde	er made	payable to	: The American k	Cennel Club	
Printed Name of Card	lholder:				
Is billing address sam	e as ho	me address	s: yes 🗆 no 🗆	If no, provide address below	
Billing Address:					
Enter Credit Card #: Expiration Date:					
Application fee of \$25 per breed. (\$25 X=) If applying for JS an additional fee of \$25.					
ALL FEES ARE NON-REFUNDABLE					
For Office Use Only:					

Check #:\_\_\_\_\_Date Received:\_\_\_

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# HOW TO SCORE YOUR ADDITIONAL BREED APPLICATION

# Minimum number of CEU credits required to apply based on the chart below

Number of complete groups currently approved:	Less than 1	Less than 4	4 or more
Minimum Total CEU's Required for Regular Breeds	10	8	6
Minimum Total CEU'S Required for Low Entry Breeds	5	3	3
Maximum number of breeds on permit status	50%	80%	100%

(% of breeds in largest group)

# <u>CEU credits may be obtained from the following list of experiences</u>

	<b>Component Educational Units (CEU)</b>	Value	Max
1	Attend Parent Club National	2	
	Attended Judges Education Seminar at National	1	
	Ringside Observation with mentor at National	1	6
	Additional Ringside with different mentor	1	
	Ring Steward at Parent Club National	1	
2	Breed Seminar w/ Hands-on workshop	3	
	Breed Seminar only	2	
	Additional Breed seminar & workshop w/unique presenter	2	5
	Additional Breed seminar only w/unique presenter	1	5
	Comparison seminar w/ hands-on Workshop	3	
	Comparison seminar only	2	
3	Long-term Mentor	2	
	Kennel Visit/Tutoring Session	2	5
	Additional Mentor/Kennel Visit or Tutoring Session	1	
4	Attend Major Entry show w/Ringside Observation	3	-
	Additional Ringside Observation	1	5
5	Sweepstakes/Futurity Assignment	3	4
	Additional Sweepstakes/Futurity Assignment	1	4
6	In-Ring Apprentice Training	3	(
	Additional Apprentice Training, different mentor	1	6
7	Attend Performance Event w/breed present	2	3
	Additional Performance Event w/breed present	1	3
8	Judged breed a total of 3x In Group, BIS Misc. etc.	2	2
	Additional 3x judged breed in Group, BIS Misc. etc.	1	3
9	Judged an NOHS Group at three events	1	
	(Once credit is used for having judged NOHS Group, may not be used again)		3
	Additional NOHS group judged at three events	1	
10	Non-AKC judging assignment, breed applied for, qualified as a 3 point major	3	tbd
11	Breeding & Exhibiting – Bred or exhibited 4 dogs to Championship in breed	3	3
	Bred or run 4 or more dogs to highest Field Trial Title	3	3
12	Phone tutoring for Low Entry Breed with breed expert	2	2
13	Litter bred and raised on premises within year preceding application	1	1
14	Other – must attach description of experience	tbd	



NAME:\_

JUDGES #:\_\_\_\_

BREED:

#### All verification documentation, information and breed standard exams must be submitted with application.

Less than 1	Less than 4	4 or more
10	8	6
5	3	3
50%	80%	100%
	10 5	$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$

(% of breeds in largest group)

Select the experience completed from the drop-down menu provided. Please provide in the lines following as applicable the date, name of the event, presenter, mentor, litters numbers, et al.

	Experience	Date	Details (Event, Mentor, Litter#, etc.)	CEU value
1				
2				
-				
4				
7				
8				
9				
	Breed exam and \$25 fee for submitted with request for	r this breed previ in-ring apprentic	ously e training	Total CEUs
I attest th	e information given in this ap	plication is true a	and correct.	Completed by Staff

Signature

Date

Completed applications may be printed and signed or signed electronically. All required forms, exams and verification may be submitted via mail, email or fax to the Judging Operations Department.



#### OCCUPATIONAL ELIGIBILITY ADDENDUM

#### Chapter 7, Section 1:

ANY reputable person who is in good standing with the American Kennel Club may apply for approval to judge any AKC recognized breed or breeds of purebred dogs, which in his or her opinion he or she is qualified by training and experience to pass upon, with the following exceptions: Persons connected with any publication in the capacity of solicitor for kennel advertisements, persons connected with dog food, dog remedy or kennel supply companies in the capacity of solicitor or salesman, persons who buy, sell and in any way trade in or traffic in dogs as a means of livelihood in whole or in part, professional show superintendents and their employees, and persons who show dogs for others will not be approved if still engaged in such activities.

No judge shall be granted a license to be a licensed superintendent.

No person shall be eligible for approval to judge if he or she resides in the same household with a professional handler or licensed superintendent.

No judge may accept an assignment nor officiate at any event where a member of his or her household is involved to the extent that there might exist an actual conflict of interest or the reasonable appearance of a conflict of interest.

An interpretation of the above Rule is as follows:

#### I. Individuals in the following categories are occupationally ineligible to judge:

1). Persons who buy or sell dogs not bred by them as means of livelihood in whole or in part, whether or not they are known as dealers. (This is trafficking in dogs.)

2). Persons who show dogs for others. (Does not apply to Junior Showmanship Judges.)

3). Publishers and persons who promote show dogs through the active solicitation or acceptance of advertisements in commercial dog publications.

4). Persons who are professional superintendents or employees of superintendents.

5). Persons connected with dog food, dog remedy or kennel supply companies in the capacity of solicitor or salesman.

6). Persons who reside in the same household as a professional handler or licensed superintendent.

(A salesman is one whose primary activity or occupation involves the sale or attempted sale of goods or services to specific individuals or entities. A solicitor is one whose primary activity or occupation involves the seeking or facilitating of the direct sale of goods or services to specific individuals or entities.)

II. Individuals with the following occupations will be eligible to judge, but cannot accept assignments at any show, companion show, circuit or cluster at which they offer their services.

1). Concessionaires.

- 2). Dealers in dog art, antiques or memorabilia.
- 3). Dog show photographers.
- 4). Professional dog artists and photographers.

5). Persons employed by dog food, dog remedy or kennel supply companies not involved as solicitors or salesmen.

6). Judges who are household members of persons with ineligible occupations may not accept assignments at any show, companion show, circuit or cluster at which the ineligible person is offering their services.

# III. Individuals in the following occupations are eligible to judge. Any entry made under such judges is subject to the same restrictions as Chapter 11, Section 13 of the Rules:

- 1). Grooming shop owners or employees.
- 2). Kennel owners and kennel employees.
- 3). Veterinarians.

Violations of the restrictions on these occupational categories will result in the cancellation of all awards made to the ineligible dog(s). Violation of these restrictions will subject the judge to review of his or her judging approval with the possible action up to and including loss of judging approval. Any dog-related occupations not covered by the above interpretation will require individual evaluation.

I have read and agree to abide by the above as related to AKC Conformation Judging Approval.

Signature