



AMERICAN KENNEL CLUB

Judging Operations Department
PO Box 900062
Raleigh, NC 27675-9062
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judgingops@akc.org
www.akc.org

PLEASE READ CAREFULLY

TO: New Breed Judging Applicants

September 2015

Enclosed is the *New Breed Judge Application* Kit. This kit includes the following items:

- Requirement Sheet: Explanation of Application Process
- Flow Chart: Chart of application process
- Questionnaire: General information on background and experience
- 12-5-4 Breed Specific Form (*A separate sheet MUST be completed for each breed – regardless of the process selected*)
- New Breed Alternate Method: **Only use this form** if applicant does not meet litter and/or champion requirements under 12-5-4 (*A separate sheet MUST be completed for each breed – regardless of the process selected*)
- Synopsis Sheet - Background information on all breeds
- Junior Showmanship application and explanation of Limited JS judging status
- Occupational Eligibility Addendum – Explanation of Chapter 7, Section 1 of the Rules
- Necessary booklets to assist in taking exams: *Rules Applying to Dog Shows; Rules, Policies and Guidelines for Conformation Dog Show Judges; JS Regulations /Judging Guidelines; Dealing with Misconduct.* (The source for the Anatomy exam is the Glossary contained in the AKC Complete Dog Book- 19th Edition Revised).
- Open Book procedural and anatomy exams. If applying for Junior Showmanship, must submit junior showmanship exam. Failure of **any** exam will hold the processing of the complete application until the following requirements have been met:
Failure of the Procedural, Anatomy & JS exams (miss two or three questions) – Applicant will be advised of missed questions and a second exam will be sent to the applicant and upon completion of the second exam with a passing grade the final breed interview will be scheduled. Four or more missed questions, applicant has an option to be placed on hold for six months OR attend a Basic Institute and pass a second exam. If placed on hold applicant will be advised of missed questions, questions will be reviewed and once the six months have expired a second exam will be sent to the applicant; upon completion of the second exam with a passing grade the final breed interview will be scheduled. If an applicant fails a third exam, entire application will be returned and must wait a year to re-apply.
- Breed standard exams are not included in this kit. Please refer to the link, <http://www.akc.org/events/judges/guides/> Breed answer sheet(s) must be submitted with your application. Two or more missed questions or missing one DQ question is considered failing an exam. The applicant will be advised to retake the breed exam. If the exam is not passed on the second attempt it will result in the denial of the breed application. Applicant may apply for approval of the affected breed(s) after six months and a realistic effort to educate themselves.

Return all forms to Judging Operations Department by email, fax or mail, and please keep a copy for your files.

An application fee of **\$25 per breed and an additional \$25 if you wish to apply for Junior Showmanship** must be submitted with all applications. Fees are non-refundable. Checks, money orders and credit cards will be accepted. Any application considered incomplete by Staff will be returned together with the fee. However, once an application has been processed the fee will not be returned, regardless of the number of breeds accepted. Credit will be applied on future applications of any breed(s) not approved.

If you have any questions, please do not hesitate to call (919) 816-3862 or email judgingops@akc.org



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New Breed Checklist

Please be advised all forms are fillable allowing you complete, save and print if needed. All attachments should have your name and 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
- ✓ Synopsis
- ✓ 12-5-4 forms and/or New Breed Alternate Method forms
- ✓ Occupational Eligibility Addendum - Explanation of Chapter 7, Section 1 of the Rules
- ✓ Junior Showmanship Application (if applicable)
- ✓ Procedural Exam (exam available on line-see link below)
- ✓ Anatomy Exam (exam available on line-see link below)
- ✓ Breed Answer sheet - breed exams located -
<http://www.akc.org/events/judges/guides/>
- ✓ Junior Showmanship Exam (if applicable)
(exam available on line-see link below)
- ✓ Check/Money Order/Credit Card

New breed forms available at: <http://www.akc.org/events/judges/conformation/new-judge-application/>



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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 **three** 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.



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SEPTEMBER 2015

NEW BREED JUDGE – REQUIREMENTS GUIDELINES FOR APPLYING

New breed judging applicants may apply for **up to 50% of the number of breeds in the largest group for which they are applying.** The following forms must be completed, signed and returned for processing: Questionnaire, 12-5-4 Form and/or New Breed Alternate Method, Synopsis and exams.

The following criteria are **mandatory** to apply for initial breed(s):

- Completed 6 stewarding assignments at AKC member or licensed shows in the three years immediately preceding application. Stewarding assignments should have entries of (75+) and predominately been completed at All Breed shows.
- Completed 6 judging assignments at AKC sanctioned matches, specialty matches, sweepstakes, open shows or futurities. Sweepstakes, futurities, open shows and specialty matches count as two. Fun Matches, Junior Showmanship or Obedience assignments are not acceptable.
- Must attend a Basic Institute prior to requesting regular status but not earlier than two years prior to submission of initial application.
- Met AKC's occupational eligibility requirements as indicated in Chapter 7, Section 1.
- Successfully completed Anatomy and Procedural "open-book" exams.
- Successfully completed applicable breed standard exam(s).
- New breed judges who wish to judge Junior Showmanship must pass an "open-book" exam and meet the requirements stated on the JS application.

Only those breeds in which the applicant has documented experience in the owning, breeding and exhibiting category will be granted on the first application.

12-5-4 Method - Must have 12 or more years exhibiting in conformation in at least one breed applied for and fulfill the litter and champion requirements.

- Have **12 or more** years experience exhibiting in Conformation in at least one breed applied for. (Documentation must include date of exhibiting and must be included in order to process application)
- Have bred and raised **5** or more litters on your premises in each breed.
- Have bred **4** or more champions in each breed. (whether or not owned or handled by the applicant)

Litters and co-owned litters must have been whelped and raised on applicant's premises. The required four champions must be from litters whelped and raised on applicant's premises.

However, **if applicant does not meet litter/or champion requirements** under the 12-5-4, the New Breed Alternate method may be used.

New Breed Alternate Method – Must have 15 or more years experience in conformation in at least one breed applied for and must be able to document having accomplished any combination of four of the following components in each initial breed.

- Bred and raised four litters in each breed(s) requested on his/her premises.
- AKC Breeder of Merit for the breed applied.
- Bred at least two champions in each breed requested.
- Owned at least one dog in each breed requested, that sired four champions. (Dog must have resided at applicant's home while used at stud)
- Owned or maintained for the duration four dogs in each breed requested that earned championships while residing at applicant's home.
- Personally exhibited four dogs in each breed requested to their championships, earning all 15 points and both majors. (this requirement is the same for owners and professional handlers)
- Personally exhibited two dogs in each breed requested as specials for a minimum of two years or approximately 60 shows. (this requirement is the same for owners and professional handlers)
- Documented 25 years of experience exhibiting dogs in conformation.

The qualifications for the first time applicants are specific to breeds in which the applicant has documented hands-on experience in owning, breeding or exhibiting. Qualified fanciers on their first application may apply for up to 50% of the number of breeds in the largest group for which they are applying. Applicants will be published in the next available issue of the AKC GAZETTE following receipt of application by the Department in order that interested persons may offer their opinion on an applicant's qualifications.

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 requested breed(s) 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 the 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.

All new breed applicants must attend a Basic Judging Institute presented by AKC prior to submitting their regular status request, but not earlier than two years prior to the submission of the initial application.

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 <http://www.akc.org/events/judges/conformation/request-regular-status/>. The Department reviews requests and judges are notified of the decision in writing. Judges' names together with their breed(s) are published in the AKC GAZETTE and added to AKC's Website.

New breed judge forms available at: <http://www.akc.org/events/judges/conformation/new-judge-application/>

For a quick view of the step by step application process see the enclosed Flow Chart.



New Breed Questionnaire

September 2015

PLEASE TYPE OR PRINT IN BLACK OR BLUE INK. All designated areas of the application should be completed before attaching additional documentation. All attachments should be identified with your name. Please keep copies for your records. Reminder: Enclose your processing fee of \$25 per breed and an additional fee of \$25 for Junior Showmanship. All fees are non-refundable. New breed judge forms available at: www.akc.org/judges/conformation/newjudgapp.cfm. If you do not have copies of the Procedural, Anatomy or JS exams, please call the office for your copy. These exams are mandatory and need to be submitted with the application.

Name: Judges #: (For office use)

Address:

City: State: Zip Code: Email:

Verify Email:

Home Phone#: Work Phone#: Fax#: Cell Phone#:
Publish? Yes No Publish? Yes No Publish? Yes No Publish? Yes No

1) Breed(s) for which you are submitting an application:

2) Are you or anyone in your household in any way connected with a dog-related occupation or dog registry other than AKC? Yes No If 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 complete divorce themselves from this occupation upon being granted permit status (eligible to accept assignments) and will immediately report any resumption to AKC. (see Occupational Eligibility Addendum - signature required)

3) Have you ever been suspended from the privileges of the American Kennel Club? Yes No If YES, please submit on a separate sheet, state the date and circumstance.

4) Under our current policy, a person approved to judge one or more breeds at AKC licensed member shows may also be eligible to judge Junior Showmanship. For eligibility requirements, see Junior Showmanship Criteria Form. If you are eligible, do you wish to judge Junior Showmanship? Yes No (must take and pass the Junior Showmanship exam) please enclose exam answer sheet and JS application.

5) List 6 stewarding assignments at AKC licensed show in the three years immediately preceding application. Please include date, show, judge and entry. (Entries should be (75+) and predominately been completed at All Breed Shows.)

Table with 4 columns: Date, Show, Judge, Entry. Includes example text: Ex: mm/dd/yyyy

- 6). List 6 AKC Sanctioned Matches (M)/ Specialty Matches (SM)/ Sweepstakes (SW)/ Futurities (F)/Open Shows (OS). (Sweepstakes, futurities and specialty matches and open shows count as two) - (Fun Matches, Junior Showmanship, Obedience and Foreign assignments are not acceptable)

Date Ex: mm/dd/yyyy	Show	Breed(s)	Entry	M/SM/SW/F/OS

- 7). 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.

Date (12/16-19/2011 - Example)	Show/State (Mississippi State KC & Brandon KC of MS Jackson, MS - Example)

8). Basic Institute Attended: Yes No City _____ State _____ Date _____
Ex: mm/dd/yyyy

- 9). Currently are you a Delegate? Yes No If yes, please be advised that your delegate and judges information will be linked into one record and an (*) asterick will be placed next you your name on the Searchable Judges Directory.

INTERVIEW PROCESS

Your complete application and fee should be sent to the office together with the completed mandatory exams (Procedural, Anatomy, Junior Showmanship, if applicable) and breed standard exam(s). The breed specific final interview will be scheduled through Judging Operations. The Interview will include a discussion of rules and ring procedure, conflict of interests, demeanor and expectation of judges. Expect interviews to be approximately 30 minutes in length. Individuals applying for measureable breeds will be required to pass the applicable wicket and /or scales exam. 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 application is true and correct.

SIGNATURE TO BE WRITTEN IN INK

Dated

Payment Method: VISA AMEX MasterCard Discover

Check or Money Order made payable to: *The American Kennel Club*

Printed Name of Cardholder: _____

Is billing address same as your home address? Yes No If No, please provide the billing address below.

Billing address is: _____

Enter Credit Card #: _____ CVS: _____ Expiration Date: _____

A fee of \$25 per breed. (\$25 X _____ = \$ _____) If applying for JS, please add an additional fee of \$25.

ALL FEES ARE NON-REFUNDABLE

For Office Use Only: Check #: _____ Check Amount: _____ Date Received: _____



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12 – 5 – 4 – New Breed Specific

Indicate #of Years in Conformation _____

Name: _____ Breed: _____

PLEASE TYPE OR PRINT IN BLACK OR BLUE INK. Designated areas of applications should be completed before attaching additional documentation. All attachments should be identified with the judge's name. **Please keep copies for your records.** Downloadable forms available at: www.akc.org/judges/conformation/newjudgapp.cfm

1. List **five** litters bred and raised on your premises in this breed. **Indicate their numbers and date whelped.**

Litter #	Date Whelped	Litter #	Date Whelped

2. List **four** champions in this breed for which you are the breeder of record. **Indicate their registered names and numbers.**

Reg #	Reg Name	Reg #	Reg Name

3. List the registered names and numbers of several dogs in this breed you have owned or co-owned (include the number/name of the first dog in this breed owned).

Reg #	Reg Name	Years Owned (from - to)
		—
		—
		—
		—
		—

4. List Specialty Shows/Supported entries/Major entries you have attended in this breed:

Date (mm/dd/yyyy)	Show	Indicate Speciality, Supported/Major

12 – 5 – 4 – New Breed Specific

Name: _____ **Breed:** _____

5. List Seminars/Workshops/Breed Study Group which you have attended on this breed giving date, place, and presenter:

Date (mm/dd/yyyy)	Location	Presenter	Indicate Seminar, Workshop, or Breed Study Group

6. List Specialty Clubs in this breed of which you are or have been a member, and any office held:

Club	Years (from - to)	Office	Years (from - to)
	—		—
	—		—
	—		—
	—		—

7. Have you ever given a breed presentation or acted as a breed mentor of this breed? If YES, give complete details and dates.

8. Feel free to give specific information NOT asked for on this form that you believe documents your general background in this breed.



By checking I certify the information given in this application is true and correct.

_____ Initial

_____ Date



NEW BREED ALTERNATE METHOD

of Yrs. in Conformation: _____

NAME: _____ BREED: _____

Please type or print in black or blue ink. Designated areas of applications should be completed before attaching additional documentation. All attachments should be identified with the judge's name. Please keep copies for your records. New breed judge forms available at: www.akc.org/judges/conformation/newjudgapp.cfm.

Must have 15 or more years experience in conformation in at least one breed applied for and must be able to document having accomplished any combination of four of the following components in each initial breed.

Note: This assumes that using New Breed Alternate Method the applicant does not meet the champion and/or litter requirements, under the 12-5-4 Form.

1) Bred and raised four litters of this breed on your premises.

Table with 4 columns: Litter #, Date Whelped (MM/DD/YYYY), Litter #, Date Whelped (MM/DD/YYYY)

2) AKC Breeder of Merit for this breed. []

3) Bred two champions of this breed on your premises.

Table with 4 columns: Reg #, Reg Name, Total # of Years Owned, Years Owned (ex: 2001-2010)

4) Owned a dog in this breed which sired four champions while residing in your home.

Table with 4 columns: Reg #, Reg Name, Total # of Years Owned, Years Owned (ex: 2001-2010)

5) Owned or maintained for the duration four unique dogs in this breed that earned championship or grand championship while residing at applicant's home.

Table with 2 columns: Reg #, Reg Name

NAME: _____ BREED: _____

- 6) Personally exhibited four unique dogs in this breed to their championships, earning all 15 points and both majors or grand championship, earning all 25 points and three majors. (This requirement is the same for owners and professional handlers)

Reg #	Reg Name	Dates	
		(From)	(To)
		(MM/DD/YY) - (MM/DD/YY)	
			—
			—
			—
			—

- 7) Personally exhibited two dogs in this breed as specials for a minimum of two years or approximately 60 showings. (This requirement is the same for owners and professional handlers)

Reg #	Reg Name	Dates	
		(From)	(To)
		(MM/DD/YY) - (MM/DD/YY)	
			—
			—

- 8) Documented 25 years of experience exhibiting dogs in conformation. (Please attach separate sheet if needed.)

By checking I certify the information given in this application is true and correct.

_____ Initial _____ Date



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New Breed Synopsis

Brief outline of experience listed on breed application(s). *Please type or print in black or blue ink.* New Breed judge forms available at:
www.akc.org/judges/conformation/newjudgapp.cfm

Year first exhibited _____

Name _____ Date _____

Breed first exhibited _____

Registration number of first dog exhibited _____

By checking I certify the information provided is true and correct _____
Initial

All questions must be answered or indicate N/A

List Breed(s)	# of Dogs Owned/ Co-Owned	# of Years Owned	# of Years Exhibited	# of Litters	# of Champions Bred or Co-Bred	# of Champions Finished	# of Specialities Attended	# of Sweeps/Futurities Spec. Matches/Matches Judged	# of Seminars or Workshops Attended



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.

By checking, I certify that I have read and agree to abide by the above as related to AKC Conformation Judging Approval.

Printed Name

Initial

Date