



Qualifications for Licensure:

Canine Handler Training Course (265)

Effective: 12/2024
Revised: 12/2024

READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

Important:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our FAQs for answers to most questions. <http://www.idfpr.illinois.gov/About/FAQ.html>)
- If your question is not addressed in our FAQ's, please contact the department at 1-800-560-6420.

LICENSE QUALIFICATIONS

Type of training-Applicant must provide the type of odor detection training it intends to offer and submit copies of the following licenses.

- United States Department of Transportation Hazardous Materials Certificate of Registration;
- Drug Enforcement Administration Controlled Substance Registration;
- Alcohol, Tobacco, and Firearms User of High Explosives Registration;
- Illinois Department of Natural Resources Explosives Storage Certificate; or
- Illinois Department of Financial and Professional Regulation Controlled Substance License Schedule I, II.

Curriculum/course outline:

The following must be covered.

I. Copy of curriculum/course outline detailing:

A. Basis Training shall consist of a minimum of 100 hours and shall include:

1. Canine handling safety procedures;
2. Basis veterinary health and wellness principles, including canine first aid;
3. Principles of canine conditioning;
4. Canine obedience techniques;
5. Search patterns and techniques; and
6. Legal guidelines affecting canine odor detection operations.

Specialized Training shall consist of a minimum of 80 hours of additional training related to the particular canine discipline or disciplines in which the canine and canine handler are to be used and may include, without limitation:

1. Patrol;
2. Narcotics odor detection;
3. Explosives odor detection;
4. Cadaver odor detection; or
5. Any other specialized detection discipline in which the canine and canine handler are to be used.

Instructor Training shall consist of a minimum of 20 hours of training with courses in instruction methods related to the disciplines in which the canine instructor shall teach in the course.

B. The number of hours devoted to each of the above content areas.

II. Study Materials:

A. List of study materials that are used; the location of the materials (i.e., given to students, available in library, etc.).

III. Description of Policies and Procedures for the maintenance of trainee records:

1. Names
2. Dates of enrollment and completion
3. Attendance

IV. Copy of the final written examination used to evaluate trainees on classroom material; outline of content the examination is designed to test; and a description of the grading and the established score for passing of the examination.

Drug Enforcement Administration Controlled Substance Registration;

- Alcohol, Tobacco, and Firearms User of High Explosives Registration;
- Illinois Department of Natural Resources Explosives Storage Certificate; or
- Illinois Department of Financial and Professional Regulation Controlled Substance License Schedule I, II.

REQUIRED SUPPORTING DOCUMENTS

You must submit the following:

- A. Copy of curriculum/course**
- B. Study Materials**-List of study materials that are used; the location of the materials (i.e., given to students, available in library, etc.); the number of copies available to students.
- C. Description of Policies and Procedures for the maintenance of trainee records**-**Names, dates of enrollment and completion, and attendance.**
- D. Copy of the final written examination used to evaluate trainees on classroom material.**

IMPORTANT INFORMATION ONCE LICENSED

- It is your responsibility to update your contact information including email address with the Department to ensure that you receive all courtesy renewal email reminders and other notifications.
- Upon successful completion of the Canine Handler Training Course, the Canine Instructor shall submit a Certificate of Completion of Canine Handler Training form to the student. This certificate shall be the permanent record of canine handler training and shall be retained by the canine handler as proof of training. During the term of employment with a private detective or private security contractor agency licensed by the Division, the certificate shall remain in the employee's file as maintained by the employer.