

INSTRUCTIONS FOR APPROVAL OF CANINE INSTRUCTOR TRAINING COURSE

Upon completion of the training, each canine instructor must successfully complete a written and practical examination. The canine training facility shall make a copy of the examination or a copy of any person's examination or related records available to the Division upon request. Passage of the written examination shall require a score of 70%. Passage of the field examination shall be determined by the canine training facility in accordance with the United States Police Canine Association, Inc. (USPCA) Certification Standards (2012), no later editions or amendments included, or other nationally recognized standards. Every canine instructor shall be required to recertify annually according to the USPCA Certification Standards.

Each applicant shall state the types of odor detection training it intends to offer and shall provide copies of the following licenses, as applicable, to the Division prior to receiving canine training course approval:

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

The following materials must be submitted with your application for approval of a Canine Instructor Training Course.

I. Copy of curriculum/course outline detailing:

A. Content covered in instruction:

Basic Training shall consist of a minimum of 100 hours and shall include:

1. canine handling safety procedures;
2. basic 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.

APPLICATION FOR REGISTRATION AS A CANINE INSTRUCTOR TRAINING COURSE

RETURN APPLICATION TO:
STATE OF ILLINOIS
DEPARTMENT OF FINANCIAL AND
PROFESSIONAL REGULATION
ATTN: DIVISION OF PROFESSIONAL
REGULATION
320 West Washington Street, 3rd Floor
Springfield, Illinois 62786

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 447/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

Carefully follow all steps outlined on the INSTRUCTIONS FOR MAKING APPLICATION for a CANINE INSTRUCTOR TRAINING COURSE. In addition, note the following:

- A. Type or print legibly using black ink only. B. The registration fee is **NOT REFUNDABLE**.

PART I: Application Category Information

1. PROFESSION NAME Canine Instructor Training Course	2. PROFESSION CODE <u> 2 </u> <u> 6 </u> <u> 4 </u>	3. LICENSURE METHOD NON-EXAM	4. FEE \$100.00
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INSTRUCTIONS

- Submit a \$100 fee, made payable to IDFPR, the completed one-page application and other supporting materials specified in the attached instructions for course approval.
- Upon approval of the Canine Instructor Training Course by the Division, this course will be one of the requirements, in addition to proof of 2 years of full-time work experience in order for the canine instructor to apply for a Canine Trainer Authorization Card.

PART II: Applicant Identifying Information

1. NAME OF ENTITY OFFERING COURSE - Print name exactly as you wish it to appear on certificate.		2. BUSINESS TELEPHONE (Include Area Code)	
		3. FEIN	
4. BUSINESS STREET ADDRESS	5. CITY	6. COUNTY	7. STATE
			8. ZIP CODE
9. DATE COURSE STARTS	10. E-MAIL ADDRESS OF CANINE INSTRUCTOR (REQUIRED)		

11. LIST ODOR DETECTION TRAINING COMPLETED (INCLUDE COPIES OF LICENSES ON INSTRUCTIONS)

PART III: Certifying Statement

Under penalties of perjury, I declare that I have examined this application and to the best of my knowledge it is true, correct and complete.

Signature of Instructor

Date

I UNDERSTAND THAT FEES ARE NOT REFUNDABLE. My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.