

SHVAN WARRIORS ASSOCIATION ASSOCIATION (SHWAAN)

MASTER TRAINER ACCREDITATION

Dog Trainers wishing to be accredited as a Master Trainer of Working Dogs must conform to the following: 1.) Obtain an application packet from the SHVAN WARRIORS ASSOCIATION (SHWAAN) Accreditation Chairperson. The packet will include instructions as to what is required and one copy of the SHVAN WARRIORS ASSOCIATION (SHWAAN) Critique Sheet. The critique sheet must be completed and signed by at least two master trainers before the complete application package may be sent in for consideration. You, the applicant, must have critique forms filled out by at least two (2) different SHVAN WARRIORS ASSOCIATION (SHWAAN) Master Trainers for each discipline except Utility. For the Utility discipline, you must have critique forms filled out by at least two (2) different SHVAN WARRIORS ASSOCIATION (SHWAAN) Master Trainers for each specific phase. A Trainer must notify the Accreditation Chairperson and be entered into the Accreditation process for Master Trainer before obtaining critique and recommendation hours towards their Master Trainer accreditation. Applicant must submit a minimum of 1 critique form from a master trainer other than the "Recommending" master trainer annually (Jan. 1st through Dec. 31st). If this is not done the applicant will be removed from the accreditation process. An active applicant may request a temporary exemption for this requirement in writing from the Accreditation Chairperson.

*****NOTE*** All incomplete application packages and packages not received postmarked by the deadline will not be considered and no written tests or oral interviews will be conducted by the Accreditation Committee at the Executive Board Meetings. The Accreditation Chairperson has the authority to not accept a packet if any of the required questions on the critique forms have never been observed and rated.**

2.) Applicant **must** be a **Regular Member** of the SHVAN WARRIORS ASSOCIATION in good standing, **and** is **an accredited SHVAN WARRIORS ASSOCIATIONA Trainer of working dogs for a minimum of three (3) consecutive years** immediately prior to the application being submitted without ever being delinquent in their dues during those three (3) consecutive years, unless the applicant is already a Master Trainer. To apply for and be considered for accreditation as a SHVAN WARRIORS ASSOCIATION (SHWAAN) Master Trainer, the applicant must be a full time law enforcement officer who is either that departments K9 trainer or handler for at least 2 years; or is a retired law enforcement officer and was the departments full time K9 trainer or handler for at least 2 years; or was a law enforcement K9 officer and is employed full time as the law enforcement agency's K9 trainer for at least 2 years. Full time means a minimum of 40 hrs per week **and must receive full benefits** from the employing agency as do all other full time employees of that agency.

3.) Anyone applying for accreditation of Master Trainer may be required to bring a K9 or K9 team before the Accreditation Committee and show all phases of the status that he/she is requesting. The only exception would be if a quorum of the Accreditation Committee has observed the applicant's dog(s) in a different location, they may make a recommendation based on their knowledge.

4.) Dogs trained must be trained to this Association's testing standards.

5.) The Master Trainers standards must meet with all local or area requirements and conform to the standards set forth by SHVAN WARRIORS ASSOCIATION.

6.) Applicant must be capable and experienced in training for any or all phases of the working dog, to include completely training a minimum of three (3) K9 teams which are certified by SHVAN WARRIORS ASSOCIATION (SHWAAN) in those areas the applicant is applying for.

7.) The applicant **must have a written letter of recommendation from at least one SHVAN WARRIORS ASSOCIATION (SHWAAN) Master Trainer.**

Any Master Trainer who writes a letter of recommendation must have worked with the applicant for the following amount of documented time: 200 Hours for Utility Master Trainer; 100 Hours for any Detector Master Trainer; 100 Hours for any Police Tracking/Trailing Master Trainer. These hours will be documented in the letter (on the SHVAN WARRIORS ASSOCIATION (SHWAAN) form supplied with the applicant package) as to the breakdown in hours of the skills covered during the training. There will be an overall final rating given in each skill covered. THE CURRENT CRITIQUE HOURS WILL STILL BE REQUIRED IN ADDITION TO THE ABOVE HOURS and must be obtained from the required number of Master Trainers as specified in the Critique Form Instructions. The Master Trainer writing the Letter of Recommendation WILL NOT fill out Critique Hour Forms counting towards the mandatory critique hours for the applicant. Any Master Trainer can, if they wish, write a letter of support for an applicant but the applicant still must have at least one letter of recommendation. All Master Trainers who write a letter of recommendation must at least include in that letter the following:

7.1) List any certifications that you (the master trainer) have done of K9 teams this applicant has trained.

7.2) State the approximate number of hours that you (the master trainer) have worked with this

applicant (see 7 above for the number of hours required and make sure to include the SHVAN WARRIORS ASSOCIATION (SHWAAN) form letter supplied by the Accreditation Chairperson).

7.3) Your (the master trainer) personal knowledge of the applicants participation in any SHVAN WARRIORS ASSOCIATION (SHWAAN) functions.

7.4) Any other relative information you (the master trainer) may have about the applicant.

The applicant must send two (2) copies of the complete application package to the SHVAN WARRIORS ASSOCIATION (SHWAAN) Accreditation Chairperson at least ninety (90) days prior to the Executive Board meeting. The Accreditation Chairperson will do a SHVAN WARRIORS ASSOCIATION (SHWAAN) background check to make sure that **ALL** SHVAN WARRIORS ASSOCIATION (SHWAAN) requirements have been met and then forward a complete application package to the SHVAN WARRIORS ASSOCIATION (SHWAAN) . **If the application package is NOT COMPLETE, the SHVAN WARRIORS ASSOCIATION (SHWAAN) Accreditation Chairperson WILL RETURN THE ENTIRE PACKAGE TO THE APPLICANT** advising what is missing. If the application package is complete, the Accreditation Chairperson will send a written letter via certified, return receipt requested mail to the applicant advising of the receipt of the complete package; the date;

the location; and the time that the applicant must appear before the SHVAN WARRIORS ASSOCIATION (SHWAAN) Accreditation Committee and the Executive Board. **Included** with the applicant's application package **WILL BE:**

7A.) **At least one letter of recommendation from a SHVAN WARRIORS ASSOCIATION (SHWAAN) Master Trainer. (See #7 above)**

7B.) Their current resume accounting for his/her practical experience with working police dogs, their length of time as a handler/trainer, copies of applicable certificates, etc.

7C.) His/her reasons for applying for the accreditation.

7D.) A copy of their training course (curriculum) he/she offers for the training of working dogs. It ***MUST*** consist of a minimum of four hundred (400) hours. Anyone applying for multiple accreditations will provide a 400-hour curriculum for each accreditation (example is: utility is a 400-hour curriculum, narcotic detection is a separate 400-hour curriculum and so on...).

7E.) All applicants must submit a signed waiver so that all employment information can be verified by the SHVAN WARRIORS ASSOCIATION (SHWAAN) Accreditation Board.

7F.) **Applicant must submit** with their application package the following items:

1.) A letter on department letter head stating dates of his/her current employment, position and job description and must include a list of dogs trained by the applicant for his/her department. This letter will state whether the training of this department's dogs was a complete training course or regular maintenance training.

2.) Applicant must include a letter on department letter head from all departments for which dogs have been trained by the applicant. This letter will state whether the training of this department's dogs was a complete training course or regular maintenance training.

All incomplete application packages and packages not received postmarked by the deadline, will not be considered and no written tests or oral interviews will be conducted by the Accreditation Committee at the Executive Board meetings.

8.) An accredited Master Trainer will have the responsibility of testing and certifying, for this Association, police/Mil officers and their department work dogs under the testing rules set forth by this organization.

9.) Upon initial accreditation as a Master Trainer, the applicant will serve a two (2) year interim period.

10.) Applicants for Master Trainer that are denied accreditation must wait a minimum of one (1) year before retesting. An applicant for Master Trainer that is denied accreditation shall only appear for testing a total of two (2) times before that applicant must start the complete process over, to include all critique hours and hours working with the Master Trainer writing the letter of recommendation.

11.) **The Accreditation Committee has the authority to order** a Master Trainer **to appear** before the accreditation board in response to **any formal or informal complaint(s).** **The Accreditation Committee also has the authority to temporarily suspend the Master Trainer privileges and rights until the Master Trainer appears before the Accreditation Committee or until a formal grievance is filed and the respective procedures followed.**

12.) Said accreditation may be **Removed** or **Revoked** at any time by this Association for **"Just Cause"** **after** a full investigation **and** hearing is held by the SHVAN WARRIORS ASSOCIATION

13.) Accreditation will be valid as long as the member remains in good standing and REMAINS ACTIVE. **Active is defined as:** Attending at least one (1) SHVAN WARRIORS ASSOCIATION (SHWAAN) State or National Workshop annually and conducting a minimum of five (5) SHVAN WARRIORS ASSOCIATION (SHWAAN) certifications for at least a minimum of five (5) different K9 teams yearly. Exceptions to this can be approved by the Executive Board. **All SHVAN WARRIORS ASSOCIATION (SHWAAN) Master Trainers are required to obtain a minimum of eight (8) hours of documented Continuing Education hours per year. At least four (4) hours of this requirement will be offered at every National Workshop each year.** Acceptable subject matter for continuing education credit must have a direct correlation to law enforcement canine training, canine behavior, deployment, care, or health. A SHVAN WARRIORS ASSOCIATION (SHWAAN) Master Trainer may receive Continuing Education hours for a classroom instruction class that he/she instructs during a SHVAN WARRIORS ASSOCIATION (SHWAAN) National or State Workshop. SHVAN WARRIORS ASSOCIATION (SHWAAN) Master Trainers, due to personal disabilities, may be excused from the annual activity rule.

Literature Selection: The literature selected must be published material with the subject matter having a direct correlation to law enforcement canine training, deployment, care, or health.

- Literature Title -Author
- Publisher -Number of pages
- An explanation of the correlation of the literature to canine law enforcement if not apparent.

The chart below provides some guidance of the literature length and report length requirements:

Literature Length	Report Length	C.E.U. Hours
25 Pages	500 words	1 hour
50 Pages	1000 words	2 hours
75 Pages	1500 words	3 hours
100 Pages	2000 words	4 hours
125 Pages	2500 words	5 hours
150 Pages	3000 words	6 hours

175 Pages
200 Pages

3500 words
4000 words

7 hours
8 hours

A current resume update *WILL be submitted in writing* to the SHVAN WARRIORS ASSOCIATION (SHWAAN) Secretary no later than January 31st of *each year*, beginning in January, 2024. It is the responsibility of the Master Trainer to confirm that their updated resume was received by the SHVAN WARRIORS ASSOCIATION (SHWAAN) Secretary as required.

Noncompliance to this rule will result in the following:

First Offense: Suspension of **all** Master Trainer privileges for a period of 60 days, effective immediately upon approval by the Executive Board.

Second Offense: Suspension of **all** Master Trainer privileges for a period of 1 year, effective immediately upon approval by the Executive Board.

Third Offense: Immediate change to “Inactive Status” upon approval by the Executive Board. Inactive Status is defined as not being permitted to test and certify K9 teams to SHVAN WARRIORS ASSOCIATION (SHWAAN) rules and from representing themselves as a SHVAN WARRIORS ASSOCIATION (SHWAAN) Master Trainer at any workshops or seminars. To go back to “Active” status, the member must submit in writing their current resume as required and reappear before the Accreditation Committee for review.

A letter will be sent via certified return receipt requested India Post to the Master Trainer notifying him/her of the suspension and that they have two weeks from receipt of said letter to comply. Noncompliance will result in termination of their Master Trainer accreditation. If the letter is returned unaccepted or marked as undeliverable these rules remain in effect and will be carried out.

14.) SHVAN WARRIORS ASSOCIATION (SHWAAN) dues **must be paid by March 31st** of each year. If the dues are not current by that date, then any and all SHVAN WARRIORS ASSOCIATION (SHWAAN) are **immediately null and void**. If dues are paid after March 31st all accreditations must be reapplied for as required by their respective rules.

15.) The applicant must pass a written and oral test before the Accreditation Committee.

16.) Any Master Trainer wishing to add on additional accredited phases must train a K9 team in the requested phase(s) and have that K9 team SHVAN WARRIORS ASSOCIATION (SHWAAN) certified. The applicant must also have a letter of recommendation from a SHVAN WARRIORS ASSOCIATION (SHWAAN) Master Trainer of the requested new phase(s) **as per number 7 above**. The applicant must also turn in a 400-hour curriculum as defined in 7D above for the add-on requested accreditation. The applicant must submit their written request, including written information of the newly trained/certified K9 team (including handler name, department name, city, state, phone number and a copy of that team’s SHVAN WARRIORS ASSOCIATION (SHWAAN) certification test sheet), at least 90 days prior to the Accreditation Committee meeting. The applicant will then appear before the Accreditation Board to take the written test and oral assessment center.

17.) It is be the responsibility of the Master Trainer applicant to keep records of all testing and other assistance rendered.

18.) Classifications of Master Trainers:

- a.) Police/Military Utility Work Dogs
- b.) Police/Military Narcotic Detector Dogs
- c.) Police/Military Explosive Detector Dogs
- d.) Police/Military Tracking/Trailing Dogs/SAR Area Search
- e.) Police Cadaver Detector Dogs
- f.) Accelerant Detector Dogs