

SHVAN WARRIORS ASSOCIATION (SHWAAN)

TRAINER ACCREDITATION

A.) Dog Trainer wishing to be accredited as a **Section 1** 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 Sheets. The critique sheets 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. **All** applicants for Trainer wishing to be critiqued at any SHVAN WARRIORS ASSOCIATION (SHWAAN) workshop **must** have their application packet **at least 60 days prior** to coming to the workshop. **The applicant has 5 years from the date of request for a Trainer's Packet to complete his/her package and appear before the Accreditation Committee to take the written tests and oral assessment board. Critiques are only valid for 5 years from the date they were issued. 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 applicants 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.**

2.) Applicant **must** be a **Regular Member** in **good standing** of the SHVAN WARRIORS ASSOCIATION (SHWAAN) for **at LEAST three (3) consecutive years** immediately prior to the application being submitted without ever being delinquent in their dues during those three (3) consecutive years.

3.) To apply for and be considered for accreditation as a SHVAN WARRIORS ASSOCIATION (SHWAAN) 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.

4.) Applicant **must be sponsored, in writing**, by an Accredited SHVAN WARRIORS ASSOCIATION (SHWAAN) Master Trainer.

5.) Applicant must have assisted and tested with an Accredited SHVAN WARRIORS ASSOCIATION (SHWAAN) Master Trainer in at least two (2) accreditation tests where all phases have been tested.

6.) Anyone applying for accreditation of SHVAN WARRIORS ASSOCIATION (SHWAAN) 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.

7.) An Accredited SHWAAN Trainer **cannot certify a Working dog for accreditation.**

8.) 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: 100 Hours for Utility Master Trainer; 50 Hours for any Detector Trainer; 50 Hours for any Police Tracking/Trailing 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:

8.1) List any certifications that you (the master trainer) have done of this applicant and their dog and K9 teams they have trained.

8.2) 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).

8.3) Your (the master trainer) personal knowledge of the applicant's participation in any SHVAN WARRIORS ASSOCIATION (SHWAAN) functions.

8.4) 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) Secretary. **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 in the applicant's application package WILL BE:**

- 8A.) A current color photograph of the applicant, no larger than a "Polaroid" size
- 8B.) At least one letter of recommendation from a SHVAN WARRIORS ASSOCIATION (SHWAAN) Master Trainer. (See #8 above)
- 8C.) 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.
- 8D.) His/her reasons for applying for the accreditation.
- 8E.) A copy of their training course (curriculum) he/she offers for the training of police work 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...)
- 8F.) All applicants must submit a signed waiver so that all employment information can be verified by the SHVAN WARRIORS ASSOCIATION (SHWAAN) Accreditation Board.
- 8G.) 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 any and 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 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 Board at the Executive Board meetings if the above requirements are not met.

- 9.) Applicant **must** pass a written and oral test **before** the Accreditation Committee.
- 10.) Upon initial accreditation as a Trainer, applicant will serve a two (2) year interim period.
- 11.) **Applicants for Trainer that are denied accreditation must wait a minimum of one (1) year before retesting. An applicant for 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.**

B.) Members wishing to apply for Section 2 status for Trainer shall conform to the following:

B1.) Notify the SHVAN WARRIORS ASSOCIATION (SHWAAN) Accreditation Chairperson of their intent to apply for section 2 status.

B2.) Applicant **must** be a **Current Regular Member in good standing of the SHVAN WARRIORS ASSOCIATION (SHWAAN)** before January 31st of the year they appear to test

before the Accreditation Board.

B3.) To apply for and be considered for section 2 status for Trainer, the applicant must be a full time law enforcement officer who has a minimum of six (6) years in police/mil canine, three (3) of those serving as the departments Trainer; or is a retired law enforcement officer with a minimum of six (6) years in police canine, three (3) of those serving as the departments Trainer; or was a full time law enforcement officer with a minimum of six (6) years in police canine and is currently serving as a law enforcement agency's Trainer with a total time serving in the capacity of a Trainer for a minimum of three (3) years.

B4.) 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.

B5.) Applicant must be recommended for Section 2 status, in writing, by a minimum of one (1) Accredited SHVAN WARRIORS ASSOCIATION (SHWAAN) Master Trainer. In addition, the applicant must have at least two (2) letters of support from SHVAN WARRIORS ASSOCIATION (SHWAAN) Master Trainers. These recommendations and letters of support shall include personal training experience with the Applicant, any dog teams certified that were entirely trained by the Applicant, the benefits to the organization by allowing the Applicant's Section 2 status and any other pertinent information to justify the classification as a Section 2 Applicant by the Accreditation Board. The Master Trainer who makes the recommendation must have spent a minimum of one hundred (100) hours with the Applicant. Recommendations must state specifically if the Applicant is recommended for Section two status for Trainer. **It is the duty of the recommending Master Trainers to satisfy themselves that the Applicant meets all requirements, if selected for Section 2 status. The letters of recommendation must be mailed from the Master Trainers to the Accreditation Chairperson with copies provided to the Applicant.** The Applicant shall provide copies of the recommendation letters, a complete resume and a letter stating his/her reasons for making the application for Section 2 status to the Accreditation Chairperson no later than ninety (90) days prior to the Fall Executive Board meeting. Applications for Section 2 status will only be reviewed during the Fall Accreditation/Executive Board meetings.

B6.) The Fall Accreditation Board will review the Master Trainer's recommendations and application information and make a recommendation to the Executive Board to either approve the Applicant for Section 2 status or recommend the Applicant for the traditional process. If either the Accreditation or Executive Boards deny the application for Section 2 status, no further applications for Section 2 status from said Applicant will be permitted. No Master Trainer, who sits on the Accreditation Board and is one of the Master Trainers who recommended the Applicant, will be allowed to vote on the Applicants Approval or Disapproval for Section 2 status.

B7.) If accepted for Section 2 status, the Accreditation Board Chairperson will notify the Applicant by certified mail of his/her acceptance and mandatory appearance before the Accreditation and Executive Boards at the next National Workshop. The Applicant will also be informed that he/she will submit to written testing and Accreditation Board review. In addition, the Applicant will be informed of the documentation requirements that are to be

submitted to the Accreditation Chairperson no later than ninety (90) days prior to the next National Workshop and Accreditation Board meeting. The Accreditation Chairperson will also notify the Applicant that failure to submit all required documentation or appear before the board at the indicated time will result in dismissal from Section 2 status.

B8.) Applicants approved for Section 2 Trainer Accreditation shall submit the following:

B8.1) A detailed resume describing all canine training attended or instructed since their beginning of involvement in police canine. This shall include hours of all training and any available prior accreditations, certifications or certificates of attendance.

B8.2) A list of a MINIMUM of fifteen (15) canine teams the Applicant has trained from a completely untrained condition through to certification in the areas which the Applicant is seeking accreditation. This list shall include the handler and canine names, department and contact information to verify all teams listed.

B8.3) A 400-hour course curriculum for each discipline in which the Applicant seeks accreditation.

B8.4) The Applicant's reason for seeking accreditation as a Trainer. This should include what benefits the Applicant feels they bring to the organization.

B8.5) All Applicants shall submit a waiver so that all information can be verified by the Accreditation Chairperson or his/her designee.

B8.6) a letter on department letterhead from a command level staff member of that department stating the dates of the Applicants current or past employment, position and job description and reflect that the Applicant was employed by the department for the minimum required time. The letter must include a list of dogs trained by the Applicant for the department and whether the training of this department's dog was a complete training course or regular maintenance training. This information will be verified by the Accreditation Board prior to testing.

B8.7) A current color photograph of the Applicant.

B9.) All required documentation SHALL be submitted to the Accreditation Board Chairperson no later than ninety (90) days prior to the Applicant's appearance before the board at the National Workshop. The Accreditation Chairperson or his/her designee shall verify as many trained teams as possible prior to the Applicant's appearance before the board. The Accreditation Chairperson or his/her designee shall solicit feedback from all departments for which the Applicant has trained teams and provide a written report of the findings to the Accreditation Board. The Accreditation Board may consider extenuating factors including the passage of time and prevalence of the training discipline in ruling on the acceptability of the application. All incomplete 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 Board if the above requirements are not met. **Applicants will not be allowed to participate in or re-apply for Section 2 status if they fail to meet the prescribed requirements.**

B10.) Applicants must pass written testing and an oral review before the Accreditation Board.

If approved to proceed, the Applicant will be assigned to accompany a Master Trainer who will conduct a review of the Applicant's capabilities in the areas which the Applicant is seeking accreditation for the duration of the National Workshop. **Any applicant may also be required to bring a team they have trained for review. This Master Trainer will then provide a report to the Accreditation Board of the Applicant's demonstrated proficiency in training and knowledge of SHVAN WARRIORS ASSOCIATION (SHWAAN) standards.** The Accreditation Board will then make a recommendation to the Executive Board regarding the Applicant's accreditation. **No Master Trainer who provided initial recommendation for the Applicant will be allowed to conduct this review or vote on the Applicant's approval or disapproval for accreditation.**

B11.) Upon approval of the board's recommendation of the Applicant's accreditation as a Trainer, the applicant will serve a two (2) year interim period with renewal proceedings at the end of that time. The Applicant may begin the traditional process for accreditation as a Master Trainer upon receiving this accreditation

Note: The following applies to all Section 1 and Section 2 Trainers:

12.) The Accreditation Committee has the authority to order a 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 Trainer privileges and rights until the Trainer appears before the Accreditation Committee or until a formal grievance is filed and the respective procedures followed.

13.) Said accreditation may be REMOVED and REVOKED at any time by this Association for "Just Cause" after a full investigation and hearing is held by the SHVAN WARRIORS ASSOCIATION (SHWAAN) Accreditation Committee.

14.) Accreditation will be valid for two (2) years from the date of issue, and MUST be renewed by the applicant in writing at least 90 days prior to the Executive Board meeting, 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 or assists a SHVAN WARRIORS ASSOCIATION (SHWAAN) Master Trainer in conducting a minimum of five (5) SHVAN WARRIORS ASSOCIATION (SHWAAN) certifications for at least a minimum of five

(5) different K9 teams yearly. All SHVAN WARRIORS ASSOCIATION (SHWAAN) 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 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) Trainers, due to personal disabilities, may be excused from the annual activity rule.

Book Report Requirements: A book report may be submitted to comply with continuing education credit. This book report must meet all of the following requirements and is submitted to the Education Committee Chairman for review. The Book report must be submitted no later than December 31st. The Education Committee Chairman will review the report and, if all requirements are met, issue a letter indicating the number of CE credits awarded for the report.

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 length: CE hours will be awarded at a rate of one hour per 25 pages of literature reviewed. **Book Report:** The Trainer or Master Trainer must submit a book report on the text outlining the following:

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

The Trainer or Master Trainer must then outline the material included in the literature and their opinions of the material. There is a minimum word count of 500 words per 25 pages of literature. This equates to approximately one typed page per 25 pages of literature reviewed and one hour of CE credit. Exact word count can be obtained by checking the “tools” section in any Word program. 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	3500 words	7 hours
200 Pages	4000 words	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 Trainer to confirm that their updated resume was received by the SHVAN WARRIORS ASSOCIATION (SHWAAN) Secretary as required. It is the responsibility of the Trainer to confirm that their request for renewal was received by the SHVAN WARRIORS ASSOCIATION (SHWAAN) Accreditation Chairperson as required.

Noncompliance to Number 13 will result in the following:

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

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

Third Offense: Immediate Termination of Trainer Accreditation upon approval by the Executive Board.

A letter will be sent via certified return receipt requested India Post to the trainer notifying him/her of the suspension and that they have two weeks from receipt of said letter to comply. A noncompliance will result in Termination of their Trainer Accreditation. If the letter is returned unaccepted or marked as undeliverable these rules remain in effect and will be carried out. Any and all time lost through suspensions will not apply towards time required for Master Trainer Accreditation.

15.) 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 SHVAN WARRIORS ASSOCIATION (SHWAAN) are **immediately null and void**. If dues are paid after March 31st, all accreditation's must be reapplied for as required by their respective rules.

16.) It is the responsibility of the Trainer/Applicant to keep records of credibility.

17.) Classifications of Trainers:

a.) Military/Police Utility Work Dogs

b.) Military/Police Narcotic
Detector Dogs

c.) Military/Police Explosive
Detector Dogs

d.) Military/Police
Tracking/Trailing Dogs

e.) Police Cadaver Detector
Dogs

f.) Accelerant Detector Dogs