AKC CGC Evaluators:
The Paperwork for Tests
Welcome AKC Approved CGC Evaluator!

This e-Book will show you the paperwork that should be used when you conduct tests for:

* AKC S.T.A.R.Puppy
* Canine Good Citizen
* AKC Community Canine
* AKC Urban CGC
So, you decided you wanted to be an AKC CGC Evaluator, and you submitted this application.

The application was approved by AKC.

You have students or an event and you are ready to test.

Now what?
The first thing you need to do is get the test kit for the level of test you will be conducting.

The test items for CGC, STAR, AKC Community Canine and AKC Urban CGC are different and they all have different test kits.

If your application was recently approved, AKC will send starter test kits for each level of CGC.

If you need test kits, go to the Online Store.
The link to the Online Store is:

An easy way to get to the Online Store is:
1. Go to akc.org
2. Hold your mouse over the word “OWNERS”
3. Click on “AKC Store”
4. Click on the CGC logos under AKC Training products
You’ll be able to purchase the test materials you need at the Online Store.
You have purchased and received the Test kit.

Administer the test using the TEST REGISTRATION FORM for the appropriate level of CGC (CGC, STAR, etc).

The TEST REGISTRATION FORM is a 3-part form.

This purpose of this form is for the dog owner to order a CGC certificate or CGC title (which includes a certificate).
Dog owners fill in their addresses and dog info on the front page.

Then.....
....you turn the page over and have the dog owner sign the Responsible Dog Owner’s Pledge.

Next, administer the test and check off items.

Finally, sign and indicate on the front of the form if the test was passed.

The back page....

**CANINE GOOD CITIZEN® OWNER’S COMMITMENT TO RESPONSIBLE DOG OWNERSHIP**

I agree to maintain my dog’s health, safety, and quality of life. By participating in the Canine Good Citizen test, I agree:

1. **I will be responsible for my dog’s health needs.** These include:
   - routine veterinary care including check-ups and vaccines
   - adequate nutrition through proper diet, clean water at all times
   - daily exercise and regular bathing and grooming.

2. **I will be responsible for my dog’s safety.**
   - I will properly control my dog by providing fencing where appropriate, not letting my dog run loose, and using a leash in public.
   - I will ensure that my dog has some form of identification (which may include collar tags, tattoos, or microchip ID).

3. **I will not allow my dog to infringe on the rights of others.**
   - I will not allow my dog to run loose in the neighborhood.
   - I will not allow my dog to be a nuisance to others by barking while in the yard, in a hotel room, etc.
   - I will pick up and properly dispose of my dog’s waste in all public areas such as on the grounds of hotels, on sidewalks, parks, etc.
   - I will pick up and properly dispose of my dog’s waste in wilderness areas, on hiking trails, campgrounds and in off-leash parks.

4. **I will be responsible for my dog’s quality of life.**
   - I understand that basic training is beneficial to all dogs.
   - I will give my dog attention and playtime.
   - I understand that owning a dog is a commitment in time and caring.

**Owner’s Signature** __________________________

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**CANINE GOOD CITIZEN TEST RESULTS**

<table>
<thead>
<tr>
<th></th>
<th>Pass</th>
<th>Needs Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Accepting a friendly stranger</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evaluator approaches, shakes hands with handler. Does not touch dog.</td>
<td></td>
</tr>
<tr>
<td>2. Sitting politely for petting</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evaluator pets dog, dog must show no shyness or resentment.</td>
<td></td>
</tr>
<tr>
<td>3. Appearance and grooming</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evaluator inspects dog, combs or brushes lightly, examines ears and each front foot.</td>
<td></td>
</tr>
<tr>
<td>4. Out for a walk</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Handler takes dog for a short walk including right turn, left turn, about turn, and stop.</td>
<td></td>
</tr>
<tr>
<td>5. Walking through a crowd</td>
<td></td>
<td></td>
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</tbody>
</table>
What is the difference between the CGC Certificate only and the Title?

The CGC certificate ($10) shows that the dog passed the test.

The official AKC title ($20, includes certificate) is listed on the dog’s AKC title record and the suffix, “CGC” may be listed after the dog’s name.

To get the official title, the dog must have an AKC number, PAL number or AKC Canine Partners number. We create titles by attaching them to the dog’s number. All dogs, including purebreds and mixed breeds, can get a number.
To get a number for earning official AKC titles:

Once your dog has a number, it can be used for earning other titles including AKC Community Canine (advanced CGC), AKC Urban CGC, AKC Therapy Dog titles and titles in obedience, rally, and agility.

The 3 types of numbers are:
1. AKC number- for purebreds, comes from the breeder (the “papers”).
2. PAL number (Purebred Alternative Listing) – for purebred dogs unable to get AKC registration papers (e.g., rescue dogs where the parents are not known).
3. AKC Canine Partners number – all dogs, including mixed breeds can get this number. There is a special rate of $19 (rather than $35) if the AKC Canine Partners form is submitted with a CGC title application.
To apply for an AKC Canine Partners number, go to akc.org, click “OWNERS,” then click “AKC Canine Good Citizen,” then click “About CGC.” Link is near the top of the page.
Who gets what copy of the Test Registration form?

The instructions that show the evaluator who receives each copy of the 3-part TEST REGISTRATION FORM are printed at the bottom right-hand corner of the Form.

• Top, original form is given to OWNER to send to AKC with fee to get title and/or certificate.

• Middle, yellow form is kept by Evaluator for 1 year.

• Bottom copy with test items checked is also given to dog owner for his/her records.
So, you’ve given the test and given the dog owners their copies of the TEST REGISTRATION FORM.

There is one more bit of paperwork, and that is for you to complete the Online TEST SUMMARY FORM.

This is a short form that only takes seconds to complete. It helps us track the number of dogs in the program and it is a way for you to keep track of your CGC tests.

You will receive a confirmation immediately when you submit the Online TEST SUMMARY form.

To find the ONLINE TEST SUMMARY FORM.....
To find the Online TEST SUMMARY FORM,

Go to: https://www.apps.akc.org/apps/events/cgc/evaluator_test_summary_form.cfm?rendertype=plugin

You can also:
1. Go to akc.org
2. Hold your mouse over “OWNERS”
3. Click on “AKC Canine Good Citizen”
4. On this page, scroll down and click on “TEST SUMMARY FORM”

A link to the TEST SUMMARY FORM is also at the bottom of every issue of your monthly (emailed) CGC Evaluator News newsletter.

While the Online Test Summary is much preferred because it keeps a record of your testing, if you are unable to access this online, there is a paper Test Summary Form in the test kits.
Thank you for all you do for the CGC Program.

If you need any assistance, contact us any time at
cgc@akc.org