

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?



AKC's CANINE GOOD CITIZEN®
APPROVED EVALUATOR APPLICATION
MAIL TO: American Kennel Club®, CGC Dept.
P.O. Box 900064, Raleigh, NC 27675-9064



Directions: Please complete the entire application and submit your \$90 processing fee if you are a NEW APPLICANT. The fee includes the required introductory test kits for CGC, STAR (puppy level), CGCA (advanced CGC/Community Canine) and AKC Urban CGC (CGCU). These are the four test levels you will be eligible to conduct and will be required to understand. (Renewal fees are required every two (2) years after the first application and are \$35). We accept the following forms of payment: Visa, MasterCard, Discover Card, America Express or check or money order made out to "American Kennel Club®." Once your application has been approved, you will receive a CGC Approved Evaluator number, name badge, and certificate. Your approval will be valid for a two (2) year period at which time you will need to renew (by submitting the renewal fee and updating your contact information only). If your application is not accepted, you will be notified.

SECTION 1. CONTACT INFORMATION

Name: _____

Address-Street: _____

City/State/Zip: _____

Phone: _____ Email (required): _____

Note: An email address is required for this application to be approved. This is how we send monthly newsletters and updates about the program.

Affiliation: List your club, training, school, clinic name, etc. _____

Please select all that apply to you.

☐ Current/Former AKC® Approved Judge

☐ Current/Former AKC Delegate

Please mark the one category for which you will do most of your testing.

☐ Private individuals

☐ 4-H clubs

☐ AKC all breed club

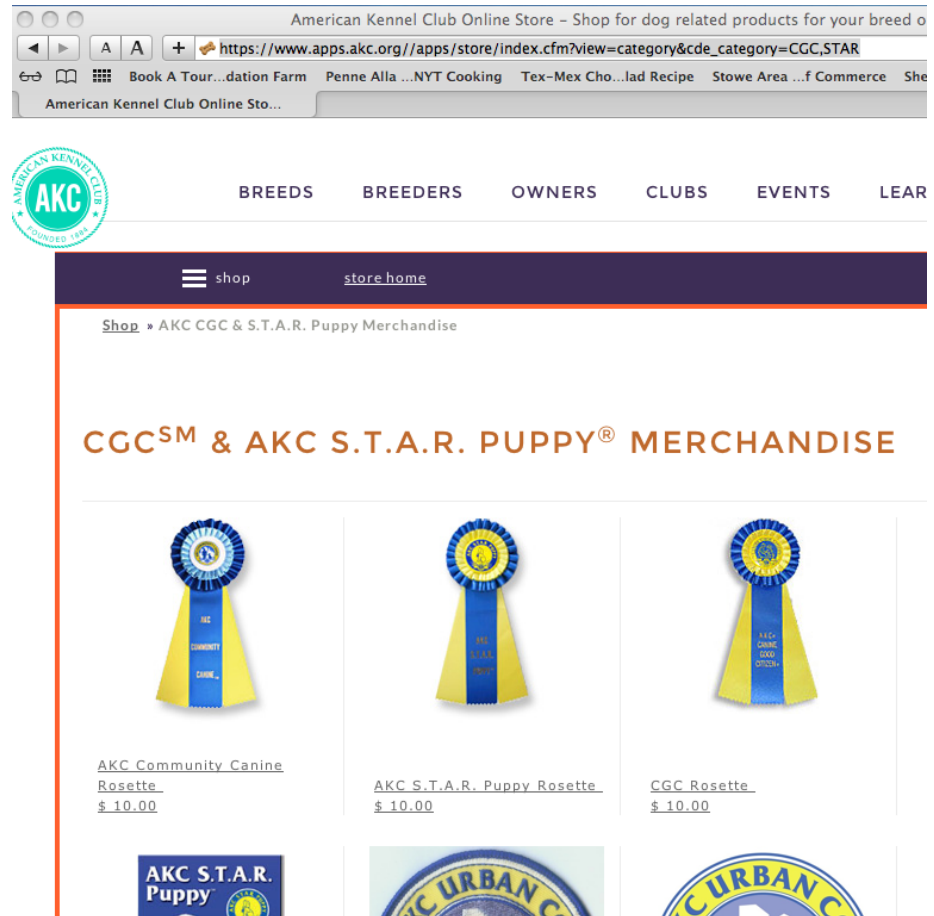
☐ Therapy/service dog organizations

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.

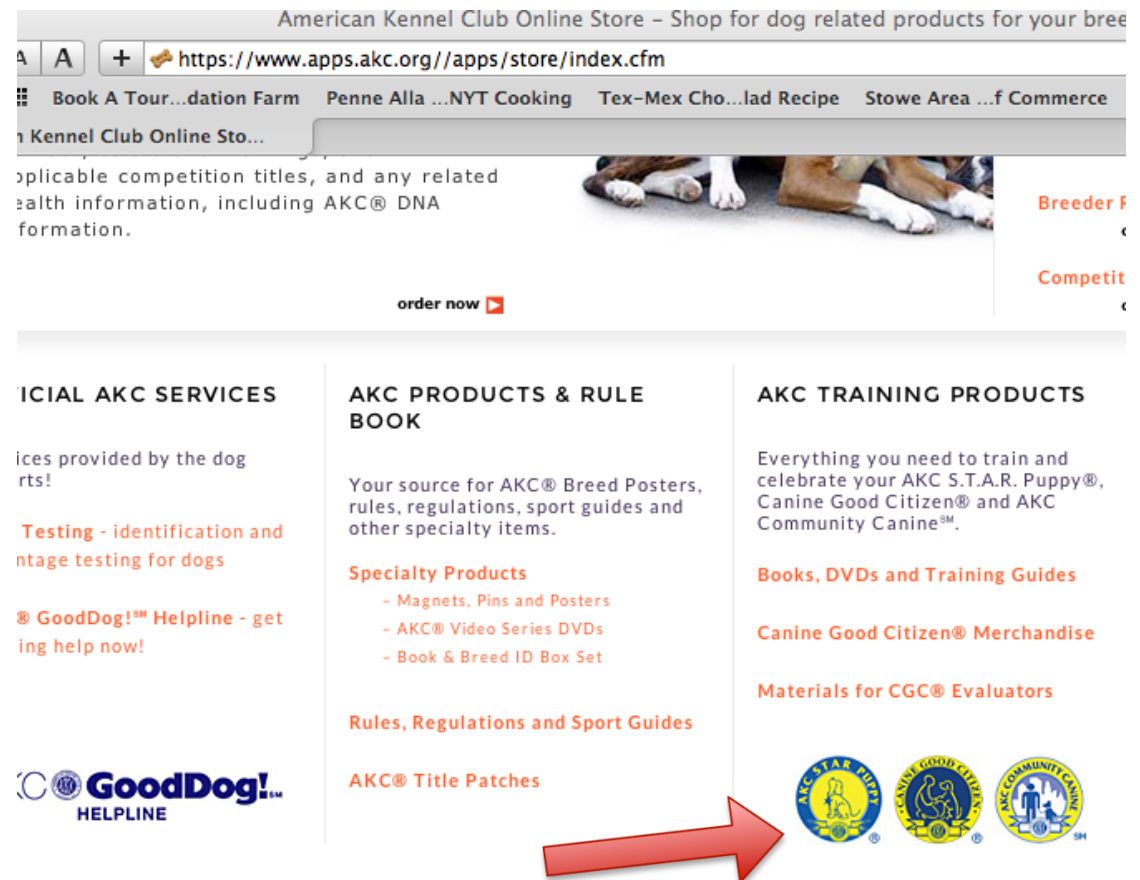


The link to the Online Store is:

https://www.apps.akc.org//apps/store/index.cfm?view=category&cde_category=CGC,STAR

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).

The front page....



AKC's CANINE GOOD CITIZEN PROGRAM

AKC's CANINE GOOD CITIZEN® PROGRAM CGC™ TEST/REGISTRATION FORM

Mail To: AKC Canine Good Citizen Department, PO Box 900064, Raleigh, NC 27675-9064
Tel: 919-816-3637 • Email: cgc@akc.org • www.akc.org

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FOR EVALUATOR USE ONLY <input type="checkbox"/> Pass (all 10 items passed) <input type="checkbox"/> Did not pass Evaluator Number (required): _____ Evaluator Name (print): _____ Evaluator Signature: _____	WITNESS SIGNATURE <i>(Witness may not be a member, dog owner's or Evaluator's household)</i> _____
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Test Location:
Kennel Club, Event, Store #, etc. _____ Date of Test: ____/____/____
City: _____ State: _____ Zip: _____

REQUEST THE OFFICIAL CGC TITLE (includes certificate) OR CERTIFICATE ONLY

Choose one of these 2 options and include the fee:

- ☐ **\$20 Official AKC CGC title, listed on dog's title record, may list "CGC" after dog's name. Includes certificate.**
Must have a number of 1 of 3 types to get the title (AKC number, PAL number, or AKC Canine Partners number. We create titles by attaching them to the dog's number.
Dog number here: _____
Which type? ☐ AKC Number ☐ PAL ☐ AKC Canine Partners
AKC numbers (for purebreds) come from the breeder or previous owner. PAL (Purebred Alternative Listing) numbers are for unable to get AKC registration papers (such as rescues).
All dogs, including purebreds and mixed breeds, can get an AKC Canine Partners number. To apply, go to www.akc.org, click then click "AKC Canine Good Citizen," then click "About CGC." Link is near the top of the page. For the reduced AKC Canine Good Citizen and AKC Canine Partners forms MUST BE SUBMITTED AT THE SAME TIME.
- ☐ **\$10 Canine Good Citizen Certificate only (not the official title).**

OWNER & DOG INFORMATION *(List names as you would like them to appear on certificate.)*

Owner's Name: _____
Street Address: _____
City/State/Zip: _____
Tel: _____ Email: _____
DOG'S NAME: _____
Dog's Age: _____ Dog's Breed (purebred or indicate mixed breed): _____
Owner Signature: _____ Date of Test: ____/____/____
Parent/Guardian Signature: _____ Date of Test: ____/____/____
If handler is under 18 years of age.



Please make checks or money orders payable to: The American Kennel Club or complete the credit card

Name of Cardholder

Credit Card #

FINAL DIRECTIONS

OWNERS: Keep TOP & BOTTOM white copies (original and two sided copy). This form should be submitted 1 YEAR of the test.

The front page....

Dog owners fill in their addresses
and dog info on the front page.

Then.....



AKC's CANINE GOOD CITIZEN

AKC's CANINE GOOD CITIZEN® PROGRAM CGC™ TEST/REGISTRATION FORM

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FOR EVALUATOR USE ONLY

☐ Pass (all 10 items passed) ☐ Did not pass

Evaluator Number (required): _____

Evaluator Name (print): _____

Evaluator Signature: _____

WITNESS SIGNATURE

(Witness may not be a member,
dog owner's or Evaluator's household)

Test Location:

Kennel Club, Event, Store #, etc. _____ Date of Test: ____/____/____

City: _____ State: _____ Zip: _____

REQUEST THE OFFICIAL CGC TITLE (includes certificate) OR CERTIFICATE ONLY

Choose one of these 2 options and include the fee:

☐ **\$20** Official AKC CGC title, listed on dog's title record, may list "CGC" after dog's name. Includes certificate.

Must have a number of 1 of 3 types to get the title (AKC number, PAL number, or AKC Canine Partners number). We create titles by attaching them to the dog's number.

Dog number here: _____

Which type? ☐ AKC Number ☐ PAL ☐ AKC Canine Partners

AKC numbers (for purebreds) come from the breeder or previous owner. PAL (Purebred Alternative Listing) numbers are for dogs unable to get AKC registration papers (such as rescues).

All dogs, including purebreds and mixed breeds, can get an AKC Canine Partners number. To apply, go to www.akc.org, click then click "AKC Canine Good Citizen," then click "About CGC." Link is near the top of the page. For the reduced AKC Canine Good Citizen and AKC Canine Partners forms MUST BE SUBMITTED AT THE SAME TIME.

☐ **\$10** Canine Good Citizen Certificate only (not the official title).

OWNER & DOG INFORMATION (List names as you would like them to appear on certificate.)

Owner's Name: _____

Street Address: _____

City/State/Zip: _____

Tel: _____ Email: _____

DOG'S NAME: _____

Dog's Age: _____ Dog's Breed (purebred or indicate mixed breed): _____

Owner Signature: _____ Date of Test ____/____/____

Parent/Guardian Signature: _____ Date of Test ____/____/____

If handler is under 18 years of age.



Please make checks or money orders payable to: The American Kennel Club or complete the credit card

Name of Cardholder

Credit Card #

FINAL DIRECTIONS

OWNERS: Keep TOP & BOTTOM white copies (original and two sided copy). This form should be submitted 1 YEAR of the test.

....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:

- ☐ **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.
- ☐ **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).
- ☐ **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.
- ☐ **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 _____

CANINE GOOD CITIZEN TEST RESULTS

	Pass	Needs Training
1. Accepting a friendly stranger Evaluator approaches, shakes hands with handler. Does not touch dog.	<input type="checkbox"/>	<input type="checkbox"/>
2. Sitting politely for petting Evaluator pets dog, dog must show no shyness or resentment.	<input type="checkbox"/>	<input type="checkbox"/>
3. Appearance and grooming Evaluator inspects dog, combs or brushes lightly, examines ears and each front foot.	<input type="checkbox"/>	<input type="checkbox"/>
4. Out for a walk Handler takes dog for a short walk including right turn, left turn, about turn, and stop.	<input type="checkbox"/>	<input type="checkbox"/>
5. Walking through a crowd	<input type="checkbox"/>	<input type="checkbox"/>

What is the difference between the CGC Certificate only and the Title?

REQUEST THE OFFICIAL CGC TITLE (includes certificate) OR CERTIFICATE ONLY

Choose one of these 2 options and include the fee:

☐ **\$20** Official AKC CGC title, listed on dog's title record, may list "CGC" after dog's name. Includes certificate.
Must have a number of 1 of 3 types to get the title (AKC number, PAL number, or AKC Canine Partners number).
We create titles by attaching them to the dog's number.
Dog number here: _____
Which type? ☐ AKC Number ☐ PAL ☐ AKC Canine Partners
AKC numbers (for purebreds) come from the breeder or previous owner. PAL (Purebred Alternative Listing) numbers are for purebreds unable to get AKC registration papers (such as rescues).
All dogs, including purebreds and mixed breeds, can get an AKC Canine Partners number. To apply, go to www.akc.org, click "Owners," then click "AKC Canine Good Citizen," then click "About CGC." Link is near the top of the page. For the reduced AKC Canine Partners rate, the CGC and AKC Canine Partners forms MUST BE SUBMITTED AT THE SAME TIME.

☐ **\$10** Canine Good Citizen Certificate only (not the official title).

OWNER & DOG INFORMATION (List names as you would like them to appear on certificate.)

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.



AKC CANINE PARTNERS SPECIAL LISTING APPLICATION

This application is used to apply for a Canine Partners Number for non AKC registered dogs when ordering a Canine Good Citizen or Therapy Dog title of record which becomes part of a dog's official name.



BOTH your title application & Canine Partners Application **MUST** be sent in together to honor the \$19 listing fee.

You are applying for a Canine Partners Number because your dog recently met the requirements for a:

☐ CGC Title

☐ Therapy Dog Title

Official Dog Name Desired: _____

Microchip#: (not required) _____

Date of Birth: ____/____/____ ☐ Male ☐ Female Date Joined Family: ____/____/____

You can fill in up to two breeds if known: Breed 1: _____ Breed 2: _____

Color:

Markings: (if applicable)

☐ Black

☐ Yellow

☐ Red

☐ Tri-color

☐ Brindle

☐ Speckled

☐ Merle

☐ Blue

☐ Gray

☐ Tan

☐ Brown

☐ Spotted

☐ Parti-color

☐ Solid

☐ Orange

☐ White

☐ Other: _____

OWNER INFORMATION

I (WE) APPLY TO THE AMERICAN KENNEL CLUB TO HAVE AN AKC CANINE PARTNERS OFFICIAL DECREE FOR THIS DOG ISSUED IN MY (OUR) NAME(S). I (WE) CERTIFY THAT ALL THE INFORMATION APPEARING ON THIS APPLICATION IS TRUE AND CORRECT. I (WE) CERTIFY THAT THIS DOG HAS BEEN SPAYED/NEUTERED OR THAT IT, BEING A PUPPY, WILL BE SPAYED/NEUTERED AT SUCH TIME AS RECOMMENDED BY MY VETERINARIAN AND THAT I (WE) WILL SUBMIT WRITTEN VERIFICATION IF REQUESTED BY THE AMERICAN KENNEL CLUB. I (WE) CERTIFY THAT THIS DOG IS NOT A WOLF OR THE IMMEDIATE PROGENY OF A WOLF/CANINE CROSSBREEDING. I (WE) UNDERSTAND THAT IF THIS DOG IS IDENTIFIED AS A WOLF OR THE IMMEDIATE PROGENY OF A WOLF-DOG CROSSBREEDING, IN THE PAST OR IN THE FUTURE, THE AKC WILL CANCEL THE DOG'S AKC CANINE PARTNERS OFFICIAL DECREE. ADDITIONALLY, I (WE) UNDERSTAND THAT FALSELY CERTIFYING THE ABOVE INFORMATION MAY SUBJECT ME (US) TO DISCIPLINARY ACTION. I (WE) AGREE TO ABIDE BY ALL THE RULES AND REGULATIONS OF THE AMERICAN KENNEL CLUB. I (WE) CERTIFY THAT IF THE OWNER OF THIS DOG IS A MINOR THAT THE APPLICATION WILL BE SUBMITTED WITH THE PARENTAL/GUARDIAN CERTIFICATION FORM. I (WE) AGREE THAT ANY CAUSE OF ACTION, CONTROVERSY OR CLAIM ARISING OUT OF OR RELATED TO THIS LISTING OR AS TO THE CONSTRUCTION, INTERPRETATION AND EFFECT OF THIS AGREEMENT SHALL BE SETTLED BY ARBITRATION PURSUANT TO THE APPLICABLE RULES OF THE AMERICAN ARBITRATION ASSOCIATION. HOWEVER, PRIOR TO ARBITRATION ALL APPLICABLE AMERICAN KENNEL CLUB BYLAWS, RULES, REGULATIONS AND PROCEDURES MUST FIRST BE FOLLOWED AS SET FORTH IN THE AMERICAN KENNEL CLUB CHARTER AND BYLAWS, RULES, REGULATIONS, PUBLISHED POLICIES AND GUIDELINES.

Owner's Name: _____

Address: _____

City/State/Zip: _____

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.

Dog's Breed (purebred or indicate mixed breed): _____		
_____	Date of Test	____/____/____
_____	Date of Test	____/____/____
<small>If handler is under 18 years of age.</small>		
Checks or money orders payable to: The American Kennel Club or complete the credit card info below.		
Cardholder	Credit Card #	Expiration Date
<hr/>		
FINAL DIRECTIONS		
TOP & BOTTOM white copies (original and two sided copy). This form should be submitted to AKC within _____.		
Keep yellow copy for 1 YEAR. Complete the one page "TEST SUMMARY FORM" at www.akc.org – click "Canine Good Citizen" then scroll down to "Test Summary Form." You will get a copy for your records.		

White Copies (top & bottom) - Owner		Yellow Copy - Evaluator
<hr/>		



So, you've given the test and given the dog owners their copies of the TEST REGISTRATION FORM.

EVALUATOR TEST SUMMARY 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.....

Test Information

Check One *	<input type="radio"/> AKC S.T.A.R. Puppy <input type="radio"/> Canine Good Citizen <input type="radio"/> AKC Community Canine <input type="radio"/> AKC Urban CGC
Date of Test *	<input type="text"/>
Organization Name *	<input type="text"/>
City where test was held *	<input type="text"/>
State where test was held *	<div>Please Select</div>
Select One of the Following *	<input type="radio"/> Private trainer or non-AKC club <input type="radio"/> Therapy/Service Dog Organization <input type="radio"/> AKC All Breed Club (All breeds)

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*

