

PARENT CLUB RECOMMENDATIONS

Parent Clubs will continue to have the ability to recommend a member of their club to be approved for permit status. There are two minor changes to this aspect from the previous policy: (1) the recommended individual will now be required to take and pass the breed exam and (2) the Department will now be responsible for the initial review of recommendations and the final review of those recommendations previously accepted.

Requests from a parent club must be submitted to the Judging Operations Department on the [official AKC form](#), available on the AKC website.

Here's the process to submit a recommendation:

1. Parent Club submits the completed form to Judging Operations with a certified copy of the minutes from the Board meeting where the club voted to make the recommendation.
2. The request is reviewed by the Judging Operations Department.
3. Upon review and acceptance the parent club and requested individual are notified.
4. Member must submit completed procedure, anatomy and breed exams along with a \$25 non-refundable fee.

5. Member is interviewed by Executive Field Representative including wicket/scales exams (if applicable).
6. Exams and all information are reviewed by Judging Operations. If satisfactory, individual is notified of approval on permit status and eligibility to accept assignments.

INVITATION TO JUDGE SPECIALTIES

Reminder, as stated in the Judging Approval Process, effective September 2015, Specialty Clubs may now invite eligible individuals for approval to judge their events. The required [form](#) must be signed by the Parent Club President or Corresponding Secretary. This includes, but is not limited to, professional handlers. Approvals are done on a case by case and event by event basis.

Again, here's how to:

1. Specialty club submit the completed form to Judging Operation.
 - ✓ Individual must be 21 years of age or older.
 - ✓ Must be occupational eligible (exception for professional handlers)
 - ✓ Should be knowledgeable, with success in breeding/exhibiting/handling in the breed for 15 years or more.

2. The Department will review request of the Specialty Club.
3. Specialty Club will be notified by the Judging Operations Department of its decision.
4. Individuals approved by the Department will be notified of the requirement to fulfill all remaining criteria before final event approval:
5. Take and pass Procedural & Anatomy exams.
6. Take a pass applicable scales and/or wicket exam to be conducted by an AKC Executive Field Representative.
7. Submit a non-refundable \$25 processing fee.
8. Upon completion of all requirements, Specialty Club and individual requested will be notified. Judges number will be assigned for the approved individual (if one had not been assigned previously). And the Events Department will be notified for approval upon submission of the event judging panel.

SEMINARS AND HANDS-ON WORKSHOPS

Breed exams are no longer required at seminars. The Judging Approval Process now requires all applicants to submit a breed exam on each breed they are applying for with their application. Therefore, presenters or hosts are no longer required to distribute breed exams at seminar.

However, presenters must continue to forward the attendance sheet, seminar report and hands-on worksheets (if applicable) to the Judging Operations Department.

Upon receipt of the attendance sheet and hands-on workshop form, Judging Operations will update each judging record accordingly.

RINGSIDE OBSERVATIONS & IN-RING (APPRENTICE TRAINING)

As always, Ringside Observations may be completed at National Specialties where formal ringside mentoring is offered. Prospective judges may also observe Ringside or In-Ring at any AKC conformation event where a major in at least one sex has been entered. To receive credit on a future application, it must meet the following criteria:

- Observer may observe with Parent Club approved mentor, an individual with a minimum of 12 years' experience exhibiting or 12 years as an approved judge in that breed. Observations with mentors not meeting this criterion will not be accepted.
- Individuals engaged in Parent Club mentoring may exhibit, but should not mentor for classes in which they are competing.
- Ringside Observations must be at a Parent Club National or any

show where a major in one sex has been entered.

- Observer and Mentor must properly complete applicable form. Form must be submitted by applicant with their additional breed application.
- Judges may observe at shows where they are judging.
- Judges may mentor at shows where they are judging.

Verification forms including the ringside observation, apprentice training and mentor/tutor forms have been posted on the AKC website.

Judging Operations will consider on a case-for-case basis, observations completed for newer breeds with mentors who do not meet the 12 year criteria.

SHARE WITH US

Again, please continue to keep us updated with new members and mentors and submit these items to judgesed@akc.org. Remember, we are here to support you, so please feel free to call with questions or concerns.

Conformation Judging Resource Center, should be bookmarked, its contains a lot of information you might need and more!

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ATTENTION TERRIER AND NON-SPORTING- JUDGES EDUCATION COORDINATORS, PRESIDENTS & PRESENTERS

Plans for the AKC/DJAA Advanced Terrier and Non-Sporting Breeds Institute are underway. In the first week of April, JEC's, Presidents and Secretaries were notified by Kathy Caruana requesting a list of parent club approved presenters. If you have not selected a presenter, we urge you do immediately or notify us with your concerns. At this institute each breed will be covered; seminars are scheduled for 90 minutes and the hands-on workshops will be scheduled for 60 minutes. If you have not received the notice regarding the Institute please contact Kathy Caruana.

Reminder to the Terrier and Non-Sporting breed presenters, here are the items that are required by AKC, a copy of your handout, a copy of your power point presentation (should be on a flash drive), list of breed mentors, list of individuals bringing dogs for your hands-on and your biography. These items should be submitted to Kathy no later than October 2016.

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