

**JUDGING APPROVAL PROCESS
EFFECTIVE SEPTEMBER 1, 2015**

At the June 2015 meeting the Board of Directors voted to adopt a new Judging Approval Process, effective September 1, 2015, with a few minor changes to the following areas:

RECOMMENDATION TO ADVANCE

The ability to recommend prospective or current judges to advance has been eliminated from the September 2015 version. The Board had placed a moratorium on this option in 2013; recommendations submitted or invitations extended which had not been acted upon are void.

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

The Current Approval Process allowed Parent Clubs to request individuals not approved to judge their breed to judge

their National Specialty or Parent Club Regional Specialty. This was changed to now include Specialty Clubs. Specialty clubs may invite eligible individuals for approval to judge their events. This includes, but is not limited to, professional handlers. Approvals are done on a case by case and event by event basis. A request may be submitted by a Specialty Club and must be the [designated form](#), available on the AKC website.

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.

EDUCATION-BREED EXAMS

The soon to expire Judging Approval Process required all breed seminar attendees to take and pass an AKC breed exam in order to receive educational credit for attending the seminar. Individuals conducting breeds seminars were advised to contact Judging Operations for a copy of the truncated exams.

As of September 1, 2015, attendees of seminars will no longer be required to take and pass a breed exam to receive educational credit. Presenters/hosts will not need to distribute, collect and forward completed exams to Judging Operations for breed seminars held on or after September 1, 2015. Presenters should continue to forward the attendance sheet, seminar report and hands-on worksheets (if applicable) to the Judging Operations Department.

All application received after September 1, 2015, must include a breed standard exam for each breed. Exams taken as part of the seminar requirement will not be counted toward this requirement.

RINGSIDE OBSERVATIONS

The new process has modified where prospective judges may complete ringside observations. As always, ringside Observations may be completed at National Specialties where formal ringside mentoring is offered. Prospective judges may also observe 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.
- 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 Ringside

Observation 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.

To avoid confusion, the same form will now be used for all ringside observations. Revised [verification forms](#) including the ringside observation and mentor/tutor form 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.

JEC SYMPOSIUM

It's been two years but, it's back. In 2013, we had more than 60 attendees experience this event. This informative JEC seminar at the Orange County Convention Center will provide insight into creating an effective Judges Education Committee. As we all know technology is changing everything, not so much the Dog Show World, but how we present seminars, capture the attention of your audience and keep it is a whole different game. Learn how to create powerful presentations, make masterful mentors and what tools are needed for your mentors and/or presenters to be successful.

Come join us this year to learn new ideas, share success stories, and network with your fellow JECs. Hope to see you there!

For more details, [see flyer](#).



ATTENTION SPORTING AND TOY BREED JUDGES EDUCATION COORDINATORS, PRESIDENTS & PRESENTERS

Plans for the AKC/DJAA Advanced Sporting and Toy 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 Sporting and Toy 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 2015.

SHARE WITH US

Again, please continue to keep us updated with new members and mentors and submit these items to Kathy Caruana at, kac1@akc.org Remember, we are here to support you, so please feel free to call with questions or concerns.

For those of you just tuning in, the [Conformation Judging Resource Center](#), should be bookmarked, lots of information on this page.

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