

IPWDA Trainer Requirements



- QUICK CHECK LIST** (full item details in attached certification rules):
- Current resume attached
 - Cover letter explaining why accreditation is being sought
 - Letters of recommendation from 2 Master Trainers
 - Assisted in 6 certifications with IPWDA Master Trainer
 - List of dogs trained
 - Copies of prior certifications you have passed or assisted in testing.
 - Copy of training curriculum
 - 500 word essay
 - 3 photos
 - Filled out applicant forms
 - 3 copies of application packet made and mailed
 - 3 year IPWDA member
 - 3 year history as Trainer

First Name: _____ Middle: _____ Last: _____

Date of Birth : _____ Title/Rank: _____

Agency: _____ Full Time Police Officer with Arrest Powers?: Yes No

Agency Address: _____

Agency Phone: (_____) _____ - _____ Home: (_____) _____ - _____

E-mail Address: _____ @ _____ . _____

Subject Area (s) for Certification: _____

ALL TRAINING APPLICABLE TO THE SUBJECT AREA IN WHICH AN INSTRUCTOR CERTIFICATION IS REQUESTED (PLEASE ATTACH CERTIFICATES OR PROOF OF ATTENDANCE WHEN POSSIBLE).

DATES	COURSE	LOCATION	TOTAL HOURS

IPWDA Trainer Requirements - Official Certification Rules

1. Applicant must have been a certified handler for which he/she is applying for.
2. Applicant must be a regular member in good standing of the IPWDA for at least three (3) years.
3. Applicant must be a trainer of police work dogs, and his/her job description is as a trainer for his/her or other police department or who is training work dogs for police departments for at least three (3) years, and his primary employment is a law enforcement officer with full police powers.
4. Applicant must be sponsored, in writing, by two (2) IPWDA Master Trainers that holds accreditation in the areas he/she seeks to obtain.
5. Applicant must have assisted and tested with an accredited IPWDA Master Trainer in at least six (6) accreditation tests where all phases that the applicant is applying for, have been tested.
6. Dogs trained must be to these Associations testing standards.
7. The applicant must send three (3) copies of the complete package. One (1) to the IPWDA Accreditation Committee Chairperson, one (1) to the Secretary and one (1) to the Sub-Committee Chairperson of the discipline seeking accreditation for. These are to be sent to and received at least sixty (60) days before the next meeting of the Accreditation Committee. Chairperson, the Secretary and Sub-Committee Chairperson are to check these packages to see that all IPWDA requirements have been met. If the package is not complete the applicant will not be considered at the next accreditation committee meeting.
 - A. Their current resume accounting for his/her practical experience with working police dogs, their length of time as a handler and trainer, copies of applicable certificates, signed waiver and critique sheets.
 - B. His/her reasons for applying for the accreditation.
 - C. A copy of their training course (curriculum) he/she offers or assists within the training of police work dogs. Plus, a list of all K-9 teams trained by him/her, or at least of all K-9 teams, which they have assisted in training, whichever is applicable.
 - D. Three (3) current photo's of applicant. (1 with each resume)
 - E. Trainer applicants must submit one essay (minimum 500 words) regarding canine training, deployment, health, tactics, etc.

8. Incomplete packages and packages not received postmarked by the deadline, will not be considered at the next meeting of the Accreditation Committee. These packages will be returned by the Accreditation Committee Chairperson with an explanation as to why they could not be considered. They will then have to be sent back at a later date, after they have been completed.

9. Applicants must pass a written and oral test before the Accreditation Committee.

An accredited IPWDA trainer may not certify a police work dog for accreditation.

Upon initial accreditation as a trainer, the applicant will serve a two (2) year probationary period.

10. The Accreditation Committee has the authority to order a trainer to appear before the Accreditation Committee 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 committee or until a formal grievance is filed and the respective procedures followed.

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11. 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 IPWDA Accreditation Committee.

12. Accreditation will be valid for two (2) years from the date of issue and must be renewed by the applicant in writing, prior to the expiration date. Normally, the trainer will not have to appear before the Accreditation Committee in person to renew his/her status. But if for any reason, the Accreditation Committee wishes to have the trainer to appear in person to discuss his/her renewal. The Accreditation Committee Chairperson will have the authority to require the trainer to appear before the committee in order to renew his/her status. If the trainer fails to appear, his/her status will not be renewed, and can be grounds to suspend or revoke his/her accreditation.

13. An IPWDA trainer applying for a new trainer accreditation in a phase(s) that he/she does not already have with the IPWDA must only do the following:

A. Submit resume

B. Submit a letter of recommendation from an IPWDA Master Trainer that holds accreditation(s) in the area he/she seeks to obtain.

C. Appear before the IPWDA Accreditation Sub-Committee for the oral/written interview process. (Accreditation Sub-Committees will only meet at National workshops).

14. A current resume update will be submitted in writing to the IPWDA Secretary, no later than January 31st of each year. The resume shall include activity performed for the organization, including seminars attended and teams in which the trainer assisted in testing. The resume shall also include a disclosure about activity performed in any capacity with another work dog association. Failure to do so may result in suspension of his/her accreditation.

15. It shall be the responsibility of the trainer/applicant to keep records of credibility.

16. Classification of trainers:

A. Police Utility Work Dogs

B. Police Narcotics Detection Dogs

C. Police Explosive Detection Dogs

D. Police Tracking/Trailing Dogs

E. Search and Rescue/ Trailing

F. Search and Rescue/ Air Scent

G. Search and Rescue/ Cadaver

H. Search and Rescue/ Disaster

I. Search and Rescue/ Underwater Detection

J. Accelerant Detector Dog

K. Correctional Facility Service Dog

17. Accreditation will be valid as long as the member remains in good standing and remains active. Active is defined as assisting in the certification of three (3) dog teams to IPWDA standards and/or one (1) IPWDA sanctioned workshop yearly.