K-9 TRAINING AND TEAM FORMS

**TEAM FORMS**

Make sure that “**Your Name and Your K-9’s Name**” (the team) is on the top of the K-9 In-Service Training Record

If your K-9 is both Patrol and Detector Certified, make sure you send in 2 In-Service Training Records, one for each discipline with correct hours for each.

Make sure that your K-9 Field Trials and dates are correct at the bottom of the form

Make sure that your form is signed appropriately

**TRAINER FORMS**

Please make sure that you use the “Trainer’s Activity Log” or “Assistant Activity Log”to submit your hours. Forms are available on the MCJA website under “Forms”.

Make sure that you put your name on your form with the correct dates

Make sure you sign your form

**Trainers who are working with K-9 Teams who have certified with USPCA or other MCJA recognized certification entity and are completing the requirements for MCJA Certified K-9 Team**

If you are a trainer and are working with a team that is certified USPCA or other MCJA recognized certification entity, please do not send in a K-9 In-Service Form with hours of training for that team. We only track training for Teams that have met MCJA K-9 Team Certification. A complete packet needs to be sent to the academy when the team has met MCJA Certification Standards. That packet must include:

* Request for MCJA Certification
* A letter from the Teams direct supervisor stating that they are an agency K-9 Team
* A letter from the K-9 Trainer outlining the Team’s number of training hours completed to meet MCJA Certification Standards as outlined in the Specification S-23(this is available online).
* The dates of the successfully passed field trials
* Documentation of passing their written test
* Provide copies of outside training certificates
* A letter provided by the principle trainer that the Team has met all MCJA requirements required to become a MCJA Certified K-9 Team.

Completed packets will be forwarded to the Board of Trustee’s for final approval of Certification. Certification Certificates will be mailed to the handler. Incomplete packets will be sent back for completion (a letter will be attached explaining the necessary adjustments.)