

INSTRUCTIONS FOR APPROVAL OF CANINE HANDLER TRAINING COURSE

No licenced private detective, licensed private security contractor, or registered employee of a private detective agency or private security contractor agency shall use or handle a trained canine to protect persons or property or to conduct investigations until that person has satisfactorily completed a canine handler training course approved by the Division and has been issued a canine handler authorization card by the Division. The canine handler training course shall consist of basic training and specialized training and shall include both classroom and practical field experience.

Upon completion of the training, each canine handler must successfully complete a written and practical examination. The canine training facility shall make a copy of the examination or a copy of any person's examination or related records available to the Division upon request. Passage of the written examination shall require a score of 70%. Passage of the field examination shall be determined by the canine training facility in accordance with the United States Police Canine Association, Inc. (USPCA) Certification Standards (2012), no later editions or amendments included, or other nationally recognized standards. Every canine instructor shall be required to recertify annually according to the USPCA Certification Standards.

Each applicant shall state the types of odor detection training it intends to offer and shall provide copies of the following licenses, as applicable, to the Division prior to receiving canine training course approval:

- 1) United States Department of Transportation Hazardous Materials Certificate of Registration;
- 2) Drug Enforcement Administration Controlled Substance Registration;
- 3) Alcohol, Tobacco, and Firearms User of High Explosives Registration;
- 4) Illinois Department of Natural Resources Explosives Storage Certificate; or
- 5) Illinois Department of Financial and Professional Regulation Controlled Substances License Schedule I, II.

The following materials must be submitted with your application for approval of a Canine Handler Training Course.

I. Copy of curriculum/course outline detailing:

A. Content covered in instruction:

Basic Training shall consist of a minimum of 100 hours and shall include:

1. canine handling safety procedures;
2. basic veterinary health and wellness principles, including canine first aid;

3. principles of canine conditioning;
4. canine obedience techniques;
5. search patterns and techniques; and
6. legal guidelines affecting canine odor detection operations.

Specialized Training shall consist of a minimum of 80 hours of additional training related to the particular canine discipline or disciplines in which the canine and canine handler are to be used and may include, without limitation:

1. patrol;
2. narcotics odor detection;
3. explosives odor detection;
4. cadaver odor detection; or
5. any other specialized detection discipline in which the canine and canine handler are to be used.

B. The number of hours devoted to each of the above content areas.

II. Study Materials:

A. List of study materials that are used; the location of the materials (i.e., given to students, available in library, etc.).

III. Description of Policies and Procedures for the maintenance of trainee records:

1. Names
2. Dates of enrollment and completion
3. Attendance

IV. Copy of the final written examination used to evaluate trainees on classroom material; outline of content the examination is designed to test; and a description of the grading and the established score for passing of the examination.

APPLICATION FOR REGISTRATION AS A CANINE HANDLER TRAINING COURSE

RETURN APPLICATION TO:
STATE OF ILLINOIS
DEPARTMENT OF FINANCIAL AND
PROFESSIONAL REGULATION
ATTN: DIVISION OF PROFESSIONAL
REGULATION
320 West Washington Street, 3rd Floor
Springfield, Illinois 62786

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 447/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

Carefully follow all steps outlined on the INSTRUCTIONS FOR MAKING APPLICATION for a CANINE HANDLER TRAINING COURSE. In addition, note the following:

- A. Type or print legibly using black ink only. B. The registration fee is **NOT REFUNDABLE**.

PART I: Application Category Information

1. PROFESSION NAME Canine Handler Training Course	2. PROFESSION CODE <u> 2 </u> <u> 6 </u> <u> 5 </u>	3. LICENSURE METHOD NON-EXAM	4. FEE \$100.00
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INSTRUCTIONS

1. Submit a \$100 fee, made payable to IDFP, the completed one-page application and other supporting materials specified in the attached instructions for course approval.
2. Upon successful completion of the Canine Handler Training Course, the Canine Instructor shall submit a Certificate of Completion of Canine Handler Training form to the student. This certificate shall be the permanent record of canine handler training and shall be retained by the canine handler as proof of training. During the term of employment with a private detective or private security contractor agency licensed by the Division, the certificate shall remain in the employee's file as maintained by the employer.
3. The training requirements shall be waived for a person who holds an active canine trainer authorization card issued by the Division.

PART II: Applicant Identifying Information

1. NAME OF ENTITY OFFERING COURSE - Print name exactly as you wish it to appear on certificate.		2. BUSINESS TELEPHONE (Include Area Code)		
		3. FEIN		
4. BUSINESS STREET ADDRESS	5. CITY	6. COUNTY	7. STATE	8. ZIP CODE
9. DATE COURSE STARTS				
10. TYPES OF ODOR DETECTION TRAINING COMPLETED (INCLUDE COPIES OF LICENSES ON INSTRUCTIONS)				
11. NAME OF CANINE INSTRUCTOR		12. E-MAIL ADDRESS OF CANINE INSTRUCTOR (REQUIRED)		
13. NAME OF FACILITY TO BE USED				
14. STREET ADDRESS	15. CITY	16. COUNTY	17. STATE	18. ZIP CODE

PART III: Certifying Statement

Under penalties of perjury, I declare that I have examined this application and to the best of my knowledge it is true, correct and complete.

Canine Handler Instructor

Date

I UNDERSTAND THAT FEES ARE NOT REFUNDABLE. My signature above authorizes the Department of Financial and Professional Regulation to reduce the amount of this check if the amount submitted is not correct. I understand this will be done only if the amount submitted is greater than the required fee hereunder, but in no event shall such reduction be made in an amount greater than \$50.