

National Police Canine Association - Standards & Training

Certifying Official

Must be a commissioned or prior commissioned law enforcement officer who is a Regular K-9 or Associate Member of NPCA.

Must have a minimum of six (6) years experience in handling and/or training Police Service Dogs in relation to patrol applications (Patrol Official) and scent detection application (Detector Official). During this period, members must have successfully obtained an NPCA Patrol and/or Scent Detection Certificate (in respective field of experience) one (1) time. Applicants must send copies of certificates and proof of experience in K-9 as required for verification.

Or, a minimum of six (6) years experience in handling and/or training Police Service Dogs in relation to respective experience and have successfully completed a minimum of 400 accumulated hours of formal training. Applicant must send a copy of academy or course certificate for verification and must have certified one (1) time in prospective field.

Must apprentice (novice) ten (10) K-9 Teams, in each phase, all aspects of the phases applying for (detection, patrol or both), under the direction of two (2) Certifying Officials. This **does not** include additional odors in narcotics. Applicants must fill out novice score sheets and have them signed by the directing Certifying Officials. All novices must be completed before applying.

Must file a personal resume', along with copies of certificates and of novice score sheets to the Administrative Assistant. **Application must be complete before sending for review, and must include 1 copy single sided.** Prior to receiving credentials, applicant must attend Certifying Official class.

Must be fair and honest to all participants and fluent in the Standards of Certifications.

Must uphold the Standards and be available to testify to his personal observances of individual Police K-9 Certifications.

Must attend a Certifying Official class once every three years held at NPCA Nationals or by their respective Regional Representative. Certifying Officials must certify five (5) K-9 Teams in their respective field or fields in a calendar year (January – December) to keep their Certifying Official Status. If an Official is inactive from certifying Police K-9 Teams for a period of one (1) year, then their Certifying Officials' credentials may be terminated by the Standards Committee upon approval of the Executive Board of Directors.

Instructor

Must be a member and a Certifying Official with NPCA.

Must have passed an approved K-9 Instructor's School and a 240 hour Basic K-9 School or accumulated a minimum of 300 hours of K-9 instructional training in the field that they are applying (patrol/detection or both) and must provide a written recommendation from a current board member.

Must submit a letter from Department Head verifying applicant as a Department K-9 Instructor or Trainer.

Must submit resume', certificates and certifications verifying aforementioned requirements to the Administrative Assistant along with **1 copy single sided**.

Trainer

Must be a member and Certifying Official with NPCA.

Must be a certified NPCA Instructor for a minimum of two (2) years.

Must attend an Oral Board meeting with the Standards of Training and Certification Committee while attending the NPCA National Training Seminar.

Must actively participate as an Instructor, under the supervision of an NPCA Trainer, at a minimum of two (2) NPCA National Training Seminars. An evaluation and recommendation will be submitted by the Standards Committee to the Executive Board, prior to the candidate achieving Trainer status.

Must have a minimum of 500 accumulated hours in a formal K-9 course approved by NPCA to include Course Curriculum and Course Certificate, or is currently employed as an active trainer for a law enforcement agency for a minimum of two (2) years.

Must have successfully trained a minimum of six (6) canine teams in which four (4) of the six must have certified NPCA. Documentation of these certifications must be submitted with application.

Must submit proof of the requirements to the Administrative Assistant, along with **1 copy single sided** that will be sent out to the Standards Committee for review.

All NPCA certifications must be approved by the Region Director where the certification will take place prior to certification. Personal character and conduct are important to NPCA's reputation and NPCA will conduct background checks of any applicant who applies for CO status with NPCA.

National Police Canine Association - Standards & Training
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P. O. Box 538
Waddell, Arizona 85355
1-877-362-1219

Certifying Official/Instructor/Trainer Checklist

The enclosed application has the following requirements for review by the Standards Committee:

_____ **Letter of Intent** for which position (please be specific-**Detection/Patrol or both**) Please submit professional letter.

Certifying Official - (Must have Certifying Official Class before applying)

- _____ Resume
- _____ Proof of commissioned or prior law enforcement K9 handler (**copy of badge**)
- _____ Regular K-9 or Associate Member with NPCA
- _____ Six (6) years experience in applied field
- _____ Certified one (1) dog self

or

- _____ Six (6) years experience in applied field
- _____ 400 accumulated hours formal training
- _____ Certified one (1) dog self

(*MUST NOVICE 10 DOGS IN EACH FIELD APPLYING FOR-ALL PHASES-DETECTION / PATROL OR BOTH) (DOES NOT INCLUDE ADDITIONAL ODORS IN NARCOTICS***)**

Instructor

- _____ Resume
- _____ Current Member
- _____ Certifying Official
- _____ Passed approved K-9 Instructor School and 240 hour Basic K-9 School or accumulated a minimum of 300 hours of K-9 Instructional Training in the field applying (Detection/Patrol or both)
- _____ Letter from Department Head verifying as K-9 Instructor or Trainer
- _____ Recommendation from a current Board Member

Trainer

- _____ Resume
- _____ Current Member
- _____ Certifying Official
- _____ NPCA Instructor for two (2) years
- _____ Participated as Instructor under a NPCA Trainer at two (2) NPCA Nationals
- _____ Attend Oral Board with Standards Committee
- _____ 500 accumulated hours in formal K-9 course (to include course curriculum and certificates) or current Trainer for a law enforcement agency for a minimum of two (2) years
- _____ Trained a minimum of six (6) K-9 teams in which four (4) have certified with NPCA (Documentation of these needed)

*****MUST SEND 1 COPY SINGLE SIDED TO ADMIN ASSISTANT *****