



## Evaluator Application Packet

**A non refundable application fee is required. If you are applying individually to be an Obedience or Scent Evaluator the fee is \$80.00. If you are applying for both at the same time the fee is \$120.00. Once you have submitted your application packet you will receive an invoice, once your invoice is paid we will start processing your application.**

**If you fail any portion of the packet, you will have 30 days to retake that portion of the exam without an additional fee.**

### Prerequisites

- All applicants must have a minimum of three (3) years of experience working with dogs in any core area, or a minimum of 300 hours working with service dogs. No more than  $\frac{2}{3}$  of the overall hours can be training done with a personal dog. Please use the O.D.O.R. Service Dog Inc Training Hours Log included below to fill out hours.
  - All applicants for Obedience Evaluator must provide a log showing they have a minimum of 150 hours of training time, specifically related to obedience training, over a minimum of one (1) year. Internship/Mentor ship hours are recommended. Hours spent observing training under an internship/mentor ship but not actively involved in training should be limited to no more than half (75 hours) of the total hours logged.
  - All applicants for Scent Evaluator must provide a log showing they have a minimum of 150 hours of training time, specifically related to scent training, over a minimum of one (1) year. Internship/Mentor ship hours are recommended. Hours spent observing training under an internship/mentor ship but not actively involved in training should be limited to no more than half (75 hours) of the total hours logged.
  - All applicants for both Scent and Obedience Evaluator must provide a log showing they have a minimum of 300 hours training time, with 150 hours specifically related to scent training over a minimum of one (1) year, and a minimum of 150 hours specifically related to obedience training over a minimum of one (1) year. Internship/Mentor ship hours are recommended. Hours spent observing training in either scent or obedience training under an internship/mentor ship but not actively involved in training should be limited to no more than half (75 hours) of the total hours logged in either discipline.



- Note: O.D.O.R. Service Dogs Inc does not validate hours, and these are only a recommendation for the skills needed before working in the specialized area of detection service dogs. A core knowledge of pet dog training is required before advancing into the area of service work.
- Education of the Applicant: A brief description should be supplied of how the applicant gained their dog training education is required please include the highest level of formal education you have achieved (high school diploma, GED, BA, PhD etc). For example: books read, years training dogs professionally, online courses taken, seminars/workshops attended, certification courses, life or work experience such as police work or SAR (Search and Rescue).
  - Minimum of a high school diploma or GED is required to apply.
- Letter of Recommendation from a client in reference to a dog the applicant has worked with, or a dog the applicant worked with during an internship or mentorship program. Please use the attached form found in the application packet. You will need to include this basic information but it is not limited to:
  - Breed of Dog
  - Age of Dog
  - Length of time worked with the dog.
  - Tasks or skills taught to the dog.
  - Did the dog meet their training goals? If not why?
- Letter of Recommendation from a Dog Training Professional or Veterinarian. Please use the attached form found in the application packet. This letter should include but is not limited to:
  - Name of the person writing the letter
  - Their professional title
  - What is their relationship to the applicant
  - How long have they professionally worked with the applicant
    - Indicate whether the applicant performed an internship or mentorship with the professional.
  - What is the applicant's methodology in training and working with dogs.
- You must read and sign our Evaluator Contract agreeing to the code of ethics and our guidelines



Once you have completed all the prerequisites, submit the entire completed application packet to [info@odorservicedogs.org](mailto:info@odorservicedogs.org), you will receive a confirmation email within 3 business days. If you have not received this confirmation, please send an additional email to inquire if we have received your application. After your application has been processed, you will be informed and allowed to proceed to the sample evaluation portion of the application process.

### Sample Evaluations

- If applying for Obedience Evaluator status, the applicant must evaluate and score three (3) Obedience videos with written observations for each element, including three (3) Evaluator Score Sheets.
- If applying for Scent Evaluator status, the applicant must evaluate and score three Scent videos (Gluten/Allergen and/or Medical), plus one scored Obedience video, including four (4) Evaluator Score Sheets.
- If applying for both Scent Evaluator and Obedience Evaluator status, the applicant must evaluate and score three (3) Obedience videos, and also evaluate and score three (3) Scent test videos, including six (6) Evaluator Score Sheets.

Each applicant will receive links to the appropriate videos from O.D.O.R. Service Dogs Inc. and must fill out and submit an Evaluator Score Sheet containing scores and comments for each video evaluation type.

Written observations on the Evaluator Score Sheets are just as important as the actual scoring. Examples of observations noted in the comments section of the Evaluator Score Sheet should be related to, but not limited to, the following:

- Performance and body language of the dog
- Performance and body language of the human
- Overall impression of the team relationship
- Location where the test was performed (examples: public store and type, in-home and where, outside the home, outside in public).
- Overall impression for each test item, and summary to include
  - Handler Presentation/Handler body language
  - Dog actions and body language
  - Dog's trained indication behaviors and body language
  - The dog performed the correct response
  - Handler ability to work with and read the dog

O.D.O.R. Service Dogs Inc.  
[www.odorservicedogs.org](http://www.odorservicedogs.org)  
[info@odorservicedogs.org](mailto:info@odorservicedogs.org)



After you have completed all the required Video Evaluations you must submit your Evaluator Score Sheets to [info@odorservicedogs.org](mailto:info@odorservicedogs.org). You will receive a confirmation email within 3 business days. If you have not received this confirmation, please send an additional email to inquire if we have received your application. After your application has been processed you will be informed if you have been awarded Evaluator Status.





## O.D.O.R. Letter of Recommendation from Professional Dog Trainer/Veterinarian

Applicant's Name:

Date:

Professional's Name and position/title:

Professional's Phone Number:

Professional's Email:

Please give a brief overview of your time with the Applicant

What is your relationship to the Applicant?:

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How long have you known/worked with the Applicant? Did the Applicant work with you through an internship or mentorship program?:

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To the best of your knowledge, what is the Applicant's methodology in training and working with dogs?:

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Additional Information, please share any information you think might help us evaluate this Applicant:

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## O.D.O.R. Letter of Recommendation from Client

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Applicant's Name:

Dog's Name:

Date:

Client's Name:

Client's Phone Number:

Client's Email:

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Dog age, breed (or best guess) and age at the start of training

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- \_\_\_\_\_
- \_\_\_\_\_

Please give a brief overview of your time with the Trainer (Applicant)

Length of time worked with the dog:

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Tasks or skills taught to the dog (a list is fine):

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Did the dog meet their training goals? If not, why?

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Additional Information, please share any information you think might help us evaluate this applicant:

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## O.D.O.R. Service Dogs Inc. Evaluator Agreement

O.D.O.R. Service Dogs Inc. recommends Evaluators charge between \$60 USD and \$90 USD for an initial Evaluation and between \$30 USD and \$45 USD for a retake Evaluation. If residing outside of the United States a comparable amount in local currency is acceptable.

By signing below you agree to the following statements:

- I have read and understand the recommended rates for Evaluations and retakes.
- I understand that to reduce bias I can not perform an Evaluation on a dog I have personally trained.
- I hereby state that everything in this O.D.O.R. Service Dog Inc. Evaluator Application packet is truthful to the best of my knowledge.
- I have read and agree to follow the O.D.O.R Service Dog Inc. Code of Ethics.
- I understand that if I am found to be in violation of the Code of Ethics, I forfeit my Professional Membership with O.D.O.R. Service Dogs Inc. and will lose my Evaluator status.

Applicant's printed name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_