

# OCSDC Certification Reimbursement

Policy #: 2

Policy Name: Certification Reimbursement

Approved By: OCSDC Board

Date Approved:

## **Policy:**

The Obedience Club of San Diego County will pay for the initial certification and each subsequent renewal, as the need for additional evaluators are deemed necessary.

- Current evaluators will be reimbursed \$100 for past costs and any future renewal costs will be reimbursed as per the current AKC fee.
- New evaluators will be reimbursed for the initial cost of certification as well as renewal costs as per the current AKC fee.
- This policy covers reimbursement for CGC evaluators, ATT evaluators and Fit Dog Instructors.

## **CGC Coordinator Responsibilities:**

1. Determining when the club has a need for additional evaluators.
2. Nominating individuals to be added as evaluators for the club.
3. Confirming that the newly identified individuals meet the Club's requirements to become certified.
4. Working with the evaluators and OCSDC treasurer to obtain the proper paperwork and to keep certification on file.

## **Applicant Responsibilities:**

1. Individuals will be responsible for completing the AKC requirements for each certification.
2. Individuals will be responsible for submitting the applications to the AKC.
3. Individuals must be an active trainer for the club. In order to be considered an active trainer, the individual must have taught or co-taught a class, including Drop-in, with the club within the last year.
4. Once certified, individuals will be required to participate in at least two evaluations for the club per calendar year.
5. Submit for reimbursement using the club's reimbursement jotform.

6. The evaluators will understand that reimbursement is contingent on the needs of the club.
7. The evaluators understand that if the above requirements are not met, reimbursement for renewal may not be approved.
8. Evaluators who have been reimbursed for their certification may not charge the club or club members for their services

Date	Version	Reason for Change/Update
Jan 30, 2023	1.0	Approved by the board