



AMERICAN KENNEL CLUB®

8051 Arco Corporate Drive, Suite 100, Raleigh, NC 27617

June 04, 2012

TO: ALL JUDGES EDUCATION COORDINATOR/JUDGES WORKSHOP STUDY GROUPS AND PRESENTERS

From: Judging Operations

Per the Judging Approval Process, effective March 1, 2012, in order to receive credit for attending a breed seminar, attendees must pass an AKC breed exam.

As stated in the April 2012 JEC's newsletter Judging Operations has created truncated versions of the breed exams. These exams will not be posted on the AKC website and are available through the Judging Operations Department. Please advise all presenters to contact Judging Operations for the exams.

Please note, if the presenter neglects to supply the exam, the club or the organization hosting the judge's education is required to supply the exam to attendees at the seminar. Presenters are encouraged to contact Judging Operations with any questions regarding the administering of the exams.

Breed seminars conducted as of **June 11, 2012** are required to administer the truncated breed exam. Upon completion of the seminar all documentation must be submitted to Judging Operations. The following forms are required:

- [Seminar & Hands-on Workshop Report](#)
- [Seminar Attendee Form](#)
- **Breed Exams**
- [Hands-On Workshop Breed Evaluation Form](#) (if applicable)



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Seminar and Hands-on Workshop Report

Seminar on: _____ One breed per form.
(breed)

Seminar: Started at: _____ Ended at: _____
time time

Exam start time: _____

Workshop: Started at: _____ Ended at: _____
time time

_____ Number of exhibits present for the Seminar Presentation.

_____ Number of exhibits present for the Hands-On Workshop.

Name of Presenter: _____

Date: _____

City/State: _____

Sponsored by: _____

Seminar

- There is a 90 minute or longer presentation that includes history, form and function of the breed, an in-depth consideration of the Standard and a question and answer period.
- The presenter and content are preferably **Parent Club approved**. Content must be consistent with the current approved breed standard.
- One or two live dogs are available for illustration and examination.
- Class size should be limited to 40.
- Attendance must be certified and reported to Judging Operations by the presenter. (Following forms must be submitted to Judging Operations: **Seminar and Hands-On Workshop Report, Hands-On Workshop Breed Evaluation, Breed Exams and Seminar Attendance list**).

Workshop

- A discussion of the proper prioritization of breed characteristics precedes the hands on.
- There is a 60 minute or longer period that includes instructions on how to properly effect a breed specific examination.
- There is the occasion to rank exhibits presented and explain placements to mentors.
- Mentor/Participant ratio should not exceed 1:10.
- A minimum of four dogs/bitches per group must be present. All must be at least six months of age. No dog/bitch may be examined by more than 20 individuals per day.
- Attendance must be certified and reported to Judging Operations

I attest that all the information given on this form is true and correct.

Signed (presenter)

Dated

Hands-On Workshop Breed Evaluation Form
Must be completed in full and returned to Presenter
Subject to be reviewed by Judging Operations Department for credit.

Breed _____ Date: _____

Applicant/Judge Name: _____ Judges' #: _____

Please Print ~ Breed Specific terminology is required

Dog	Ranking	Reasons and Observations
A		
B		
C		
D		
E		
F		

Presenter print name /Signature _____

*Presenter: please return to Judging Operations Department with Exam, Attendance form, Seminar & Hands-on Workshop report
 Revised 11/09/2012*



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CRITERIA: SEMINARS AND WORKSHOPS

In an effort to establish uniformity and clarify requirements, “Seminars” and “Hands On Workshops” are specifically defined as follows. For all institutes, seminars and workshops attended after April 1, 2006, credit toward the requirements for additional breeds will only be given according to the following conditions.

Seminars

Educational credit will be granted for attendance at a breed specific “Seminar” providing its sole purpose is the presentation of information essential to judge that breed and:

- There is a 90 minute or longer presentation that includes history, form and function of the breed, an in-depth consideration of the Standard and a question and answer period.
- The presenter and content are preferably Parent Club approved. Content must be consistent with the currently approved breed standard.
- One or two live dogs are available for illustration and examination.
- All attendees must take the AKC breed test in order to receive credit for attending Seminars or Institutes, **effective March 2012**.
- Class size should be limited to 40.
- Attendance must be certified and reported to Judging Operations.

Workshops

Additional credit will be granted for attendance at an accompanying breed-specific hands-on “Workshop” providing it is a clinical extension of a seminar and:

- A discussion of the proper prioritization of breed characteristics precedes the hands on.
- There is a 60 minute or longer period that includes instructions on how to properly effect a breed specific examination.
- There is the occasion to rank exhibits presented and explain placements to mentors.
- Mentor/Participant ratio should not exceed 1:10.
- A minimum of four dogs/bitches per group must be present. All must be at least six months of age. No dog/bitch may be examined by more than 20 individuals per day.
- Attendance must be certified and reported to Judging Operations by the presenter. (Following forms must be submitted to Judging Operations: **Seminar and Hands-On Workshop Report, Hands-On Workshop Breed Evaluations, Breed Exams and Seminar Attendance list**).

General

Institutes, seminars and workshops must be accessible to American Kennel Club Staff including the Executive Field Staff. Judging Operations Staff will be available as a resource, to promote a positive rapport in the judging community and make periodic presentations as Judging Operations considers appropriate and feasible.

Sponsoring organization must submit a summary and report of each Seminar and Workshop presented along with certification of attendance. Report must document having met each condition outlined above.

Additional credit for “Mentoring” will not be given for experience at the institute. “Mentoring” credit will be considered for relationships established at institutes/seminars/workshops and documented as ongoing.



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Criteria for Comparison Seminars

1. Comparison seminars will be accepted for credit as breed education for those breeds previously approved by the AKC Judging Operations Department.
2. Comparison Seminars must include a 90-minute comparison presentation on all breeds and exams for each.
3. 90-minute presentation must be followed by a 90-minute hands-on workshop.
4. Work shop must meet the following criteria:
 - a. There is a 90-minute or longer period that includes instructions on how to properly effect a breed specific examination.
 - b. There is the occasion to rank exhibits presented and explain placements to mentors.
 - c. Mentor/Participant ratio should not exceed 1:10.
 - d. A minimum of four dogs/bitches per breed and/or variety must be present. All must be at least six months of age. No dog/bitch may be examined by more than 20 individuals per day.
 - e. Attendance must be certified and reported to Judging Operations by the presenter. (Following forms must be submitted to Judging Operations: **Seminar and Hands-On Workshop Report, Hands-On Workshop Breed Evaluation and Seminar Attendance list, breed exam answer sheets**).
5. Institutes, seminars and workshops must be accessible to American Kennel Club Staff including the Executive Field Staff. Judging Operations Staff will be available as a resource, to promote a positive rapport in the judging community and make periodic presentations as Judging Operations considers appropriate and feasible.
6. Sponsoring organization must submit a summary and report of each Seminar and Workshop presented along with certification of attendance. Report must document having met each condition outlined above.
7. Additional credit for “Mentoring” will not be given for experience at the institute. “Mentoring” credit will be considered for relationships established at institutes/seminars/workshops and documented as ongoing.



Seminar Hands- On Guidelines

Presenters: Please review the guidelines below regarding the conducting of the hands-on portion of the seminar.

1. All dogs should be present at the same time with a handler for each dog if possible.
2. The attendees (presenter included) should view the class of dogs in profile as a group for an overall picture of each individual dog and a comparison of all.
3. Each dog should then be examined individually by all attendees including the presenter. Exam should be breed specific and should take the same approximate time as if judging each entry at an event.
4. After all dogs have been examined, each dog should be gaited individually so the attendees as a group (including the presenter) can see each dog coming, going and from the side. If the room permits, the group of dogs should be gaited together once so the attendees can view the class gaiting from the side as a group.
5. After each attendee has examined each dog individually and each dog has been gaited so the class can view them coming, going and from the side, the class (including the presenter) should grade each dog on their worksheet, stressing to accentuate the positive attributes of the dogs and rank the class in order as they would place them if judging. While this is taking place, the presenter may permit attendees to examine or re-gait an entry an additional time. This should be kept to a minimum and all should be cognizant of the stress placed upon the dogs in this atmosphere.
6. For larger classes, the attendees should be broken into groups of 5 – 8 students. They should discuss the merits of the dogs as a group and place them. The class may be asked to place them in order, or pick out a ‘Best of Breed’ and ‘Best of Opposite Sex’. The individual groups should discuss the dogs while they are present in the room, but away from them so their discussion on the individual dogs is not heard by the handlers.
7. Once all attendees have finished their worksheets, and BEFORE the group discussion on the individual dogs transpires, all dogs and their handlers should be excused from the room.
8. After all dogs and handlers have been excused, the presenter should lead a discussion on dogs examined, once again, emphasis should be placed on the positive attributes and breed specific characteristics of each dog. The class should share how they had placed the class and their justification in their decisions. The presenter should also share how they would have placed the class and their breed specific reasons as to why. While this discussion is taking place, all of the attendees should have completed their worksheets and thus no writing should be taking place.
9. At the completion of the discussion, all worksheets are to be collected by the presenter and submitted to the monitors from the Judging Operations Department in attendance or forwarded to the Judging Operations Department to be recorded. Completion of the worksheets is required for the attendee to receive educational credit for the workshop.



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GUIDE TO **THE CLASSROOM-PRESENTATION**

Revised - September 8, 2008

GOALS:

- To help create a clear mental image of correct breed type according to the standard. This mental image is necessary for good judging – sometimes the correct dog may look different from the others. A presenter has to be able to verbalize this mental image in easy to understand terms.
- Clarify the breed standard. What does it call for? Where is the emphasis? Where do you “give” when judging this breed? Or what are you willing to “forgive” and why?
- Reveal what longtime breeders think and value. What are the hard to get virtues that are treasured and what is the drag of the breed? What are the hallmarks of the breed?
- Familiarize the participant with the development of the breed including its history and purpose and the evolution of breed type. Discuss those features important in a breed relative to its purpose, i.e. a herding dog’s ability to be sure-footed and swift, or a bloodhound having enough extra skin to reach the ground in order to detect scent.
 - Provide BREED SPECIFIC exam techniques such as bite, mouth, the approach, eyes etc...
- Why do you use your hands the way you do and what specifically are you checking for?
- Answer questions regarding the breed and clear up any confusion regarding the standard, breed type and character. Personality: Aloof, overly friendly? What should you expect as a judge when going over a breed? What is acceptable behavior (for example, Min Pins hardly ever stand still).
- Finally, to inspire the prospective judge with the beauty and uniqueness of the breed so that he or she WANTS to judge the breed.

PACKETS

The packets serve as an ongoing reference. Packets are handed out at the conclusion of the classroom session to avoid distraction from the speaker. The packet should be designed to reinforce and coincide with the material that was presented in the classroom.

Some items for inclusion in the packet:

- AKC Breed Standard
- Illustrated or Pictorial Standard
- Abbreviated standard such as Snapshots or Two-Minute Standard
- The Breeder's Perspective
- Key articles regarding breed type and judging and any other material selected by the Judges Education Committee.
- Bibliography of educational materials
- National club website information including approved Mentors list.

HANDS ON

The better the quality of the dogs the more powerful the presentation. Be sure to include dogs with strong virtues - these qualities will be much better understood if they are seen in the flesh. It is best to provide a wide age range of acceptable type (including color) for the attendees. Use the room provided as a ring and take charge of it as you would if you were actually judging.

If the Breed specific examination has not been covered in the classroom it should be done first.

- What is the best way to approach the breed and what are its idiosyncrasies of temperament?
- Why do you use your hands the way you do and what specifically are you checking for?
 - Provide BREED SPECIFIC exam techniques such as bite, mouth, the approach, eyes etc...

After the individual examination demonstration has been completed, line up a class of three or more dogs. Have the participants look at the dogs from across the room. This is the time to discuss and compare balance, proportion and shape. Next have the participants walk in line in front of the dogs to take a closer look at expression.

Repeat the above with a class of bitches and field any questions that arise.

Have half the participants go to one end of the room and half go to the other. Move the dogs down and back and field any questions regarding coming and going movement.

Next, have the participants go to one side of the room and move the dogs one at a time to assess side-gait. Ask them to go at least twice so the differences between the dogs are more apparent. Mention appropriate speed, reach, drive, foot timing, topline and efficiency. Turn any questions into a discussion and encourage the attendees to participate. If they are comfortable they will be less hesitant to ask their questions.

Line up the dogs in the center of the room so that participants can go over each one. Work with them individually on the examination and answer their questions.

After the participants have evaluated all the dogs request that they go and stand in front of the dog that is their "best" or class winner. Ask them to speak about the virtues that their choice possessed and encourage discussion at this point. If time permits ask the participants to move to their runner-up and elaborate on the virtues of these dogs. Keep the tone positive at all times and make it enjoyable as well as educational.



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Presentable Presentations

The components of a good breed workshop or seminar

The development and growth of the Judges' Breed Study Groups and Judges' Workshop Groups have been overwhelming. The American Kennel Club continues to support and encourage these programs and will develop new ones as the need arises. We have had the opportunity to attend some of the educational programs presented throughout the year and would like to attend more, time permitting.

Most of the presentations thus far have been well-organized and have included: written material for use during and/or after the seminar; live dogs for illustration and examination; a variety of prepared visual aids to clarify the formal presentations.

The following guidelines might be helpful in preparing a breed-specific workshop or seminar. First, here is a basic outline:

- I. Presentation
 - A. History
 - B. Interpretation of the standard
 - C. Examination technique
 - D. Examination of dogs
 - E. Breed problems
 - F. Written supplementary materials
 - G. Question and answer session
- II. Avoid Potential Pitfalls
 - A. Preparation
 - B. Practice
- III. Purpose of Seminar
 - A. Learning, not teaching

Preparation Is Universal

It's not just the individual giving the presentation who needs to prepare. Individuals attending a seminar should do some preliminary preparation as well. They should familiarize themselves with the breed standard and, if possible, view the breed video. This is an excellent tool and a great introduction to individual breeds.

As for the program coordinator, he or she should secure a short biography of the presenters in order to prepare pertinent introductions for the beginning of the seminar. Among the information included in a biography should be the presenter's background with regard to the breed.

A logical starting point for seminar or workshop is a brief background on the history of the breed. The presenter should discuss the original purpose and development of the breed, as well as how it may have changed and its current function and level of activity.

Next might come an interpretation of the breed standard. During the discussion of the standard, slides or overhead transparency drawings are especially helpful. These provide a large image of the breed that can easily be seen by an audience. Slides or transparencies also allow the presenters to show a wide range of examples of different breed characteristics. One important component of a seminar is defining the essentials of breed type. What is it that makes one breed different from another? What are the breed's key characteristics? At the conclusion of the discussion of the breed standard, you can review and explain any recent or planned changes to the standard.

Where disqualifications exist within the standard, it is important to explore them in detail. If measurement is involved in disqualifying a dog in the ring, this should be demonstrated at the seminar. It is especially interesting to explain the history of disqualifications to workshop attendees who may be unfamiliar with the breed.

Areas that might also be addressed while discussing the breed standard are: current problems of the breed; variations of the type; variations between the conformation and field animal; differences that may exist between the sexes within the breed; color; coat conditions; and temperament in and out of the ring.

The standard should include a section on gait. It is recommended to have a film or video on hand to portray proper movement, or at the very least, slides. It is often difficult to give an adequate demonstration of movement with a live dog within the confines of the presentation room.

Demonstrating the appropriate examination technique for the breed should focus on the areas of approach, mouth examination, eye examination, coat/texture and size. The presenter may also use a live dog to demonstrate any variations in grooming techniques.

Hands On and Hand Outs

Have several examples of the breed present for workshop attendees to examine. Observe their examination technique and correct an approach that might be problematic. Provide several examples of the breed and allow participants to examine all and place as a class. Encourage discussion of the placements among attendees and presenters.

It is important also to discuss any medical or genetic problems the breed might have, such as PRA, hip dysplasia, thyroid problems, deafness or CVI, among others.

Be sure to provide the group with supplementary materials. Consult with the parent club education committee and obtain prior permission if you wish to reprint anything to hand out. Many breed clubs have successfully compiled packets of information that are available through the judges' education coordinator. Among the important items to include are: parent club information on the standard; an illustrated standard or explanation; a history of the breed's development. Other pertinent information might consist of a list of specialties, a breeder's directory and a bibliography of other source materials on the breed.

Avoiding Pitfalls

Potential pitfalls can be avoided by providing adequate attention to details such as time, audio-visual equipment, a presentation outline, room space, use of live dogs, alternative interpretation of the standard

and alternative views of live dogs. With regard to the last two points, in the spirit of genuine comprehension, reasonableness must prevail. When two presenters disagree, an opportunity for real education exists; this is neither to be avoided nor permitted to elevate to unprofessional heights, since the informal audience will always decide in the end anyway. Holding a question-and-answer session is also a good idea.

It is helpful for the presenters to do a practice run-through of their program. This allows them to assess their thoughts, materials and the dogs they may be using. It will also give you a running time for the program, as well as an opportunity to iron out any problems.

Always check your audio-visual equipment in advance and preview the slides you will be using. The person in charge of this equipment should also have spare bulbs and an extension cord handy.

Learning, Not Teaching

It is important to keep in mind the spirit of the presentation-an educational experience on a specific breed. Throughout the entire process we are all “learners.” In preparing, organizing, sharing and responding to the audience, learning is continuous, not only for the audience, but for those giving the presentation. Some one may ask a question that causes you to reflect in a new way. The results (hopefully) can only be positive.

These are merely recommendations for putting together a breed-specific program. The idea is to plan and organize in advance, be confident about your subject matter, and have the appropriate supplementary materials. All of these components add up to a positive learning experience for everyone involved.

We look forward to enjoying the rapidly growing number of breed presentations happening nationwide.

Author: Marie E. O’Neill