



## Application Instructions

Please fill out the appropriate application form, answering all questions completely. NADOI offers two entry-level categories of membership, Endorsed<sup>1</sup> (full membership) and Provisional (limited membership). Provisional members may not vote, nor may they hold office, but they receive all the publications and other benefits of membership. If you are granted Provisional membership, you will have three years in which to meet the Endorsed membership experience requirements and to pass that membership exam.

To help you choose the correct application form, we have provided a formula for figuring your hours on page two of these instructions.

**What to submit.** Three (3) copies of all application materials: Application, your typed answers, any supporting documentation, video tapes (Endorsed only). Non-refundable processing fee of \$75.00.

**Where to submit.** Mail application materials to the Regional Administrator for your postal (zip) code within 60 days. Do not use registered or certified mail. Applications will not be processed unless accompanied by the processing fee.

If your Postal Code is	Send application materials to:
00001-34999	Fran Tardif, 124 Gray Corner Road, Woolwich ME 04579-4848. E-mail: mahidandogs@yahoo.com
35000-99999 & Foreign	Linda Lundgren, 17918 Emrose Lane, Cypress, TX 77429-1541. E-mail: Linda@skoof.com

**Helpful Hints:** NADOI Examiners are looking at how you teach your students to train their dogs. Some questions will ask for an outline or brief description. Be sure to outline or briefly describe all steps asked for in these questions. Some questions will ask for detail. Be sure to answer these questions as though you were explaining to a student. Failure to go into enough detail about techniques and methods, or to describe steps from introduction to reliable response where indicated, may cause your application to be rejected. The Membership Committee cannot presume your knowledge if you fail to provide specific explanation.

It will take our examiners up to 4 months to review your application/questionnaire.

If you have any questions or need more time to complete the enclosed form, please write to the regional administrator for your zip code listed above.

Thank you for your interest in NADOI. We look forward to receiving your membership application.

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<sup>1</sup>Note: Regardless of your total experience, you must become Endorsed at the entry level before being eligible for additional endorsements. Application for additional endorsements may be made in six month intervals, but no earlier than six months after being approved for full membership. An additional 52 weeks of instructing experience at the level of the sought-after endorsement is required for an additional endorsement level. Additional endorsements currently offered by NADOI are *Puppy, Novice, Open, Utility, Tracking, and Basic Agility*.

# ELIGIBILITY REQUIREMENTS

## Endorsed Membership

An applicant for Endorsed Membership must have a minimum of 5 years experience in dog obedience training and at least 2 years as full-charge instructor. Group applicants must have a minimum of 104 hours as full-charge instructor and have worked with a minimum of 100 dog/handler teams. Private applicants must have a minimum of 288 hours instructing and have worked with a minimum of 100 dog/handler teams. All hours for teaching pet manners and/or competition obedience training may be used to calculate eligibility.

## Provisional Membership

To be eligible for Provisional membership, an applicant must have a minimum of 2 years experience in dog obedience training. Experience as an instructor of dog obedience is not required of an applicant for Provisional membership but experience as an instructor or assistant instructor is recommended. Provisional Membership is limited to three (3) years. Within that three year period, and no later than three (3) years after acceptance as a Provisional Member, the provisional member is expected to apply for endorsement by NADOI.

## Formula for Calculating Eligibility

If you are uncertain if you meet the hours requirements, or if you are close to the minimum, please use the following formula to figure your hours and return this form along with your application. If your experience clearly exceeds the minimum, you do not need to complete the following.

### How To Figure Teaching Hours:

#### Group Only:

Number of courses taught \_\_\_\_\_ X number of hours per course = \_\_\_\_\_ total hours.

If the total is **less than 104**, you are not eligible for Endorsed membership but may be eligible for Provisional membership.

If the total is **104 or more**, you are eligible to apply for Endorsed membership.

#### Private only:

Number of clients taught \_\_\_\_\_ X average number of hours per client = \_\_\_\_\_ total hours.

If the total is **less than 288**, you are not eligible for Endorsed membership but may be eligible for Provisional membership.

If the total is **288 or more**, you are eligible to apply for Endorsed membership.

#### Combined Group and Private Hours:

Line 1: Enter number of group instructing hours \_\_\_\_\_

Line 2: Divide the number on line 1 by 104 \_\_\_\_\_

Line 3: Enter number of private instructing hours here \_\_\_\_\_

Line 4: Divide the number on line 3 by 288 \_\_\_\_\_

Line 5: Add Line 2 to Line 4 \_\_\_\_\_

Line 6: Multiply line 5 by 100 \_\_\_\_\_%

If line 6 is less than 100%, you are not eligible for Endorsed membership but may be eligible for Provisional membership.

If line 6 is more than 100%, you are eligible to apply for Endorsed membership.