

World Detector Dog Organization
Guidelines for Approved Testing Personnel

1. Overview

- A. Tests are conducted based on “Double Blind” testing methods. Double blind refers to the fact that neither the tested team nor anyone else present during testing is aware of how many hides are placed or the location of hides in search areas or if hides are placed in a given area or room. The number of hides, and/or location(s) of hides are based on randomized choices, typically by rolling a twelve sided die, or through use of a random number generator.
- B. All W.D.D.O. Double Blind Certification Tests are to be planned, structured, and administered by properly qualified and approved individuals under W.D.D.O. guidelines and procedures as possessing the knowledge and experience to properly conduct such tests.

2. Testing Officials – Tests are to be planned and structured by a properly qualified and approved individual under W.D.D.O. guidelines and procedures. This person, possessing the knowledge and experience to properly plan and structure such a test, shall be referred to hereafter as a “Testing Official.”

- A. **Qualifications** – Person seeking to be approved as a Testing Official under W.D.D.O. guidelines must, at minimum, meet the following qualifications:
 - i. Applicants must be a current member in good standing of W.D.D.O. at the time an application is submitted.
 - ii. Applicants must be able to demonstrate a minimum of five (5) years’ experience testing scent detection canine teams of a minimum of four(4) different disciplines as a W.D.D.O. Certifying Official; or certification as a W.D.D.O. Master Trainer or equivalent as approved by the W.D.D.O. Board of Directors.
 - iii. Applicant must be of “good moral character.”
 - iv. Applicant must have no prior felony convictions, and agree to allow W.D.D.O. to conduct a criminal background check.
 - v. Applicants must attend the W.D.D.O. Testing/Certifying Official Course, and pass the W.D.D.O. Testing/Certifying Official Qualification exam with a minimum score of eighty (80) percent. Attendance to the above course and completion of the exam is required annually to remain an approved W.D.D.O. Testing Official.
- B. Upon completion of the above requirements, an application may be submitted to the Certification Committee for review. After completing its review, the Certification Committee will forward the application, along with its recommendation to the Board of Directors for final approval. The Board of Directors reserves the right to approve or deny all applications. The Board of Directors also reserves the right to revoke approval status at any time, for any of the following reasons:
 - 1) Failure to maintain a current membership in W.D.D.O.
 - 2) Failure to annually attend the Testing/Certifying Official Course, or successfully complete the Testing/Certifying Official Qualification Exam.
 - 3) Be convicted of a felony.
 - 4) Violation of the W.D.D.O. Code of Ethics
 - 5) Misrepresentation of the applicant’s qualifications and/or experience.
 - 6) Failure to structure or administer tests according to W.D.D.O. standards and procedures.
 - 7) Any misuse or misappropriation of W.D.D.O. funds.

- 8) Any conduct deemed by the Board of Directors, either in official or unofficial capacity, to reflect negatively on the organization.

C. Responsibilities

- i. Planning, structuring, and administering W.D.D.O. Double Blind Certification tests in accordance with the approved standard operating procedures for each test type.
- ii. Supervising, and delegating duties to Certifying Officials assisting with testing.
- iii. Ensuring that all forms and documents related to testing are properly completed and submitted to W.D.D.O. Failure to submit proper testing documentation in a timely manner may negatively impact the certification and/or membership status of tested canine teams.
- iv. Monitoring tested handlers, through use of the camera system or proctor, during testing scenarios to ensure compliance with all W.D.D.O. rules and regulations.
- v. Ensuring that prior to testing, all participants are members in good standing of the organization, having completed all applicable applications, as well as having paid all applicable membership dues.

- 3. Certifying Official** – Tests are to be administered by a properly qualified and approved individual under W.D.D.O. guidelines and procedures. This person, possessing the knowledge and experience to properly administer such a test shall be referred to as a “Certifying Official.”

A. Qualifications

- i. Applicants must be a current member in good standing of W.D.D.O. at the time an application is submitted.
- ii. Applicants must be able to demonstrate a minimum of two (2) years’ experience as a W.D.D.O. certified handler or trainer of scent detection canines.
- iii. Applicant must be of “good moral character.”
- iv. Applicant must have no prior felony convictions, and agree to allow W.D.D.O. to conduct a criminal background check.
- v. Applicants must attend the W.D.D.O. Testing/Certifying Official Course, and pass the W.D.D.O. Testing/Certifying Official Qualification exam with a minimum score of eighty (80) percent. Attendance to the above course and completion of the exam is required annually to remain an approved W.D.D.O. Certifying Official.

- B.** Upon completion of the above requirements, an application may be submitted to the Certification Committee for review. After completing its review, the Certification Committee will forward the application, along with its recommendation to the Board of Directors for final approval. The Board of Directors reserves the right to approve or deny all applications. The Board of Directors also reserves the right to revoke approval status at any time, for any of the following reasons.

- 1) Failure to maintain a current membership in W.D.D.O.
- 2) Failure to annually attend the Testing/Certifying Official Course, or successfully pass the Testing/Certifying Official Qualification Exam.
- 3) Be convicted of a felony.
- 4) Violation of the W.D.D.O. Code of Ethics.
- 5) Misrepresentation of the applicant’s qualifications, and/or experience.
- 6) Failure to structure or administer tests in according to W.D.D.O. standards and procedures.
- 7) Any misuse or misappropriation of W.D.D.O. funds.

- 8) Any conduct deemed by the Board of Directors, either in official or unofficial capacity, to reflect negatively on the organization.

C. Responsibilities

- i. Planning, structuring, and administering W.D.D.O. Double Blind Certification tests in accordance with the approved standard operating procedures for each test type under the supervision of an approved Testing Official.
 - ii. Ensuring that all forms and documents related to testing are properly completed and submitted to W.D.D.O. Failure to submit proper testing documentation in a timely manner may negatively impact the certification and/or membership status of tested canine teams.
 - iii. Monitoring tested handlers, through use of the camera system or proctor, during testing scenarios to ensure compliance with all W.D.D.O. rules and regulations.
 - iv. Ensuring that prior to testing, all participants are members in good standing of the organization, having completed all applicable applications, as well as having paid all applicable membership dues.
- 4. Proctor** – Where required by state law, when the use of the camera system is unavailable for any reason, or in such situations as deemed necessary by the Testing and /or Certifying Official, a test proctor will be assigned to accompany tested handlers during the test and record all areas chosen by the tested handler as containing hides on the Handler Answer Sheet.
- i. The Proctor must have no prior knowledge of where, or if any hides are placed in a given area, or search scenario.
 - ii. The Proctor is responsible for accurately recording the handler’s choice(s) for where alerts occurred.
 - iii. The Proctor is responsible for monitoring the tested handler to ensure compliance with all W.D.D.O. rules and regulations governing such test(s).
 - iv. Upon completion of the test, the Proctor will attest through his or her signature on the Handler Answer Sheet to the test’s accuracy and propriety.
- 5. Miscellaneous**
- A. The W.D.D.O. Board of Directors reserves the right to add to, remove from, or modify the minimum qualifications for all testing personnel at its discretion. The Board of Directors also reserves the right to add to, remove, or modify at its discretion the responsibilities of all testing personnel.