Washington State Animal Response Team



## **WASHINGTON STATE ANIMAL RESPONSE TEAM**

# POLICY NO. 3 TRAINING CURRICULUM

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Revision: P		
	Approval Date:	
Approved:		
's/	<u>/s/</u>	
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## **REVISION RECORD**

Revision	Release Date	<u>Description</u>	Affected Sections
Original	12/1/2010	Initial release*; redefined training categories	All
Α	1/19/2011	Added Veterinarian exemption	"Veterinarian Exemption"
В	10/5/2011	Added summary flow chart; added	"Mandatory Independent Study
		IS-800 as mandatory regmt;	Requirements," "Core Classes for
		restructured Core class to make	All Deployment Categories,"
		Core graduates deployable; moved	"Sheltering," "Field Response,"
		Base Support from Sheltering &	"Challenging Core and
		Field Response to Core; added	Specialized Category Courses,"
		competency demo as potential	"Continuing Education," "Course
		alternative for challenging	Fee Structure"
		curriculum; revised Continuing Ed	
		reqmts;	
С	8/1/2012	Reformatted; described means for	1.0, 7.0, 9.0, 11.0, 16.0; all
		challenging Core; clarified	sections revised for reformatting
		Continuing Ed requirements;	
		updated Transport curriculum	
D	2/25/13	Added provision for emergency	1.0, 2.0, 11.2, 11.3, 11.4, 13.0,
		waiver of credentialing reqmts.;	Footnote 5; added Footnote 3
		revised recertification requirements;	and Section 11.5. Significant text
		added Form A-007 as alternative to	changes shown in underlined
		blood-borne pathogens course	italics.
E	8/7/13	Added provision for challenging	9.0; added new 11.5;
		recertification, clarified challenging	renumbered 11.6; revised
		initial certification and clarified	Footnote 5
	0/5/4.4	continuing education requirements	
F	2/5/14	Added exclusion of online First	Footnote 1
	F/7/4 4	Add d County and Doorse	Add advance Coation 44 Coast
G	5/7/14	Added Search and Rescue	Added new Section 11.0 and
		exemption	subsections; renumbered all
Н	12/3/14	Added provision for online training	following sections.
	12/3/14	Added provision for online training and revised course fees	1.0, 4.0, 6.0, 8.0, 9.0, 12.3, 13.0,
		and revised course fees	13.1, 13.3, 16.0, 17.0; Added new Section 8.0 and subsections;
			renumbered all following
			sections.
			350ti0H3.



Revision	Release Date	Description	Affected Sections
ICVISIOII	Notedae Date	Description	Allocted Geofforts
I	3/10/16	Redefined all training categories & names; revised SAR exemption	1.0, 4.0, 4.1, 4.2,5.0, 5.1, 5.2, 6.0, 6.1, 6.2, 7.0, 7.1, 7.2, 8.0, 9.0, 10.0, 12.0, 12.3.1,12.3.2, 13.0, 13.1, 13.2, 13.3, 13.4, 13.5, 14.0, 14.1, 14.2, 14.3, 14.4, 14.5, 15.0, 16.0, 17.0; added subsection 12.3.2, Renumbered all following sections; Changed curriculum to reflect new class name changes
J	4/4/18	Redefined all training categories & names; deleted Veterinarian and SAR exemptions	1.0, 3.0, 4.0, 5.0, 5.1, 6.0, 6.1, 7.0, 7.1, 8.0, 9.0, 10.0, 11.1, 11.2, 11.3, 11.4, 12.1, 12.2, 12.3, 14.1, 14.2; deleted previous Sections 4.2, 11.0 & subsections & 12.0 & subsections. Renumbered all subsequent sections. Created new Subsection 12.6. Added new footnote 5 & re-numbered subsequent footnotes. Added new footnote 7.
K	8/7/19	Revised certification and recertification requirements for Operations Support	Added new section 6.3; revised 11.3, footnotes 5 & 6
L	1/2/2020	Combine and revise Base Support and Operations Support; revise Transport topics	1.0, 4.0, 6.2, 9.1, 12.1, 14.0; added new footnote 5 and renumbered succeeding footnotes; minor corrections and additions.
M	10/7/20	Enacted temporary revisions to training requirements due to pandemic restrictions; established dual levels of qualification for Transport; clarified re-certification requirements for Base & Operations Support; added Sheltering to training categories that can be challenged	4.0, 6.0, 8.0, new Appendix A; added new footnote 7 and renumbered succeeding footnotes.



Revision	Release Date	<u>Description</u>	Affected Sections	
N	12/2/20	Further revision to accommodate pandemic-related issues	Footnote 1 & Appendix A. Significant changes are shown in underlined italics.	
Р	1/26/2023	Revisions to account for the release of pandemic related modifications.  Designated Trainee status is no longer COVID specific and will be offered moving forward. Removal of Appendix A and minor spelling and grammatical updates. Adding a Conditional Trailering Endorsement designation managed by the Training Committee.	1.0 Requirements Summary, mandatory vaccinations, 3.0 Mandatory Vaccination Requirements, 4.2 Onsite Segments, 5.0 Emergency Animal Sheltering, 6.0 Transport, 7.0 Advanced Specialty Training, 9.1 Base & Operations Support Training, Footnote 6, and removal of Appendix A.	

<sup>\*</sup> Prior to its release as Policy No. 3, the WASART Training Curriculum had been released as an unnumbered document, and had undergone various informal revisions in that form



#### 1.0 REQUIREMENTS SUMMARY

For convenience, WASART's training and credentialing requirements are summarized in the chart below:

Course	Details
Mandatory	FEMA IS-100
Independent	FEMA IS-200
Study	FEMA IS-700
	FEMA IS-800
	First Aid & CPR (First Aid-online acceptable; CPR-in person
	mandatory)
	Blood Borne Pathogens (WASART form A007 acceptable in lieu of
	class)
Mandatory Vaccination	Tetanus – booster required every 10 years or sooner

Base & Operations Support

Animal Assessment & Behavior

Online Basic Communications

Deployment Legalities
Deployment Operations
Introduction to WASART
Preparing for Deployment
Risk Assessment

Safety

Water Rescue Awareness Principles

Onsite Animal Handling

Deployment Operations Scenario TRT Assist - Rescue Litter Carry TRT Assist - Line Hauling Water Rescue Practice

Technical Water Rescue Team Equipment Introduction

**Emergency Animal Sheltering** 

Animal First Aid & Psychology
Online Basic Animal Care in a Shelter

Fire Hazard Awareness Shelter Operations-Intake

**Shelter Decontamination Practices** 

Onsite Animal Housing & Handling

Sheltering Exercise

Sheltering Planning & Operations Site Assessment Tabletop Exercise

Transport

Online Transport Operations & Safety

Onsite Ground Spotter Support

Scout Support

Trailer Maneuvering & Skills Test Transport Principles In Practice Van Maneuvering & Skills Check

**WASART Vehicles & Equipment Operations** 

**Deployment status** 

Finish all green segments and you can deploy for support activities at Base and assisting the Technical Rescue Team.

Can now deploy and work in an Emergency Animal Shelter.

Can operate designated WASART and approved personal vehicles.



Recertification required for all courses every 3 years (exceptions: Technical Rescue, FEMA courses, First Aid, CPR & Tetanus)

Member volunteers who wish to be deployed by WASART in a disaster or rescue response will need to have completed the training courses for the response category (categories) in which they wish to deploy. No training is required of those volunteers who do not wish to deploy but who wish to join WASART and be members in an auxiliary or advisory capacity.

There will be three deployable categories of training: Base & Operations Support, Emergency Animal Sheltering and Transport. Members will be required to complete all application forms and satisfactorily pass a background check to deploy. Proof of completion of any of the courses listed below or an acceptable equivalent will exempt a volunteer from retaking the course(s) within a three-year period. See the sections on Challenging Courses and Continuing Education, below.

All members wanting to deploy, regardless of training category, must have first successfully completed all the Mandatory Independent Study Requirements, the Mandatory Vaccination described below, and Base & Operations Support.

Recognizing that an emergency situation's demands may exceed WASART's capacity to provide fully credentialed responders, the Duty Officer/Call Coordinator for the deployment may agree to a temporary waiver of the credentialing requirements for all or part of the duration of the deployment. In the event of such waiver, all emergent volunteers wishing to participate shall receive on-site emergency training and be designated Temporary Emergency Workers prior to being deployed. All such Temporary Workers must sign in and out on the Daily Activity Log at the deployment site.

All trainings are offered at least once annually. Trainings are a combination of online classes and one-day on-site instruction. Additional trainings may be added as the need arises.

Registrants must complete the online segments and the on-site training to be credentialed in the category of their choice. All online segments are offered via the internet. Online classes must be completed within 90-days of completion of the in-person training session.

In the event that the required Base & Operations Support Training (B&O) is cancelled and is not readily available to new members wishing to deploy, once all other mandatory requirements are completed and the Credentials Manager and the Training Director approve, members in good standing who wish to deploy will be designated as "Trainees" and allowed to deploy in a reduced capacity. Trainees will receive Just-In-Time training upon arriving on scene relevant to the specific mission before embarking on their assignments. Trainees will be allowed to help manage Base as well as supervised tasks as assigned by the STL or TFL. Members designated as Trainees commit to finalize their certification by participating in the first available in-person B&O training within 12-months of receiving the Trainee designation. Upon successful



completion of in-person B&O Training segment or a course challenge approved by the Training Committee, members will lose their Trainee designation and be allowed full deployment opportunities.

## 2.0 MANDATORY INDEPENDENT STUDY REQUIREMENTS

These are courses not offered by WASART, but readily available from other agencies, as described in the notes below.

- Human First Aid, CPR, & Blood-borne Pathogens<sup>1,2,3</sup>
- FEMA IS 100 Basic Incident Command System<sup>4</sup>
- FEMA IS 200 Single Resources and Initial Action Incidents<sup>4</sup>
- FEMA IS 700 National Incident Management System, An Introduction<sup>4</sup>
- FEMA IS 800 National Response Framework, An Introduction<sup>4</sup>

## 3.0 MANDATORY VACCINATION FOR ALL CATEGORIES

Tetanus (current) – a booster is required every 10 years or sooner

## 4.0 BASE & OPERATIONS SUPPORT

## 4.1 Online Segments:

- Animal Assessment & Behavior
- Basic Communications
- Deployment Legalities
- Deployment Operations
- Introduction to WASART
- Preparing to Deploy
- Risk Assessment
  - Animal Assessment
  - Biosecurity
  - Hazmat

These classes are offered by many fire departments, hospitals, the American Red Cross, and at work sites; a fee is usually involved. Courses that are solely online are not acceptable for meeting the CPR requirement; however, a hybrid class (online) with an in-person demonstration of CPR is acceptable. An in-classroom Wilderness First Aid class is an acceptable substitute for First Aid

<sup>&</sup>lt;sup>2</sup> Health care professionals such as doctors, nurses, emergency medical technicians, etc. who are current in their occupational credentials are exempt from this requirement.

<sup>&</sup>lt;sup>3</sup> An alternative to taking a formal blood-borne pathogens class, members may attest to their understanding of blood-borne pathogens' causes, risks, and means to mitigate their risks, by signing WASART Form A-007, which is on our website under Policies & Procedures.

<sup>&</sup>lt;sup>4</sup> These courses can be completed online by going to <a href="http://www.training.fema.gov/IS/crslist.asp">http://www.training.fema.gov/IS/crslist.asp</a>.



- Scene Assessment
- Zoonotic Diseases
- Safety
- Technical Water Rescue Awareness

## 4.2 Onsite Segments:

- Animal Handling
- Deployment Operations Scenario
- TRT assist Rescue Litter Carrying
- TRT assist Line Hauling rope safety
- Technical Water Rescue Team Equipment Introduction

Upon completion of the above Base & Operations Support class and Mandatory Independent Study Requirements, members will be qualified to deploy to Base and assist in Base management, equipment distribution, communications, and documentation and into the field to assist the Technical Rescue and Technical Water Rescue Teams during rescues and evacuations.

Members who wish to drive WASART vehicles and animal transport then move on to take that course.

#### 5.0 EMERGENCY ANIMAL SHELTERING

Members that complete Emergency Animal Sheltering training will be eligible to assist with shelter set up and operations.

#### 5.1 Online Segments:

- Animal First Aid & Psychology
- Basic Animal Care in a Shelter
- Fire Hazard Awareness
- Shelter Operations Intake
- Shelter Decontamination Practices

#### 5.2 On-Site Segments:

- Animal Housing & Handling
- Shelter Planning & Operations
- Shelter Site Assessment Tabletop Exercise
- Sheltering Exercise

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#### 6.0 TRANSPORT

WASART will maintain two different classifications under the Transport category: members qualified to drive WASART's trucks and vans, and those additionally qualified to tow WASART trailers or other trailers while driving WASART or other vehicles. Members may, but need not, qualify for both categories. The classifications will be "Transport: Truck & Van" and "Transport: Truck & Trailer" qualified. Members who pass Transport, may be given a "Conditional Trailering Endorsement" should they show competence in trailering but need additional practice. Each member who is awarded a "Conditional Trailering Endorsement" must complete a minimum of 3 trailering drives with a WASART experienced driver (WED) as designated by the Training Committee. Driving sessions can be through one-on-one practice sessions as well as assisting during WASART deployments and work parties. The WED will be responsible for assessing the member's performance and reporting it to the Training Committee. It may be necessary due to safety issues or changing conditions that the WED assume control of the vehicle and trailer. If this happens, the WED will need to summarize the reasoning to the Training Director for further assessment. The Training Director will manage the member's status and report to Credentials when the Trailering Endorsement may be added to the member's credentials.

Members qualified for either category will be able to assist with managing the equipment typically carried in those vehicles and assist with ground support for traffic control. They will also be able to use their vehicle in a scout support capacity where they assess roads, lead the convoy, and help with communications relay and directions as needed. Transport volunteers who wish to tow the WASART trailers or their personal trailer for animal transport will have to pass a skills test. This will qualify them to haul trailers to trainings, outreach events, deployments, etc. Members who wish to use their personal vehicle to tow a WASART trailer will need to have their vehicle assessed for compatibility beforehand. This can be done at the annual transport training or by contacting the Training Director to request a time to have an assessment done. Requests outside of the annual Transport training sessions will be reviewed on a case-by-case basis.

#### 6.1 Online Segment:

Transport Operations & Safety

#### 6.2 On-Site Segments:

- Ground spotter support
- Scout Support
- Trailer maneuvering & skills check
- Transport Principles in Practice
- Van maneuvering & skills check
- WASART Vehicles & Equipment Operations



#### 7.0 ADVANCED SPECIALTY TRAINING

In addition to the prerequisite passing of Base & Operations Support Training required for deployment, WASART members may be offered specialized training for technical rope rescue and technical water rescue teams.

Participants in the specialty programs establish the programs' training, certification, and performance standards. Each participant must satisfy these standards in order to deploy and participate as part of a specialty team. All members are urged to respond to a callout.

Contact the WASART Training Director at <u>training@wasart.org</u> for more specific information about these specialty teams.

# 8.0 <u>CHALLENGING BASE AND OPERATIONS SUPPORT, TRANSPORT, SHELTERING, AND SPECIALIZED CATEGORY COURSES</u>

Required category-specific courses may be challenged if a candidate believes they have already taken course material or has alternative experience\_that is the equivalent of the WASART training curriculum. The challenge may be directed at all or part of the course material for which certification is sought. It will be the responsibility of the candidate to provide evidence of the training already taken, as well as a detailed description of the course content, to the WASART Training Director for consideration by the WASART Training Committee. The Training Committee will consider each applicant challenge on a case-by-case basis and will provide a response with its decision about the challenge within 30 days of its receipt. The decision of the Training Committee will be final.

The Mandatory Independent Requirements are not challengeable except as noted in Footnote 2, above.

#### 9.0 CONTINUING EDUCATION

To remain eligible for deployment, members must maintain proficiency in the skills necessary for initial credentialing and must demonstrate their proficiency at least every three years of the date of previous certification or re-certification. For specialized category training, WASART has established several means of demonstrating this proficiency maintenance. It is the member's responsibility to provide adequate evidence of participation in deployments. Should the member not satisfy any of the available methods for recertification, they shall become ineligible for deployment in the specialty for which his or her certification has lapsed on December 31 of the year in which the certification expired.

Whichever means of re-certification is used, the new certification period shall begin with completion of the event used to re-certify, i.e., the final online segment or the on-site segment,



whichever is the last to be completed, and shall extend to December 31 of the third year after the re-certifying event.

Acceptable means of re-certifying are as follows, all of which need to have been accomplished within the previous three years:

## 9.1 Base & Operations Support<sup>5</sup>

- During a member's active credentialling period, repeat the Base & Operations Support
  online trainings and tests at a reduced course fee (see 12.1 below) -- the training
  committee strongly encourages attending the in-person hands on training as well but only
  the online trainings are mandatory for recertification.
- Participate in two or more qualifying<sup>6</sup> WASART deployments<sup>7</sup>
- Participate as a Call Coordinator for 30+ minutes on two (2) qualifying WASART deployments.
- Maintain certification as a Technical Rescue Operator or Technician
- Complete a Large Animal Rescue (LAR), Technical Large Animal Rescue (TLAER) or Technical Animal Rescue (TAR) course from a training organization acceptable to the Training Committee. Such course attendance to be a minimum of 12 hours.
- Participate in a combination of Technical Rescue Team training sessions and/or qualifying WASART deployments totaling six in a calendar year.

## 9.2 <u>Emergency Animal Sheltering</u>

- Participate in one or more sheltering deployments with a national animal welfare organization.
- Participate in two qualifying<sup>6</sup> WASART sheltering deployments for a minimum of 6-hours per shift.
- Participating in the Annual Exercise for a 6+ hour shift, is the equivalent of one "qualifying" deployment.
- Repeat the Sheltering online classes and the WASART Sheltering training at a reduced course fee (see Section 12.1).

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<sup>&</sup>lt;sup>5</sup> Those who have completed the on-site segment but not the online segment of Base & Operations Support however, are not certified, not eligible to deploy, and will not be recertified. They will be required to complete their initial certification in Base & Operations Support to be eligible to deploy.

<sup>&</sup>lt;sup>6</sup> Qualifying deployments are those that are of sufficient complexity and rigor to provide meaningful experience to those who deploy and participate. The WASART Strike Team and/or Task Force Leaders that participated in each deployment will decide by majority vote at the conclusion of the deployment whether it met the criteria to be considered "qualifying." This decision will be documented on Form T-002 and forwarded to the Training Director and Credentials Manager. The decision will be recorded within the After-Action Report for the deployment. Qualifying for recertification in Technical Rescue shall count toward recertification in Base & Operations Support.

<sup>&</sup>lt;sup>7</sup> Members who were certified in either Base Support or Operations Support at the time of Release of Rev. L of this policy will be considered to have participated in a qualifying deployment for Base and Operations Support.



• Complete an equivalent sheltering course from a national animal welfare organization.

#### 9.3 Transport

- Driving or towing WASART response vehicles for two qualifying deployments<sup>6</sup> and/or trainings
- Repeat the WASART Transport training at a reduced course fee (see 12.1 below)

#### 9.4 Challenging Recertification Requirements

If a member believes that he or she has accumulated experience or taken training equivalent to the recertification methods enumerated above, he or she may challenge the recertification by petitioning the WASART Training Committee. The challenge may be directed at all or part of the course material for which recertification is sought. It will be the responsibility of the candidate to provide evidence of the experience, or the training already taken, as well as a detailed description of the work/deployment experience or training content, to the WASART Training Director for consideration by the Training Committee. The Training Committee will consider each applicant challenge on a case-by-case basis and will provide a response with its decision about the challenge within 30 days of its receipt. The decision of the Training Committee will be final. The Training Committee must notify WASART's Credentials Manager if a recertification challenge is successful.

## 9.5 Recertification for Training Committee Members

Training Committee members will be qualified for re-certification in the various response specialties provided they have participated in the training program (by teaching portions of the course or otherwise providing support for the class) for the specialty for which re-certification is sought and have attended 50% of the Training Committee meetings during a 12-month interval that includes the training event in which the candidate participated. Submission of Form T-001 by the candidate to the Training Committee is required. If approved, completion of online classes, if relevant, would not be required.

Other organizations' courses may be used to satisfy the Continuing Education requirement, subject to the same conditions as those listed above for challenging WASART's courses: the candidate must provide evidence of the training to the Training Director, and the Training Committee must approve the alternate training course.

## 10.0 RECOMMENDED COURSES

In addition to the courses required to be eligible for deployment, WASART strongly encourages cross training with other organizations to strengthen and reinforce critical skills. The following additional courses are all highly recommended:



## 10.1 Base & Operations Support

- Basic Helicopter Safety<sup>8,9</sup>
- Crime Scene Awareness<sup>8,9</sup>
- Introduction to Emergency Worker<sup>8</sup>
- Map & Compass<sup>8,9</sup>
- SAR Survival<sup>8,9</sup>Search and Rescue (SAR) Techniques<sup>8,9</sup>

## 10.2 Sheltering

- FEMA IS 10 Animals in Disaster Module A<sup>10</sup>
- FEMA IS 11 Animals in Disaster, Module B<sup>10</sup>
- FEMA IS 111 Livestock in Disaster<sup>10</sup>
- Animal Emergency Services or Disaster Sheltering for Companion Animals with American Humane Association (AHA)
- Emergency Animal Sheltering with Humane Society of the United States (HSUS)
- Emergency Animal Rescue Service with RedRover
- ASPCA Fundamentals of Emergency Sheltering<sup>11</sup> or similar

## 10.3 Animal Handling & Rigging

- Large Animal Rescue (LAR)<sup>12</sup>
- Technical Large Animal Rescue (TLAR)<sup>12</sup>
- Technical Animal Rescue (TAR)<sup>12</sup>

## 10.4 Health

- Pet and/or Large Animal First Aid
- Wilderness or Delayed Response First Aid
- Psychological First Aid with American Red Cross
- Critical Incident Stress Management (CISM)
- Compassion Fatigue Educator or Therapist<sup>13</sup>
- Certified Traumatologist
- Field Traumatologist

<sup>8</sup> King County Search and Rescue Association and some SAR groups from other counties offer these courses, usually at a community college

These courses may partially satisfy the advanced certification requirements of one or more of the advanced specialty teams described above.

<sup>&</sup>lt;sup>10</sup> These courses can be completed online by going to <a href="http://www.training.fema.gov/IS/crslist.asp">http://www.training.fema.gov/IS/crslist.asp</a>.

<sup>&</sup>lt;sup>11</sup> This course can be completed online by going to https://www.aspcapro.org/webinar/20140204/fundamentals-emergency-sheltering

<sup>&</sup>lt;sup>12</sup> These courses may partially satisfy the advanced certification requirements of one or more of the advanced specialty teams described above.

<sup>13</sup> These courses can be completed through Green Cross Academy of Traumatology, www.greencross.org



#### 10.5 Other

- Amateur Radio Licensing
- Community Emergency Response Team (CERT)
- Incident Management Training
- Hazardous Materials Awareness and Decontamination
- Transportation Safety Course

#### 10.6 Additional Training Opportunities

Keep checking the Training page (<a href="http://www.wasart.org/training">http://www.wasart.org/training</a>) and Calendar (<a href="http://www.wasart.org/calendar">http://www.wasart.org/calendar</a>) on the WASART website for notification of other training opportunities and workshops. They are open to all WASART members and often to the general public.

The WASART Training Committee will endeavor to schedule workshops throughout the year. Instruction will be on such topics as knot tying, pet first aid, psychological first aid, radio communications, as well as table-top exercises, mock drills, etc. Farm tours to build animal handling skills may be scheduled as appropriate locations and instructors are available. Fees may be charged.

#### 11.0 RECOMMENDED VACCINATIONS FOR ALL MEMBERS

Due to various health risks in a disaster situation, it is strongly recommended that all members, except support members who will not be deployed, be vaccinated against:

- Hepatitis A
- Hepatitis B
- Pre-exposure rabies

It is the responsibility of the individual to make copies of all required course completion certificates, copies of all First Aid, CPR, and Blood Borne Pathogens cards or Blood Borne Pathogens Form A-007, and vaccination verifications, and submit these to the WASART Credentials Manager immediately after completion of the course or vaccination.

Copies can be attached to an email directed to the Credentials Manager, <a href="mailto:credentials@wasart.org">credentials@wasart.org</a>,or mailed to WASART, P.O. Box 21, Enumclaw WA 98022.

## 12.0 COURSE FEE STRUCTURE



Tuition fees cover both onsite and online classes and are payable when registering for the onsite training.

#### 12.1 Standard Tuition Costs

		<u>Members</u>	<u>Non-members</u>
•	Base & Operations Support	\$100.00	\$130.00
•	Emergency Animal Sheltering	\$65.00	\$95.00
•	Transport	\$50.00	\$80.00

WASART members who are already certified for any of these categories may repeat the course by means of completing their Continuing Education requirement, for 50% of the fee listed above <sup>14</sup>. Note that it is only necessary to complete the Base & Operations Support training and Mandatory Independent Study Requirements in order to be eligible for deployment unless the member wishes to be qualified to drive vehicles on WASART deployments.

## 12.2 Refund Policy

Should it be necessary for WASART to cancel a class for any reason, any course fees that have been paid will be refunded as soon as possible. Course fees will be refunded in full if a participant cancels his or her registration 21 days before the scheduled class date. Registrations canceled between 21 days and 10 days before the scheduled date will be refunded 50%. Fees for registrations canceled less than 10 days before the class will not be refunded. In the special circumstance where medical emergency or a death, occurring less than 10 days before the class, prevents the enrollee from attending or completing the class, the Training Director may authorize a full refund. In the case of emergencies that prevent the completion of a course already begun, the Training Committee will consider the circumstances and determine the appropriate course of action on a case-by-case basis.

## 13.0 TRAINING COSTS FOR NON-MEMBERS

WASART's training courses are primarily intended to increase and enhance the skills of its members. However, we recognize that there may be times and circumstances when non-members may also wish to take our classes. The WASART Board of Directors has determined that non-members may attend our training, class space permitting. A \$30.00 non-member fee may be applied to membership at the student's option from the class tuition, within 90 days of completing the course. (\$30.00 is the amount of the annual WASART member dues, so applying the fee to membership will pay the student's dues for the current year.) Unless non-members subsequently join WASART, they are not required to undergo a criminal background check or complete any documentation other than the documentation required to register for the course.

<sup>&</sup>lt;sup>14</sup> No fee reduction will be allowed for successful challenges of part of the course material as permitted in Section 10.0 and Subsection 11.5



#### 14.0 WASART OUTSIDE INSTRUCTION

WASART may provide instruction to other organizations or agencies on disaster planning for livestock and/or companion animals, animal handling, technical animal rigging, etc. in an individual class setting or in a two-day format. Instruction can take place in King County or in a location that is convenient to the requesting agency or entity, WASART resources permitting. A minimum of 10 students is required. The WASART Training Committee will determine the cost of instruction on a case-by-case basis. Contact <a href="mailto:training@wasart.org">training@wasart.org</a> for more information.

For the most current information on WASART training dates, times and locations, visit the WASART website at <a href="http://www.wasart.org/training">http://www.wasart.org/training</a>.

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