



Policy No. 3: Training Curriculum

Washington State Animal Response Team



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WASHINGTON STATE ANIMAL RESPONSE TEAM

POLICY NO. 3 TRAINING CURRICULUM

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Approved:

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REVISION RECORD

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



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<u>Revision</u>	<u>Release Date</u>	<u>Description</u>	<u>Affected Sections</u>
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 re-numbered 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 recertification 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 re-numbered succeeding footnotes.



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N	12/2/20	Further revision to accommodate pandemic-related issues	Footnote 1 & Appendix A. Significant changes are shown in underlined italics.
P	05/03/2023	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.
Q	TBD	Corrected page numbers on table of contents, Wording correction for Transport training in the Requirements Summary section, Revisions to Emergency Animal Sheltering quizzes, new Transport training opportunity for singular vehicle training and updates to the credentialing of Transport students, new Training course fee structure; changed First Aid/CPR requirement to hybrid or in-person and specified requirement of every 2 years; clarified reference in paragraph 8 to the footnote for paragraph 2; clarified the last paragraph of 9.0 to say that only one of the bulleted items needs to be accomplished for recertifying; changed footnote to paragraph 9.1 to state that Ops Chief decides if a deployment is qualifying; updated wording for trainees to reflect that they can perform supervised tasks under the direction of the Logistics Chief or Operations Chief; clarified time intervals and procedures for training committee recertifications	1.0 Requirements Summary, footnote to paragraph 2.0, 5.1 EAS Online Segments, 6.0 Transport, 8.0 Challenging Courses, 9.0 Continuing Education; 9.1 Qualifying Deployment; 9.5 Recertification of Training Committee Members; 12.0 Course Fee Structure

* 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



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1.0 REQUIREMENTS SUMMARY

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

Course	Details	Deployment status
Mandatory Independent Study	FEMA IS-100 FEMA IS-200 FEMA IS-700 FEMA IS-800 First Aid/CPR (required every 2 years) Blood Borne Pathogens (required every 2 years)	
Mandatory Vaccination	Tetanus – booster required every 10 years or sooner	

<i>Introduction to Field Operations</i>	
Online	Animal Assessment & Behavior 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 Technical Water Rescue Equipment Introduction Technical Water Rescue Team Equipment Introduction

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

<i>Emergency Animal Sheltering</i>	
Online	Animal First Aid & Psychology Shelter Decontamination Practices Fire Hazard Awareness Shelter Operations-Intake
Onsite	Animal Housing & Handling Sheltering Exercise Sheltering Planning & Operations Site Assessment Tabletop Exercise

Can now deploy and work in an Emergency Animal Shelter.

<i>Transport</i>	
Online	Transport Operations & Safety
Onsite	Ground Spotter Support Scout Support Trailer Maneuvering & Skills Test Transport Principles In Practice Vehicle Maneuvering & Skills Check WASART Vehicles & Equipment Operations

Can operate designated WASART and approved personal vehicles.

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



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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 categories of training for those who wish to deploy: Introduction to Field Operations, 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 Introduction to Field Operations.

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 Introduction to Field Operations Training (IFO) 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 perform supervised tasks as assigned by the Logistics or Operations Chief. Members designated as Trainees commit to finalize their certification by participating in the first available in-person IFO training within 12-months of receiving the Trainee designation. Upon successful completion of the in-person IFO 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



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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^{1,2,3}
- FEMA IS 100 – Basic Incident Command System⁴
- FEMA IS 200 – Single Resources and Initial Action Incidents⁴
- FEMA IS 700 – National Incident Management System, An Introduction⁴
- FEMA IS 800 – National Response Framework, An Introduction⁴

3.0 **MANDATORY VACCINATION FOR ALL CATEGORIES**

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

4.0 **INTRODUCTION TO FIELD OPERATIONS (IFO)**

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

4.2 **Onsite Segments:**

¹ These classes are offered by many fire departments, hospitals, the American Red Cross, and at work sites; a fee is usually involved. Online and in-person classes are acceptable for First Aid and CPR but an in-person CPR Compression test must also be completed to fully comply with the CPR credential requirement. Wilderness First Aid class is an acceptable substitute for First Aid.

² Health care professionals such as doctors, nurses, emergency medical technicians, etc. who are current in their occupational credentials are exempt from this requirement.

³ 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.

⁴ These courses can be completed online by going to <http://www.training.fema.gov/IS/crslist.asp>.



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- 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 Introduction to Field Operations class and Mandatory Independent Study Requirements, members will be qualified to deploy and assist at the Command Post (CP) with equipment distribution, communications, and documentation, and in support of the Technical Rescue and Technical Water Rescue Teams during rescues and evacuations.

Members who wish to drive WASART vehicles and deploy with the Sheltering team then move on to take those courses.

5.0 EMERGENCY ANIMAL SHELTERING (EAS)

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

5.1 Online Segments:

- Animal First Aid & Psychology
- 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

6.0 TRANSPORT

WASART transport qualifications are specific to the vehicle being driven—truck, truck and trailer, box truck, or transit van. Members may choose to qualify as a driver for all vehicles or only a single vehicle. Members who pass Transport may be given a “Conditional Trailing Endorsement” should they show competence in trailering but need additional practice. Each member who is awarded a “Conditional Trailing 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, events, or 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



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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 the Credentials Manager when the Trailering Endorsement may be added to the member's credentials.

Qualified members 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 Introduction to Field Operations Training required for deployment, WASART members may be offered specialized training for technical rope rescue and technical water rescue teams.

Participants in the specialty program committees 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 deployment callouts, if able.

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

8.0 CHALLENGING INTRO TO FIELD OPERATIONS, TRANSPORT, SHELTERING, AND SPECIALIZED CATEGORY COURSES



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Required category-specific courses may be challenged if a candidate believes they have already taken course material or have 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 Study Requirements are not challengeable except as noted in the footnote to paragraph 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 from 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 their 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 last event used to re-certify, i.e., the final online segment or the on-site segment, and shall extend to December 31 of the third year after the re-certifying event.

Acceptable means of re-certifying are by meeting any one of the bulleted requirements within the previous three years:

9.1 Introduction to Field Operations⁵

- During a member's active credentialing period, repeat the Introduction to Field Operations online trainings and tests. 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 qualifying⁶ WASART deployments.
- Participate as a Call Coordinator for 30+ minutes on two (2) qualifying WASART deployments.

⁵ Those who have completed the on-site segment but not the online segment of Introduction to Field Operations, however, are not certified, not eligible to deploy, and will not be recertified. They will be required to complete their initial certification in Introduction to Field Operations to be eligible to deploy.

⁶ Qualifying deployments are those that are of sufficient complexity and rigor to provide meaningful experience to those who deploy and participate. The WASART Operations Chief that participates in each deployment will decide 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.



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- Maintain certification as a Technical 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 **Emergency Animal Sheltering**

- Participate in one or more sheltering deployments with a national animal welfare organization.
- Participate in two qualifying⁶ 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).
- Complete an equivalent sheltering course from a national animal welfare organization.

9.3 **Transport**

- Driving or towing WASART response vehicles for two qualifying deployments, events,⁶ or trainings
- Repeat the WASART Transport training.

9.4 **Challenging Recertification Requirements**

If a member believes that he or she has accumulated experience or completed training that is 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



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is required. If approved, completion of online classes, if relevant, would not be required. Documentation of approval should be submitted to the Credentials Manager. The certification expiration date shall be December 31st of the third calendar year from the date of the qualifying training event.

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. Documentation of approval should be submitted to the Credentials Manager. The certification expiration date shall be December 31st of the third calendar year from the date of the qualifying training event.

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 Introduction to Field Operations

- Basic Helicopter Safety^{8,9}
- Crime Scene Awareness^{8,9}
- Introduction to Emergency Worker⁸
- Map & Compass^{8,9}
- SAR Survival^{8,9} Search and Rescue (SAR) Techniques^{7,8}

10.2 Sheltering

- FEMA IS 10 - Animals in Disaster Module A⁹
- FEMA IS 11 - Animals in Disaster, Module B¹⁰
- FEMA IS 111 - Livestock in Disaster¹⁰
- 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 Sheltering¹⁰ or similar

⁷ King County Search and Rescue Association and some SAR groups from other counties offer these courses, usually at a community college.

⁸ These courses may partially satisfy the advanced certification requirements of one or more of the advanced specialty teams described above.

⁹ These courses can be completed online by going to <http://www.training.fema.gov/IS/crslist.asp>.

¹⁰ This course can be completed online by going to <https://www.aspcapro.org/webinar/20140204/fundamentals-emergency-sheltering>



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10.3 Animal Handling & Rigging

- Large Animal Rescue (LAR)¹¹
- Technical Large Animal Rescue (TLAR)¹²
- Technical Animal Rescue (TAR)¹²

10.4 Health

- Pet and/or Large Animal First Aid
- Wilderness or Delayed Response First Aid - will be accepted as equivalent of First Aid/CPR credential
- Psychological First Aid with American Red Cross
- Critical Incident Stress Management (CISM)
- Compassion Fatigue Educator or Therapist¹²
- Certified Traumatologist
- Field Traumatologist

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 (<http://www.wasart.org/training>) and Calendar (<http://www.wasart.org/calendar>) 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

¹¹ These courses may partially satisfy the advanced certification requirements of one or more of the advanced specialty teams described above.

¹² These courses can be completed through Green Cross Academy of Traumatology, www.greencross.org



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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, credentials@wasart.org, 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 on-site training.

12.1 Standard Tuition Costs

	<u>Members</u>	<u>Non-members</u>
● Introduction to Field Operations	\$50.00	\$80.00
● Emergency Animal Sheltering	\$0.00	\$80.00
● Transport	\$0.00	\$80.00

WASART members who are already certified for Introduction to Field Operations Training may repeat the course by means of completing their Continuing Education requirement, for no additional fee¹³. Note that it is only necessary to complete the Introduction to Field Operations 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 at least 21 days before the scheduled class date. Registrations canceled between 21 days and 10 days prior to 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 a medical emergency or 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

¹³ 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



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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. Any non-member who completes a WASART training course, and who subsequently becomes a WASART member within 90 days of the training, will have their \$30 annual membership fee waived. 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.

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 training@wasart.org for more information.

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