



# WASHINGTON STATE ANIMAL RESPONSE TEAM

## POLICY NO. 3 TRAINING CURRICULUM

Revision: L

Approval Date: January 6, 2020

Approved:

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## Policy No. 3: Training Curriculum

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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.



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<u>Revision</u>	<u>Release Date</u>	<u>Description</u>	<u>Affected Sections</u>
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.
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



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<u>Revision</u>	<u>Release Date</u>	<u>Description</u>	<u>Affected Sections</u>
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. Significant changes are shown in underlined italics.

\* 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
<b>Mandatory Independent Study</b>	FEMA IS-100 FEMA IS-200 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)	
<b>Mandatory Vaccination</b>	Tetanus – booster required every 10 years or sooner	
<b>Base &amp; Operations Support</b>		
<b>Online</b>	Animal Assessment & Behavior Basic Communications Deployment Legalities Deployment Operations Introduction to WASART Preparing for Deployment Risk Assessment Safety Water Rescue Awareness Principles	Finish all green segments and you can deploy for support activities at Base and assisting the Technical Rescue Team.
<b>Onsite</b>	Animal Handling Deployment Operations Scenario Rescue Litter Carry TR Assist - Line Hauling <del>Water Rescue Practice</del>	
<b>Emergency Animal Sheltering</b>		
<b>Online</b>	Animal First Aid & Psychology Basic Animal Care in a Shelter Fire Hazard Awareness Shelter Operations-Intake Shelter Decontamination Practices	Can now deploy and work in an Emergency Animal Shelter.
<b>Onsite</b>	Animal Housing & Handling Sheltering Exercise Sheltering Planning & Operations Site Assessment Tabletop Exercise	
<b>Transport</b>		
<b>Online</b>	Transport Principles & Safety	Can operate designated WASART and approved personal vehicles.
<b>Onsite</b>	Ground Spotter Support Scout Unit Trailer Maneuvering & Skills Test Transport Principles In Practice	



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Van Maneuvering & Skills Check  
WASART Vehicles & Equipment Operations

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 WASART Strike Team Leader (STL) or Task Force Leader (TFL) and the Duty Officer/Call Coordinator for the deployment may jointly 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 prior to the on-site training.

### 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.



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

#### 4.2 **Onsite Segments:**

- Animal Handling

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<sup>1</sup> 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>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>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>4</sup> These courses can be completed online by going to <http://www.training.fema.gov/IS/crslist.asp>.





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- Deployment Operations Scenario
- Rescue Litter Carrying
- TR assist - Line Hauling – rope safety

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 Team 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 set up and operate a shelter.

#### **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

### **6.0 TRANSPORT**

Transport-qualified volunteers will be able to drive the WASART trucks and van, 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.



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### 6.1 Online Segment:

- Transport Principles & Safety

### 6.2 On-Site Segments:

- Ground spotter support
- Scout Unit
- Trailer *maneuvering* and skills test
- Transport Principles in Practice
- *Van maneuvering and skills check*
- WASART Vehicles & Equipment *Operations*

### 7.0 ADVANCED SPECIALTY TRAINING

In addition to the support needed from all credentialed members for all deployments, some require advanced training and certification. WASART currently has a technical rope rescue program. An additional technical water rescue program is under development. Completion of Base & Operations Support training is a prerequisite for credentialing in the specialty programs.

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

Contact the WASART Training Director at [training@wasart.org](mailto:training@wasart.org) for more specific information about these specialty teams.

### 8.0 CHALLENGING BASE SUPPORT, OPERATIONS SUPPORT, TRANSPORT, AND SPECIALIZED CATEGORY COURSES

Required category-specific courses may be challenged if a candidate believes he/she has already taken course material 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.



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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, he or she 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>

- Repeat the Base & Operations Support online trainings and tests at a reduced course fee (see 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 6+ hours on two (2) qualifying WASART deployments.
- Maintain certification as a Technical Rescue Operator or Technician

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<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>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.



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- 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<sup>7</sup>
- 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 an Annual Exercise of 6+ hours, the equivalent of one “qualifying” deployment. A maximum of two “qualifying” deployments for hours accumulated in attending an Annual Exercise is permitted.
- Participate in one qualifying<sup>6</sup> WASART sheltering deployment<sup>7</sup>
- Repeat the Sheltering online classes and the WASART Sheltering training at a reduced course fee (see Section 14.0)
- Complete an equivalent sheltering course from a national animal welfare organization<sup>7</sup>

### 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 below 16.0)

### 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.



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### **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)

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

<sup>9</sup> These courses may partially satisfy the advanced certification requirements of one or more of the advanced specialty teams described above.

<sup>10</sup> These courses can be completed online by going to <http://www.training.fema.gov/IS/crslist.asp>.



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- 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

### 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.

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

<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](http://www.greencross.org)



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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, [credentials@wasart.org](mailto: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>
• <u>Base &amp; Operations Support</u>	<u>\$100.00</u>	<u>\$130.00</u>
• Emergency Animal Sheltering	\$65.00	\$95.00
• Transport	<u>\$50.00</u>	<u>\$80.00</u>

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

<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



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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.

### **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](mailto: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>.