



## **AMERICAN CANINE EDUCATION FOUNDATION, INC.**

Wallace H. Pedé, *Chief Executive Officer*, 7200 Tanager St., Springfield, VA 22150

(703) 451-5656 Fax (703) 451-5979

Nina Sherrer, *Director of Education*, PO Box 7476, Loveland, CO 80537

(970) 461-7767 (Phone & Fax-call first) email: [nina@k9education.org](mailto:nina@k9education.org)

October 28, 2009

Re: Overview of the **ACEF TOY Group Institute**, Wildwood, NJ February 3-7, 2010

Dear Judges Education Chairperson:

Greetings and Best Wishes for a Wonderful Holiday Season. How quickly the year flies by and now the ACEF is again moving forward in Judges Education with our ACEF TOY Group Institute to be held in Wildwood, NJ, February 3-7, 2010.

Please take a few moments to read [Wallace Pedé's letter](#) announcing this ACEF Institute and also the [Frequently Asked Questions](#) for Presenters at ACEF Graduate Institutes. Both of these will help you understand our Institutes and answer many questions you may have concerning this event.

A major change has occurred regarding the ACEF Graduate Institutes due to AKC's new "Additional Breed Component Criteria" which became effective April 1, 2006. You can read more about these changes and AKC's new criteria by going to our ACEF Web Page: [www.k9education.org](http://www.k9education.org) and following the "NEWS" link.

To ensure that students receive AKC credit for attending each 90-minute verbal breed presentation, the breed presentation will have to meet the following AKC criteria:

- Length of verbal presentation must be 90 minutes
- Presentation must provide information essential to judge that breed
- Include history, form and function of the breed
- Include in-depth consideration of the Standard
- Include a question and answer period
- One or two live dogs available for illustration

We have divided our days (Wed, Thu, Fri, Sat, Sun) into 90-minute periods. With 21 breeds in the TOY Group we are on a very tight schedule.

The sooner you return the sheet titled **NATIONAL PARENT CLUB PARTICIPATION** (Monday, November 16<sup>th</sup> deadline), the sooner we can contact the recommended presenter for your breed to reserve a time slot. *NOTE: Since we are offering the **entire TOY Group**, time constraints do *not* allow us to offer a "hands-on workshop", per the new AKC criteria at this ACEF Institute.*

Enclosed is a *Toy Group Registration Form* for the ACEF Toy Institute, which will also give you information on the Host Hotel. Dogs are allowed at this hotel at a cost of \$12.50 per night. Also enclosed is an *ACEF Annual New York Party Flyer*. This is the annual fund-raiser for ACEF education held during Westminster.

Feel free to contact me for any questions using email: [nina@k9education.org](mailto:nina@k9education.org) please type in the Subject: ACEF Toy JEC-"your breed's name" or by telephone 970-461-7767 Mountain Time.

Regards,  
*Nina Sherrer*  
ACEF Director of Education

**NOTE: At this point what we need from you, as the JEC of your parent club, is the ACEF NATIONAL PARENT CLUB PARTICIPATION form filled out and returned (USPS, Email, or Faxed) no later than Monday, November 16, 2009. (Address, Email & Fax on Form.)**



**AMERICAN CANINE EDUCATION FOUNDATION, INC.**  
Wallace H. Pedé, *Chief Executive Officer*, 7200 Tanager St., Springfield, VA 22150  
(703) 451-5656 Fax (703) 451-5979

October 28, 2009

**Announcing the  
ACEF GRADUATE INSTITUTE on all AKC TOY BREEDS**

**Subject: The American Canine Education Foundation (ACEF) Graduate Course on the TOY Group Breeds, Wednesday, February 3<sup>rd</sup> through Sunday, February 7<sup>th</sup>, 2010, Wildwood Exposition Center, Wildwood, NJ**

Dear Judges Education Chairperson:

I have utilized the latest list of national breed club education coordinators listed on the AKC Website to obtain your address. I would like to take this opportunity to bring to your attention some of the details of our Graduate Course on all the TOY breeds which will be held in Wildwood, NJ February 3-7, 2010.

**The ACEF is a national association and pioneered judges' education with the very first weeklong Judges Institute holding the first one in the country in 1989.** We have had the national parent clubs involved in our association's educational events for the past twenty years since our inception in 1985.

I would like to extend an invitation to you to consider having someone on your parent club's approved list of educators to present your breed at our breed specific educational graduate course on Wednesday, February 3<sup>rd</sup> through Sunday, February 7<sup>th</sup>, 2010 (the respective breed will be held on one of the five days to be determined). There are five all-breed shows. The ACEF, from its inception in 1985, has maintained that the parent clubs, as guardians of their breed standards, are the authorities and should play the major role in judges' education for their respective breeds.

We believe that education is equally important for judges and breeders. **Accordingly, our Graduate Courses are open to judges and breeders who want to prepare for the day they decide to start their judging career.** The Atlantic Coast Classic Cluster, with its large entries, provides an opportunity for ringside evaluation. The classroom facilities are excellent and we provide all the latest audio-visual equipment including a computer and LCD projector for presentations.

Please extend an invitation to any of your members to join us, and we would like to extend a personal invitation to you as your breed Judges Education Chairperson to take part in our Graduate Course if at all feasible. Our Graduate Courses provide a time of camaraderie with fellow breeders, judges and aspiring judges. We feel certain your breed representative will find it a rich and rewarding experience as so many others have.

**Your personal presence would certainly add to our weekend;** however, we realize your personal attendance is not possible at all of the presentations for your breed.

At last year's Graduate Courses, we limited our attendance to fifty students, which included many senior, multiple Group judges from all parts of the Country. In addition, a number of breed presenters and their handlers were in attendance. Our Graduate Institute, with the experienced judges they attract, presents an unusual opportunity to present your breed.

Most parent clubs elect to send someone within a reasonable distance of the event. However, we have had some breed specialists travel clear across the country to participate, truly indicative of the importance our parent clubs place on educating judges for their respective breed.

We hope to hear from you at your earliest convenience, **BUT PLEASE RETURN the enclosed NATIONAL PARENT CLUB PARTICIPATION form no later than **November 16<sup>th</sup>, 2009**. **Our policy is that the parent club's selection of a presenter takes precedence over all others.** However, if we do not hear from you or if your parent club is unable to provide a presenter, we will select an experienced breeder to present your breed. The regional judges groups cooperate to furnish presenters in those rare cases when the parent club cannot. If your club has an approved list of breed educators, please forward it to us, and we will then attempt to select a presenter from your list. You may choose to recommend a particular presenter, and we will certainly honor your recommendation. In the unlikely event your national breed club is unable to participate, please advise us accordingly. **Please do reply one way or the other.****

**REMINDER: each breed is assigned a time slot and presented only once during the five days. We will coordinate personally with each of the presenters through phone or email. In this regard, it is important that the proposed presenters' phone number and email address be included. All details will be worked out personally with the breed presenter once you have named one, or we have selected one from your parent club's list.**

We realize you have a busy schedule, but we are sure you realize the complicated procedures involved in coordinating times and dates with all 21 breed presenters, cluster chairpersons, show superintendent and others. We would very much appreciate getting your list or suggested names to us by our **November 16<sup>th</sup>, 2009 deadline**. We do appreciate your personal involvement and dedication to your breed and judges education in general. If you have any questions, please feel free to call me at (703) 451-5656 or email our Director of Education, Nina Sherrer at [nina@k9education.org](mailto:nina@k9education.org). **Please be sure to include your day and evening phone numbers on all emails as well as "ACEF Working Presenter" in the subject line.**

Looking forward to working with you.

Sincerely,

Wallace H. Pedé  
Chief Executive Officer

WHP: nms

Enclosures: Overview Letter from Sherrer, Announcement Letter from Pedé,  
FAQ for Presenters, NATIONAL PARENT CLUB PARTICIPATION form,  
TOY Group Registration Form, ACEF NY Party Flyer



## **AMERICAN CANINE EDUCATION FOUNDATION, INC.**

Wallace H. Pedé, *Chief Executive Officer*, 7200 Tanager St., Springfield, VA 22150

(703) 451-5656 Fax (703) 451-5979

Nina Sherrer, *Director of Education*, PO Box 7476, Loveland, CO 80537

(970) 461-7767 (Phone & Fax-call first) email: [nina@k9education.org](mailto:nina@k9education.org)

## **FAQ for BREED PRESENTERS at the Graduate Institutes**

### ***What are the ACEF Graduate Institutes? What is the difference between the ACEF Graduate Institutes and the ACEF Judges Institutes?***

The ACEF Graduate Institutes are the Institutes in which all the individual breeds in an AKC Group are presented. These Institutes are held in conjunction with dog show clusters to make the individual breeds more readily available.

The ACEF Judges Institutes are the week long Institutes which cover: Anatomy, Movement, Judges Approval Process, Judges Ethics, and Management Guidelines for Judges, Ring Management and Procedures, AKC Rules, Regulations and Guidelines, and more. During the Judges Institutes, dogs are used to demonstrate Wicket measuring or types of movement.

### ***How long does the ACEF Graduate Institute last?***

The Graduate Institutes last approximately 4 - 5 days depending on the Group size. The Verbal Breed presentations generally start on a Wednesday or Thursday morning at 8:00 a.m. and usually end on a Sunday by 4:00 p.m.

**The 2010 February in NJ TOY Group will begin Wed 1:30pm and end Sun approx. 2:30pm.**

### ***How much time will I have to give my Breed presentation?***

You will have 1-½ hours (90 minutes) to give your Verbal Breed presentation. Most presenters give a verbal presentation with audio-visual (ex. Power Point, slides, videos, etc.).

### ***What kind of information do I need to include in my Verbal Breed presentation?***

For students to receive the AKC one component credit, AKC requires you to include the following to meet their (AKC) criteria: Your 90 minute verbal presentation must provide information essential to judge your breed; history of your breed; form and function of your breed; in-depth consideration of your breed standard; a question and answer period; and 1-2 dogs must be available for illustration.

### ***Do I have to bring any Audio-Visual Equipment?***

You do not have to bring Audio-Visual Equipment. We will need to know of your AV needs and we will have an AV person that will run your presentation on our equipment.

### ***In addition to the Verbal Presentation, will the ACEF also be having a hands-on workshop?***

The ACEF has, prior to 2006, always had a hands-on workshop following the verbal presentation. We believe this is extremely important, however with the new AKC requirements, time constraints *do not allow us* to offer a "hands-on workshop" with the Verbal Presentations for an entire GROUP. Following the new AKC presentation and workshop criteria, twenty-two breeds would require 55 hours of classroom time! We considered several options for holding both Verbal Presentations and Hands-On workshops. We felt the most economical way to meet the needs of our students, and to ensure that *our students are able to attend any and all breeds they need*, is to have an entire Group at an ACEF Institute. For these reasons, at this time, we will only be offering the Verbal Presentations for each breed at our Graduate Group Institutes.

***Do I need to send you any information on me as a presenter, or on my presentation, or on the information I plan to hand out?***

You will be asked to submit a brief biography with a head shot photo to include in our student book. If the presentation of your breed is on a CD, we ask that you send us one copy of the CD so that we can test it on our equipment. Do not send us your original! You may also be asked to send one copy of those items you plan to hand out. This request will be made approximately 4 weeks prior to the date of the Institute. If you send a copy of your presentation CD, you will still need to bring a presentation CD as a backup.

***When should I arrive if I am a Breed Presenter?***

It is best to arrive 30 – 45 minutes prior to your scheduled presentation time in order to assure that everything is working well for your presentation. Due to the number of breeds in each Group, our scheduling is very tight and we must keep things running on time.

***Who chooses the dogs for the front of the classroom for illustration?***

As the designated Breed Presenter, you find and choose those specimens you wish to represent your breed at the presentation. Is it a good idea to have from 1-2 specimens available in the front of the classroom. These dogs should have features you wish to point out to the students.

***When should the dogs and their handlers arrive at the classroom?***

The dogs and their handlers should arrive at the classroom at least 20 minutes prior to your presentation. Please have them available at the beginning of and throughout your presentation in the front of the room while you are talking. This way you can point out something specific on your breed.

***Will the students also observe the breeds and dogs at ringside during the shows?***

This is entirely up to each individual student. If a student/judge is already approved to judge a breed that is being presented, they may certainly leave the classroom during that breed and observe other breeds and/or be mentored at ringside during the shows. All ACEF Breed Presentations will take place in our assigned classroom.

***Should we provide Approved Mentors at ringside?***

This is left up to the Breed Club and the Breed Presenter. If at all possible we strongly encourage the Parent Club to have an approved breed mentor or a knowledgeable breed person at ringside during breed judging when their breed is not being presented in the classroom. If you plan on having Mentors at ringside, we suggest that you announce this including the day, time and ring number at some point during your breed presentation. You may also inform us ahead of time and we will post this where students will see the information.

***If this Institute lasts 4 - 5 days, exactly when and how long do I have to be present?***

The Breed Presenters need only be present shortly prior to and of course during their presentation. This amounts to approximately 2 hours during the 4 - 5 days. You will be given a scheduled time for your presentation and then you are asked to arrive approximately 30-45 minutes prior to your scheduled time.

***What if I am showing a dog(s) and also doing the presentation? Will there be a conflict of times? What about the dogs I need for the front of the classroom being available?***

We work very closely with the Show Superintendent on scheduling. The Show superintendent receives our final schedule of breed presentation times and does his/her best to make sure there is not a conflict of times. Due to the amount of scheduling involved, please understand that if you are planning to show breeds other than the one you are presenting, obviously we

cannot guarantee that a conflict will not arise and we will not be able to reschedule your presentation once our schedule is sent to the Show Superintendent.

***Are we required to supply any educational material on our breed to the students?***

You and your Parent Club are not “required” to pass out educational material however, do understand that many of our students (potential judges, present breed judges, and Group judges) are going to be applying for “your” breed. What better way to inform them than to pass out your educational information? We understand that many of the Parent Clubs have spent an enormous amount of time, effort, and money in putting together handouts that help explain and stress the points and characteristics of their breed. We know this material is expensive and leave this decision up to the Parent Clubs. If your Parent Club wishes to charge a nominal fee for the handouts this is permissible. If you decide to do this, please make sure to assign someone to take care of this aspect. As an alternative, you may choose to have some handouts available and others for a fee. If you and your Parent Club choose to provide educational materials, please plan on having a minimum of 50 handouts, and assign someone to hand them out as well as take names of those who did not receive a handout.

***Should our Parent Club provide Certificates of Attendance?***

Your Parent Club does not need to supply Certificates of Attendance, as the ACEF will take care of this at the end of the Institute. A student must attend your entire presentation to receive credit for attending your breed. Students will turn in a signed Attendance form at the end of the Institute attesting to those breeds they did or did not attend in their entirety. If your Parent Club requires names of those students in attendance, feel free to pass around a sign up sheet at some point during your presentation.

***Can our Parent Club provide more than one Breed Presenter?***

Yes you can have more than one presenter however; due to the logistics and scheduling involved we ask that you have only *one MAIN Breed Presenter as our contact*. This Main Breed Presenter will be responsible for the Breed Presentation, and handle all the particulars for that Breed Presentation, including coordinating with any assistants for their breed and finding 1-2 dogs with handlers for the front of the classroom to be used for illustration.

***As the Main Presenter for my Breed at the ACEF Graduate Institute, will any of my expenses such as travel, motel, or copying of materials be reimbursed?***

Unfortunately we do not have the funds available to reimburse the many presenters or volunteers connected with the ACEF Institutes. No one connected with the ACEF receives any remuneration for the many hours they put in working on this worthwhile educational event. The rewards however, are many, not only in educating potential judges, including multiple Group judges, about your breed but also the camaraderie with fellow breeders, judges (on both breed and Group level) and aspiring judges. A benefit that we do extend is an invitation to the MAIN Breed Presenter to attend as our guest, any of the other breed presentations during the entire Institute.

***Please check our website frequently for information on the current and future Educational Institutes.***

**[www.k9education.org](http://www.k9education.org)**



# NATIONAL PARENT CLUB PARTICIPATION Form

THE AMERICAN CANINE EDUCATION FOUNDATION  
GRADUATE COURSE ON TOY BREEDS  
WEDNESDAY, February 3<sup>rd</sup> thru SUNDAY, February 7<sup>th</sup>, 2010  
WILDWOOD, NJ

**PLEASE RETURN THIS FORM BY NOV 16<sup>th</sup>, 2009**

**TO:** Nina Sherrer, ACEF Director of Education, PO Box 7476,  
Loveland, CO 80537 Email: [nina@k9education.org](mailto:nina@k9education.org), 970-461-7767

Parent Club (please spell out entire name) \_\_\_\_\_ Date \_\_\_\_\_

Education Coordinator's Name (please print) \_\_\_\_\_ Day Phone **IMPORTANT** \_\_\_\_\_

Evening Phone **IMPORTANT** \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ ZC \_\_\_\_\_

1. Our approved presenter list is enclosed \_\_\_\_\_
2. We have no approved list \_\_\_\_\_
3. We are unable to participate \_\_\_\_\_
4. We would like to recommend:

This FORM may be **emailed to** Nina [nina@k9education.org](mailto:nina@k9education.org)  
Or you may **FAX** it to Nina. Please **call first**, not a dedicated fax line. **970-461-7767**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

EMAIL (Please Print Clearly): \_\_\_\_\_

to present our breed at the ACEF Graduate Course in Wildwood, NJ February 3-7, 2010.

*They have been contacted* \_\_\_\_\_ (Yes or No). If you have not had time to contact an individual, we will do so from your list. It is more important that you meet our **DEADLINE DATE of November 16<sup>th</sup>, 2009** by returning this rather than holding this up attempting to contact a certain individual. We will contact your recommended presenter.

**REMEMBER: The presenters are used only one day for approximately 2 hours.  
We will coordinate personally with respective presenters.**

Any questions, you can email Nina at [nina@k9education.org](mailto:nina@k9education.org). Please type in the subject line: "ACEF Toy Presenter (your breed)" and your phone number  
You may also telephone Wallace Pedé at 703-451-5656