



## AMERICAN CANINE EDUCATION FOUNDATION, INC.

**Wallace H. Pedé, Chief Executive Officer**

7200 Tanager St., Springfield, VA 22150, (703) 451-5656

**Nina Marie Sherrer, Director of Education**

PO Box 7476, Loveland, CO 80537 (970) 461-7767

[nina@k9education.org](mailto:nina@k9education.org) [ACEF@k9education.org](mailto:ACEF@k9education.org)

September 9, 2011

Re: Overview of the **ACEF HERDING Group Institute**, Louisville, KY, March 14-18, 2012

Dear Judges Education Chairperson:

How quickly the year flies by and now the ACEF is again moving forward in Judges Education with our ACEF HERDING Group Institute to be held at the Crowne Plaza Hotel in Louisville, KY.

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 Group Institutes. Both of these will help you understand our Institutes and may answer some of your questions.

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 dog available for illustration

We have divided our days (Wed, Thu, Fri, Sat, Sun) into 90-minute periods. With 25 breeds in the HERDING Group and 3 in the MISC Group, we are on a very tight schedule.

**The sooner you return the sheet titled NATIONAL PARENT CLUB PARTICIPATION Form (Friday, September 30<sup>th</sup> deadline), the sooner we can contact the recommended presenter for your breed to reserve a day and time slot.**

Enclosed is a HERDING Group Registration Form for the ACEF HERDING Institute, which will also give you information on the Host Hotel. Dogs are allowed at this hotel. All presentations will be at the HOST HOTEL meeting room. If required, transportation for presenters from the EXPO Center to the hotel will be provided.

Feel free to contact me for any questions using email: [nina@k9education.org](mailto:nina@k9education.org) please type in the Subject: Herding JEC-"your breed's name" or by telephone 970-461-7767 Mountain Time. You may also contact Wally Pedé by phone at 703-451-5656 Eastern Time.

Regards,  
*Nina Sherrer*  
ACEF Director of Education  
970-461-7767  
[nina@k9education.org](mailto:nina@k9education.org)

**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 Online) no later than Friday, September 30, 2011.**

**All PDF forms can be found on and filled out on the ACEF website.**



**AMERICAN CANINE EDUCATION FOUNDATION, INC.**  
Wallace H. Pedé, *Chief Executive Officer*, 7200 Tanager St., Springfield, VA 22150

**Announcing the  
ACEF GROUP INSTITUTE  
on all AKC HERDING BREEDS**

September 9, 2011

Subject: **The American Canine Education Foundation (ACEF) Group Institute on the HERDING Group Breeds including three Misc. Herding, Wednesday, March 14<sup>th</sup> through Sunday, March 18<sup>th</sup>, 2012 - Louisville, Kentucky**

Dear Judges Education Chairperson:

**The ACEF is a national tax-exempt 501(c)(3) non-profit educational association, which pioneered judges' education. The ACEF held the very first weeklong Judges Institute in the country in 1989.** We have had the national parent clubs involved in our associations educational events for more then twenty years since its inception in 1985.

We are currently working on a Group Institute for 2012. I would like to take this opportunity to bring to your attention some of the details of our Group Course on all the HERDING breeds, plus 3 herding MISC., which will be held in Louisville, KY, March 14-18, 2012.

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, March 14 through Sunday, March 18, 2012 (the respective breed will be held on one of the five days to be determined). 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 Group Institutes are open to judges and breeders who want to prepare for the day they decide to start their judging career.** The Kentuckiana Dog Show Cluster, with its large entries, also provides an opportunity for ringside evaluation. The classroom facilities will be in our Host Hotel meeting room, at the Crowne Plaza Hotel, and we provide all the latest audio-visual equipment including a computer and LCD projector for presentations. If required, transportation from the Expo Center to the Host Hotel for Presenters will also be provided.

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 Group Institute if at all feasible. Our Institutes 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 always possible at all of the presentations for your breed.

At last year's Group Institute, our attendance 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 Institutes, with the experienced judges they attract, presents an unusual opportunity to present your breed. *The March 2011 Non-Sporting Group Institute met its limit before the end of January.*

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 NATIONAL PARENT CLUB PARTICIPATION Form no later than September 30<sup>th</sup>, 2011.** **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. You may choose to recommend a particular presenter, and we will certainly honor your recommendation, but if you don't choose, please send an approved list of breed educators and we will then attempt to select a presenter from your list. 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 main 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 28 breed presenters, cluster chairpersons, show superintendent, hotel and others. We would very much appreciate getting your list or suggested names to us by our **Friday, September 30<sup>th</sup>, 2011 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 include your day and evening phone numbers on all emails and "Herding "your breed's name" 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,  
HERDING Group Registration Form



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

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

The ACEF Group 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 Group 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 March 2012 HERDING Group Institute in KY will begin Wednesday March 14<sup>th</sup> at 7:45am and end Sunday March 18<sup>th</sup> at approx. 1:30pm.**

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

You will have 1½ 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 who 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 20 – 30 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 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 20-30 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 30 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 Group 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)**

**All PDF forms can be found on and filled out on the ACEF website.**



## NATIONAL PARENT CLUB PARTICIPATION Form

### THE AMERICAN CANINE EDUCATION FOUNDATION

GROUP INSTITUTE on HERDING BREEDS

Wednesday, March 14<sup>th</sup> Thru Sunday, March 18<sup>th</sup>, 2012

Crowne Plaza Hotel-Airport, LOUISVILLE KY

**Please RETURN this FORM by Friday, September 30<sup>th</sup>, 2011**

**Send 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

\_\_\_\_\_  
Evening Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

*INDICATE from the following:*

1. **Our approved presenter list will be sent** \_\_\_\_\_
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 mail **USPS** it to Nina.  
See Address above.  
**Or** fill it out online and it's  
automatically sent it to ACEF.  
Email Nina for the Direct Link.

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

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

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

EMAIL: \_\_\_\_\_

**to present our breed at the ACEF Graduate Course in Louisville, KY, March 14-18, 2012.**

**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 Friday, September 30<sup>th</sup>, 2011** by returning this form rather than holding it up. We will contact your recommended presenter. *Please NOTE: If you have checked 3. We are unable to participate, the ACEF will find a presenter for your breed.*

**REMEMBER:** *We will coordinate personally with one main breed presenter.*

Any questions, you can email Nina at [nina@k9education.org](mailto:nina@k9education.org). Please type in the subject line: "Herding Presenter (your breed)" and put your contact phone number in your email.

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



# Registration Form

## American Canine Education Foundation Group Institute

### On All 25 HERDING Breeds

*and the Bergamasco, Belgian Laekenois, and Pumi*

Wednesday, March 14<sup>th</sup> - Sunday, March 18<sup>th</sup>, 2012

**All Presentations will be at the HOST HOTEL!**

**HOST HOTEL** is the **CROWNE PLAZA-Louisville Airport**, 830 Phillips Lane, Louisville, KY 40209  
The room rate is \$119 per night. Make reservations as soon as possible by *calling the host hotel reservation number (888) 233-9527 and asking for the AMERICAN CANINE EDUCATION FOUNDATION (ACEF) BLOCK.*

Shuttle service between airport, hotel, and EXPO Center courtesy of the host hotel.

**Plan to arrive for TUE. Night registration 6:30pm-7:15pm. Classes begin 7:45am on Wed. March 14<sup>th</sup> and end on Sun. March 18<sup>th</sup> by 2:00pm.**

**Parent clubs are invited to provide approved breed presenters to conduct their breed presentations.**

**With your registration, you will be able to attend ALL 25 breeds,  
plus the Bergamasco, Belgian Laekenois, and Pumi, or just the ones you want.**

**Tuition for the entire Institute is \$245 for ACEF/SCJA members or \$295 non-members.**

**Deduct an EARLY REGISTRATION DISCOUNT of \$50 if you register by January 27, 2012**

Registrations will be accepted on a first come, first served basis.

**Class book cannot be Guaranteed for Registrations after February 21<sup>st</sup>, 2012.**

For additional information go to [www.k9education.org](http://www.k9education.org) or

Email Nina Sherrer: [nina@k9education.org](mailto:nina@k9education.org) or Call Wally Pedé (703) 451-5656

Email subject should be "ACEF Herding Group". Please include your phone number.

**More Info and Keep Up To Date at: [www.k9education.org](http://www.k9education.org)**

Return by Email to Nina or mail the Registration below with your Tuition by Check or using PayPal.

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**ACEF 2012 HERDING GROUP INSTITUTE, Louisville, KY**

Checks should be made out to the ACEF and mailed to:

**ACEF, c/o N. Sherrer, PO Box 7476, Loveland, CO 80537**

*Register by Jan 27, 2012 and deduct \$50. Please PRINT information clearly. Thanks!*

Per ACEF/SCJA Member \$245\* = \$ \_\_\_\_\_ Per student \$295\* = \$ \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Telephone Day: ( ) \_\_\_\_\_ Telephone Evening: ( ) \_\_\_\_\_

Cell: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Reservations made at **HOST HOTEL**? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Roommate Name: \_\_\_\_\_

*SAVE EXPENSES!!* Want a Roommate? Send an email to: [nina@k9education.org](mailto:nina@k9education.org) to be put on the ROOMMATE list. You will be paired up as requests come in.

\* **IMPORTANT:** Register EARLY by Jan 27, 2012 and deduct \$50 per registration.

Tuition payment can be made at [www.PayPal.com](http://www.PayPal.com). Click on "Send Money". Use [ACEF@k9education.org](mailto:ACEF@k9education.org) for PayPal "payment to" address. Credit cards are accepted through PayPal. A PayPal account is not necessary.

**Add \$100 (per person) to the cost of the Institute if you are NOT STAYING at the HOST HOTEL.**

**Please indicate how your tuition is being paid: PAYPAL \_\_\_\_\_ CHECK \_\_\_\_\_ OTHER \_\_\_\_\_**

*You may make a Deposit of \$50 to insure your spot. BALANCE (\$145 or \$195) DUE BY: January 21, 2012*