

Instructions for Completing and Submitting Class Applications

NOTE: Your place in class is not guaranteed until your completed application, payment and shot records are received. You will receive an email acknowledging receipt of your paperwork. Sending an email saying you want to come to class is NOT sufficient. Class sizes are limited, 25 for Puppy class, 20 for Basic Novice.

Pre-registrations must be received by the dates listed for each session to receive the pre-registration price.

NOTE: One application per dog per class: if you have multiple dogs, each dog requires a separate application signed by the person who will be handling the dog in class; if you wish to register one dog for more than one class (ex: basic novice class now, tricks later), a separate application is required for each class.

We do not recommend taking the same dog to two classes on the same night, most dogs will be tired after one class and likely be uncooperative for the second class.

The form may now be filled out on the computer:

- a) download the application to your computer **using Adobe Acrobat Reader** and save the file (see separate step by step instructions for download and e-signature if necessary)
- b) open the file you saved and fill it out; you will be prompted on how to create a digital signature for yourself, signature is required for email submission, if you do not wish to use the digital signature, you may print the completed application, sign it, scan it, save it to your computer as a PDF file to be emailed or once signed simply mail it to the HiDOC PO box
- c) save the digitally signed application to your computer
- d) once it is completed and saved you may either print it and send it via snail mail to HiDOC, PO Box 2901, Lancaster, CA 93539 (**this can take up to 10 business days**) or email it as an attachment to an email to hidoc.training@gmail.com

Payment info:

You may now pay for class online via PayPal: once your completed application and shot records have been received, you will receive an invoice via email from HiDOC with instructions for paying or you may send a check or money order to the PO Box via snail mail. If sending application etc. to the PO box, there is no need to wait for an invoice to appear in your email, you may send a check or money order with the rest of your paperwork.

Details for completing the form:

- a) Please check the box for the class you wish to enter
- b) Fill in ALL the info for name, address, etc.
- c) Fill in the dog's info, please list the dog's age as of the date class will begin, especially important for puppies.
- d) Please provide proof of vaccines; rabies is required by law at 4 months of age, distemper and parvo may be verified by titer test for adult dogs. For puppies: distemper and parvo (contained in the DA2PP (or equivalent) combo shot) is a 4-5 shot series given at 3-4 week intervals beginning at 8 weeks of age.
- e) Discounts available: check the appropriate box if you meet the requirements for a discount, the class price is listed for each discounted class (The column on the

left is the regular price of the class, the column immediately to the right of that is the pre-registration price for that class; pre-registration applies when your application, shot records and payment are all received prior to the pre-registration cut-off date for each session as stated on the application). *There will be only one discount per dog/handler/household team.* Ex 1: first dog in family is full price and second dog in family is \$10 off, if the first dog in the family is a rescue then the second dog will not qualify for a discount. Ex 2: if you are a senior and your dog is a rescue, only one discount will apply, pick whichever you like. Proof of eligibility for discounts are required.

Vaccine records and discount eligibility proof should be provided with your application; if submitting via email, include picture, PDF or JPEG as an additional attachment to the email. If sent via snail mail, please send copies ONLY as they will be shredded upon verification.

NOTE: Please be sure to fill out the second page, both the owner and the person handling the dog must sign the waiver. If the handler is the owner, then only one signature is required; if a person other than the owner will be handling the dog, then both must sign. If the owner/handler is under 18, then a parent or guardian must sign the permission section at the bottom. The parent or guardian must be present during class, sitting next to the class actively observing, not in the car somewhere in the parking lot, please. *Please do not sign the parent/guardian line unless the handler is under 18 (this avoids confusion and extra questions).*

The request for an emergency contact is for your dog's protection. Be advised that if we have to call 911 for an emergency for you, without a response at the emergency contact number (someone to come take charge of your dog), your dog will most likely end up in the shelter. We do not have the facilities to care for your dog.