

**Application Process for Approval of
Animal Control Officer Training Courses
Texas Department of State Health Services, Zoonosis Control Branch**

Mandated Animal Control Officer (ACO) Basic and Continuing Education (CE) Training

The following document pertains to entities outside of the Texas Department of State Health Services (DSHS) Zoonosis Control Branch (ZCB) seeking approval for conducting DSHS-approved ACO basic or CE courses. It does not pertain to courses being conducted by the DSHS ZCB, as these are pre-approved through statute.

To be in compliance with Texas Health and Safety Code, Chapter 829, Animal Control Officer Training, a person may not perform the duties of an animal control officer unless

(1) the person:

(A) completes a basic animal control course under this chapter not later than the first anniversary of the date the person assumes animal control duties; or

(B) completed a personnel training course on or before June 30, 2008, under Section 823.004 as it existed on that date; and

(2) the person completes 30 hours of continuing education under this chapter during each three-year period following:

(A) the date the person completes the basic animal control course; or

(B) June 30, 2008, if the person completed a personnel training course under Subdivision (1)(B).

This statute defines an animal control officer as a person who is employed, appointed, or otherwise engaged primarily to enforce laws relating to animal control; it does not include peace officers.

To satisfactorily complete a DSHS-approved ACO basic course, the participant must attend the entire course and pass both parts (General and Legal) of the exam prepared and administered by the DSHS.

To satisfactorily complete a DSHS-approved continuing education course, the participant must attend the entire continuing education course, plus satisfactorily complete any testing if required by the course sponsor.

Requirements for ACO Training Course Implementation

According to Section 829.003, the training course curricula for the basic and continuing education courses must include the following topics:

(1) state laws governing animal control and protection and animal cruelty;

(2) animal health and disease recognition, control, and prevention;

(3) the humane care and treatment of animals;

- (4) standards for care and control of animals in an animal shelter;
- (5) standards and procedures for the transportation of animals;
- (6) principles and procedures for capturing and handling stray domestic animals and wildlife, including principles and procedures to be followed with respect to an instrument used specifically for deterring the bite of an animal;
- (7) first aid for injured animals;
- (8) the documentation of animal cruelty evidence and courtroom procedures;
- (9) animal shelter operations and administration;
- (10) spaying and neutering, microchipping, and adoption;
- (11) communications and public relations; and
- (12) state and federal laws for possession of controlled substances and other medications.

Please note that it is the course sponsor's responsibility to be aware of law amendments and ensure that, in presentations referencing a law(s), the most recent version of the law(s) is being presented. Links to most of the laws pertinent to animal control can be accessed at <http://www.dshs.state.tx.us/idcu/health/zoonosis/laws/rules/> (all of the statutes are located at <http://www.statutes.legis.state.tx.us/> and all of the administrative codes are located at <http://www.sos.state.tx.us/tac/>).

Basic training courses approved by DSHS must cover all the mandated topics listed above. However, according to statute, these courses may include additional topics if they are pertinent to animal control and animal shelter personnel. Course sponsors must provide a letter of documentation to each qualifying participant verifying that the participant attended the entire training and is eligible for testing (DSHS will provide a template letter to the sponsor). The participant must present this letter of attendance documentation to DSHS personnel at the testing site to qualify to take the exam.

It is the course sponsors' responsibility to advise their course participants that, although basic course sponsors may use other documents in teaching their courses, the DSHS will use information contained in the DSHS *Animal Control Officer Training Manual* to develop the test for all basic courses. Failure to study the DSHS manual could lessen the participant's likelihood of passing the exam. It is also the course sponsors' responsibility to inform participants **prior** to attending a DSHS-approved basic course that DSHS will test participants through a DSHS Regional office at a later date when the Regional office has a scheduled testing session (the participant can test at a DSHS site whenever a testing session becomes available after attending a basic course, but the participant must contact the Regional DSHS ZC office to register for the testing). **It is the basic course sponsors' responsibility to retain exam results they receive from DSHS and attendance rosters for courses they conduct.*** Additionally, course sponsors must inform participants that any participants who fail either part of the exam will need to re-take a DSHS-approved basic course to be eligible to re-test. The

DSHS will provide a contact list for the Regional ZC offices to the course sponsor for their information and to share with course participants.

Continuing education courses approved by DSHS must pertain to one or more of the 12 topics listed above; however, according to statute, DSHS may approve other topics if they are pertinent to animal control and animal shelter personnel. **It is the CE course sponsors' responsibility to retain their exam results (if applicable) and attendance rosters for courses they conduct.***

It is the **basic or continuing education** course sponsors' responsibility to provide certificates of completion to participants; the certificate must contain at minimum the participant's name, whether the course is basic or CE, the length of the course in DSHS-approved hours, that the course was approved by the Department of State Health Services (the course must be pre-approved by DSHS), the course date, location, and sponsor's name and contact information. Basic course certificates need to also include the date that the participant satisfactorily passed the DSHS exam along with the following statement: "The exam date will be used as the official course completion date for meeting training requirements per Chapter 829 of the Texas Health and Safety Code." **For basic courses, course sponsors shall not issue a certificate of completion until they receive confirmation from DSHS that the student has passed the required exam.** It is the participants' responsibility to retain this certificate as proof of their training.

For ACOs, the Basic course is distinct from ACO CE courses; the Basic course cannot be used to acquire CEs. However, if a participant takes the Basic course to acquire CEs for another professional area (for instance, the Texas Commission on Law Enforcement Officer Standards and Education) and does not pass the exam, a letter may be issued for proof of attendance (since they cannot be issued a certificate) stating that the participant attended ___ hours of ACO Basic Training, but did not satisfactorily complete the exam.

Basic or continuing education course sponsors must include the following statement in a legible format and visible location on course material:

"If a participant wants to provide feedback on this course and/or its sponsor, the participant can mail comments to the Texas Department of State Health Services, Training Course Coordinator, Zoonosis Control, MC 1956, P.O. Box 149347, Austin, Texas, 78714-9347 or email them to The.Vet@dshs.state.tx.us."

Requirements for and Approval of ACO Training Course Instructors

For the basic training course, course sponsors must provide DSHS with a summary document indicating each instructor's relevant education, work, and training backgrounds, including dates. In this documentation, each instructor at each basic course must:

- 1) have satisfactorily completed a DSHS-approved ACO basic training course and have at least 2 years full-time experience in animal control, animal shelter, and/or humane society work; or
- 2) have satisfactorily completed a DSHS ACO Advanced and/or Administrative training course prior to June 30, 2008; or
- 3) be a licensed veterinarian; or
- 4) be a bar-qualified lawyer; or
- 5) be a Registered Veterinary Technician, a Certified Veterinary Technician and/or have 3 years experience working as a veterinary technician; or

- 6) have an associate or higher college degree in a science- or education-related field from an accredited institution of post-high school education; or
- 7) have a college degree in teaching from an accredited institution of post-high school education and/or at least 3 years teaching experience for high school level or above; or
- 8) be a licensed or certified instructor through the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); or
- 9) have at least 3 years full-time experience in law enforcement; or
- 10) have at least 3 years full-time experience in animal control, animal shelter, and/or humane society work: or
- 11) have at least 3 years experience in city, county, state, and/or federal public health work.

Instructors subject to Ch. 829 who attend an entire basic course at which they are teaching may apply that course toward their continuing education training requirement. However, they can only apply a maximum of 12 CE hours per 3-year CE period through this means.

For continuing education courses, course sponsors must provide DSHS with a summary document indicating each instructor's relevant education, work, and training backgrounds, including dates. The document must address the instructor's expertise and qualifications for effectively instructing participants on the topic(s) covered at the CE course. Instructors subject to Ch. 829 who teach a CE course may apply that presentation toward their continuing education training requirement. However, they can only apply a maximum of 15 CE hours per 3-year CE period through this means and the topic must be different for each presentation for which they are applying credit per 3-year CE period.

Application for Approval of ACO Training Course Sponsors and Curricula

The DSHS is the approval authority of course sponsors and curricula for ACO training. Course sponsors desiring approval must apply to DSHS at least 8 weeks prior to the course date. Sponsors must submit the date, time, duration, and location of the course; a course agenda, including curriculum; the name and a summary document describing the qualifications of the instructor(s) to present the course subject matter; and a course contact name, mailing address, phone number, and email address, plus fax number if available, to:

Texas Department of State Health Services
Training Course Coordinator
Zoonosis Control, MC 1956
P.O. Box 149347
Austin, Texas 78714-9347
or
The.Vet@dshs.state.tx.us

Within 6 weeks, DSHS will respond as to whether or not the course has been approved and/or to inform the sponsor of additional documentation or information that must be provided to DSHS in order to have the course approved.

Once DSHS has approved a course, the course sponsor may present subsequent sessions of the identical course using the same instructors without re-submitting a course agenda, name and credentials of the instructor(s), and course contact information; however, the course sponsor must notify DSHS of the date, time, duration, and location of additional course sessions at least 2 weeks prior to the course date. If there are changes to the agenda or the instructors for a previously approved

course, the sponsor must submit those changes to DSHS for approval at least 4 weeks prior to conducting a course.

If a course sponsor wants a course posted at <http://TexasZoonosis.org> (which is part of the DSHS website), they must submit a written request and provide the following information for posting on the internet: date, course location, contact name, contact's phone number, and contact's email address.

Course sponsors who are interested in obtaining Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) credits for their students should contact TCLEOSE at 512-936-7700.

* The advised retention period for ACO basic and continuing education course exam results and attendance rosters is a minimum of 3 years beyond the end of the calendar year in which the course was given; the results can be retained either in hard copy or database format.

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