



CONTINUING EDUCATION UNIT APPROVAL POLICY

SPONSORING AGENCIES – NACA ENDORSED

- NACA endorsed agencies are permitted to use the NACA logo and language indicating that NACA publicly supports the agency and its commitment to continuing education for Animal Care and Control Officers and animal welfare.
- Not all educational content provided by the endorsed agency may be eligible for NACA CEUs. Eligibility requirements must be met as outlined below and is at the discretion of NACA.

SPONSORING AGENCIES - CONTINUING EDUCATION CREDITS

The following must be met in program approval for awarding continuing Education Units

- All CEU activities must relate to the Animal Care & Control profession.
- All organizations and agencies requesting NACA approval for CEUs, must have mission alignment with the values, policies, and core principles of NACA including proper use of equipment.
- Content must be in line with NACA Guidelines and meet core competency areas to be considered as an approved CEU
- NACA reserves the right to deny CEU credit for activities that do not relate to the Animal Care and Control Profession.
- NACA may revoke a sponsoring agency's approval at any time if the content is no longer acceptable or applicable to Animal Care and Control professionals or no longer meets NACA standards.

CERTIFICATION TERM & RECERTIFICATION

CERTIFIED ANIMAL CONTROL OFFICERS I & II

To retain NACA ACO Certification the following must be met:

- Valid for three (3) years from the date of certification.
- Must Pursue Continuing Education Opportunities (CEU) as have outlined below.
- Must complete a recertification application and submit proof of CEUs before certification expiration.
- NACA members must recertify every 3 years after their initial certification. To remain certified, members must complete 10 Continuing Education Units (CEUs) per year to meet the 30 CEU requirement during the 3-year certification cycle. All CEU activities must relate to the animal care & control profession, as defined by NACA, and meet the outlined Core Competencies as listed below.
- An individual, institution, organization, or agency responsible for the development, implementation, evaluation, record-keeping, of a quality continuing education activity may



submit CEU activities for approval. The CEU activity must meet the NACA Guidelines and program definition of continuing education.

- A CEU is 60 minutes of an organized learning activity.
- **CEUs MUST be uploaded prior to the expiration date for recertification consideration**

CEU LIMITS

| Activity | CEU Hours Max | Proof |
|------------------------------------|------------------|---|
| Conference – In Person | 10 CEUs per year | Proof of attendance/Certificate of Completion |
| Classroom Training – In Person | 10 CEUs per year | Proof of attendance/Certificate of Completion |
| Webinars/Online Training – Virtual | 10 CEUs per year | Proof of attendance/Certificate of Completion |
| Other | 5 CEUs per year | As consistent with NACA CEU Policy |

CEU CORE COMPETENCY AREAS

To be considered a CEU for NACA National Certification educational content must fall into at least one of the three areas below:

TECHNICAL EXPERIENCE

Any training or continued education opportunities that increase the animal control officers' ability to be successful, safe, and proactive in their duties.

Content may include:

- Increasing the knowledge, skills, and abilities to handle all animals safely
- Federal, State and County ordinances and laws relating to animals
- Principles and techniques for Animal Controls Officers in public/community relations including use of media resources
- Working in an environment involving the care and treatment of animals such as animal husbandry practices and procedures, animal first aid, and disease transmission mitigation
- Working with computer programs related to Animal Control Officers
- Prevention and intervention programs for underserved, youth, or at-risk populations
- Innovative animal welfare programming such as reunification efforts in the field for officers
- Enhancing officer's knowledge, skills, and abilities in identifying, investigating, and prosecuting Cruelty and neglect
- Officer safety
- Court and municipal structure
- Animal welfare related legal processes
- Field operations related to wildlife rescue, rehabilitation, and release
- Training that focuses on increasing the knowledge on all animals – livestock, exotics, reptiles, wildlife, small pets, and domestic dogs and cats.



- Enhancing the ACO's role in disaster response

CRITICAL THINKING

Training that elevates the animal control officers' ability to perform their job safely and effectively in a variety of circumstances including emotionally charged and high risk.

Content may include:

- Utilizing creative solutions to solve unusual problems that Animal Control Officers often face
- Content that addresses techniques and skills for thinking logically and organizing thoughts and Animal Control Officer work priorities to accomplish work efficiently
- Gathering, analyzing, and applying information skillfully in the duties of Animal Control Officers
- Training targeting de-escalation techniques and addressing challenges for officers in emotionally charged situations.
- Conducting research, critically analyzing data, and presenting complex data or ideas to a variety of audiences including legislative, the public, fellow officers, and elected officials.
- Content that increases the effectiveness and characteristics of the Animal Control Officer

INTERPERSONAL COMMUNICATION / RELATIONSHIP BUILDING

Training that increases the animal control officers' role within the community and their ability to perform their job at the highest level

Content may include:

- Demonstrating skill and ability to work cooperatively with internal and external stakeholders such as legislative, the public, fellow officers, and elected officials.
- Training or educational content that address or enhances the professionalism of Animal Control as it relates to interpersonal communication such as emotional intelligence
- Multicultural educational content targeting diversity, equity, and inclusion practices in Animal Control duties
- Training related to preparing and conducting public presentations clearly and effectively for all audiences including legislative, the public, fellow officers, and elected officials.
- Establishing and maintaining cooperative working relationships
- Providing a positive experience and enhanced customer service to the public regarding animal care and control issues



NACA CONTINUING EDUCATION UNITS

Process for Certificate holders to submit CEUs

NACA Certificate holders must meet requirements as outlined in the NACA CEU Approval Policy. This document serves as the guide to the process by which continuing education unit credits are tracked and submitted for recertification.

Certificate holders are responsible for tracking and uploading approved courses into their MemberClicks profile under the CEU Submission menu as they earn them with full submission prior to the 3-year expiration mark.

NACA Member Process Steps:

1. Log in to the membership portal
2. Locate the CEU Submission menu in the member profile
3. Select Add Education Credit and enter all relevant information.

[NACA Board Meeting Minutes](#) | [Member Directory](#) | [Member Search](#) | [My Profile](#) | [Event Calendar](#)
[Credit Hours & Test Scores](#) | [CEU Submissions](#) | [Agency & Corporate Benefits / Discounts](#)
[Association Benefits](#) | [Member Benefits](#)

4. Upload Certificates (if appropriate)
 - a. Certificates can also be replaced if needed



| | |
|----------------------|---------------------------------------|
| Expiration | 6/13/2022 |
| Certificate | DOWNLOAD |
| Description | Approval #12345Statement of approval. |
| EDIT | UPLOAD CERTIFICATE |

| | |
|----------------------|--|
| Date Range | 6/11/2019 - 6/12/2019 |
| Event / Session | Annual Meeting |
| Hours | 100 |
| Category | Annual Meeting |
| Added By | Admin |
| Location | Georgia |
| Instructor | Hall |
| Expiration | 6/12/2020 |
| Certificate | DOWNLOAD |
| Description | What a lovely time had by all. Lots of fun and many opportunities to become education. Certificate #: 739236 |
| EDIT | UPLOAD CERTIFICATE |

| | |
|----------------------|--|
| Date Range | 6/2/2019 - 6/2/2019 |
| Event / Session | LMS Test |
| Hours | 1 |
| Category | Annual Meeting |
| Added By | Admin |
| Location | Atlanta |
| Instructor | Hall |
| Expiration | 6/2/2020 |
| Certificate | DOWNLOAD REPLACE |
| Description | |
| EDIT | |

NON - NACA Member Process Steps:

1. Certificate holders will manually download and enter required CEUs into the CEU template.
2. Template is available on the NACA website
3. CEU template will be emailed to Certifications@nacanet.org prior to certification expiration, the certificate holder is required to export the full transcript and submit it to NACA for approval.