Introductory Course for Commercial Dog Breeders

Part 2: The Licensing Process







Introduction

- Licensing takes time and preparation
- Plan ahead: Process can take several months
 - Can't legally sell dogs or puppies without USDA license

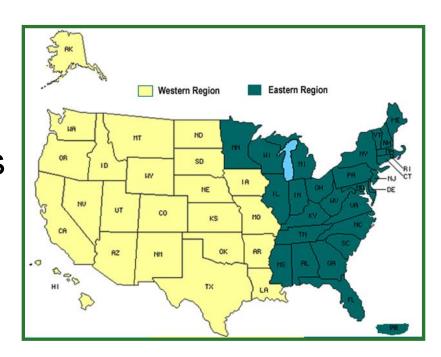
Learning Objectives

- 1. License Application Process
- 2. Time limits for prelicense inspections
- 3. Prelicense inspection process and licensing requirements
- 4. Applicant's responsibilities during inspection
- 5. Prelicense inspection results
- 6. When sales are permitted
- 7. Reasons an application could be denied

Applying for a License

Request Materials

- Request information packet
 - Animal CareRegional Office
- Review requirements
- Evaluate facility for compliance with AWA standards before applying



Application

- Complete and return application form
 - APHIS Form 7003-A
 - \$10 application fee
 - Taxpayer id form
- Reviewed by Regional Office and sent to Inspector

APPLICATION FOR LICENSE (TYPE OR PRINT) NEW LICENSE	SEND THE COMPLE		USDA-APHIS-An 2150 Centre Ave, Mail Stop # 3W11	imal Cam
(TYPE OR PRINT)		TED FORM TO,	2150 Centre Ave.	imal Care
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☐ NEW LICENSE	LICENSE NO.	RENEWAL DATE	FE	ES
☐ NEW LICENSE			AMOUNT	DATE RECEIVED
LINTY: TELEPHONE () F PREYNOUSLY LICENSED - NAME AND ADDRESS .	COUNTY: 4. NAME AND ADD APPLICANTALIC	DRESS OF OTHER BUSINESSEE HAS AN INTERS	TELEPHONE () HESS(S) HANDLING ANNA ST	ALS IN WHICH
NEYYOUS LICENSE NO. TYPE OF LICENSE	s. DATE OF LAST B	USINESS YEAR		
A - Dealer (Breeder) B - Dealer C - Exhibitor MATURE OF BUSINESS (Check Nem(s) that describe nature of your business)	MO PRO	DAY YEAR	MO D	
	17	TIT	17 1	T
A - Zoo	E. TYPE OF ORGAN Partnershi Other (Sp	p Co ecity)	rporation In	dividual
9. LIST OWNERS, P	PARTNERS, AND OFFI		DORESS	
	2			
16. DEALER ONLY	11. EXHIBITOR whichever is	ONLY (No. of animals ho	dding now or held during th	e last business yes
TOTAL NO. OF ANIMALE PURCHASED IN THE LAST BUSINESS YEAR	DOGS		RABBITS	N
TOTAL NO. OF ANIMALS SOLD	CATS		NONHUMAN PRIMAT	es
IN THE LAST BUSINESS YEAR	GUINEA PIGS		MARINE MAMMALS	1
TOTAL GROSS AMOUNT DERIVED FROM THE SALE OF ANIMALS	HAMSTERS		WILD OR EXOTIC	+
DOLLAR AMOUNT ON WHICH FEE IS BASED	OTHER (I.a., Iarm a		MAMMALS	
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hereby make application for a license under the Animal Welfare Act prect to the best of my knowledge. I hereby acknowledge receipt of ar arts 1, 2 and 3, 1 certify that I am over 18 years of age.	7 U.S.C. 2131 et seq nd agree to comply w	. I certify that the i ith all the regulation	nformation provided in and standards in 9	terein is true a CFR, Subpart

Prelicense Inspection

- Inspector will contact you to schedule the inspection
 - Note: Prelicense inspections are the only scheduled inspections.
- Contact Inspector with questions
- Prepare facilities and records for inspection

Time Limit

Time Limit

90 days from Inspector's first visit

OR

3 Inspections

Example

Joe Smith applied for a Class A license for his dog kennel. He and Inspector Mary Jones have scheduled an inspection for June 1.

During the inspection Inspector Jones finds a few items not in compliance with the Animal Welfare Regulations, which she documents on an Inspection Report.

Example (cont'd)

During the inspection and Exit Briefing Inspector Jones discusses the non-compliant items with Mr. Smith. She provides him with an Inspection Report that lists the items to correct.

How long does Mr. Smith have to comply with the regulations and become licensed?

Example (cont'd)

90 days: June 1 to August 29

		J	un	е		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

		J	uly	/		
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29	30	31				

Example (cont'd)

Mr. Smith reviews the items not in compliance and makes changes to his facility.

He contacts Inspector Jones and they schedule a follow-up inspection on July 31.

Re-inspection

On July 31, Inspector Jones finds that Mr. Smith has satisfactorily addressed all the items of noncompliance except one. She discusses the item with Mr. Smith and provides him with an Inspection Report.

Outcome 1

Mr. Smith reviews the inspection report and makes the required changes. He contacts Inspector Jones and schedules a third inspection for August 20.

Outcome 1 (cont'd)

On August 20, Inspector Jones inspects the facility and finds it in compliance with the AWA and approves the license application.

Mr. Smith receives his license in the mail about two weeks later. Once he receives the paper license certificate he may begin selling puppies.

Outcome 2

Mr. Smith reviews the inspection report and attempts to make the required changes. He contacts Inspector Jones and schedules a third inspection for August 20.

Outcome 2 (cont'd)

On August 20, Inspector Jones finds that Mr. Smith has not adequately addressed the item of noncompliance.

Mr. Jones' license application is denied.

Explanation

- Three prelicense inspections:
 - June 1, July 31, August 20
- Not in compliance after 3 inspections
- Application denied
- Can reapply after 6 months

Outcome 3

Mr. Smith reviews the inspection report and makes changes to his facility. He contacts Inspector Jones on September 2 to schedule an inspection.

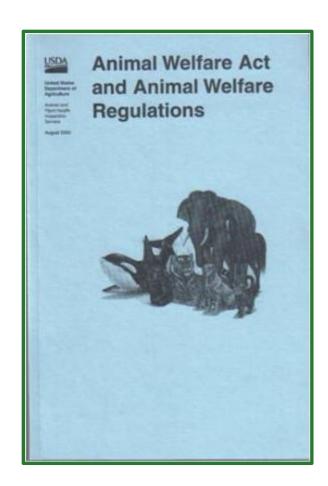
Outcome 3 (cont'd)

- Inspector Jones informs Mr. Smith that his application is denied because more than 90 days have passed since the first inspection:
 - June 1 to Sept 2 = 94 days
- Will receive letter from Regional Office.
- May reapply after 6 months.

Prelicense Inspection

Prepare for Inspection

- Must demonstrate compliance with AWA to be licensed
- Animal Welfare Act Regulations
 - License requirements
 - Housing
 - Welfare
 - Care



Records

- Program of Veterinary Care
- Health Records
- Exercise Plan

Public reporting burden for this colle for reviewing instructions, searching and reviewing the form. Send con information, including suggestions to DC 20250. When replying refer to the	otion of information is estimated to average 1 h existing data sources, gathering and maintainle ments regarding this burden estimate or any or reducing the burden, to USDA, OIRM, Clearance to OMB Number and Form Number in your letter.	ng the data needed, and completing	The Animal Welfare Regulations, Title 9, Subchapter A, Part II, Subpart C. Section 2.33 and Subpart D, Section 2.40 requires a Program of Veterinary Care.
	U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SER		FORM APPROVED OMB NO. 0579-0036
		VICE	OFFICE USE ONLY
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	EE/REGISTRANT *		B. VETERINARIAN
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. MAILING ADDRESS		4. BUSINESS ADDRESS	
		37.	
. CITY, STATE AND ZIP CODE		5. CITY, STATE AND ZIP CODE	
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Records

- APHIS Form 7005: Source of dogs at facility
- APHIS Form 7006: Disposition of animals leaving facility
 - sold, traded, donated, died, euthanized
- Must identify all animals

Identification

- Required by regulations
- Required on APHIS Forms 7005 and 7006
- Official license number issued once licensed
- Identify as fully as possible for prelicense inspection and complete when license received

Other Requirements

Other requirements under the regulations:

- Housing
- Sanitation
- Proper Husbandry

The Inspection

Among other things, the Inspector will:

- Review the application
- Inspect all animals and facilities
- Take photos, videos, and notes of the facility
- Discuss husbandry, veterinary care, exercise plans, and animal identification requirements
- Identify any noncompliant items
- Answer questions



Applicant Responsibilities

- Applicant or designee available during inspection
 - 18 years old or older
 - Knowledgeable about operation
- Provide access to animals, facility and records
- Answer questions
- Be courteous

How long will it take?

- Depends on a variety of factors:
 - Facility size
 - Number of animals
 - Facility type
 - Number of records
- Be prepared and organized

Inspection Results

Exit Briefing

- Review inspection report
- Discuss any noncompliant items
- Answer questions
- Obtain signature



Passing the Inspection

- No noncompliant items
- Eligible for a license
- Exit briefing
 - Discuss inspection and enforcement process
 - License fee
 - Obtain additional contact information
 - Public access to inspection reports

Failed Inspection

- Noncompliant items
- License Application not approved
 - Discuss all noncompliant items
 - Explain the 3 inspection/90 day rule
 - Discuss completion date/scheduling
 - No regulated activities may be conducted
 - Provide a written report

Denial of Application

Initial application may be denied due to:

- Noncompliance with Animal Welfare Act
- Interference with inspection
- Fail to pay fee
- Incomplete application
- Had a license revoked or suspended
- Violation of animal cruelty laws or regulations within 1 year of application
- Operates in violation of State, federal or local law
- False or fraudulent statements or false or fraudulent records

Conclusion

You should now be able to:

- 1. Describe how to apply for a license
- 2. Describe prelicense inspection process
- 3. Explain time limits that apply to prelicense inspections
- 4. Describe an applicant's responsibilities
- 5. Explain how inspection results are received
- 6. Describe when a new licensee may begin to sell animals
- 7. Explain why an application might be denied

Questions?







Acknowledgments

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