National Search Dog Alliance (NSDA)
Timeline for Regional Testing

Two (2) Months Out

The Host shall:

- find a location for the event and acquire the necessary permissions to use the area. Check for hunting seasons, if applicable.
- find housing (hotels or camps) for handlers and nearby places to eat (or provide food).
- find the nearest veterinarians and ask the vet if he/she would be available if needed.
- locate the nearest hospital in case of emergency.
- decide which disciplines will be tested and/or instructed and see what is needed to host a test for each discipline under the Testing tab on the NSDA webpage (www.n-sda.org). See Hosting Team Info.

One (1) Month Out

The Host shall:

- contact the NSDA Testing Manager at TESTMANAGER@n-sda.org and send in the Regional Testing form that is located on the NSDA webpage (www.n-sda.org) under the Testing tab.
  To qualify as a Regional Testing, the event must have six (6) or more handlers and at least ten (10) or more tests. NSDA may pay up to $500.00 of the Evaluator's expenses for each Evaluator. Each Evaluator must give at least three (3) tests.
- provide topographic and/or aerial maps of all testing areas to all Evaluators.
- have all testing equipment such as HRD material, boats, buildings, autos, etc. available for the event. The Host shall check with the Evaluator(**s**) to see if anything else will be needed.
- have assigned people in the area to help as subjects, drivers, etc. and have a written task schedule of who/what/ when/ where.
- have planned for food and drink for the event participants.
- make travel arrangements for Evaluators, with input by the Evaluator.

The Applicants shall:

- pay testing fees online, keeping a copy of their PayPal receipt.
  send all prerequisite paperwork, except log books, to the Evaluator, preferably at least one (1) month before the test date. This can be done by scanning the documents and a copy of the PayPal receipt for the online test(s) and e-mailing them to the Evaluators. Log books shall be presented to the Evaluators on the day of the test. If the Handler is recertifying, only the time-sensitive documents, the log book and proof of the original certification will be needed.

Test Day

The Host arranges:
- access to food and drink for all event participants, including water for the dogs.
- for the transportation of supplies, handlers, K-9s and personnel to remote testing locations.
- The Host arranges communications between locations if necessary.

One (1) Week After

- The Host sends "Thank You" notes to all Evaluators, subjects and helpers.
- Evaluators send photos of each candidate who passed the certification to the NSDA Testing Administrator along with the testing paperwork. Captions for the photos shall be: handler's name, dog's name and the certificate earned.
  Evaluators send any travel expense receipts to the Host.

Two (2) Weeks After

All travel expense receipts should have been presented by the Evaluators to the Host and will be sent by the Host to the Assistant Treasurer for allowed reimbursement. See the form, Reimbursement for Evaluator Expenses under the Testing banner on the NSDA web page. The Host will then reimburse the Evaluators for their expenses.