



**Career Development Institute
Certificated Basic Course for Animal Facility
Managers, Staff and Volunteers**

Monday, May 19, 2014

9:00-9:10 Welcome

**John Saccenti – President, Career Development Institute
Jay Elliot – Director of Health, Township of Edison**

9:00 – 12:30 Heather Cammisa, CEO & President, St. Huberts Giralda

New Jersey Statutes and Rules Related to Domestic Animals

A. New Jersey Statutes Related to Shelters, Pounds, Kennels, Pet Shops and Pet Owners

- N.J.S.A. 4:19-15.1 through 15.27

- N.J.A.C. 8:23-1.1

- a. Dog licensing requirements
- b. Animal facility licensing procedures
- c. Rules for animal facility operation
- d. Authority to inspect facilities
- e. Animal importation

B. Animal and Rabies Control Statutes

- N.J.S.A. 4:19-15.1 through 15.27

- N.J.S.A. 26:4-78 through 89

- a. Impoundment of animals
- b. Animal control officer certification/revocation and appointment
- c. Reporting animal rabies cases and bites
- d. Animal confinements

C. Rules Governing the Operation of License Animal Facilities

- N.J.A.C. 8:23A-1.1 through 1.13

- N.J.A.C. 8:23A-5.1

- a. Definitions
- b. Facilities
- c. Primary enclosures
- d. Feeding and watering
- e. Sanitation
- f. Disease Control
- g. Holding and receiving of animals
- h. Euthanasia drugs, techniques and training
- i. Transport by animal control officers
- j. Records and administration

D. Best Practices in Animal Facilities

- a. Sanitation
- b. Disease control



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12:30 – 1:30 LUNCH

1:30 – 5:00 Heather Cammisa

**Practical Application and Issues Relating to NJ Statutes
Other Laws and Regulations Relating to Animal Welfare
Organizations and Pet Shops**

- Puppy Lemon Law
- DCA Sale of "Dogs and Cats" regulations
- Spay & Neuter issues
- Exotics & Permits
- More

NJ Agencies & Their Roles & Responsibilities

- Animal Control & Animal Control Officers' Association
- Animal Cruelty Investigators
- New Jersey SPCA & County SPCAs
- Municipal Police
- Office of Animal Welfare
- Municipal, County & State Health Departments
- Division of Community Affairs
- Marine Mammal Stranding Center
- Wildlife Rehabilitators
- AWFNJ
- Other Agencies

Tuesday, May 20, 2014

**9:00 – 2:00 Dr. Karen Dashfield DVM (includes 1 hour for lunch)
Staff Veterinarian, Antler Ridge Rehabilitation Center**

Animal Disease Recognition and Prevention

- Rabies & Zoonotic Diseases
- Assessing Animals upon intake & continued monitoring (forms, policies)
- Disease transmission routes
- Respiratory diseases & Stress
- Internal Parasites Identification & Treatment
- External Parasite Identification & Treatment
- Special Discussion on Ringworm
- Other diseases
- Health care program on a budget

Special considerations for Transport Programs

- Diseases & parasites common in the south and/or west
- Incubation & hold considerations



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Shelter Veterinarian Resources & Protocols

2:00-5:00 Dr. Karen Dashfield, DVM

First Aid and Treatment for Shelter Animals

Wednesday, May 21, 2014

9:00 – 11:30

Becky Burton, ACO, Shelter Manager St Hubert's Giralda

Animal Behavior, Breed Recognition, Animal Cruelty

Safe Animal Handling Techniques for Domestic Animals

11:30–12:30 Lunch

12:30 – 2:00 Becky Burton, ACO, Shelter Manager St Hubert's Giralda

Wildlife Issues 1

2:00 – 4:00 Heather Cammisa

Practical application of shelter operation techniques and best practices

- Cleaning
- Medical Care
- Temperament Evaluations & Behavior Modification
- Customer Service
- Placement
- Community Outreach Programs
- National Resources & Continuing Education Opportunities - Free Webinars, Conferences, Magazines, Books & more

4:00 – 5:00 Jay Elliot – Director of Health, Township of Edison

Tour of animal shelter and practicals

5:00 Graduation