

## STATE BOARD OF GUIDE DOGS FOR THE BLIND

### PROPOSED LANGUAGE

Amend Section 2259 of Article 2 Division 22 of Title 16 of the California Code of Regulations to read as follows:

§ 2259. Applications.

(a) An application for a license shall be submitted on an application form prescribed and provided by the Board, accompanied by such evidence, statement, or documents as therein required, and filed with the Board at its said principle office ~~in Sacramento~~.

(b) Whenever an applicant for a license refuses or fails to provide the board with the information requested thereon by the Board within six (6) months from the date of notice that such application is incomplete, the application shall be deemed abandoned. An application so abandoned may not be reinstated; however, the applicant may file a new application accompanied by the required fee and documents.

(c) A complete application for an Instructor's license and the applicable fees set forth in the Code shall be valid for 18 months. If an applicant has not complied with the required steps for licensure, including successfully completing the examination process, an application will be considered expired and a new application and fee shall be submitted prior to completing the licensure process.

Note: Authority cited: Section 7208, Business and Professions Code. Reference: Section 7208, Business and Professions Code.

Amend Section 2261 of Article 2 Division 22 of Title 16 of the California Code of Regulations to read as follows:

§ 2261. Examinations.

(a) Examinations for a license to ~~operate a school or to instruct~~ persons who are blind or visually impaired ~~persons~~ in the use of guide dogs and to train guide dogs shall be written, oral and practical.

(b) The ~~B~~board shall delegate to the Executive Officer the ~~may~~ appointment of an Examination eCommittee of its own members, or other persons, for the purposes of developing the written conducting the whole or part of any examination and rating the oral and practical examination. The Examination Committee shall be comprised of a minimum of three expert consultants and shall include representation from a minimum of two licensed guide dog schools. The Examination eCommittee shall make recommendations to the Bboard as to the qualifications of the examinee. Any person dissatisfied with the Bboard's decision may file a written request for reconsideration or explanation with the Bboard within 30 days after such decision iwas mailed.

Note: Authority cited: Section 7208, Business and Professions Code. Reference: Section 7208, Business and Professions Code.

Adopt Section 2261.1 of Article 2 Division 22 of Title 16 of the California Code of Regulations to read as follows:

**§ 2261.1 Written Examination.**

(a) Written examinations shall be comprised of 100 multiple choice questions crafted by expert consultants who are licensed instructors.

(b) Applicants will be given two (2) hours to complete the written portion of the examination.

(c) Applicants may not remove any examination materials from the testing room.

(d) Once the examination has begun, applicants may not leave the room until the examination is completed.

(e) Applicants must comply with the requirements of the testing site regarding personal items and cell phone use. This subdivision does not apply to devices approved due to a reasonable accommodation request.

(f) Applicants will be notified of their exam score in writing and either in person or via telephone after the conclusion of the exam.

(g) Applicants that do not pass the written examination may retake it six (6) months from the date of the previous examination for a fee of \$50.

Note: Authority cited: Section 7208, Business and Professions Code. Reference: Section 7208, Business and Professions Code.

Adopt Section 2261.2 of Article 2 Division 22 of Title 16 of the California Code of Regulations to read as follows:

**§ 2261.2 Practical Examination.**

(a) Applicants for an Instructor's license shall submit a video recording to the Board of their interaction with a person who is blind or visually impaired and is receiving guide dog mobility instruction at the time of recording, with a trained guide dog. The recording shall be sent along with a signed copy of the "Practical Examination Video Recording Guidelines" available on the Board's website or provided by mail upon request.

(b) The Applicant must submit the recording for approval by the Board a minimum of 30 days prior to the examination.

(c) The recording must:

(1) Be submitted in a digital format, i.e. DVD, USB drive, or equivalent;

(2) Take place in an instructional and typical community setting;(3) Incorporate at least two (2) street crossings;

(4) Be a minimum of 15 minutes and a maximum of 30 minutes long;

(5) Be recorded with a device capable of recording clear audio and video;

- (6) Clearly capture the verbal interaction between the applicant and the client;
- (7) Be unedited, raw footage with no stops other than to safely move the camera to another position, if necessary, i.e. across a busy intersection;
- (8) Capture the date and time of the recording to demonstrate continuous, unedited footage;
- (9) Not state the school with which the applicant is affiliated;
- (10) Include head to toe footage throughout the entire route; and
- (11) Include the following tasks:
  - (A) Instruct client in executing and maintaining a guide dog's obedience responses through theory and practical experience to ensure consistent responses
  - (B) Instruct client in executing and maintaining a guide dog's guide-work responses through theory and practice to ensure safety of the guide dog team.
  - (C) Instruct client in use of techniques to maintain calm and non-disruptive behavior in a guide dog through theory and practice to ensure success of the guide dog team.
  - (D) Instruct client in safe use of guide dog by applying orientation and mobility skills to ensure safety of the guide dog team.

(d) Board staff shall review the recording for compliance with the requirements in subsection c and may make a copy prior to returning it to the applicant.

(e) The applicant is responsible for providing their copy of the recording to the Examination Committee at the time of the oral examination.

Note: Authority cited: Section 7208, Business and Professions Code. Reference: Section 7208, Business and Professions Code.

Adopt Section 2261.3 of Article 2 Division 22 of Title 16 of the California Code of Regulations to read as follows:

**§ 2261.3 Oral Examination.**

(a) Upon successful completion of the written examination, applicants for an Instructor's license shall participate in an oral examination prior to licensure.

(b) The oral examination is an applicant's verbal explanation of the knowledge, skills and tasks used to instruct people who are blind or visually impaired in the use of guide dogs and for the training of guide dogs for use by people who are blind or visually impaired.

(c) The video recording submitted to the Board shall be used to illustrate and enhance the applicant's oral explanation.

(d) The applicant shall address the following knowledge points as identified in the most recent Occupational Analysis of Instructors regardless of whether or not they are addressed in the video recording:

- (1) Techniques used to maintain and enhance orientation skills while using a guide dog;
- (2) Orientation and mobility skills related to guide dog travel and cane travel;
- (3) Techniques used to work with and control a guide dog;
- (4) Methods of instructing clients on harness techniques used in guide work;

(5) Techniques used for instructing a client in the observation and interpretation of a dog's behavior;

(6) Methods of instructing clients on techniques used in reworking guide work errors;

(7) Methods of instructing clients on techniques used in avoiding and ignoring distractions during guide work training; and

(8) Methods of instructing clients on techniques used in controlling inappropriate behavior in a guide dog.

(e) The Examination Committee may not ask any unrelated questions regarding the recording or non-listed knowledge topics.

(f) The Examination Committee may ask a candidate to expand on a Knowledge Point even though it's not demonstrated in the recording.

(g) The Examination Committee may ask a candidate if there are any safety concerns related to the video recording content.

(h) The Examination Committee may consider any or all of the Board's enabling statutes and regulations regarding the training of guide dogs and the instruction of persons who are blind or visually impaired in the use of guide dogs when determining an applicant's suitability for licensure as an instructor.

Note: Authority cited: Section 7208, Business and Professions Code. Reference: Section 7208, Business and Professions Code.