

California State Board of Guide Dogs for the Blind Proposed Examination Language for Agenda Item 4

California Code of Regulations Section 2259 – Applications

EXISTING LANGUAGE

(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 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.

PROPOSED LANGUAGE

(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 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.

California Code of Regulations Section 2261 – Examinations

EXISTING LANGUAGE

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

(b) The board may appoint a committee of its own members, or other persons, for the purpose of conducting the whole or part of any examination. The committee shall make recommendations to the board as to the qualifications of the examinee. Any person dissatisfied with the board's decision may file a request for reconsideration with the board within 30 days after such decision was mailed.

PROPOSED LANGUAGE

(a) Examinations for a license to instruct blind persons in the use of guide dogs and to train guide dogs shall be written, oral and practical.

(b) The Board may appoint an Examination Committee of its own members, other persons, or delegate the scheduling of subject matter experts to the Executive Officer for the purpose of conducting the whole or part of any examination. The Examination Committee shall make recommendations to the Board as to the qualifications of the examinee. Any person dissatisfied with the Board's decision may file a written request for reconsideration or explanation with the Board within 30 days after such decision was mailed.

§ 2261.1 Written Examination

(a) Written examinations shall be comprised of 100 multiple choice questions crafted by licensees determined by the Board to be subject matter experts in the field of guide dog instruction.

(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.
- (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.

§ 2261.2 Practical Examination

- (a) Applicant's for an Instructor's license shall submit a video recording of their interaction with a person who has low or no vision and is currently receiving guide dog mobility instruction with a trained guide dog to the Board along with a signed copy of the "Practical Examination Video Recording Guidelines" available on the Board's website.
- (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 or otherwise clearly indicate the school with which the applicant is affiliated;
 - (10) Include head to toe footage throughout the entire route; and
 - (11) Include the four (4) tasks identified in the Board's "Practical Examination Video Recording Guidelines."
- (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.

§ 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 with low or no vision in the use of guide dogs and for the training of guide dogs for use by people with low or no vision.
- (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 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 with low or no vision in the use of guide dogs when determining an applicant's suitability for licensure as an instructor.