



SPOT EVALUATION FORMS

WHAT TO DO WITH THEM AND HOW TO SUBMIT THEM



Approved UKC SPOT Evaluators are responsible for accurately completing and submitting the appropriate paperwork following each SPOT evaluation held.

Please use the checklist below to ensure all necessary paperwork is being presented to the correct parties.

WHAT TO SUBMIT TO UKC:

- Completed Test Summary Form (top copy – white), or download at www.ukcdogs.com/spot-evaluators, make a copy and mail to the UKC office.
- Completed SPOT Evaluation Forms (top copies – white)
- Submit evaluation forms for all dogs passing with a SPOT-ON or SPOT DOG overall rating. Please do not submit evaluation forms for dogs given a Needs Practice rating.

We encourage evaluators to mail all paperwork to UKC within 10 business days of the evaluation to ensure timely recording of results when applicable. Once received, the SPOT or SPOT-ON designation will automatically be recorded to dogs registered with UKC (except Temporary Listed dogs).

**Mail to: United Kennel Club, ATTN SPOT
100 E Kilgore Rd
Kalamazoo, MI 49002-5584**

Paperwork may also be scanned and emailed to showoperations@ukcdogs.com for convenience if mailing is not available.

NOTE: If the evaluation is being held during a licensed UKC club's event, please DO NOT give any of your SPOT evaluation paperwork to the club. The evaluator is responsible for submitting the materials to UKC.

WHAT TO GIVE TO THE PARTICIPANT:

- Completed SPOT Evaluation Form (bottom copy – pink)
- The participant is responsible for submitting their copy and the appropriate fees to UKC to receive a SPOT certificate and collar tag. Any dog passing with a SPOT or SPOT-ON rating may request this. They do not have to be registered with UKC to do so.
- Participants wishing to register their dog with UKC may submit their copy with the required registration forms and payment and receive a \$5 discount on registration fees. Upon completion, the SPOT or SPOT-ON designation will automatically be added to the dog's name and a complimentary SPOT certificate and collar tag will be mailed to them.

WHAT YOU SHOULD KEEP:

- Completed Test Summary Form (bottom copy – yellow)
- Completed SPOT Evaluation Forms (middle copies – yellow)
- Evaluators should maintain their copies of these forms for each dog (pass or fail) for at least 6 months.