



## Host Information

### Host Information for Basic Wildlife Rehabilitation

Basic Wildlife Rehabilitation is a two-day introductory course consisting of 8 hours of lecture and a 4 hour lab. The class concludes with a 1 hour, open-book exam. Topics covered in the course: introduction to wildlife rehabilitation, basic anatomy and physiology, intake and admission, fluid therapy, handling and physical restraint, nutrition, head and spinal trauma, zoonoses, housing and criteria for release and euthanasia. Lab topics include: gavage, physical restraint, intramuscular and subcutaneous injections, basic physical examination, limb immobilization and weighing. IWRC instructors are CWR's (Certified Wildlife Rehabilitators) with many years of experience in the wildlife field.

### SCHEDULING

In order to ensure a productive class, the host contract must be received a minimum of 12 weeks prior to the class date. Please pick your class dates with this in mind.

### MINIMUM & MAXIMUM ATTENDANCE

In order for IWRC to cover the costs associated with holding a Basic Wildlife Rehabilitation class, a minimum of 12 participants is required. This minimum number of participants needs to be met approximately one month prior to the class date. Some exceptions may be made depending on the class location and distance the instructor must travel. We will continue to register students up to a week and a half before the class. At that time, the class will be closed and no further registrations will be accepted. This allows participants the necessary time to review class materials and complete the homework assignment. A maximum of 42 participants can be accommodated in each class.

Once the minimum number of participants is met, we offer one complimentary registration to the host group. If the course reaches 32 participants a second complimentary registration will be awarded.

### Cancellation Policy for Hosts/Organizations

#### Failure to attain minimum number of participants

A minimum of 12 participants is required for an IWRC class, unless approved by the IWRC director and/or class coordinator. If there are not enough participants registered 4 weeks before the course is to take place a host/organization may either cancel the course or pay to keep the course open for registration. The primary contact must notify the IWRC office of their intention, in writing (email), by 5:00 PST 4 weeks prior to the class date. Submissions should be made either to the director or class coordinator ([director@theiwrc.org](mailto:director@theiwrc.org) or [katie@theiwrc.org](mailto:katie@theiwrc.org)).



In the case of cancellation the host/organization will be required to pay a fee of \$200.00. This fee will be required regardless of the time/date of cancellation. The IWRC office will send an invoice to the host/organization and payment will be due within 15 days after it is received.

The host/organization may also pay the difference in registration fees (i.e. if 8 students are registered the host would cover the cost of 4 registrations) so that the class can be held open until the close date (1 week before the course date). If subsequent students register, IWRC will reimburse the host/organization the cost of those registrations once the course is completed. If not enough students register by the close date the host/organization will forfeit the remaining cost of the registration fees.

### **Convenience Cancellation**

If a host decides to cancel a class for convenience or non emergency reasons (after the host contract has been countersigned, but before students have registered) a penalty fee of \$200.00 will be charged. If the cancellation occurs after students have registered, the host shall be required to pay \$200.00 plus 10% of the total registration fees to IWRC. If the cancellation occurs within 6 weeks before the scheduled class the host will be required to pay \$250.00 in addition to 10% of the total registration fees.

Cancellation must be submitted in writing (email) to the IWRC office at least 4 weeks before the class is scheduled to take place by 5:00 PST. Submissions should be made either to the director or class coordinator ([director@theiwrc.org](mailto:director@theiwrc.org) or [katie@theiwrc.org](mailto:katie@theiwrc.org)). If students have already registered the host should be prepared to offer other locations the class can be held. If the class is still held the host may be refunded the amount they paid for student fees (10% of student fees), but not the cancellation fee.

### **Emergency Cancellation**

In the case of an emergency or crisis situation (i.e. severe weather, debilitating illness, death in the family), the host must contact the IWRC office as early as possible to request cancellation of a scheduled class. In the event that IWRC determines the cancellation is due to unforeseen or uncontrollable circumstances, the cancellation penalty may be waived. If conditions permit, the host should be prepared to provide information on nearby alternative locations IWRC could hold the class.

### **REGISTRATION FEES**

The registration fee for this class is from \$205 to \$260 in US funds. Variation due to membership and book delivery options.

### **ADVERTISING**

IWRC will advertise online and provide the host with a master copy of the class flyer. Hosts may duplicate and distribute the flyer as appropriate.

## **FACILITIES**

The host is responsible to provide the venue, and pay any costs incurred in the rental or use of the facility. One room with the flexibility to be set-up for both lecture and lab is needed. Instructors will need access to the room from 8AM to 6PM on the first day, and 8AM to 5PM on the second day. The room should be well lit with the ability to be darkened, having heating and cooling amenities, electrical outlets and be able to accommodate 42 participants. Up to 45 chairs will be needed with 4-8 banquet sized tables for note taking, exams and the lab. There should also be running water nearby for the lab.

## **AUDIO VISUAL**

The host is asked to provide one LCD projector & screen for the visual presentation. The instructors will provide their own laptops. Additionally, the host should have one chalkboard or whiteboard (with chalk or markers and eraser) available. An overhead projector may be used in place of a chalkboard or whiteboard. Extension cords and an extra bulb for the projectors should also be available.

## **LAB SUPPLIES**

During the hands-on lab, participants use cadavers to practice various techniques. The host is requested to provide the following lab supplies:

- 21 to 25 avian cadavers, pigeon size or larger, in good condition (no necropsy or post surgery specimens; fractures or wounds ok)
- 15 to 20 mammal cadavers, between 175 and 2,500 grams, in good condition (no necropsy or post surgery specimens; fractures or wounds ok).
- **No rabies vector species, including, but not limited to raccoons, skunks, foxes and bats.**
- Paper and regular towels for cleaning up.
- Plastic bags for cadaver disposal.
- Plastic sheets or paper to protect tables.
- Alcohol for lab (three large bottles) which instructors will put into smaller plastic spray bottles for individual stations.
- A working gram scale for weighing animals.
- A sharps container for disposal of used needles
- First Aid kit
- Hand sanitizer
- Exam Gloves (1 box each) – small, medium, large
- Face mask



## **LAB ASSISTANTS**

Two to three laboratory assistants and one licensed veterinarian are needed to help at the lab session. The lab session takes place on the first day of the course. Assistants and the veterinarian are required to only be present during the lab session. Assistants should be qualified, experienced rehabilitators or other animal health care workers who feel comfortable teaching skills, such as gavage (tube-feeding) in birds, modified wing wrap, Robert Jones bandage and injection techniques to 10 students at a time. Lab assistants should be provided with the Laboratory Tasks for Assistants.pdf at least one week prior to the course. Assistants and veterinarian should plan to meet with the instructors the evening before the class to review the lab procedures whenever possible. In the event that assistants are unable to meet with the IWRC instructor before the course begins please provide the instructor with the assistants contact information. Generally, the lab assistants and veterinarian may not be registered class participants.

## **INSTRUCTOR ACCOMMODATIONS**

The host is asked to make hotel or other lodging arrangements for one or two instructors for Friday and Saturday evenings; One double room with 2 beds, non-smoking at no more than \$100 (including tax) per night. The charges will be paid for by the instructors.

The host will also need to provide transportation for the instructors to and from the airport. The instructors will contact the host directly with their travel itineraries. In addition, the host should provide transportation for the instructors to go to lunch on both days OR have someone pick up lunch for them. The cost of lunch will be covered by the instructors.

Please note: In addition to the above requirements, IWRC strongly recommends that the host have a representative available before, during and after the class to assist the instructors with facility and A/V questions in addition to helping with any other issues that may arise. The host representative may be a registered class participant.

## **COMPLIANCE**

Failure to comply with any of the above may result in suspended hosting privileges.