



Check List for Completion of the First Specialty Judging Program Application

Please read the Judging Program Rules Section 2. All judging program requirements must be met by the Applicant at the time of application submission. Deadlines for receipt of applications are on the CFA website under Judging Program Resources.

- Prior to your application, you must have a Mentor assigned to guide you through the application process and finally to Approved Allbreed. If you do not have a Mentor assigned, contact the current Judging Program Mentor and Recruitment Administrator.
- Part of the application includes the exercise of marking a judge's book. You must* have permission form from show management to complete a marked judges' book. An error free judging book marked at the approved show must be completed and submitted to the appropriate Application Administrator and your Mentor. This will become part of your application package.

** Work with your Mentor to select a show and a Judge and obtain signed permission form from show management approximately six (6) weeks prior to application submission.*

Guidelines for documentation to include in your application:

1. Cover page dated, your personal information, your photo and include the specialty applying for (LH/SH). Cover page includes:
 - a. Name, email address, phone.
 - b. Date submitted.
 - c. 1st Specialty application (LH or SH).
 - d. Color photo of applicant.
2. Table of Contents with all pages numbered, for example:
 - a. Page 1 & 2 - Application.
 - b. Page 3 - Proof of cattery name registration.
 - c. Page 4 - Copy of first CFA litter registration.
3. Application completed and signed by Applicant and appropriate Regional Director or Area Chair (ID Chair or ID Other Chair).
 - a. The application form is located under Judges Resources.
 - b. Print out the application form, complete all fields, and obtain the appropriate signatures.
4. Proof of payment of the application fee.
 - a. Screen print of the CFA order submission completed in the online catalog (cfa.org). Screen print should show evidence of completed and shows the current application fee amount paid.
5. Copy of your CFA cattery name registration form showing the date at least five (5) years prior to the application date.
 - a. This is your cattery registration certificate issued by CFA. Ensure the date meets the five (5) year guideline.
6. Copy of first litter registration, must be at least five (5) years prior to application date.
 - a. This can be found on cfa.org under ECAT - Manage Litters.
 - b. For older litter registrations, a copy of the blue slip is sufficient.
7. Proof of Breed Council Membership.
 - a. You can obtain proof of current membership status on CFA website: <https://cfa.org/breed-council/#membership>.
 - b. The breed council membership list will show the name, breed, and membership years.

- c. Include a copy of this in your application.
- 8. Score Card A and B Section.
 - a. The scorecards are located under “Judges Resources”. Please fill each out completely. Requirements must be met prior to submission.
 - i. **Scorecard A:** Listing of GC/GP title achieved of which six (6) are of your own breeding.
 - ii. **Scorecard B:** List information to meet the current point requirements. You may include points over and above the requirements listed on the form.
- 9. Letter of club membership (five (5) year requirement) or club show production (three (3) year requirement).
 - a. **Option 1:** Five (5) years of Club Membership:
 - i. Letter must include dates of membership.
 - ii. Club President and club Secretary must sign the letter.
 - b. **Option 2:** Three (3) years of Club membership and detailed club activities of show production.
 - i. Providing a letter that outlines your contribution to organizing and putting on a show. Include any show officer titles.
 - ii. Letter must include dates of membership and must be signed by the club President and club Secretary.
- 10. Listing of show production activities for various clubs.
 - a. List each show that you were a Show Manager, Show Secretary, or involved in show production.
 - b. Data of show, name of club, activities performed.
- 11. Proof of Master Clerk License or Certified Clerk License.
 - a. A copy of your license included on this page.
- 12. Proof of BAOS attendance within two (2) years prior to application date.
 - a. A picture of the BAOS certification of completion showing the date attended.
- 13. Exhibitor detailed resume:
 - a. Detailed listing by show date, club name, location, cats shown in the last five (5) years.
 - i. In chronological order by year, listing of shows attended and exhibited.
 - ii. List the cats name and breed and class shown in.
 - iii. List any titles achieved by the cat shown (i.e., GC).
- 14. Breed exhibiting experience other than your primary breed.
 - a. Custodial: Three (3) months custodial care. Three (3) shows exhibited; a title change is required.
 - b. Agenting: Listing by breed, show season exhibited, and any awards received.
- 15. Provide proof of custodial care or agenting using the CFA forms to meet the requirements.
- 16. Statement of why you wish to become a CFA judge.
- 17. Proof of selected Breed focused experiences.
 - a. Cattery visits: Require write ups and photos.
 - b. Breed Focused Experience: Judge Supervised and require write ups and photos.
 - c. Breed Focused Experience: Independent and require write ups and photos.
- 18. Application should be reviewed by your Mentor prior to submission.
- 19. Application must be submitted in a single PDF format to the appropriate Application Administrator.
- 20. The deadline is 5:00PM EST four (4) months prior to the CFA Board Meetings in February, June, or October.
 - a. Good planning would ensure your application is filed prior to this for review and possible changes the must be made.
 - b. If the application is not complete by the deadline, it will be moved to the next application

deadline.

22. Associate Judges please review Judging Program Rules Section 5 for specific application requirements.

The following items are sent directly to the appropriate Application Administrator:

1. Three (3) Recommendation Letters from three different active CFA Clubs with signatures of the Club President and Club Secretary.
2. Three (3) Personal Recommendation Letters from three different individuals with signature.
3. Error free marked judges' book .

Any questions may be addressed to your Mentor, the Application Administrator, and any member of the Judging Program Committee (JPC).

Rev. 2.2026