



## Be Doggone Smart at Work Presenter Application Checklist

Please make sure that you have completed each step. Any documents listed here are available at the Be Doggone Smart at Work page under Educational Programs at [www.doggonesafe.com/Be\\_Doggone\\_Smart\\_at\\_Work](http://www.doggonesafe.com/Be_Doggone_Smart_at_Work).

### Step 1:

- Review the presenter qualification requirements to be sure that you meet the requirements (these are listed at the [customer FAQ page](#) and on the [Presenter Information Sheet](#)).
- Download the [license agreement](#) and read it over to be sure that you are willing to sign it.
- Download the [application form](#) and review it to be sure that you will be able to fill it out completely.
- [Join Doggone Safe](#) – applications are accepted only from Doggone Safe members.

### Step 2:

- Visit the member area of the Doggone Safe site and go to the [worker program page](#) for more details and answers to frequently asked questions. You will be able to access this once you have joined Doggone Safe. Please call or email with additional questions only after you have reviewed this page and the FAQ page.
- Submit your application form.
- Wait for approval of your application before proceeding with the next steps (please give us 2 weeks to review your application and contact your references).

### Step 3:

- Enrol in and complete the two online courses Basic Body Language and Be Doggone Smart at Work. <http://doggonesafe.coursehost.com> . Be sure to visit the Doggone Safe member information page for the discount code to get \$10 off each course.

### Step 4:

- Sign and submit the license agreement. We must have this before your training session is scheduled.

### Step 5:

- Pay the \$500 fee. We will send you an invoice.

### Step 6:

- Arrange for your training session. This will be conducted by teleconference or webinar and will take approximately 2-2.5 hours. We will send you the information you need to arrange this.
- Review the program and make note of any questions you have.
- Be sure to have a quiet place away from distractions in which to complete the session.
- Review the information on presenter training sessions at the [Member website](#).