



Building and Winning
an Animal Welfare Case

Beyond the Basics



BUILDING AND WINNING AN ANIMAL WELFARE CASE

Quick Start Guide



Building and Winning an Animal Welfare Case Quick Start Guide

Welcome to the Building and Winning an Animal Welfare Case Course. We're thrilled to be working with you!

Following is some information to help you get started. But if you have any questions along the way, please don't hesitate to email us.

COURSE DESCRIPTION

The Building and Winning an Animal Welfare Case Course is designed to provide you the core information anyone seeking truth may need, but with the convenience of online education.

- The program consists of 5 "lessons" (i.e.: Documenting the Scene, Before You Get in the Truck, etc.)
- Each lesson is designed to take 10-20 minutes to complete.
- As long as you complete each lesson, the system will keep track of where you are.
- There is a quiz at the end of each lesson that is important to complete. These questions will become part of the final quiz required to receive your certificate.

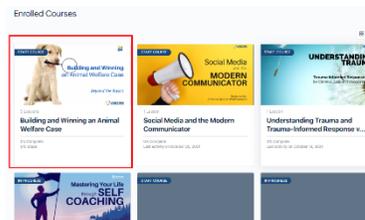
WHAT LESSONS ARE INCLUDED?

Through the Building and Winning an Animal Welfare Case Course will walk you through the five major elements of an animal control investigation, using real-life examples and conversations with sworn officers to give you multiple perspectives on handling a case, start to finish.

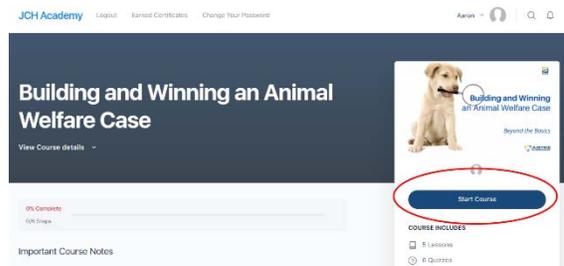
HOW DO I GET STARTED?

In your welcome email you would have received your user ID and password.

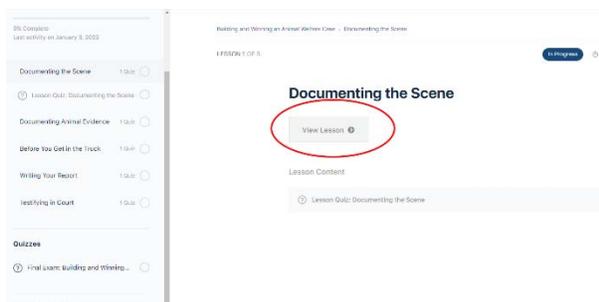
- Go to <https://academy.justiceclearinghouse.com/>
- Click “Sign In” (Upper right corner of your screen)
 - Use the Log in ID: **[refer to email]**
 - Password: **[refer to email]**
- Click **Log In**
- On the Course Page, select **Building and Winning an Animal Welfare Case**



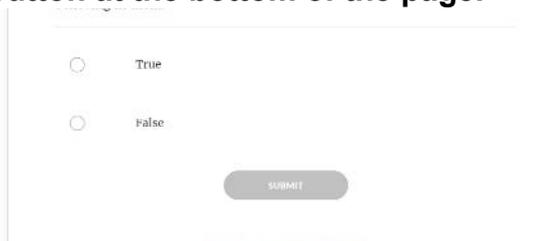
- Click **Start Course.**



- You'll land at the overview. Click the View Course button



- Go through and watch the videos and participate in each of the topic's content. **When you have completed all of the material, you will see an Orange Button at the bottom of the page.**

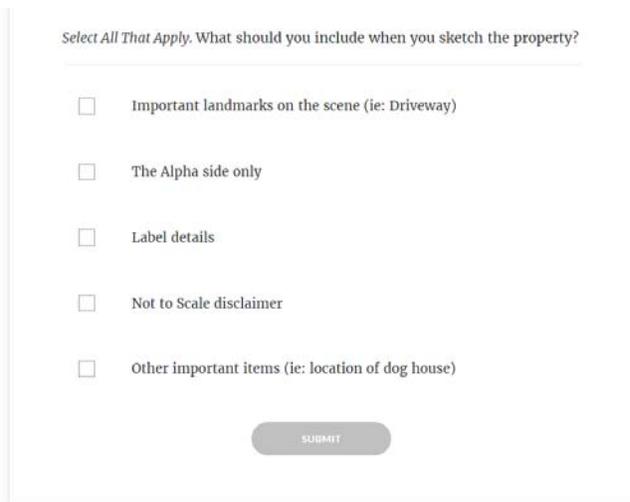


A screenshot of a quiz question interface. It features two radio button options: "True" and "False". Below the options is a grey "SUBMIT" button.

Click the Orange Continue Button to continue to the next topic.



- On the final lesson, click the "Save Progress" button to return to the course page. You can then begin taking your final, cumulative quiz.



A screenshot of a multiple-choice quiz question. The question text is "Select All That Apply. What should you include when you sketch the property?". Below the question are five checkboxes with corresponding options: "Important landmarks on the scene (ie: Driveway)", "The Alpha side only", "Label details", "Not to Scale disclaimer", and "Other important items (ie: location of dog house)". A grey "SUBMIT" button is located at the bottom of the question area.

Save Progress and Exit Lesson



- Click the link under “Lesson Content” to take the Lesson Quiz

Documenting the Scene

View Lesson ▶

Lesson Content

? Lesson Quiz: Documenting the Scene

- Once you have passed the Lesson Quiz, you can click on the next lesson. **Note, although you successfully complete the quiz, sometimes the Learning Management System may not show the checkbox on the completed lesson. Go ahead and try clicking the next lesson even if the checkbox does not show.**

ARE THERE TESTS OR QUIZZES?

There is a cumulative, online final quiz covering all of the material in the Course.

YOU MENTIONED A FINAL QUIZ?

The cost for taking the final quiz is included in the course price.

This final exam is:

- Completed within 60 minutes
- 25 questions long
- Format: Multiple Choice, True/False, Select All that Apply
- Final exam questions are drawn from all the lessons taught throughout the course.
- You must score at least 80% to receive a certificate of completion. You can retake the exam if you do not score at least 80%.

CAN I START AND STOP A TOPIC WITHIN A LESSON?

Yes – as long as you get to the bottom of a lesson and click the “Continue” button, the system will retain your progress.

CAN I GO BACK AND REVIEW?

Yes. Once you've completed a lesson (or topic) you can always go back and review. In fact, we encourage it. 😊

HOW DO I RECEIVE MY CERTIFICATE?

Once you have completed all of the lessons in the program and passed the final exam, you will be provided access to the certificate.

QUESTIONS?

If you have any additional questions, please do not hesitate to contact support at support@justiceclearinghouse.zohodesk.com.