

## Thank you for your interest in CPE!

Please be ecologically responsible - only print the form(s) you need  
This page and the next contain important information on membership in CPE and filling out the forms

**\*\*\*An email address is required for membership\*\*\***

- The email address is needed to sign into Member Services through the CPE website.
- One email address per membership – if also registering a Jr Handler, or the parent/guardian already has a membership, the Jr will need a different email address listed.
- Free email address providers are available, and can be used through a library's internet connection – a home computer is not necessary. Some of the most popular free email providers are hotmail, yahoo, gmail (do a web search for others). The member services page will usually be updated by end of day Thursday or Friday of that week, unless the office is closed for an extended time – see the contact us web page for extended office closings

### **Juno & Netzero email users please note (can apply to other ISP's as well)**

So far, no juno/netzero user that I know of can obtain a password – juno/netzero are blocking k9cpe.com. Members have emailed and called juno/netzero, they claim they are not blocking the emails, however, no one is receiving them. CPE cannot control what juno/netzero does. To have access to your member services page, which is required to obtain your member id and print your personal page as an id card, an alternate email address will need to be registered with CPE.

**Please follow directions on each form to avoid a processing delay!**

**The most common delays (new members and adding dogs to current memberships):**

- More than two names on the form (up to primary and secondary only)
- Names on form different than currently on the membership without name change fees (see next page)
- Address not filled out – do not abbreviate city
- No email address listed, or not legible/complete
- No call name listed for dog
- No breed listed for dog (breed name if purebred – registered or not, or All American, All Canadian, etc)
- No birthdate listed for dog or incorrect so the dog cannot be entered in a show if listed as under 15 months old
- No birthdate listed for Jr Handler
- No parent/guardian signature for Jr Handler
- Same email listed for the main membership and the Jr Handler – they must be different for Member Services sign in
- Incorrect fees enclosed
- No date or incorrect date on check
- Check not signed
- Canadian funds – all fees must be in US funds (cannot be handwritten, banks do not accept that any longer)
- CPE form sent with entry form to CPE, one check for both (entries must be sent to the respective club)
- Adding dog to current year, included dues for the next year, current year dues were not paid, dog fee sent was the discounted rate

### **PLEASE PRINT LEGIBLY FOR ALL PORTIONS OF YOUR MEMBERSHIP FORM**

- If your email address is not legible or complete, you will not be able to sign into Member Services to obtain an ID, so your form cannot be processed
- An email address change will be effective after the next update of the Member Services page
- Make sure not to list titles/acronyms within the dog's registered name (if filled in) or the call name will be used
- If there are any later changes to information, there will be a processing fee of \$7 per membership and/or dog (depending on the change), this also includes changing a registered name that listed titles or was too long for the form, so the call name was then used
- There will be a \$7 fee to correct any mistakes the owner has made on the form other than address/phone/email (no fee). This includes an incorrect birthdate.

**Questions? See the next page for details on membership and form info, if you have a question that is not addressed, please email CPE: [cpe@charter.net](mailto:cpe@charter.net)**

## CPE Membership and Form Information

**NOTE: A new member is a member that has never obtained a CPE number. If you have previously registered with CPE though not a current year renewal member - send for a renewal and adding a dog(s); if you have already renewed for the current year, send for adding a dog(s).**

- A unique ID number is assigned to each membership. The membership ID number is the first 5 digits of the dog's ID number. Each dog on the same membership will have the same prefix, different suffix. Example: 01283-01, 01283-02.
- Membership forms must be mailed. Allow at least 7-14 days for the form to reach CPE and be processed. Membership forms received by Wednesday each week are processed by end of day Thursday, except for a few times per year when the CPE office is closed for several days. See the Contact Us page on the website for office closings.
- An email will be sent with information about the member services page and welcome letter. A rulebook will be mailed (if after December 1, see below). See the CPE website Rules page for current rules until the printed rulebook is received.
- CPE envelope mailing labels include the 5 digit membership ID number and the dues year paid through.
- The initial membership fee for a new member covers the processing, materials and postage of the membership packet and includes "free" dues for the remaining months during the year when a member joins. New membership dues will expire at the end of the year joined, and will be eligible for renewal for the following year. Note: renewal is not required to show in CPE once you have a membership listed.
- Once a form or request is processed (new, added dog, renewal, transfer form, etc), no refund would be forthcoming.

**Forms processed after December 1** are credited for the following dues year if New or includes Renewal dues

Current year rulebooks are not mailed after December 1

- Dogs registered after December 1, are eligible to enter trials in December.
- An email will be sent with information about the member services page and welcome letter. A rulebook for the following year will be sent in early January. See the CPE website Rules page for current rules until the printed rulebook is received.

**Member names** (maximum of two member names can be listed for one membership ID number)

- If both names are the same last name, both names will be listed on paperwork, labels and trial paperwork.
- If both names are different last names, both names will be listed on paperwork. **Only** the primary owner's name will appear on the mailing label and on the trial paperwork. If the secondary member is handling the dog, their name can be listed as the handler on trial entry forms.
- A Jr Handler does not need to have a parent/guardian listed as a member – the Jr Handler can be the primary member if the membership includes one or more dogs.

**Dog information**

- Call Name (required) – the usual short name the dog is called, maximum of 12 characters
- Birthdate (required) MM/DD/YY – if the dog is a rescue, list your "chosen" birthday for your dog.
- Dog's name to print on title certificates – if different than the dog's call name. Do not include any title initials, must be 100% legible, length cannot exceed 30 characters/spaces – or the call name will be used.
- Breed (required) – check off "All American" or "All Canadian" (or write in "All and the country" if the member and/or dog is from another country than the US or Canada) for any mixed breed dog.
- Owner(s) to print on title certificates – if different than the primary and/or secondary name(s) on the form. At least the primary and/or secondary member **must** be printed on the title certificates; cannot exceed a total of 45 characters/spaces.

➤ **Send address, phone, or email changes to CPE by mail or email – there is no fee.**

➤ **Send membership name changes (includes adding/removing a name) by mail with \$7 fee per dog currently on the membership**

➤ **Send other changes by mail with \$7 per change for processing**

**Jr Handlers - a Jr Handler ID is not required for a Jr to run in CPE classes, the parent must sign a Jr's entry form**

- A Jr Handler only needs a Jr Handler number to submit Standard class qualifying runs for Jr Handler titles
- If the Jr Handler is also registering a dog in their name only, or with another member name, the registration is considered a "new member" registration, and both forms will need to be sent. See the membership form for total fees.
- See the CPE website Forms page for a Jr Handler Q form to report Standard class qualifying runs.

**Adding a dog**

- Include appropriate fees depending if you had renewed for the current year or are a current year non-member.
- If no dues were paid for the current year, and you are renewing for the next year, but adding a dog in the current year, the current year non-member fee would apply for the added dog(s).

**Transferring a dog to a new owner**

- Use a membership form to add the dog to the new owner's CPE membership as if the dog was new to CPE.
- Include a note with the dog's previous CPE ID number, and a letter from the previous owner regarding the transfer.
- To transfer the dog's records to the new number: include an additional fee of \$20 per transferring dog.
- Official date of transfer for titles is the date the work is processed by CPE. The form cannot be processed if information or fees are not complete. Titles can be reprinted with the new owner's name for a reprint fee – email CPE for details.

**Renewals**

- Renewal information is included in the member information letter that will appear on the member services page each year in November/December. Dogs are registered for life; renewal is for the owner's membership.
- Renewals follow a yearly calendar, January-December. Dues can be paid at any time; all renewals expire Dec 31 each year. Renewals received after December 1 will be credited to the following year, records will be updated with the first update in that dues paid year.
- Once a member is initially registered with CPE, yearly renewal is not required to show in CPE. Renewals receive a current year rulebook, 50% discount on adding a new dog during that renewal year (see the membership form for the discounted fee) and Q records are updated periodically throughout the year in member services.
- If a duplicate renewal payment is received, the membership dues paid date will reflect the paid through future date. Once processed, no refund would be forthcoming.