

**Memorandum of Understanding (MOU)  
Between the Wildlife Rehabilitation Sponsor and  
Apprentice License Holder**

**SECTION 1. Parties.**

The Parties to this Memorandum of Understanding (MOU) are: \_\_\_\_\_  
("Sponsor"), who currently holds a Wildlife Rehabilitation License (# \_\_\_\_\_)  
issued by the state wildlife agency and \_\_\_\_\_ ("Apprentice"), who  
currently hold(s) an Apprentice Wildlife Rehabilitation License (# \_\_\_\_\_) issued by  
the state wildlife agency. Any reference to the wildlife agency shall be in the State of  
\_\_\_\_\_.

Copies of the wildlife rehabilitation licenses held by the Sponsor and Apprentice are included  
in Attachment A.

**SECTION 2. Purpose and Scope.**

The purpose of this MOU is to document the agreement of the Sponsor and Apprentice  
regarding their mutual understanding of their relationship and expectations of performance,  
including as may be required by the Apprentice's wildlife rehabilitation license issued by the  
wildlife agency. This MOU is in addition to any requirements that may be included in the  
wildlife agency regulations stipulated for an Apprentice wildlife rehabilitation license.

The scope of this MOU is intended to encompass only those wildlife species for which the  
Sponsor is currently licensed to possess for purposes of wildlife rehabilitation. Any wildlife  
species possessed by the Apprentice through the sponsorship of another licensed wildlife  
rehabilitator is outside the scope of this MOU.

The Sponsor will develop the specific Learning Plan with input from the Apprentice to guide  
and document the learning objectives and progress (Attachment B). Both the Sponsor and  
Apprentice shall agree to the contents of the Learning Plan.

**SECTION 3. Term and Renewal.**

The effective date of this MOU is \_\_\_\_\_. This MOU will expire one year after this  
effective date unless either (1.) the parties mutually agree to renewal of the term, or (2.) one of  
the events described in SECTION 7 occurs earlier.

**SECTION 4. Expectations of Performance from the Sponsor.**

- A. Before the Apprentice applies for a rehabilitation license, the Sponsor will provide the  
Apprentice with general information on wildlife rehabilitation regulations, caging and  
facilities as well as information on state and federal requirements for the species that the  
Apprentice plans to apply to rehabilitate.

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- B. The Sponsor will visit the Apprentice's potential rehabilitation location and consult on appropriateness of the space (separate from other activities, designated areas for admission, quarantine, nursery, pre-release cages, etc.). The Sponsor will advise on rehabilitation caging and facilities to help the Apprentice prepare for the wildlife agency inspection. The Sponsor may recommend or provide caging plans, materials, or even cages.

If the Apprentice will be conducting rehabilitation activities at the Sponsor's facility or a stand-alone rehabilitation center, the Sponsor will review all the caging and facility considerations with the Apprentice.

- C. The Sponsor will attend the initial rehabilitation inspection by the wildlife agency, as well as the facility inspection and/or the agency interview at the time of the license upgrade request.
- D. The Sponsor will provide general training and feedback regarding the wildlife rehabilitation process. The Sponsor will provide ongoing coaching, advice and support as needed in such areas as problem solving, referrals for additional information, some help with caging, information on possible release sites, needed supplies, etc. This also includes suggestions on attendance at various training programs in addition to publications. The Sponsor will likely involve additional rehabilitators and resource people in the training.
- E. The Sponsor is expected to be available for help and consultation. The Sponsor is expected to arrange for backup help and consultation for the Apprentice during times that the Sponsor is unavailable for an extended period (vacation, business trips, etc.).
- F. The Sponsor is expected to provide general supervision and monitoring as to ensure an acceptable quality of care given to the wildlife in the Apprentice's possession and to assess progress in learning rehabilitation skills. This will include frequent communication, regularly seeing and examining the animals held by the Apprentice, and may, at times, include inspection of the wildlife and the Apprentice's facilities and the wildlife in care at reasonable hours during the day. Advance notice of such inspection may or may not be given by the Sponsor.
- G. The Sponsor will review the Apprentice's daily rehabilitation records on a regular basis. The Sponsor will review and sign the Apprentice's annual rehabilitation report to the wildlife agency if required.
- H. The Sponsor will approve the decision for the Apprentice to involve unlicensed people to assist with direct animal care, including volunteers, unless prohibited by applicable regulations. The Sponsor will conduct or arrange training for any unlicensed people who may assist the Apprentice with direct animal care. The Sponsor will monitor the status and performance of the unlicensed people helping the Apprentice. The Sponsor may instruct the Apprentice to immediately stop or modify the use of unlicensed people if the Sponsor identifies concerns with rehab practices, animal care, safety, following regulations, and so forth. The Sponsor will review records related to the Apprentice's use of unlicensed people.
- I. The Sponsor is not expected to provide financial assistance, insurance, or the services required to perform wildlife rehabilitation activities (such as a veterinarian providing services to the Apprentice on wildlife medical care or advice, building cages, providing

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supplies, answering calls from the public, finding release sites, etc.). However, the Sponsor may advise or help on these items as the Sponsor and the Apprentice agree.

J. The Sponsor is expected to provide a license upgrade recommendation to the Apprentice and wildlife agencies for purposes of the satisfying the requirements of the Apprentice in securing his/her/their own wildlife rehabilitation license, provided the following two conditions are met:

1. In the Sponsor's opinion and judgment, the Apprentice has reasonably demonstrated the majority of the skill and knowledge proficiencies as described in the Learning Plan (Attachment B). If agreed, the Sponsor may expect the Apprentice to be able to use available resources to respond effectively to other rehabilitation questions, such as the questions in the Rehabilitation Study Guide (Attachment C) or other rehabilitation study resources.
2. The Apprentice requests such a recommendation and upgrade request from the Sponsor.

### ***SECTION 5. Expectations of Performance from the Apprentice.***

- A. The Apprentice is expected make a personal commitment of time and resources. It is possible that the commitment of time may affect other personal activities, such as scheduling vacations and other activities. The Apprentice will communicate scheduling and time considerations and changes that could affect animal care to the Sponsor in a timely manner, preferably in advance.
- B. The Apprentice is expected to learn and know about, understand and comply with all applicable laws, regulations and ordinances pertaining to the temporary possession of wildlife for purposes of wildlife rehabilitation. This includes all such regulations issued by the state wildlife agency, as well as any and all related regulations that are issued by other government agencies such as the U.S. Fish and Wildlife Service, the state's Department of Health, etc.
- C. The Apprentice is expected to become knowledgeable and skillful in the various general aspects of wildlife rehabilitation described in the Learning Plan (transporting wildlife, first aid and trauma treatment techniques, dealing with the public, release considerations, handling and safety issues, etc.), as well as in the specific aspects of the wildlife species that the Apprentice chooses to rehabilitate (natural history, diets, common injuries and health conditions, zoonotic disease risks, caging and habitat requirements, euthanasia criteria and methods, release criteria and methods, etc.).
- D. The Apprentice is expected to arrange for the services of a veterinarian to provide medical services as needed. Preferably, the chosen veterinarian would have expertise in the care and handling of wildlife, or at a minimum, an understanding and appreciation that treating wildlife is very different from the treatment of domestic animals, whether companion animals or livestock. The Apprentice is personally responsible for any and all costs charged by the veterinarian.
- E. Prior to accepting any wildlife into rehabilitation, the Apprentice is expected to be equipped with a certain minimum set of supplies (caging, medical, feed and formula, etc.) to be

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developed and agreed to by the parties. This set of supplies would be specific to the species to be rehabilitated and to the age range of the species to be rehabilitated. In addition, the Apprentice is expected to have a minimum set of reference materials on hand as agreed to by the parties (books, manuals, etc.) prior to accepting any wildlife.

- F. The Apprentice is expected to deliver the highest quality of care possible to the wildlife. This means diligence in feeding and medical treatment schedules, regular observation of the condition of the wildlife, maintenance of proper caging and habitat conditions, feeding the designated diet, decisions on treatment, release and euthanasia, husbandry, and care decisions. This also includes minimal handling to reduce the stress imposed upon the wildlife, as well as maintaining proper isolation from other humans and domestic animals (including not displaying wildlife). Proper documentation and recordkeeping will be maintained on each animal admitted for care and available for sponsor's review.
- G. The Apprentice is not expected to attempt rehabilitation (other than transport) for which the Apprentice has not received prior training and approval by the Sponsor. The number, species, ages, and conditions of wild animals admitted by the Apprentice must stay within the limits established with the Sponsor.
- H. The Apprentice is to report the admission of any new wild animal to rehabilitation within 24 hours after its arrival and discuss the treatment and rehabilitation plan. If the Sponsor is not available, the Apprentice will notify another rehabilitator licensed for that species.
- I. Frequent communication with the Sponsor is expected as to the progress and condition of the wildlife held in the Apprentice's facility. Unless agreed to otherwise by the parties, this communication is meant to be no less frequent than daily. The Apprentice is expected to act on and implement the advice as suggested by the Sponsor as to the care, feeding, veterinary care, release, and euthanasia for the wildlife. This does not prohibit the Apprentice from suggesting changes or actions as the Apprentice may believe are appropriate or necessary.
- J. Any medical treatments and euthanasia decisions involve input from the Sponsor and veterinarian involved.
- K. Only in emergency situations is the Apprentice to deviate significantly from the previously agreed upon treatment and feeding protocols.
- L. The Apprentice is expected to follow agreed to protocols for purposes of human health and safety, as well as for the health and safety of the wildlife.
- M. The Apprentice will discuss the decision to involve individual unlicensed people to assist with direct animal care, including volunteers with the Sponsor and obtain the Sponsor's approval prior to involving them, if allowed by applicable regulations. The Sponsor will conduct or arrange training for any unlicensed people who may assist the Apprentice with direct animal care. The Apprentice will supervise the unlicensed people to ensure the highest quality rehab care for the animals, following good rehab and safety practices, maintaining rehab records, and following regulations. The Apprentice will keep the Sponsor informed about the status and performance of the unlicensed people helping the Apprentice. The Apprentice will submit records of the unlicensed people to the state wildlife agency as required. The Apprentice will immediately stop or modify the use of unlicensed people at the Sponsor instruction.

- N. The Apprentice is expected to maintain full and accurate daily records of the animals in rehabilitation, including care, health, medical treatments, etc. The Apprentice will review the records with the Sponsor on a regular basis. The Apprentice will maintain accurate and complete annual rehabilitation records, review same with the Sponsor, and submit them on time to the state and USFWS.
- O. The Apprentice will participate in developing and implementing the Rehabilitation Learning Plan, and learn the sections of the Rehabilitation Study Guide related to the species being rehabilitated. The Apprentice will document accomplishments on the Learning Plan, and, if required, submit the progress report to the state wildlife agency with the annual rehabilitation license renewal. The Apprentice will submit a copy of the completed Learning Plan to the wildlife agency at the time of the rehabilitation license upgrade application

**SECTION 6. Assumption of Liabilities**

Each of the parties agree that they are individually accountable and liable for their own actions. No condition or provision of this MOU is intended to transfer individual liability from either of the parties to the other.

**SECTION 7. Termination of the MOU**

This MOU will be terminated at the earliest occurrence of any of the following events,

- A. The expiration or termination of the Sponsor’s wildlife rehabilitation license;
- B. The expiration or termination of the Apprentice’s wildlife rehabilitation license;
- C. The issuance of a wildlife rehabilitation license to the Apprentice;
- D. The written notice by either party to the other to terminate this MOU;
- E. The written mutual agreement by the parties to terminate this MOU;

The Apprentice is expected to return to the Sponsor in a timely manner all materials and supplies owned by the Sponsor if the sponsorship ceases. Additionally, the Apprentice must immediately return to the Sponsor any wildlife received and currently possessed under the terms of this MOU, unless of course if the Apprentice obtains a full rehabilitation license or the sponsorship relationship continues.

**SECTION 8. Additional Conditions and Agreements (Optional) – see back.**  
(To be completed by the Sponsor and Apprentice)

_____	Dated _____
Sponsor	
_____	Dated _____
Apprentice	