**WRNCMemorandum of Understanding (MOU)**

**Between the Wildlife Rehabilitation Mentor and**

**Apprentice License Holder**

***SECTION 1. Parties.***

The Parties to this Memorandum of Understanding (MOU) are: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(“Mentor”), who currently holds a Wildlife Rehabilitation License (# )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued by the **NC Wildlife Resources Commission(NCWRC)** and (“Apprentice”), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who currently holds an Apprentice Wildlife Rehabilitation License(# ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued by the **NC Wildlife Resources Commission (NCWRC)**. Any reference to the wildlife agency shall be in the State of North Carolina.

Copies of the wildlife rehabilitation licenses held by the Mentor and Apprentice are included as Attachment A.

***SECTION 2. Purpose and Scope.***

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

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

The Mentor will develop a specific Learning Plan with input from the Apprentice to guide and document the learning objectives and progress (Attachment B). Both the Mentor 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 a renewal of the term, or (2) one of the events described in SECTION 7 occurs earlier.

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

**A**. Before the Apprentice applies for a rehabilitation license, the Mentor 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.

**B.** The Mentor may 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 Mentor will advise on rehabilitation caging and facilities to help the Apprentice prepare for the wildlife agency inspection. The Mentor may recommend or provide caging plans, materials, or even caging. This is not a requirement and will vary mentor to mentor.

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

**C.** The Mentor may 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 Mentor will provide general training and feedback regarding the wildlife rehabilitation process. The Mentor will provide ongoing coaching, advice and support as needed in such areas as problem-solving, referrals for additional information, 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 Mentor will likely involve additional rehabilitators and resource people in the training.

**E.** The Mentor is expected to be available for help and consultation. The Mentor is expected to arrange for backup help and consultation for the Apprentice during times that the Mentor is unavailable for an extended period (vacation, business trips, etc.).

**F.** The Mentor is expected to provide general supervision and monitoring 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 Mentor.

**G**. The Mentor will review the Apprentice’s daily rehabilitation/ treatment records on a regular basis. The Mentor will review and sign the Apprentice’s annual rehabilitation report (intakes/ admissions/ dispositions) to the wildlife agency if required.

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

**I**. The Mentor is expected to provide a license upgrade recommendation to the Apprentice and wildlife agencies for the purpose of 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 Mentor’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 Mentor 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 Mentor.

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

**A.** The Apprentice is expected to 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/training to the Mentor 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 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 access to 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 Mentor’s review.

**G**. The Apprentice is not authorized to rehabilitate wildlife (other than transport) for which the Apprentice has not received prior training and approval by the Mentor. The number, species, ages, and conditions of wild animals admitted by the Apprentice must stay within the limits established with the Mentor.

**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 Mentor is not available, the Apprentice will notify another rehabilitator licensed for that species.

**I**. Frequent communication with the Mentor 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 Mentor 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 Mentor and/or veterinarian involved.

**K**. Only in emergency situations is the Apprentice to deviate significantly from the previously agreed upon treatment and feeding protocols. Any changes must be immediately communicated to the Mentor.

**L**. The Apprentice is expected to follow agreed protocols for purposes of human health and safety, as well as for the health and safety of the wildlife.

**M**. 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 Mentor on a regular basis. The Apprentice will maintain accurate and complete annual rehabilitation records (intakes/ admissions/ dispositions), and review them with the Mentor, and submit them on time to the state and USFWS.

**N.** 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.

**O.** The Apprentice will **not** share inappropriate pictures/videos of wildlife on social media. Wildlife in care are not pets and any extra handling causes stress that can lead to capture myopathy. As an Apprentice in wildlife rehabilitation you are representing an entire profession dedicated to saving wildlife. Pictures showing inappropriate affections are not conducive to our profession. Any pictures to post about patients will first be screened by Mentor before posting online.

***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 Mentor’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 both parties to terminate this MOU;

The Apprentice is expected to return to the Mentor in a timely manner all materials and supplies owned by the Mentor if the sponsorship ceases. Additionally, the Apprentice must immediately return to the Mentor 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 mentorship relationship continues.

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

*Mentor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Apprentice:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_*