



## **IACP Certified Dog Trainer Advanced (CDTA) Information Booklet**

This booklet contains all the information required to apply for and eligibility to take the CDTA exam and includes:

1. Frequently Asked Questions (FAQs)
2. Video Submission Requirements
3. Application Form

### **IACP CDTA FAQs**

#### **Can I add the credential of CDTA to my website, business card or other correspondence?**

We encourage you to use your title on your web site, business card, etc. in this format: Joan Smith, IACP-CDTA or Joan Smith, IACP CDT/CDTA.

#### **What is the intent of the CDTA?**

The intent of the CDTA test and title is to verify high competence in dog training on the part of the applicant. We believe this will help provide professionalism to our organization and confidence to the public's choice when choosing a dog trainer. High standards of judging will be applied to CDTA tests precisely because IACP wishes the public to be confident that one who earns the IACP CDTA title is a highly competent dog trainer with advanced skills.

#### **Who may take the CDTA exam?**

IACP professional members in good standing who have held the CDT certification for one year, and have been a professional dog trainer for five (5) or more years, may take the CDTA exam.

## **What are the options available to complete the CDTA exam?**

There are two options.

1. You will train three dogs in front of an IACP-CDTA Evaluator. (You must also make provisions to have the training videotaped to a DVD.)  
OR
2. Video yourself training three dogs without an Evaluator present and submit your DVD to IACP for evaluation.

## **Which option should I choose...video or in person?**

There are a number of factors to consider.

*In person evaluation:* You must apply to the IACP Department of Education to have an in-person evaluator assigned. Arranging an in person evaluation might delay your ability to complete the exam. In addition, you may have to travel to a location selected by the Evaluator, or pay expenses to bring an evaluator to you. This means you will have to make a time commitment to do the test, and you may also have travel expenses. Every effort will be made to assign a person close enough to minimize your expenses.

If you do an in person evaluation, you may wish to bring someone to video the sessions. You must provide the video to the Evaluator immediately upon completion of the evaluation. This video becomes IACP property. Should you not pass your in person evaluation, that video will be reviewed by up to two additional evaluators. A vote of 2 to 1 is required to overrule the original decision.

*Video evaluation:* IACP will be able to more quickly process video evaluations. However, there are very specific requirements in filming and submitting video of your training sessions. If you do not meet those requirements, your video submissions will not pass. Please see video submission requirements for full details.

You are responsible for all equipment needed in order to produce the video. It is recommended that you have an assistant film the video for you. Your video will be seen by three evaluators. It may also be possible to submit your video electronically. (See video submission requirements for full details.)

## **What kind of dogs shall be trained for the CDTA?**

You will provide the three untrained dogs to be trained.

- Dog 1 will be a dog of your choice.
- Dog 2 will be shy, reserved, submissive or soft.
- Dog 3 will be bold, confident, hard or very active.

- At least two of your three dogs must be six months of age or older.

### **What do we mean by “untrained dogs”?**

The CDTA evaluates your ability to train client dogs that have had no formal training whatsoever. Therefore, it is critical that you are able to demonstrate to the evaluator that the dog has had no training.

You should use healthy dogs that have had no more than one training session with you and you must teach something you have not previously introduced to the dog. It is permissible if the dogs’ owners have attempted some basic training on their own. It is *not* permissible to use a dog that has previously been enrolled in any formal training program of any kind regardless of method.

In any case where the IACP has serious doubt about the untrained status or suitability of any dog in your test, you may not pass the CDTA. It is in your best interest to select obviously untrained dogs. Before an in person evaluation, expect the evaluator to briefly handle each dog to verify temperament and lack of training. If applying for video evaluation, *before beginning training*, handle each dog briefly on camera in such a way as to demonstrate the dog’s temperament and lack of training to the video evaluators.

### **May I use my own untrained dog(s)?**

No, you must use a dog owned by an individual unrelated to you, your family and your business. You may use client dogs. You may use shelter dogs.

### **What do I have to train the dogs to do?**

You may select any training objective you wish for each dog. However, each dog must learn a different skill. Examples of objectives you may wish to choose could include (but not be limited to): sit, down, come, stay, heel, go to place, retrieve, loose leash walking, halting/lessening aggression.

- You may integrate more than one skill per dog into a training session. However, each dog must be trained with at least **one unique objective**. For example:
- You may train **each** dog to sit in its individual session.
- Dogs 2 and 3 would then each need to learn a skill **other than** (i.e. in addition to) 'sit'.
- Dog 2 could also learn down.
- Dog 3 could also learn come.

NOTE: Teaching **all dogs** to sit will not qualify.

### **What sort of training method may I use?**

There is no requirement on methodology or tools as long as the dog is not injured. You may use any humane method with which you are comfortable. You may switch or mix and match methods within a session, or you may change your methods from dog to dog.

### **How long must I train each dog?**

Each dog must be trained for 10-15 continuous minutes whether testing in person or by video. You need not train for all 10-15 minutes on one training objective. You may move from objective to objective. If you provide video longer than 15 minutes, only the first 15 minutes will be evaluated.

### **What criteria is the evaluator using when reviewing my training?**

The following criteria will be used to evaluate your practical exam (the same criteria will be used for both in-person and videotaped exams):

1. Exhibits confidence
2. Creates rapport
3. Reads dog appropriately
4. Rewards (if used) are appropriate and well timed
5. Corrections (if used) are appropriate and well-timed
6. Demonstrates exceptional competence with Chosen Methods
7. Affects a change in the dog's behavior/response
8. Exhibits Versatility

### **Is there an appeals process if I am not awarded the CDTA?**

If you test in person, the in person evaluator (*IPE*) can be overruled should two video evaluators disagree with the IPE. If you test via video evaluation, appeals will automatically be processed for you should you fail. There is no further appeals process. You can, however, retest in the future.

### **How long must I wait between tests if I must take the CDTA more than once?**

You must wait at least six months, if you receive a “D” (needs work) score. An “F” (failing) score will be reviewed by the Department of Education Committee and a re-test time will be decided on a case by case basis. Remember that all components must receive “P” or “E” from all evaluators for passing scores.

## **What are the judging criteria?**

### **Judging Criteria for Practical Exam**

The following criteria will be used to evaluate your practical exam (the same criteria will be used for both in-person and videotaped exams):

1. Exhibits confidence
2. Creates rapport
3. Reads dog appropriately
4. Rewards (if used) are appropriate and well timed
5. Corrections (if used) are appropriate and well-timed
6. Competence with Chosen Method
7. Affects a change in the dog's behavior/response
8. Exhibits Versatility
9. Shows an advanced training level

### **Each criterion will be graded on the following scale:**

- Excellent (E)
- Pass (P)
- Needs work (D)
- Failing (F)

**An overall average of P or above from all evaluators is required to pass all components of the exam. Those with D scores are encouraged to re-apply to take the test again in 6 months. Setting time frames for re-tests for those who score an overall average of F shall be set on a case by case basis by the IACP Department of Education.**

## **What are the video submission requirements?**

Please see CDTA Video Submission Requirements presented later in this document.

## **What must I submit other than video?**

Please fill out and return the CDTA application form along with your application fee of **\$150.00 (US)**.

## **Once I have my CDTA, what must I do to keep it?**

1. Remain a member in good standing of IACP.
2. Submit 20 hours of CEUs on the Application For CEU Credit to IACP every two years by the anniversary date of your CDTA.
3. Pay the \$100.00(US) administrative fee when submitting your CEUs to cover administrative costs of reviewing CDTA CEUs.

### **What is a CEU and which ones count?**

CEUs, or Continuing Education Credits, are officially granted by a certifying body. One hour in a qualifying lecture, seminar, webinar or workshop equals one CEU. Some workshops, seminars, lectures, webinars and conferences grant official CEUs. IACP will only accept official CEUs recognized by NADOI and CCPDT. IACP Annual Conference events will also count as CEUs.

If you would like to present any other canine educational event for CEU credit (one that does not offer official CEUs), you may apply to IACP for permission. You may do so by sending all materials available, such as event handouts, forms and certificate of completion, to the IACP Dept. of Education. The Department does not guarantee that CEUs will be granted for events that are not already officially recognized.

**Each year, IACP will publish, on its website, current officially recognized events for CEUs. Please note that you must attend the entire session listed.**

# CDTA Video Submission Requirements

## **Introduction**

This component of the exam allows evaluators to observe, review, and evaluate your ability to train dogs to meet specific objectives of your choosing. The video must be of yourself training three dogs of differing temperaments for different skills. Only you and the dog shall appear on camera, unless the skill being taught involves a distraction or other component requiring another person and/or animal(s). This person or animal must not be directly involved with the training process. (Please identify such distractions on tape before beginning the session.)

Examples of training objectives that you may want to instruct the dog on for your practical exam may include but not be limited to, attention training, loose leash walking, sitting, lying down, remaining in position or staying, coming when called, recall, and/or here, come fore stationary, come fore moving.

## **Equipment Needed**

- Camera set to display time elapse or a clearly visible timing device in the frame.
- New DVD.
- Training aids, notes and training equipment you need to use for your video training
- A watch, clock, or timer (visible timer is optional)
- A tripod and/or a partner (preferred) to operate the camera
- Audible electronic collar monitor if electronic collars are used in the test.

## **Guidelines**

### **The Video Camera**

Use a camera in good condition that films a good, clear picture. Clear audio capability is essential. Remember that your video must be 10-15 continuous unedited minutes for each of the three dogs that you are training.

You must video to a DVD. (Please note that DVDs must be of a type that will play on region 1 (USA/N. America) DVD players.) Once the camera begins taping your introduction of yourself and the dog (see below), the camera must not be stopped, neither you nor the dog must be off camera even for an instant, and not a single edit may be made.

### **Video Format**

Be sure your DVD is viewable on either a computer, a DVD player (region\_1/USA), or both. Video which cannot be played on a U.S. DVD player or computer will not be

considered. Video may be sent electronically if it is formatted so it may be saved to a disc for storage purposes.

## **How to Film**

The camera must continue to roll during your sessions no matter what occurs during the time span you are taping and must continue to roll even if you need to make adjustments to the environment. You and the dog must remain in full view of the camera for the entire training lesson.

1. Start filming each dog by announcing your full name.
2. Then state the dog's name.
3. State the dog's temperament type (using the terms found on the FAQ sheet.)
4. State your training objective for the dog's session.
5. Briefly explain your method, such as: I will be using clicker training; or I will be using the Koehler Method; or I will be using remote collar training.

It should take no longer than 60 seconds to accomplish all five steps above.

During filming please remain focused on instructing the dog. Your skills with the dog are being evaluated. After your brief introduction on each segment, do not talk to the camera unless you decide to change training objectives on the fly. In that case, tell the camera what you'll be doing, then do it without further talk to the camera.

You should stop the camera between dogs.

## **PLEASE NOTE:**

The IACP reserves the right to reject and return video that is not produced according to the guidelines set forth here.

We strongly recommend you preview the material and make a copy for your files before submitting it to IACP. Check for good sound quality, visual clarity, and that the video meets the requested standards set forth in this booklet.

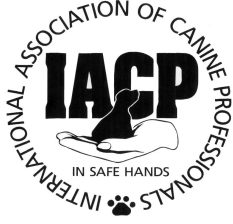
Video that is edited for content during training sessions will not be accepted.

Reasons for rejecting a submission include:

- video which runs more than 5 minutes in excess of the allotted time
- is in a format which cannot be read
- is of poor quality or contains any edits

Please read the instructions carefully.

**Please note that all materials submitted become the property of IACP and will be retained in IACP archives for at least one year. This exam expires 12/31/2014.**



## CDTA Application

Your Name: \_\_\_\_\_

IACP Member #: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**You must be able to check off each of the following:**

Check enclosed payable to IACP for \$150.00 (US).

Yes, I completed my CDT one year or more ago.

Choose one:  I enclose a DVD **or**  I have made arrangements with CDTA evaluator \_\_\_\_\_, to test in person.

**Dog Section:**

Dog 1 will be a dog of your choice. Dog 2 will be shy, reserved, submissive or soft. Dog 3 will be bold, confident, hard or very active. At least two of your three dogs must be six months of age or older.

**Dog #1**

Briefly describe dog's temperament type and age. \_\_\_\_\_

**Dog #2**

Briefly describe dog's temperament type and age. \_\_\_\_\_

**Dog #3**

Briefly describe dog's temperament type and age. \_\_\_\_\_

*I understand and agree to the following: If awarded the CDTA, I must remain a member in good standing of IACP to maintain it. I must re-certify every two years by submitting: 20 CEUs, and application form. I agree to adhere to and abide by the IACP Code of Conduct and certification policies.*

Print your name: \_\_\_\_\_

Sign your name: \_\_\_\_\_

Date: \_\_\_\_\_

Send Application to – **IACP - DTCC**

**CDTA Application. IACP. P.O. Box 30579, Mesa, AZ. 85275-0579 USA**

IACP form CDTA-3R 2/2012

expires 12/31/2014

