



PROFESSIONAL DOG TRAINING INSTRUCTOR CERTIFICATION EXAM

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INTRODUCTION

The PROFESSIONAL DOG TRAINING INSTRUCTOR EXAM is intended to test the applicant's *basic* level of knowledge, experience, and instructing skills relevant to teaching the general public how to train their dogs. In addition, to be eligible for the exam and to maintain certification by the IACP, the applicant must be an IACP member for a minimum of 1 full year, maintain their **Professional** Membership Status in good standing on a yearly basis, and submit proof of Continuing Education. See IACP CEU requirements for more information. www.canineprofessionals.com education – CEU sites and CEU form.

Passing the IACP Professional Instructors Exam provides members with a recognizable Certification that is approved and applauded by an internationally established organization and peer professionals world wide.

This workbook contains all the instructions and paperwork needed to complete the Exam.

ELIGIBILITY REQUIREMENTS

Applicants who wish to apply for this exam must meet the following criteria to be eligible to take this exam. EACH APPLICANT MUST HAVE:

- 1- Been a professional member in good standing of the IACP for 1 full year.
- 2- Held a CDT certification for 1 year
- 3- Have 250 hours of hands on practice as the lead or head Dog Training Instructor, for group and/or private classes. * (These hours must be accumulated within the 5 year period prior to applying for certification.)

* Combinations of accumulated hours are allowed.

NADOI endorsed members in good standing will receive a dispensation that allows omission of Part IV (Essay Questions) of this certification exam. To receive this credit, a copy of your NADOI Certificate must be attached to the IACP registration form

If you are also an endorsed member of NADOI (National Association of Dog Obedience Instructors) or a CPDT-KA or CBCC-KA or higher (under the Certification Council for Pet Dog Trainers), please see 3a- or 3b- below. Otherwise please continue to the next page.

3a - ENDORSED NADOI MEMBERS - The National Association of Dog Obedience Instructors 104 hour requirement may be applied toward the IACP 250 hour requirement. This dispensation allows endorsed NADOI members hourly requirement, stated in #3 above, to equal 104 hours. If the NADOI endorsement is for a private instructor, the entire 288 hour requirement is sufficient in meeting the IACP 250 hour requirement.

To receive this credit, a copy of your current NADOI Endorsement Certificate must be attached to the IACP registration form.

3b - CPDT-KA, CBCC-KA and higher: The CPDT-KA 300 hours and the CBCC-KA 500 hours (of complex behavior) of teaching experience requirement may be applied toward the IACP 250 hour requirement. This requirement is sufficient in meeting the IACP 250 hour requirement.

To receive this credit your certification must be current, and a copy of your Certificate must be attached to the IACP registration form.

In addition, an allotment is given to IACP CDTA Certificate holders toward the IACP PDTI examination fee. Please refer to the registration form.

MAINTAINING IACP CERTIFICATION

1. CONTINUING EDUCATION

IACP Certified Instructors must complete 20 hours of continuing education every two years and pay a \$100.00 filing fee to submit proof* of the hours when they are due. Members with both CDTA and PDTI certification may combine the CEUs with one fee to cover the requirements for both at the same time.

Hours may be accumulated by attending seminars, lectures, workshops, conferences, and/or classes offered through educational institutions.

*See the IACP website, Department of Education for application and up to date information. www.canineprofessionals.com

2. MEMBERSHIP REQUIREMENTS

IACP certified Professional Dog Training Instructors are required to maintain their IACP *Professional* Membership, remain in good standing with the organization, and abide by the IACP's Code of Conduct.

PLEASE NOTE:

Any investigation of purported violation of the IACP Code of Conduct which results in a member being removed from the IACP membership shall also include removal of all IACP Certification. Any sanction placed on an IACP Member resulting from violation of the IACP Code of Conduct, shall also have sanctions placed on all IACP Certification Status.



IACP Professional Dog Training Instructor Certification Exam

EXAM REGISTRATION FORM

Individual Name: _____

Home Address: _____

City/State: _____ Country: _____ Zip/Postal Code _____

Home Phone: () _____ - _____ Fax: () _____ - _____

E-Mail: _____

Date of Birth: ____/____/____ Male: _____ Female: _____

Business/Organization Name: _____

Address: _____

City/State: _____ Country: _____ Zip/Postal Code: _____

Business Phone: () _____ - _____ Fax: () _____ - _____

IACP Professional Member Number: _____ Joining Date: _____

Examination Fees

- \$150.00 - IACP Examination Fee
- \$100.00 - IACP CDTA Certificate Holders

Complete the following if paying by credit card: _____ Master Card _____ Visa _____ AMEX

Credit Card Number: _____ Expiration Date: _____

Cardholder Name: _____ Cardholder Signature: _____

Address (If different from above): _____

I hereby state that I have met the experience and membership eligibility requirements for submitting the enclosed examination for IACP Certified Professional Dog Training Instructor.

Applicant Signature: _____ Date: _____

IACP Use Only (do not write in this box)	Exam Expiration Date: 12/31/14
Date Received: _____	Exam ID#: _____
Judge ID#:	Examining Deadline: _____
#1: _____	
#2: _____	
#3: _____	

OUTLINE OF EXAM REQUIREMENTS

I. Letters of Reference

Submit three (3) letters of reference written by your training clients. Please ensure that contact information is included in each letter.

II. Materials Submission

Submit any forms, handouts, workbooks, lesson plans, homework sheets, reading lists, etc that you use to instruct your training programs. More materials will help us in our evaluation.

III. Videotaped Practical

An instructor of private (one to one) dog training lessons should complete Practical Exam A listed below, whereas an instructor of group dog training classes should complete Practical Exam B. An instructor who provides both individual private lessons and group classes will complete the Practical Exam B.

Practical Exam A

Submit four (4) one half hour DVD taped segments of yourself while instructing the training of four different students and their dogs.

Practical Exam B

Submit one hour of DVD which shows you instructing your training program to a group of students with their dogs (group class minimum is three students), plus three (3) fifteen minute DVD segments where you instruct an individual student (may be a member of your class or a private student) with his or her dog.

1. Essay Questions **

Each applicant is asked to answer twelve questions, and to submit them in typewritten form.

** Those applicants who are NADOI endorsed Certificate holders qualify for an exemption from this portion of the exam. Copy of NADOI endorsement required.

I. INSTRUCTIONS FOR LETTERS OF REFERENCE

You need three letters of reference and they must include:

1. A date
2. The author's full name
3. The author's current address
4. The author's current phone number

The letters may come from any client whose dog you have worked with at any time during your training career, as long as the above requirements are met.

II. INSTRUCTIONS FOR MATERIALS SUBMISSION

Please submit any forms, handouts, workbooks, lesson plans, homework sheets, reading lists, etc that you use to instruct your Basic Training Programs. Credit must be given to the original authors of any written materials you use that have not been written by the applicant.

III. INSTRUCTIONS FOR VIDEOTAPED PRACTICAL COMPONENTS A & B

Introduction

This component of the exam allows examiners to observe, review, and evaluate your ability to instruct students through basic level dog training concepts and exercises. The video must be of yourself conducting actual classes or lessons with your students and their dogs. This evaluation's central focus is on your ability to instruct the **human** students of the training. Your "hands on" or practical ability to train the student's dog will be examined only as it integrates with the instructing of your human student.

Examples of Basic Training Concepts that you may want to instruct students on for your practical exam may include, attention training, loose leash walking, sitting, lying down, remaining in position or staying, coming when called, recall, and/or here.

Equipment Needed

- Video Camera (set to display time elapse if available)
- One **new** DVD. No other format will be accepted.
- Training aids and training equipment you need to use for your video training instruction or classes
- A watch, clock, or timer
- A tripod and/or a partner (preferred) to operate the camera
- audible electronic collar monitor if electronic collars are used (example: multi-channel citizen band radio available at electronics stores)

Guidelines

-The Video Camera-

Use a camera in good condition that films a good, clear picture. A clock or timing device is helpful. Make copies of everything for your files. Clear audio capability is essential. Remember that your video must be continuous and unedited for each of the dogs and/or group you are training.

-How to Film-

The camera must continue to roll during your session 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 class environment. You, your student(s), and the dog(s) must remain in full view of the camera for the entire training lesson. No edits are allowed.

You must video to a new DVD that will play on region 1 (USA/N. America DVD players).

Start filming each lesson or class by announcing your full name, the class title or dog's name, state your training objectives for the session and the

methods and/or equipment being used. This should take no longer than 60 seconds. During filming please remain focused on instructing the student(s). Your skills with the students are being evaluated in this part of the exam therefore, talking to the camera while you instruct is unnecessary, with the following exception: If you change training objectives mid-session, explain it to the camera, then resume your session.

What to Film

- An instructor of private (one to one) dog training lessons should complete Practical Exam A.
- An instructor of group dog training classes should complete Practical Exam B.
- An instructor who provides both individual private lessons and group classes should complete Practical Exam B.

Practical Exam A

Please submit four (4) thirty minute video segments of you instructing dog training to four different students. Your unedited video segment should be of you instructing your training program. The video should be filmed with you, the student, and the dog in the frame of the picture. The video should not stop and restart during the filming of the thirty minute segments.

Practical Exam B

Please submit one (1) hour DVD of yourself instructing a Basic Training Class. It does not matter where you are with the class with respect to the number of lessons they have had with you. You may film any week or lesson of your Basic Training Program as long as there are dogs present and you are actually instructing to the class.

Also submit three (3) fifteen minute segments of yourself instructing an individual student who may be a member of your group class or someone you are helping with a problem before or after class or a private student.

PLEASE NOTE:

The IACP reserves the right to reject and return DVDs that are not produced according to the guidelines set forth in this booklet.

It is strongly recommended that you preview the DVD before submitting it to IACP for examining and retain a copy for your own records. Check for good sound quality, visual clarity, and that the DVD meets the requested standards set forth in this booklet.

Reasons for rejecting a submission may include:

- ⤴ Video that runs more than 5 minutes in excess of allotted time
- ⤴ Video that is in an unreadable format
- ⤴ Video that is of poor quality or contains edits

Please read all instructions carefully.

PLEASE NOTE that all materials submitted become the property of IACP and will be retained in IACP archives.

IV. INSTRUCTIONS FOR ESSAY QUESTIONS

Please answer *all* twelve of the questions listed below in typewritten form. Your responses must include the question number AND the question before each one of your answers. There is no limit on the number of words you write, or the length of each answer.

1. Briefly describe the format of your Basic Training Programs that you instruct.
2. What goals or proficiency levels do you wish to achieve with exercises taught in your training program?
3. Do you set limits, boundaries, rules for your classes? If you have written rules that you give out to students, they should be submitted with your written materials. If not, what class rules do you state to your class?
4. What do you find are your most important class rules?
5. How many students have you instructed to date? How many Basic Training Programs have you instructed? (You may estimate.)
6. Describe at least three ways you use to teach/instruct a new concept to your students.
7. How do you motivate your students to cooperate with your training instruction? Describe some of the approaches you use.
8. For what reasons would you recommend that a group class student see you for private/one to one instruction?
9. For what reasons might you dismiss a student from your training program?
10. For what reasons might you refer one of your students to another professional dog trainer, animal behaviorist, and/or veterinary behaviorist?
11. How do you go about making sure the student is satisfied with the training instruction he/she receives from you?
12. How do you evaluate your own performance as an instructor?

EXAMINING CRITERIA FOR THE CERTIFICATE

The Examining Criteria used to evaluate your exam will fall under three broad and overlapping categories. They are as follows:

- A. Knowledge Base
- B. People Skills and Professionalism
- C. Instructor Skills

A. Knowledge Base – There are many areas of the exam that assess your base of knowledge on the subject of dogs and dog training. Applicants will specifically be evaluated on the following:

1. Sets Logical Progression of Exercises
2. Exhibits Understanding of Chosen Methods/Techniques
3. Exhibits Versatility (variety of equipment, methods, etc.
4. Exhibits Flexibility (ability to change methods to fit the dog)

B. People Skills and Professionalism – Professional Applicants should have an excellent ability to interact and communicate with people. Applicants will specifically be evaluated on the following:

1. Interpersonal Skills with Students.
2. Effective Communication with Students
3. Demonstration of the Ability to Elicit Mutual Respect
4. Sets Professional Tone and Attitudes for the Class Environment
5. Exhibits Professional Appearance that includes applicant's personal (neat and clean) dress and grooming.

C. Instructor Skills- Instructor Skills allow one to teach or transfer what they know about dogs and dog training to their human students in the form of classes, lessons, and programs conducive to human learning and understanding. Applicants will specifically be evaluated on the following:

1. Effective Class Management Skills
2. Effective Class Structuring Skills (using space, organizing movement, for example)
3. Effective Presentation of Concepts
4. Effective Time Management
5. Clear Homework Assignments

6. Knowledge of various ways of demonstrating and assisting
 - a. their students with concepts and exercises.

GRADING SCALE

Each of the 3 categories of criteria Knowledge Base, People Skills and Professionalism, and Instructor Skills will be graded on the following scale:

Excellent	(E)
Passing	(P)
Needs work	(D)
Failing	(F)

All exams will be evaluated by three different examiners with objectivity and lack of bias towards methods used. To pass the exam and receive certification, an average score of “E” or “P” from at least two of the three examiners for all components of the test is required.

Any candidate receiving a “D” score is encouraged to retest in 6 months with reasoning given by the examiners for the retest. There is no additional charge if the re-test is received within 6 months from notification. Any candidate who does not meet this deadline automatically forfeits and will receive a failing score.

Setting time frames for re-tests for those with an overall average of “F” shall be on a case by case basis by the Department of Education. All fees apply in these re-tests.

In the event of a candidate’s final score reflecting a large fluctuation, or narrow margin towards a pass-fail score, all examiners will be called upon to conference together for a final score or an additional evaluator shall be assigned to audit the exam.

EXAM RESULTS

All candidates should have their test results within 120 days of the date the test is received by the chair of the Department of Education for examining and *all exam results are final*.

All exam components submitted become the sole property of the IACP and will not be returned. Upon completion of the examination process, the examiners will present candidates with a critique of their submission highlighting their strengths and weaknesses. Where a resubmission is required, examiners will make constructive recommendations to advise and help a candidate successfully pass the examination with the subsequent submission.

In the event that the IACP would like to utilize a candidate's exam for educational purposes or publication, the candidate will be notified and the material publicized will be anonymous.



FINAL CHECKLIST

To prepare your exam for final submission, please be sure you have the following requirements to include:

- Examination Payment
- Completed Registration Form
- Three Letters of Reference
- Written Materials Submission
- One DVD labeled with your name
- Essay Questions with Answers
- IACP's CDTA Certificate holders, NADOI members & CPDT's and higher **must** have a copy of their Certificate **attached** to the registration form.

Please do not send in your exam until it is **fully completed** and you have all materials on this checklist ready for mailing. If your exam does not meet the requirements set forth in this workbook, you will be contacted to be informed that your exam has either been completely rejected or temporarily put on hold with a deadline for you to turn in the missing material(s). No fees shall be refunded for rejected tests.

HELPFUL HINT:

Make copies of all submitted materials for your personal records in the event your exam becomes lost in the mail or damaged, or your DVD is defective.

Mail your examination packet to:

***International Association of Canine Professionals
DTCC – PDTI
P.O. Box 30579
Mesa, AZ 85275-0579***

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