



Certified Dog Trainer (CDT) Exam- Version 1.8

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Who may take the CDT Exam?

Professional Members in good standing of the IACP and Associate Members in good standing with two years' experience as a dog trainer who have been members for a minimum of six months may take the CDT Exam.

Introduction

Founded in 1999, the International Association of Canine Professionals (IACP) was organized to establish a high standard of professional business practice for those in the canine industry, and to maintain the recognition of this standard for its members and the general public. The IACP's Dog Trainer Certification Committee oversees the dog training profession, and establishes standard examinations for dog trainers and dog training instructors.

The evolving nature of canine training has made it difficult to create a national standard to evaluate trainers and methods of training. The number of diverse training philosophies and the required skill to effectively use them has contributed to this lack of standardization. Unlike many skills, animal training cannot be synthesized into a rote performance because every animal is different: canine training may be more accurately called an art, accomplished with certain skills of application depending on the animal involved.

There are currently no nationally recognized criteria for standards of experience, education, recognition, or performance based results used by any organization when testing or determining what title of certification to award. This means that certifications may now reflect only the criteria of the issuing organization, with no basis for comparison of the trainer's level of skill or knowledge between organizations.

One of the goals of the IACP is being met by the development of examinations that all trainers, regardless of their background and experience, can take and be appropriately recognized at their level of ability.

The Certified Dog Trainer (CDT) Exam is intended to test an applicant's basic level of skills to provide the general public with a standard of expectation for what constitutes a "basic level" of expertise. The passing of the CDT Exam also provides recognition and approval from peer professionals within our organization. Upon passing the Exam, IACP shall confer the title of Certified Dog Trainer (CDT). The trainer who passes the CDT Exam shall be entitled to use the initials IACP CDT after his or her name provided that: he or she is an IACP member in good standing and adheres to the IACP Code of Conduct. Should a Certified Dog Trainer fail to maintain IACP membership, that trainer no longer falls under the Code of Conduct, and the CDT title, therefore, shall be withdrawn by IACP. The CDT title may also be removed from a member in good standing, for just cause, by the IACP Board of Directors based on recommendations from a Grievance Committee.

Once a trainer has held the CDT title and becomes a professional member, he or she may take the Certified Dog Trainer Advanced (CDTA) and/or the Professional Dog Training Instructor (PDTI) Exam. The CDTA Exam is a unique and remarkable examination where a video tape provides the means to have your skills "observed" and evaluated by international judges who are the candidate's peers. The PDTI exam is intended to test skills as an instructor/trainer. This test requires video of the trainer instructing a dog owner to train a dog.

This workbook contains all the instructions and paperwork needed to complete the CDT Exam. When you have completed the exam, mail your exam materials to the IACP at the address listed below.

**International Association of Canine Professionals
DTCC - CDT
P.O. Box 14060
Mesa, AZ 85216**

For further information contact:

IACP Headquarters: Phone: 512-564-1011 Fax: 512-556-4220

E-mail: admin@canineprofessionals.com

OR

IACP Dog Training Certification Chair: Tawni McBee

E-mail: tawnimcbee@yahoo.com

Phone: 480-540-7962

**IACP Certified Dog Trainer (CDT) Exam 1.8
Exam Registration Form**

Trainer's Name: _____

Home Address: _____

City/State: _____ Zip/Postal Code: _____

Home Phone: () _____ - _____ Cell Phone: () _____ - _____

E-Mail: _____

Date of Birth: ___/___/___ Male: ___ Female: ___

Business Name: _____ website _____

Address: _____

City/State: _____ Zip/Postal Code: _____

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

IACP membership number: _____

Your signature: _____

(By signing the above, you attest and affirm that you have filled out all forms honestly and accurately. You further attest and affirm that you have given Client Forms to the clients covered in your Case Studies, and that you agree to have no discussion with the client or influence about how they fill out their Client Forms. The client is to fill out and return their forms directly to IACP-DTCC.)

Test Fee enclosed: **IACP CDT Exam Fee \$75.00**

I will be paying with: ___ Check ___ Money Order ___ Credit Card ___ PayPal Invoice
 ___ Master Card ___ Visa ___ AMEX ___ Discover

Credit Card Number: _____ Expiration Date: _____

Cardholder Name: _____ CVV: _____

Cardholder Signature: _____

<i>IACP Use Only (do not write in this box)</i>	
Date Received: _____	Date mailed _____
Judge ID#:	Exam ID#:
#1: _____	Judging Deadline: _____
#2: _____	
#3: _____	



Outline of Written Exam Requirements for the Certified Dog Trainer (CDT) Title

1. Client Forms and Letters of Reference

The exam requires submission of a total of three (3) Client Forms. These three forms must be filled out by the clients for whom you have worked as part of your case studies within the year prior to submission date. Clients may not be related to you, a close friend or an employee or employer of yours.

The exam also requires submission of three (3) Letters of Reference written on your behalf by three clients not covered in your Case Studies/Client Forms. These letters should be written by clients who are willing to relate background on their dog's improvements as a direct result of your training.

The Client Forms which relate to your Case Studies will be returned directly to IACP by the clients. You will enclose the three Letters of Reference and send them back to IACP along with your Case Study Forms.

2. Training Handout Sample

Submit one copy of several different training handouts that you use and give to clients as a supplement to their education. We suggest you submit a handout which you have written yourself and that you have given to your case study clients. Please include credit to the original author if it was not written by you.

In addition, please include sample copy (ies) of your blank intake/interview/registration/application form(s).

3. Case Studies

The exam requires submission of three (3) Case Study Forms, which are to be completed during the exam time period. These three case studies will profile your skills in conducting basic level training programs from beginning to end.

Each Case Study form must correspond to a Client Form. Thus, we will receive three Case Study Forms directly from you. And we will receive three Client Forms directly from your clients. For example, if you profile a Beagle named Smith as one of your Case Studies, then you must also give Smith's owner a Client Form which the client will return directly to IACP. If we do not receive the Client Form for Smith, we will be unable to process your Exam.

Case studies and additional journals and submissions you submit must be typewritten. We will not accept handwritten case studies or case study forms. You should keep a copy of all submissions. Case studies must be on dogs you have trained within the year prior to submission of the exam.

If your case study dogs are taught in the context of a group class, observe and report on only one case study dog per group class so you can scrutinize that dog closely during the training. There must be a detailed lesson-to-lesson journal on the case study dog (not the class). That dog must attend all lessons or a make-up lesson, so that the case study reflects the individual training and progress of that specific dog. The case study is about the individual dog's progress, not a group class summary.

If your client has more than one dog, pick only one to use in the case study.

Exam Results

All exams shall be evaluated by three different judges and the results shall be reported back to you within 90 days of the beginning of the evaluation.

I. Instructions for Client Forms

In total, you will give a Client Form to the three clients you are using for your Case Studies.

You must give the forms to the clients who will then fill out the forms and return directly to IACP. You will not see the forms once they are filled out. You have signed and affirmed that you will not discuss how the client is to fill out the form, nor what they are to say. The Client Form is confidential between the client and IACP. These forms are intended to assist IACP in evaluating the training experience from the client's point of view. Impress upon the client the importance of returning the form to IACP in a timely manner, legibly handwritten and that they answer all questions. We suggest you put your name and email address on the form or include a business card to accompany the form.

Client forms may be sent to us before you have sent your exam packet. You should give your clients a date by which to send the form. Be sure you put the dog number on the form. The forms will be kept on file. If the form expires, you will need to pick another client for your case study.

II. Instructions for Letters of Reference

In total, you will need three letters of reference from clients not covered by your Case Studies and they must include:

- A date
- Client's full name
- Client's current mailing and email addresses
- Client's current phone number
- Information on their dog's improvements as a direct result of your training

These 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. These letters should be written by the clients. If these letters are not in English, a translation should accompany them. One of your letters may come from a professional of good standing in the field, such as a veterinarian who has worked with you. Do not include relatives, employees or employers.

III. Instructions for Training Handout Sample

- A. Training Handout or homework sheet, as defined by the IACP, is any written material that you would give to one of your students to aid in their understanding of the training process. Submit several handouts you have given to your case study

clients. There is no minimum or maximum length requirement for handouts. Credit must be given to the original authors of handouts not written by you.

- B. In addition, please include sample copies of your blank intake/interview/registration/application form(s).

IV. Instructions for Case Study Component

Introduction

You shall be required to submit three case studies of three different dogs you have worked through basic level training (one per case study). You will be evaluated on your ability to train basic level training concepts. Dogs may not belong to you, your relatives, close friends, employees or employers.

Examples of these concepts may include: attention training, loose leash walking, sitting, lying down, holding a position or staying, coming when called, come fore (front), recall and/or here. You are allowed to use commands, cues, and signals of your choice that you use in your normal everyday training routines. **Include details as though explaining to a client.**

Case studies must be dogs trained within the year prior to submission of your exam. Client Forms from the clients of these case studies must reflect the appropriate time period in which you have applied and received the test booklet.

Case studies must be typewritten and written in the English language. You may type your case studies on the forms provided, or you may retype the information provided you maintain the format on the form. Be sure to number case studies to correspond to the number you have placed on the client forms. Keep copies for your files or in case of loss.

Equipment Needed

Notebook

Typewriter, computer, or word processor

Paper, pens, pencils

Dog Selection

Acceptable candidates for case studies are dogs you are training on your own such as boarding training, dogs in training with owners in private lessons, or a dog and owner in a group class. It is suggested that case study dogs be in different group classes.

You are requested to pick dogs of different ages, different temperaments, or dogs that present different training challenges. If you choose a client for whom you are training more than one dog, choose only one for the case study.

You may not use dogs you currently own or formerly owned or fostered. All dogs selected must belong to people who are not related to you, do not live with you, do not work for you or do not employ you to train dogs for their business.

Format for Case Studies

You will write each case study in a “Before”, “During”, and “After” format. This format is shown below:

- A. History = BEFORE Training
- B Lesson-by-Lesson Journal = DURING Training
- C. Conclusion = AFTER Training (your final critique)

Outline for Case Studies

The following is a brief outline of what shall be included under each of the above named sections of the case study. Detailed steps are covered in the pages that follow this outline.

- A. History
 - 1. General Information
 - a. Dog’s Name
 - b. Breed
 - c. Age
 - d. Sex
 - e. Altered
 - f. Socialization
 - 2. Health Problems
 - 3. Problem Behaviors

4. Goals/Objectives of the Training Program
5. Length and Type of Training Program
6. Type of Pre-Screening for Training

B. Lesson-by-Lesson Journals

1. Lesson Number
2. Date
3. Length of Lesson
4. Goals/Objectives of the Lesson
5. Techniques/Methods Used (be very specific and detailed)
6. Equipment/Training Aids Used
7. Homework
8. Critique of the Lesson

You must complete Section B for each and every lesson you conduct.

C. Conclusion

1. Your Final Critique of the Training should be included in your journal.
2. Give Client Form to Owner of the Dog. Client returns form directly to IACP.

Guidelines for Writing Case Studies

The following is a step-by-step guide for you to use to write your case studies using the forms provided. No handwritten forms will be accepted.

A. History

1. General Information:
 - a. Name: Name of the dog
 - b. Breed: Breed of dog or type of mixed breed.
 - c. Age
 - d. Sex: Male or Female
 - e. Altered: Has the dog been spayed or neutered?
 - f. Socialization: What is the dog's attitude toward people?
Toward strange dogs? Toward other animals?
2. Health Problems:

Indicate any problems the owner has mentioned to you.
Indicate any problems you noticed.
List any medications the dog is currently being given

Indicate if you recommended the owner to seek veterinary help and why.

3. **Problem Behavior:**
Some examples: jumping up, digging, chewing, and barking.
List what the owner reports as a problem as well as any problems you observed.
4. **Goals/Objectives of Training Program:**
List what you hope to teach the dog during the course of the training program.
5. **Length and Type of Training Program:**
How long will the dog be in training?
How many weeks and/or lessons will the dog receive?
Where will the training be conducted?
What will be the involvement of the owner in the training program?
6. **Type of Pre-Screening for Training:**
Describe any type of pre-screening that you did with the owner and/or the dog prior to beginning the training program such as in-person evaluation, phone call, phone consultation, mailed questionnaire.

Include here any forms that you use for evaluation or pre-screening as well as any contracts or documents you have the owner fill out or sign before beginning the program. These forms should be blank forms. It is not required that you submit the actual forms you have for each case study.

B. Lesson-by-Lesson Journals

You must type a detailed lesson-by-lesson journal entry for each and every lesson you conduct during the entire training program. If you give six lessons, you should have a total of six journal entries. Each journal entry will include the subject headings and appropriate information listed below. **Details are important!**

1. Lesson Number:
Number your lessons from start to finish. Each lesson will be assigned a lesson number, starting with Lesson Number 1.
2. Date:
Write the date the lesson was conducted.
3. Length of the Lesson:
How long did the session last? (1 hour, 30 minutes, 15 minutes, 10 minutes, etc.)
4. Goals/Objectives of the Lesson:
Briefly list the commands, cues, or concepts you plan to work on during the lesson. Examples: "Introduce heel and sit." "Address jumping up and play biting."
5. Techniques/Methods Used:
For each of the above goals and objectives, describe in detail the techniques or methods you used to meet those goals/objectives. In other words, describe how you taught the dog what you wanted the dog to learn. Important: Please explain this as though you were talking to someone who is not a dog trainer, who needs to visualize what you have done, what steps you have taken, what sequences you use. Do not make assumptions that the evaluator will "know what you mean". **Please be very detailed in your description.**
6. Equipment/Training Aids Used:
List any and all used during the lesson. Includes collars, leashes, types of motivators (toys, balls, food) etc. Include how you instructed the application of these tools, including how they were introduced to the dog.
7. Homework: Instructions to the owner
What homework did you assign the client to work on until the next lesson?
8. Critique of the Lesson:

Describe your own thoughts about the lesson. The following questions should guide you in writing your critique:

- a. How did the lesson go?
- b. What would you rate the lesson on a scale of 1 to 10? (10 being the best and 1 being the worst) Explain.
- c. Did you meet your goals/objectives for this lesson?
- d. What was the dog owner's comprehension of the lesson on a scale of 1 to 10? Explain.
- e. Is the owner complying with your instructions?
- f. If you could do the lesson again, what would you change about it or do differently?
- g. What did you learn during this lesson that will influence your approach to the next lesson?

C. Conclusion

1. Client Form:

Upon completion of the training, give a Client Form to the dog's owner. The client will fill out and return the form directly to IACP. You may NOT see the filled out form. You should include pre-addressed envelopes to accompany the Client Form. Please place a postage stamp on the envelopes to make it as easy as possible for your client to return the form. We will not be able to complete your exam if we do not receive back the three Client Forms to match up to your case studies. **Stress to your client the importance of completely, accurately and legibly filling out and returning the form to IACP on a timely basis. Ask them to keep a copy for at least one year.**

2. Your Final Critique of the Training:

Answer the following questions:

- a. On a scale from 1 to 10, with 10 being the best, how would you rate your level of success with this training program?
- b. Of the goals/objectives of the program, which were met and which were not met?
- c. What type of follow-up did you recommend to the owner?
- d. What do you predict in terms of this dog's future?
- e. Is there anything more you would have liked to have done with this dog?

- f. Is there anything you would have done differently with this dog, or with the dog's owners that would have improved the training?
- g. What was (were) the most difficult aspect(s) of conducting this training program?
Add any other comments you would like to include regarding the overall training program.

Criteria for Judging Case Studies

The following are the criteria used to judge your case studies:

1. Case history [3]
2. Sets reasonable Goals/Objectives [6]
3. Progression of the Lessons, methodology/techniques with detailed explanation [15]
4. Instruction of the Owner [8]
5. Homework Assignments [5]
6. Motivates Owner to Comply with the Training [1]
7. Flexibility [6]
8. Follow-up [3]
9. Critiques (trainers final case evaluation) [3]

There is a score for each case study with 50 possible for each case and a total of 150 points possible.

112-150 = passing 90-111 = more information requested 0-89 = not passing

“More information requested” means the candidate will be contacted by the DTCC chair with additional questions and/or requests from the evaluators. The candidate will have 1 month to respond. Responses may be send via email (preferred) or postal service. Upon receipt, the evaluators will have 1 month to re-assess the candidate based on the additional responses. The final score is final. Candidates who choose not to send additional information automatically fail the exam.

Those with failing scores are encouraged to re-apply to take the test again in 6 months.

Standards of Acceptance for Case Studies

The IACP reserves the right to reject and return case studies that are not written according to the guidelines set forth in this booklet. Case Studies that omit sections, or fail to answer all questions in some manner, even if it is to indicate that the section or question is “not applicable” to your case, shall be rejected. Please read the instructions carefully. At this time we can only judge Case Studies typewritten in the English language. Please translate your case study (and other material) if it is written in a language other than English. Case studies will be accepted only on dogs you have trained within the year prior to submission of your exam. Keep copies of all submissions.

Exam Results

Exams are evaluated by three different judges according to the criteria set forth with objectivity, no bias toward methods used, and with respect for privacy. Candidates should have their test results within 90 days of the date the test is received for judging. IACP will email notification of the date the exam was received. (Please note that this does not indicate the date the test was sent to evaluators. All evaluators are volunteers. While we strive to meet our deadlines, it should be noted that there may be variances in the times it takes to fully judge and return results on a test.) The IACP DTCC will keep you apprised via email.

Judges may conference together on exams when there is enough variance in their scoring to affect a candidate’s passing or failing the exam. After conferencing, judges may review and modify their scores.

The score sheets used for judging the test shall be copied and sent back to candidates so they may receive constructive feedback on areas of strength and weakness. All original materials will be kept in a secure location by IACP for one year in the event they may need to be reviewed at a later date. These materials shall not be published for public use or shown to the public without express written consent from the exam candidate. It is possible that IACP may use the exams for future educational purposes. Identifying names will be removed in these cases. All materials become property of IACP upon submission.

In the event a candidate’s exam is rejected before evaluation because it does not meet the requirements set forth in this workbook, a representative of IACP will contact the candidate to inform that the exam was rejected. A specific deadline will be set in order

for the candidate to correct the problems with the exam so that it is ready for judging. The exam fee shall not be refunded on rejected tests.

All exam results are final.

Upon passing the exam, candidates will receive a CDT Certificate from the IACP administration, conferring their IACP CDT title.



Final Checklist

Use this checklist when preparing your exam for mailing.

The following are required from you in the examination packet:

- Exam Fee
- Exam Registration Form
- Three Letters of Reference
- Training Handouts and interview forms
- Three Case Studies (typewritten and numbered)
- Three Client Forms (One from each client involved in each case study, to be filled out by client and sent by client directly to IACP. You may not see the filled out forms.) Number to match the Case Studies.
- Any forms/contracts you wish to include with the case studies

Do not send in your exam until it is **fully completed** and you have all the materials on this checklist ready for mailing. Client forms may be sent in before the exam packet.

Make copies of all materials you will be sending. Keep those copies for your records and in the event your exam may be lost in the mail, or damaged in delivery.

Mail your examination packet to:

International Association of Canine Professionals
DTCC - CDT
P.O. Box 14060
Mesa, AZ 85216



Case Study Form Dog # _____

Dog's Name: _____

Breed(s): _____

Age: _____

Circle Sex: M or F

Altered (circle): Y N

Socialization (In detail describe the dog's attitude toward people and other dogs, use examples where appropriate.)

Describe any Health Problems:

Describe any Problem Behaviors:

Goals/Objectives of the Training Program:

Length and Type of Training Program:

Type of Pre-Screening for Training:

Lesson-by-Lesson Journals – Staple journal to this form and include the following information:

- Lesson Number
- Date
- Length of Lesson
- Goals/Objectives of the Lesson
- Techniques/Methods Used (in detail!)

Equipment/Training Aids Used
Homework assigned
Critique of the Lesson

Your final critique of the overall training program. Compare your initial goals and objectives for the dog to the final outcome.

Your Final Critique of the Training:
Answer the following questions. (Attach on separate paper if necessary):

On a scale from 1 to 10, with 10 being the best, how would you rate your level of success with this training program? (_____)

Of the goals/objectives of the program, which were met and which were not met?

What type of follow-up did you recommend to the owner?

What do you predict in terms of this dog's future?

Is there anything more you would have liked to have done with this dog?

Is there anything you would have done differently with this dog, or with the dog's owners that would have improved the training?

What was (were) the most difficult aspect(s) of conducting this training program?

Add any other comments you would like to include regarding the overall training program.

Give the Client Form to the Owner of the Dog to be sent by the client directly to IACP. Ask them to keep a copy.



CDT Client Form

Dog # _____

To the client: Thank you for carefully, completely and legibly filling out and signing this form. Your dog trainer is applying to the IACP to become a Certified Dog Trainer (CDT). We need accurate answers as part of the testing process. Your answers will be completely confidential. Please feel free to use the backs of the pages or add additional pages as needed. Please complete this form as soon as possible, then mail to:

International Association of Canine Professionals

DTCC – CDT

P.O. Box 14060

Mesa, AZ 85216

NOTE: Do not show the completed form to your trainer. Simply return to IACP in the postage paid envelope provided. Your trainer may not discuss this form or how to complete it with you. Please keep a copy of this form.

Date: _____

Your Name: _____

Your Current Address (street address, city, state, zip): _____

Your Phone Number: _____ Email address: _____

Dog Trainers Name: _____

Dates when training was conducted: _____

Dog's Name: _____ Breed: _____ Age : _____

Sex of dog: _____ Spayed/Neutered (circle one): Y or N

Please make a check mark in the box for each issue which was a problem BEFORE training.

TRAINING ISSUES:

- Not housebroken
- Overactive and doesn't settle down easily
- Mounts people or objects
- Urinates when excited/afraid
- Jumps on people
- Is aggressive toward dogs
- Is aggressive toward people
- Growls at family members
- Nuisance barker/whiner
- Play bites
- Chews destructively
- Doesn't come when called
- Bolts through open doors
- Guards: toys-food-objects
- Guards: space
- Shy toward _____ Pulls on leash
- Has bitten. (EXPLAIN who, why, severity of bite)
- Sniffs at or eats off of countertops and tables
- Jumps on furniture he shouldn't
- Separation anxiety
- Digs in yard
- Other _____
- Other _____

What were your goals and objectives when you decided to train your dog?

Were your goals and objectives successfully met? Circle one: Yes No Partially

Add any comments here:

Circle all the skills your dog learned during training: Heel, Sit, Down, Stay, Come on leash, Come off leash.

List any other skills your dog may have learned

Please rate your overall experience with your trainer (circle one):

Excellent Very Good Good Average Below Average Poor

Please rate the improvements in your dog as a result of training (circle one):

Excellent Very Good Good Average Below Average Poor

6. Please write in any comments about your training experience you would like us to know about:

Print Name: _____ Date: _____

I attest that I have filled out this form as accurately as possible and that my answers have not been reviewed or influenced by the trainer named on this form.

Signature: _____