



Certified Dog Trainer Advanced (CDTA) Exam

Instructions and Guidelines

Version 1.2 (February 15, 2020)

International Association of Canine Professionals

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**This guide contains instructions and information needed to complete the
CDTA Exam.**

**Read the entire CDTA Exam guide including Attachments
prior to actively starting the application process or the CDTA exam**

CDTA Exam Instructions and Guidelines

version 1.2 (November 15, 2020)

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Certified Dog Trainer Advanced (CDTA) Exam Guide and Instructions

I. Introduction

Welcome to one of the few dog trainer certifications that tests advanced dog training skills using live recorded hands-on demonstration. The IACP recognizes that the evolving nature, multitudes of methods, and variations of dogs create challenges in establishing criteria to evaluate trainers' skills. The art of canine training cannot be synthesized into a rote performance. The IACP CDTA exam takes these factors into consideration. The IACP developed an advanced test that allows the applicant to visually demonstrate their skill level as a dog trainer, assessed by a panel of professional peers.

The intent of the CDTA test and title is to verify competence in dog training at the advanced level on the part of the applicant. IACP believes this will help provide professionalism to the 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 competent dog trainer with advanced skills.

Why seek becoming a Certified Dog Trainer Advanced with IACP?

The IACP, acknowledging the many ways to become an accomplished dog trainer, develops examinations that all trainers can take and be appropriately recognized at their level of ability. The IACP also acknowledges all methods of humane training as valid and welcomes various methods to be used by its members. The intention for developing certifications is to create a valid evaluation to assess an individual dog trainer's capability and proficiency. The CDTA exam is designed to assess the applicant's Knowledge, Skills and Abilities (KSA) at the advanced level in a given amount of time. Advanced skills in dog training are evident when the obvious outcome was determined by the applicant's mental and physical skill, rather than by chance, excessive non-productive activities, or forced submission.

Applicants passing the CDTA Exam receive the title of Certified Dog Trainer Advanced, hereinafter referred to as a "certificant". The certificant may add the initials CDTA to his or her existing CDT initials. Once an applicant has passed the CDTA Exam, he or she may advance to the Professional Dog Trainer Instructor (PDTI) Exam. Please see the IACP website for more information.

Who is eligible to take the CDTA Exam?

IACP Professional Members who have held a Certified Dog Trainer (CDT) certification for one (1) year are eligible to take the CDTA exam. IACP Professional members who have held the CDT for more than two (2) years must ensure that their CDT title is in good standing per the *Continuing Education Unit Policy (CEUP) (September 1, 2020)*.

What if I am not eligible to take the CDTA Exam?

Associate Members and Professional Members who have not earned a CDT title, or have held a CDT title less than six (6) months, are encouraged to use the video format as practice for the exam. However, the actual videos used for the exam may not be completed ahead of acceptance to the exam. The instructions provided in *“How much time will I have to complete the CDTA Exam?”* will provide more detail.

How do I take the CDTA Exam?

Eligible IACP members must first be approved to take the CDTA exam by submitting the IACP CDTA Exam Application and Registration Fee to IACP. Upon application submission, the IACP member is identified as an “applicant” seeking the advanced certification as a dog trainer. IACP will then review the application and process the registration fee. Application discrepancies or missing fees will result in the application’s rejection and will be returned to the applicant.

Applications that are accepted by IACP will result in a welcome letter via email notifying the applicant that they are officially registered to take the exam. The welcome letter will identify the CDTA Exam’s official start and end dates.

How much time will I have to complete the CDTA Exam?

Applicants will have six (6) months from the CDTA Exam’s official start date, to complete and submit the CDTA Exam to IACP for grading. The exam does not take an entire six (6) months to complete and may be submitted anytime within the six (6) months. The six (6) month time frame provides sufficient time to incorporate the extra effort the exam will require into a work schedule. The six (6) month time limit will be stated in the IACP welcome letter.

Failure to submit the exam within the specified six (6) month time limit will require a new IACP CDTA Exam Application and another registration fee for exam acceptance. Please take note that an updated application will result in a new six (6) month time limit. This will affect any case study materials that exceed the new six (6) month time limit. Any CDTA Exam documents or videos that extend beyond the updated official six (6) month time limit will not be accepted.

How do I maintain the CDTA certification?

The CDTA certification title will remain active provided that the certificant;

- Maintains IACP Membership
- Adheres to the IACP Code of Conduct and Certificant Code of Ethics
- Is an IACP member in good standing
- Maintains Continuing Education Unit requirements as prescribed by CEU Policy

IACP Certified Dog Trainers who fail to maintain IACP Membership violate the IACP Code of Conduct, Certification Code of Ethics, or are not members in good standing are at risk of having the CDT and CDTA titles withdrawn.

This guide contains instructions and information needed to complete the CDTA Exam. Read the entire CDTA Exam guide including Attachments prior to actively starting the exam.

What Language is the Certified Dog Trainer Exam?

At this time, IACP can only judge the CDTA Exam in the English language. Original **CDTA Exam Submission Form (Attachment-2a, 2b, 2c, and 2d)** prepared in languages other than English will require a translated copy into the English language. Videos prepared in languages other than English will require subtitles prior to submitting the CDTA Exam for grading. **CDTA Exam Other Languages (Attachment-3)** is reserved for future listing of other languages the CDTA Exam can be completed and judged.

What accommodations will IACP provide if I have a disability?

IACP is committed to making sure that applicants with disabilities can take tests with the accommodations they need. The CDTA Exam allows each applicant to select the preferred dog training of their choice. The CDTA Exam submission criteria require the applicant provide a video recording showing the applicant's hands on skills while shaping the dog's behavior during the first lesson. The applicant may choose the dog selection and their preferred method of dog training. All reasonable requests are considered.

What if I have questions about the Certified Dog Trainer Advanced Exam?

Please direct any questions about the CDTA Exam Instructions and Guidelines to IACP Education and Certification at certification@canineprofessionals.com.

II. Certified Dog Trainer Advanced Exam Application Requirements

The CDTA Application requires submitting a *CDTA Exam Application Form and Registration Fee (Attachment-1)* to the IACP Education and Certification Committee. When submitting these documents electronically, please follow the instructions and illustrations shown in the *CDT Exam Naming Conventions (Attachment-6)*.

Electronic CDTA Exam Application will be emailed to: **certification@canineprofessionals.com**

III. Certified Dog Trainer Advanced Exam Requirements

Completed CDTA Exam documents must be in Word or PDF format. When submitting these documents electronically, please follow the instructions and illustrations shown in *CDT Exam Naming Conventions (Attachment-5)*.

The CDTA Exam consists of three (3) separate dog training sessions which include a spoken introduction, video of a 30-minute training session, and written critique. Each session is filmed live and unedited. Each session must use a different dog. Each video is 30 minutes in length including the video introduction. Please refer to *IV. Certified Dog Trainer Advanced Dog Training Video, Video Dog Information (Attachments-2b, 2c, and 2e), and CDTA Exam v-1.2 Instructions and Glossary (Attachment 2e)*.

The applicant must submit the CDTA Exam with all supporting documents (see *Attachment-2a, 2b, 2c, and 2d*) as one completed package. The CDTA Exam must be submitted electronically via email to **certification@canineprofessionals.com**.

Applicants unable to submit the CDTA Exam documents electronically will require pre-approval from IACP Education and Certification. Email **certification@canineprofessionals.com** for pre-approval. Do not mail the CDTA Exam until IACP has approved that the package will be accepted.

This is an extensive exam requiring clear unobstructed view and audio of the dog trainer and dog. Please read the following information carefully. The IACP reserves the right to reject and return CDTA Exams that are not recorded or written according to these guidelines. Dog videos that omit sections, have been edited, or fail to answer all questions in some manner, even if it is to indicate that the section or question is “not applicable” to the lesson in the video, shall be rejected.

IV. Certified Dog Trainer Advanced Dog Training Video

Introduction to Dog Training Video

You may be wondering, “**What is a dog training video?**” Dog training videos are in high demand and flood various means of social media; however, those types of dog training videos are edited to conform to a scripted outcome. For CDTA exam purposes, the type of dog training video to be submitted cannot be edited to conform to a scripted outcome.

The IACP dog training video format affords the applicant the opportunity to demonstrate live handling skills visually and verbally during an active dog training session. For CDTA exam purposes, “**skills**” is defined as ***the ability to perform an action with determined results within a given amount of time, competency, or both in which the outcome was determined by mental and physical skill, rather than by chance, excessive non-productive activities, or forced submission.*** The dog training video should demonstrate dog training skills at an advanced level.

The dog training videos will provide IACP Certification Evaluators with an in-depth insight into the applicant’s competency of:

- Confidence in handling various unpredictable canine temperament and behavioral issues.
- Skills in dog training technique and methods used during the training program.
- Ability to problem solve during a lesson when dogs do not respond as expected.
- Ability to remain calm and assertive throughout the entire dog training lesson.

Dog Selection Criteria

- Three dogs are required: one for each dog training video.
- Only one dog per owner or household may be used for the dog training video.
 - The dog owner cannot be the applicant’s relatives, close friends, employees, or employers.
- Applicant is the only person who can handle the dog during the training video.
- Each dog selected for a case study must be of different ages, temperaments and represent different challenges from each other.

Type of dogs selected (age and temperament)

- At least two (2) of the three (3) dogs must be six months of age or older.
- One (1) dog will be shy, reserved, submissive, or soft.
- One (1) dog will be bold, confident, hard, or highly active.
- One (1) dog will be a dog of your choice.

- The applicant cannot use a personally owned dog, a demo dog, a current or previously fostered dog, or a dog that the applicant has sold to the owner, or previously trained in another dog training program.
- Each dog selected must be a green dog. For CDTA exam purposes, a “**green dog**” is defined as an untrained dog that has not received any known previous formal training for the behavior or skill that will be taught in each dog training video.
 - A dog whose owner has attempted training previously may be allowed, on the condition that the dog is evidently confused about the behavior or skill at the beginning of the dog training video.
 - Acceptable example. An owner has taught a dog to sit but the dog will not stay in a sit unless the dog sees a treat (such as lure dependent). The video narrative should verbally describe and visually demonstrate the “problem behavior.” The applicant’s challenge could be to “retrain” the dog to remain sitting (solid sit) until a release command is given, fade the lure to an intermittent reward, and include a distinct extension of time and/or distance where the dog visibly demonstrates the understanding of waiting for the release command without any other anticipated reward.
 - Unacceptable example. The dog participated in formal dog training as a puppy, but two years later the owner has failed to help the dog master a functional sit. This would not qualify because the dog was already subjected to a professional dog training. Repeating the same structured formal training is remedial training, regardless of having been provided by a different dog trainer.

Potential exception. If the applicant is teaching something completely different for the video, and the sequence happens to afford an impromptu opportunity to address the sit, then no points will be deducted. It is not uncommon for unintended consequences (both good and bad) to occur during a dog training session. However, the sit portion will not count towards the grade.
 - The applicant must teach something that they have not previously introduced to the dog. It is in the applicant’s best interest to choose dogs that are obviously untrained.
 - Acceptable example. The dog may have received formal training such as agility, but the CDTA exam video will be introducing the dog to K9Noseworks. These two dog training programs have distinctly different training disciplines. The applicant’s challenge will be to describe what those different training disciplines are, and what the applicant anticipates the dog will learn from the first lesson.

- Unacceptable examples:
 - a. The owner may have taught the dog to “place,” therefore teaching the dog “table” in agility is a familiar trained behavior. Even though basic obedience and agility are different training programs, the target behavior is relatively the same with the difference being location and/or distractions.
 - b. The owner may have taught the dog some agility obstacles but now wants the dog to learn all the obstacles. Even though other obstacles require different environmental or physical challenges, the dog will have already made a connection to the activity and will be familiar with some of the established training methods.

Dog Training Criteria

You may select training goals and objectives from any type of dog training program or behavior modification you wish for each dog. However, each dog must learn completely different skills or behaviors. See **Dog Training Programs (Attachment-4)**.

- Video “**goals**” address (1) dog behavior, skill or commands the applicant, as a dog trainer, plans on teaching the dog, (2) what techniques (such as calming exercises, desensitization, trust building, socialization, confidence building, games, etc.) will be applied by the applicant, and (3) how these techniques will be used as a means of reaching the objectives.
- Video “**objectives**” identify what measurable visible or observable cue, performance, or behavior is expected to be achieved to determine if this lesson’s goals were met (how will “you,” as the applicant performing the training or the Evaluator observing you, will know that the goals objectives were met, superseded, or fell short of the intended results).
- A minimum of two (2) new behaviors or skills are required, for two (2) of the three (3) videos.
 - If the dog is relatively compliant and learned the skills or behaviors in a short period of time, then more skills or behaviors must be added to ensure meeting the minimum amount of continuous dog training recording “time”. The maximum number of new skills or behaviors for the video should not exceed four (4).
 - One (1) dog selected may be eligible to have only one (1) new behavior or skill, , if the lesson is complex, such as reverse chaining or multiple steps, or you are working with a difficult dog in which the first formal lesson is paramount to the dog’s potential rehabilitation.
- There are no restrictions on the applicant’s preferred methodology or tools, as long as no dog is injured. The applicant may use any humane method with which they are comfortable. **Applicant may switch, mix, or match methods within a video recording, or may change their methods from dog to dog.** Do not identify methods or techniques using brand names developed by other trainers or behaviorists such as Operant Conditioning or Koehler Method.

The applicant must identify the method or technique in its fundamental application that describes the essential structure or function, for example: teaching the dog to focus on “you” using marker training with a clicker, e-collar, food reward, or verbal cue.

Please note that the preferred method or tool should never take precedence over their effectiveness, should it be evident that the method or tool is not compatible or productive, with the dog’s response, lack of response, or creating undue stress that is counterproductive to the learning environment during the video recording. Fearful, aggressive, or anxious dogs might show some stressors at the beginning of the video, however the same expectations apply during the training session.

- There are no restrictions on where the dog training video may be conducted. The applicant should choose a location that should provide the appropriate atmosphere where the dog, not the applicant, has the optimal advantage to learn the behavior or skill. The specific location or street address will not be divulged for anonymity purposes. The description of the location should address environmental factors such as indoor, outdoor, public areas, kennel environment or other distractions such as other people, dogs, sounds, etc. Due to time constraints, all training will most likely occur in one location. The dog training may be a combination of more than one environment or distractor if the location selected has more than one environmental factor that is intentionally part of the lesson and does not exceed more than 30 seconds of continued filming to transition into a different environment.

Video Recording Criteria

- The video recording submitted must be a continuous recording with no stops, breaks or edits during the entire filming process. The recording must continue to roll when adjusting the environment.
- The video must always clearly show the applicant and dog throughout the recording. If the camera is accidentally moved where the applicant and dog are partially out of the frame, the video will not be eligible for grading.
- Only the applicant and dog shall appear on camera, unless the skill being taught involves a distraction or other component requiring another person, animal, or equipment. The other persons or animals must not be directly involved with the training process.
- The video footage must be stable. It is recommended that the camera remain stationary on a solid surface or use a tripod to hold the camera steady. If a camera is handheld by a video photographer, please ensure that the film has good quality stabilizers. Any footage that is blurred, grainy, or shaky will not be eligible for grading.
- The video duration cannot exceed 30 minutes. Recordings that exceed 30 minutes will not be graded on activities beyond the 30-minute mark.
- A Blue-tooth microphone or other device is highly encouraged for clear audio quality. If the audio portion of the video is not discernable or obstructed by environmental factors, the footage may be ineligible for grading.

- **Video Introduction:** The video presentation will officially start when the applicant begins the introductory narrative. Evaluators will annotate the video recording “timer” when grading the exam to mark the beginning. Please see *Video Dog Information (Attachments 2b, 2c, and 2d)* The instructions for filling out **Part-A** are located in *Attachment-2e Glossary*.
 - The applicant may opt to memorize the information or read from script.
 - This segment of the video should not exceed five (5) minutes).
 - This is the only time that the applicant is addressing the Evaluator (camera as an audience).
- The dog training video exam will then continue (with no video interruption) to the applicant’s hands-on-training with the dog.
 - Applicant may freely speak with the dog as needed.
 - If the applicant is accustomed to speaking to themselves or out loud while training, they may do so. However, the applicant should not be addressing the camera or explain what they are doing as if they were providing a lesson to the dog’s owner or giving a formal presentation.

The CDTA exam’s intent is to observe the applicant working the dog with as little distraction to the applicant as possible.

- The minimum amount of hands-on dog training is 20 minutes.
 - The maximum amount of hands-on dog training is 25 minutes.
- The dog training video will automatically conclude at the 30-minute mark for grading purposes. There is no requirement for the applicant to formally conclude the end of the lesson as it is difficult to time the lesson while conducting the lesson. If the applicant has someone timing them, then the mode of closure is at the applicant’s discretion. The applicant may opt to signal the end of their recording as they wish.
 - The applicant is advised to refrain from any additional comments not related to the dog training video upon its completion. Please refer to *Video Dog Information (Attachments 2b, 2c, and 2d)* and the instructions for **Part-B**.

If you have questions if your case study will qualify, please contact:

certification@canineprofessionals.com

V. CDTA Exam Submission Criteria

Applicant must submit their CDTA Exam using the *IACP Certified Dog Trainer Advanced (CDTA) Exam v-1.2 Exam Submission Form (Attachment-2a)* along with the Video Dog Information, Part-A and Part B, for each dog.

- **Electronic Submission Criteria:**

- Completed CDTA Exam documents must be in Word or PDF format.
- Completed CDTA Exam videos must be in digital format sent via email or YouTube link. If you utilize another form of compatible social media, please contact **certification@canineprofessionals.com** prior videotaping your exam to ensure compatibility with IACP programs.

When submitting these documents electronically, please follow the instructions and illustrations shown in *CDT Exam Naming Conventions (Attachment-5)*.

Electronic CDT Exam submission will be e-mailed to: **certification@canineprofessionals.com**

- **Hard Copy Submission Criteria:** In the event the applicant can establish that they do not have computer or internet access, CDTA Exams may be submitted via mail on a case-by-case basis upon pre-approval from IACP.
 - Should IACP approve correspondence mode of submission, then the video recordings will be submitted using a USB flash drive or portable hard drive.
 - Video cassette type of recordings or DVD's are not eligible.
 - Please note that all exam material becomes the property of IACP and will not be returned to the applicant even if the exam is not eligible for grading.
 - IACP retains the right to use exam content for IACP Education and Certification research and program improvements.
 - IACP classifies the CDTA Exam as personal information ensuring that no parts of the exam are publicly disclosed on any form of social media without a signed authorized release between IACP and the applicant.
 - **Please ensure that exam material is packaged so that they are not physically damaged in transit**

Do not send the CDTA Exam until IACP has approved that they will accept the exam package. Please email **certification@canineprofessionals.com** and state why you require an exception to the electronic submission policy.

VI. CDTA Exam Grading Criteria

Exams submitted to the IACP Education and Certification Committee (ECC) will be reviewed to ensure that all components of the exam meet the IACP CDTA Exam criteria as specified in the *CDTA Exam Instructions and Guidelines* and welcome letter.

Exams that have met all IACP screening requirements will proceed to the process of anonymity. The applicant's and evaluators' names and any other form of Personal Identifiable Information (PII) on the exam and score sheet will remain anonymous from each other to ensure grading is based on written exam content only.

Exams will then be deployed for grading purposes to three (3) IACP Evaluators. During the grading process, applicants will be known as "test-taker" and evaluators will be known as "raters". Evaluators are not informed as to which other IACP Evaluators have been assigned to the applicant's exam. Evaluators are given 30 business days to review the CDTA Exam, provide the grade, and include notes or comments related to the grade.

The collective scores from each IACP Evaluator will be averaged to a final score. A passing score is 100 to 80, a failing score is 79 or below.

As a rule, each CDTA Exam answer provided by the applicant will be graded using a four-step process.

- The first step is to ensure that each question (line item) identified in Part-A for each *Video Dog Information* sheet was answered. Instructions requiring a written response should not be left blank. If a question does not apply, do not enter N/A (not applicable). Doing so is self-defeating as these items need to be actively answered providing the details of why "it" might not be applicable for the video.
- The second step is to evaluate the applicant's verbally narrated video introduction that signals the video's official starting time and addresses the required items in Part-A. Instructions requiring a verbal response should not be omitted if the question does not apply. Doing so is self-defeating as these items need to be actively answered providing the details of why "it" might not be applicable for the video. Reading from Part-A during each video introduction is allowed.
- The third step is to evaluate the following applicant criteria
 - Applicant exhibits confidence.
 - Applicant creates rapport.
 - Applicant reads dog appropriately.
 - Applicant demonstrates appropriately and well-timed rewards, corrections, markers, or cues, if used.
 - Applicant affects a change in the dog's behavior/response.
 - Applicant exhibits versatility.
 - Applicant demonstrates exceptional competence with chosen method, techniques, or tools.
 - Applicant was able to effect the desired outcome stated at beginning of the video.

- The fourth step is grading the exam according to the rubric as a preset measurement of the stated objectives provided in each response. Each answer will be given a point value according to the criteria in the rubric.

The applicant will be informed in writing of the final grade. Written notification of a Pass or Fail grade will include copies of each IACP Evaluators grade and comments that contain constructive feedback on areas of strengths and weaknesses. All original material submitted to IACP becomes the property of IACP and will be safeguarded in accordance with the IACP Exam Administration Policy.

Applicants who do not receive a passing score on the CDTA Exam are encouraged to re-apply to take the exam again within six (6) months from the date of the CDTA Exam final score notification.

VII. CDTA Exam Dispute

Any person who feels the need to dispute any parts of this policy or final grade are encouraged to initiate a formal dispute in accordance with the *IACP Education and Certification Dispute Policy (September 1, 2020)*.

The Dispute Policy is posted on the IACP website or you may contact the IACP and request for an electronic copy at certification@canineprofessionals.com.



IACP Certified Dog Trainer Advanced (CDTA) Exam v-1.2 Exam Application Form and Registration Fee

Applicant Name: _____

IACP Membership number, if applicable: _____

Address: _____

E-mail Address: _____ Telephone: _____

I hereby submit this CDTA Exam Application Form and Registration Fee for IACP review and approval. I understand that should this application be approved; the registration fees are non-refundable. I understand that should this application be rejected; the registration fee will be fully refunded within 30 business days from formal notification.

As per CDTA Exam Instructions and Guidelines v 1.2, I affirm that (check each box that applies)

- I hold an IACP issued Certified Dog Trainer (CDT) certification that is current and in Compliance with IACP CEU requirements.

- I have held the CDT for no less than one (1) year from the date of this application.

- I affirm that I have paid the IACP CDTA Exam Registration Fee of \$150.00 (US).

- I affirm that IACP retains the right to use exam content for IACP Education and Certification research and program improvements.

- I affirm that IACP classifies the CDTA Exam as personal information ensuring that no parts of the exam are publicly disclosed on any form of social media without a signed authorized release between IACP and myself.

Cardholder Printed Name and Signature

Date signed



IACP Certified Dog Trainer Advanced (CDTA) Exam v-1.2 Exam Submission Form

Date: _____

Applicant Assigned Alphanumeric Number (*per CDTA Exam Welcome Letter*): _____

As per CDTA Exam Instructions and Guidelines v 1.2, the following information names and client information of the dogs used in the submitted videos are listed below along with the general information sheet for each dog used in this exam.

Video Device Digital email USB Flash Drive / Portable Hard drive video link: _____

	Dog #1	Dog #2	Dog #3
Date video was filmed			
Type of Dog Selected	Age: Temperament:	Age: Temperament:	Age: Temperament:
Dog's Name			
Dog's Age			
Dog Owner's Name			
Dog Owner's E-mail			
Dog Owner's Telephone			



CDTA Exam v-1.2 Video Dog #1 Information

Part A: Video Introduction (History): Provide a narrated introduction at the beginning of the video recording, before any hands-on dog training begins. **Do not mention your name, the dog training business name, nor have any visible identifying information** such as any dog training company hats or t-shirts (even if not your own) that could compromise the applicant's anonymity to Evaluators. *See Glossary in Attachment 2e.*

Part A is formatted so you may opt to read from this document if it helps you to remember the required details during the introductory part of the video.

1. This video is being recorded on:
2. The type (age and temperament) of dog selected for this video is:
3. The dog's name is:
4. The dog's age is:
5. The dog's sex and whether intact:
6. Pre-Screening and Evaluation:
 - a. I conducted a:
 - b. The owner acquired the dog:
 - c. The dogs behavior is:
 - d. The dog's health is:
7. The behavioral issues that I will be addressing are:
8. I plan on teaching the dog:

Part-B: Critique of video-taped training (Conclusion): after video recording has ended (to be completed after applicant has reviewed the video for self-critique).

1. What goals and objectives were met? *(narrative response)*
 - a. Dog's level of improvement:
 - b. Self-Critique:

2. What goals and objectives were not met? *(narrative response)*
 - a. Dog's level of improvement:
 - b. Self-Critique:

3. Did the methods, tools, equipment, technique and/or methods chosen for this lesson achieve the desired results as you had anticipated? Describe in detail why they did or did not do so. *(narrative response)*
 - a. Dog's level of improvement:
 - b. Self-Critique:

4. What did you learn about the dog or yourself as a dog trainer, as a direct result of this video? *(narrative response)*
 - a. Dog's level of improvement:
 - b. Self-Critique:

5. You may add any other comments not covered elsewhere in this exam (optional).



CDTA Exam v-1.2 Video Dog #2 Information

Part A: Video Introduction (History): Provide a narrated introduction at the beginning of the video recording, before any hands-on dog training begins. **Do not mention your name, the dog training business name, nor have any visible identifying information** such as any dog training company hats or t-shirts (even if not your own) that could compromise the applicant's anonymity to Evaluators. *See Glossary in Attachment 2e.*

Part A is formatted so you may opt to read from this document if it helps you to remember the required details during the introductory part of the video.

1. This video is being recorded on:

2. The type (age and temperament) of dog selected for this video is:

3. The dog's name is:

4. The dog's age is:

5. The dog's sex and whether intact:

6. Pre-Screening and Evaluation:
 - a. I conducted a:

 - b. The owner acquired the dog:

 - c. The dogs behavior is:

 - d. The dog's health is:

7. The behavioral issues that I will be addressing are:

8. I plan on teaching the dog:

Part-B: Critique of video-taped training (Conclusion): after video recording has ended (to be completed after applicant has reviewed the video for self-critique).

1. What goals and objectives were met? (*narrative response*)
 - a. Dog's level of improvement:
 - b. Self-Critique:

2. What goals and objectives were not met? (*narrative response*)
 - a. Dog's level of improvement:
 - b. Self-Critique:

3. Did the methods, tools, equipment, technique and/or methods chosen for this lesson achieve the desired results as you had anticipated? Describe in detail why they did or did not do so. (*narrative response*)
 - a. Dog's level of improvement:
 - b. Self-Critique:

4. What did you learn about the dog or yourself as a dog trainer, as a direct result of this video? (*narrative response*)
 - a. Dog's level of improvement:
 - b. Self-Critique:

5. You may add any other comments not covered elsewhere in this exam (optional).



CDTA Exam v-1.2 Video Dog #3 Information

Part A: Video Introduction (History): Provide a narrated introduction at the beginning of the video recording, before any hands-on dog training begins. **Do not mention your name, the dog training business name, nor have any visible identifying information** such as any dog training company hats or t-shirts (even if not your own) that could compromise the applicant's anonymity to Evaluators. *See Glossary in Attachment 2e.*

Part A is formatted so you may opt to read from this document if it helps you to remember the required details during the introductory part of the video.

1. This video is being recorded on:
2. The type (age and temperament) of dog selected for this video is:
3. The dog's name is:
4. The dog's age is:
5. The dog's sex and whether intact:
6. Pre-Screening and Evaluation:
 - a. I conducted a:
 - b. The owner acquired the dog:
 - c. The dogs behavior is:
 - d. The dog's health is:
7. The behavioral issues that I will be addressing are:
8. I plan on teaching the dog:

Part-B: Critique of video-taped training (Conclusion): after video recording has ended (to be completed after applicant has reviewed the video for self-critique).

1. What goals and objectives were met? (*narrative response*)
 - a. Dog's level of improvement:
 - b. Self-Critique:

2. What goals and objectives were not met? (*narrative response*)
 - a. Dog's level of improvement:
 - b. Self-Critique:

3. Did the methods, tools, equipment, technique and/or methods chosen for this lesson achieve the desired results as you had anticipated? Describe in detail why they did or did not do so. (*narrative response*)
 - a. Dog's level of improvement:
 - b. Self-Critique:

4. What did you learn about the dog or yourself as a dog trainer, as a direct result of this video? (*narrative response*)
 - a. Dog's level of improvement:
 - b. Self-Critique:

5. You may add any other comments not covered elsewhere in this exam (optional).



CDTA Exam v-1.2 Instructions and Glossary

Implemented to establish common dialogue
for exam and grading purposes.

Part A

Part A is formatted to start each “question” with a sentence type response. Underscored answers for each question are fictitious and serve as illustrative examples only. Some video introduction answers may have more than one example. This is to show that the video portion allows great flexibility in how the applicant wishes to verbally provide the information and reflect their individual way of speaking.

Question #1 requires identifying the date that the video was recorded. An example of how the question, or video introduction should be filled would look like:

<u>Part A documentation</u> 1. This video is being recorded on: <u>February 14, 2021</u>	<u>Video introduction</u> Example: “This video is being recorded on February 14, 2021.”
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Question #2 requires identifying the type of dog you selected for the video per, *IV. CDTA Dog Training Video, Dog Selection Criteria*.

<u>Part A documentation</u> 2. The type of dog selected for this video is: <u>a shy dog</u>	<u>Video introduction</u> Example: “The type of dog selected for this video is a shy dog.”
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Question #3 requires identifying the dog’s name.

<u>Part A documentation</u> 3. The dog’s name is: <u>Annie</u>	<u>Video introduction</u> “The dog’s name is Annie.”
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Question #4 requires identifying the dog’s age.

<u>Part A documentation</u> 4. The dog’s age is: <u>2 years</u>	<u>Video introduction</u> Example-1: “The dog is two years old.” Example-2: “Annie is two years old.”
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Question #5 requires identifying the dog’s sex and whether they are intact or if they have been spayed or neutered (depending on the dog’s sex).

<u>Part A documentation</u> 5. The dog’s sex and whether intact: <u>female, spayed</u>	<u>Video introduction</u> Example-1: “The dog is female and is spayed.” Example-2: “Annie is a spayed female dog.”
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Question #6 requires identifying four (4) distinct elements from which the applicant has determined what the intended training video should accomplish.

Question 6a requires identifying the type of pre-screening conducted. For exam purposes, The type of pre-screening must conform to one (1) of the four (4) options, per *CDT Exam v1.9 (September 7, 2020) _updated 9/15/2020, X. CDT Exam Glossary*.

Face-to-Face: The pre-screening was conducted in person by the applicant, the owner and the owner’s dog. The most potential information would be through this process as it allows the applicant to visually observe the dog’s interaction with the owner.

Over the Phone: The pre-screening was conducted over the phone by the applicant with the owner. The information available will be limited to what was verbally discussed between the applicant and owner.

E-mail or Texting: The pre-screening was conducted in writing only by the applicant with the owner. The information here will be limited to interpretation of each person’s writing style.

Class Registration or One-Way Client Filled On-line Application: The information here is limited to the owner’s interpretation on how to answer each question. This process is not considered an effective pre-screening as the applicant was not involved in the process prior to meeting the client and/or dog.

<p><u>Part A documentation</u></p> <p>6a. I conducted a (an): <u>Over the Phone</u></p>	<p><u>Video introduction</u></p> <p>Example: “I conducted an over the phone pre-screening.”</p>
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Question 6b requires identifying what type of background information the applicant acquired during the pre-screening process as it pertains to; where the dog came from, how long has the dog been with the owner, and what training has the dog received by the owner (informal) or another trainer (formal). Information that was not made available during the pre-screening must be confirmed as well.

<p><u>Part A documentation</u></p> <p>6b. The owner acquired the dog: <u>breeder, 1 ½ years, no training.</u></p>	<p><u>Video introduction</u></p> <p>Example 1: “The owner bought Annie from a breeder when she was 6 months old so that was about one and a half-years ago. Annie has not received any training.”</p> <p>Example 2: “The owner bought Annie from a breeder but does not remember how long ago that was. Annie has not received any training.”</p>
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Question 6c requires identifying what type of background information the applicant acquired during the pre-screening process as it pertains to what the owner described as the dog’s behaviors (good or bad). For a Face-to-Face pre-screening, the applicant’s observations of the dog should be included.

<p><u>Part A documentation</u></p> <p>6c. The dog’s behavior is: <u>fearful of strangers, submissive urination.</u></p>	<p><u>Video introduction</u></p> <p>Example-1: “The owner advised that the dog is afraid of strangers and pees itself when trying to sit.”</p> <p>Example-2: “The owner said that Annie is a little shy, but I observed her cower, with her tail all the way tucked under, and submissively urinate when I approached the door to let the owner inside the play area.”</p>
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Question 6d requires identifying what type of background information the applicant acquired during the prescreening process as it pertains to the dog’s overall health. Health issues should include any visible impediment that would affect the training or may be an underlying issue affecting problem behaviors, such as a dog that is deaf, blind, or easily susceptible to seizures when overly-stimulated.

<p><u>Part A documentation</u></p> <p>6d. The dog’s health is: <u>healthy, overweight</u></p>	<p><u>Video introduction</u></p> <p>Example-1: “The dog is a little overweight but otherwise is generally healthy.”</p> <p>Example-2: “Annie is a healthy dog but needs to lose some weight for endurance.”</p> <p>Example-3: “The owner showed proof of vaccinations but did not provide any information on the dog’s health condition.”</p>
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Question #7 requires identifying what behavioral issues or skills the applicant plans on addressing during the video recording. For exam purposes a behavioral issue is what the owner describes as being nuisance or undesired, and skills identify physical abilities.

<p><u>Part A documentation</u></p> <p>7. The behavioral issues that I will be addressing are: <u>Greeting people, cowering, and submissive urination</u></p>	<p><u>Video introduction</u></p> <p>Example-1: “I will be addressing the dog’s fearful reaction of cowering and urinating when she greets people.”</p> <p>Example-2: “Annie’s lesson for today will be teaching her not to cower or pee when she meets someone new.”</p>
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Question #8 requires identifying what you will be teaching the dog. For exam purposes the **Goal** describes what you will teach the dog and **Objective** is a description that provides a visible measurable cue that signals success of reaching the target goal.

<p><u>Part A documentation</u></p> <p>I plan on teaching the dog: <u>Sit/on first command without lure, Down/without lure and release command, and Off/ not touch food on the ground.</u></p>	<p><u>Video introduction</u></p> <p>Example: “First I plan on teaching the dog to sit on command by first using a lure, then transitioning the lure to reward. I plan on getting the dog to sit on the first command without seeing the reward. The goals objectives are met once the dog sits on the first command without seeing the reward. Then I will use the lure to get the dog from a sit to a down and hold the down for a count of 5 before giving release command. The goals objectives are met when the dog waits until the release command without correction. If I have time, I will also attempt to teach the dog not to eat food from the ground. The goals objectives are met when the dog no longer attempts to eat the food on the ground.”</p>
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The instructions and examples seem more complex than they are in real life, below is an example of what Part A would look like, using some of the above examples. The emphasis on these instructions serve to assist the applicant in preparing a focused video introduction dialogue.

Sample

1. This video is being recorded on: *February 14, 2021*
2. The type of dog selected for this video is: *Shy*
3. The dog's name is: *Annie*
4. The dog's age is: *2 years*
5. The dog's sex and whether intact: *Female, spayed*
6. Pre-Screening and Evaluation:
 - a. I conducted a: *Over the Phone*
 - b. The owner acquired the dog: *Breeder, 1 ½ years, no training*
 - c. The dogs behavior is: *Fearful of strangers submissive urination*
 - d. The dog's health is: *A little overweight but overall healthy*
7. The behavioral issues that I will be addressing are: *Annie's lesson for today will be teaching her not to cower or pee when she meets someone new.*
8. I plan on teaching the dog: *First I plan on teaching the dog to sit on command by first using a lure, then transitioning the lure to reward. I plan on getting the dog to sit on the first command without seeing the reward. The "goal" objective is met once the dog sits on the first command without seeing the reward. Then I will use the lure to get the dog from a sit to a down and hold the down for a count of 5 before giving release command. The goals objectives are met when the dog waits until the release command without correction. If I have time, I will also attempt to teach the dog not to eat food from the ground. The goals objectives are met when the dog no longer attempts to eat the food on the ground."*

Part B

Part B is the critique section of the exam. The critique section is to be completed in two steps, for each of the five (5) questions listed in Part B.

Step 1: The first step will be **a.** "*Dog's level of improvement:*"

- This question must be filled out before the applicant reviews the video.
- This question serves to capture your professional assessment of the dog's improvement immediately after the end of the training session.
- Making annotations immediately after an event allows the writer to capture the most details of the event while it is still fresh in the mind.

Step 2: The second step will be **b.** "*Self-Critique:*"

- This question is to be filled out after the applicant has had a chance to review the video.
- There is no limit on how many times the applicant may opt to review the video.
- This question captures the applicant's self-evaluation of how they performed the training from a "hindsight" perspective.
- The purpose of this question is to foster good practices that afford professional dog trainers an opportunity to see themselves in action, self-critique their delivery and timing, and self-regulate should they see irregularities in their hands on application during training.



Certified Dog Trainer Exam Other Languages

As of November 15, 2020, IACP can only judge the CDTA Exam in the English language. Original CDTA Exam Submission Form (Attachment-2a, 2b, 2c, and 2d) prepared in languages other than English will require a translated copy into the English language. Videos prepared in languages other than English will require subtitles prior to submitting the CDTA Exam for grading. **CDTA Exam Other Languages (Attachment-3)** is reserved for future listing of other languages the CDTA Exam can be completed and judged.

The IACP recognizes its diverse international community and is committed to providing the CDTA Exam in other languages. The due process of expanding the CDTA Exam to other languages include, but are not limited to, a CDTA Exam Guidelines and Instructions in the added language, corresponding, test in the added language, and a panel of available evaluators who are bi-lingual with English.

This document is reserved to identify which languages the CDTA Exam can be submitted and the corresponding effective dates.

CDTA Exams in any other language than those listed below, must provide translated copies in English. None of the below listed languages can be substituted in lieu of an English translation.

Language	Effective Date
Spanish	Projected Summer 2021

(version 2/15/2021)

Attachment-3



Dog Training Programs

This document serves as an illustrative example of structured dog training programs. The IACP is committed to periodically updating this list.

Dog training programs are structured to accommodate dogs of all ages, health, temperament, and maturity based on previously learned abilities. Training program may include unique environmental factors such as physical terrains, noises, smells, machinery, people, or animals:

- Puppy class (little or no distraction, introductory level, limited discipline)
- Introduction (minor distraction or level of discipline)
- Intermediate (moderate distraction or level of discipline)
- Advanced (tolerance for high distractions or level of discipline)
- Competition (able to handle high stress or level of discipline)

Agility: running, jumping, pausing on command through a course that is equipped with a series of obstacles that may include, but are not limited to: tunnel, collapsed tunnel, A-frame, dog walk, seesaw, long jump, tire jump, table pause, cross overs, and weave poles.

Behavioral and Rehabilitation: concentrating on behavior issues such as poor social skills, aggression, anxiety, fear, and reactivity. Rehabilitation is the act of restoring a dog to its former condition after an unfortunate or damaging past such as an unstable environment, neglect, abuse, or lack of exposure.

Detection Dog: trained to use its “nose” to detect and alert on specific odors such as drugs, explosives, wildlife scat, currency, blood, electronics, bedbugs, or mold. Training will include how to navigate through fields, buildings, vehicles, airplanes, auditoriums, schools, and other unique environments.

Dog Dance: heelwork to music and freestyle

Gun Dog/Bird Dog/Hunting Dog: find and retrieve game, usually bird but may include other game.

Herding Dog: herding stock such as sheep or other livestock on a farm.

Obedience: sit, stay, here/come, down/place, heel/loose leash walk, housetraining to address behavioral issues such as counter surfing, barking, jumping, running away, etc.

Franchise Dog Training Programs

- **American Kennel Club (AKC)** such as **S.T.A.R. Puppy** and **Canine Good Citizen (CGC)**
- **K9 Noseworks**®: scent detection for non-working dogs (companion dogs and dogs who are shy, reactive, blind, deaf, and mobility challenged) structured to help dogs build confidence and burn a lot of mental and physical energy

(version 2/15/2021)

Attachment-4



CDTA Exam Naming Convention

This document explains the purpose of the naming convention for electronically submitted documents and provide illustrative examples.

For CDTA Exam purposes a naming convention is a set of rules on how each document should be named or titled when uploading the document for electronic submission. The naming convention is how the IACP needs to have the documents “named” in a systematic method so that IACP can organize and retrieve each applicant’s CDTA Exam documents.

All documents must start with the applicants first name, the last name, and the type of exam that is being taken. For illustrative purposes we will use the name John Doe who is taking the CDTA Exam. His documents will all start with: **John Doe CDTA**

Electronically submitted documents must be either a word document “doc.” or “docx” or “PDF” format. Documents submitted for the CDTA Exam Application will be further named as follows. For illustrative purposes, the names for each letter of references are fictitious.

CDTA Exam Application: John Doe CDTA Application

CDTA Exam Submission: John Doe CDTA Exam Submission

For illustrative purposes, the fictitious names for owners and their dogs will be: Guy Rogers (Belle), Nora Wynn (Kyle), and May Skirt (Annie)

CDTA Exam Video Dog #1 Information: John Doe CDTA Video Information Belle Rogers

CDTA Exam Video Dog #2 Information: John Doe CDTA Video Information Kyle Wynn

CDTA Exam Video Dog #3 Information: John Doe CDTA Video Information Annie Skirt

Videos submitted for the CDTA Exam must be in digital format sent via email or YouTube link. If you utilize another form of compatible social media, please contact certification@canineprofessionas.com prior videotaping your exam to ensure compatibility with IACP programs. The naming convention for videos submitted for the CDTA Exam (after the applicant’s name and type of exam), the type of “document”, the first name of the dog used in the video, and the owner’s last name. If the videos are pre-approved for correspondence submission, then the naming conventions will be manually written on the USB Flash Drive, portable hard drive, or DVD.

CDTA Exam Video: John Doe CDTA Video of Belle Rogers

CDTA Exam Video: John Doe CDTA Video of Kyle Wynn

CDTA Exam Video: John Doe CDTA Video of Annie Skirt