



# Certified Dog Trainer Portfolio

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## Applicant Goals:

- To present yourself with the well-rounded knowledge, skills, and abilities (KSA) of a professional.
- To evaluate the temperament and issues of the dog in front of you and be able to effectively educate the owner(s) at the same time.
- To create and utilize a professional training plan for the client and dog which addresses goals, issues and tasks mutually decided by trainer and client at the intake/evaluation.

## Tips for Successful Completion the CDT Portfolio:

Before you start on your portfolio, review the *Resource Manual*, eligibility, and application requirements, and familiarize yourself with the terms and their specifics use as they apply to documenting your work.

## Writing:

- All writing, your Case Studies, your Homework Lessons, and any other Client Handouts must be:
  - Computer typed using Word or PDF format
  - 1.15 spacing; 11-12 point using Calibri, Ariel, New Times Roman fonts with narrow or traditional margins
  - Your writing should be coherent, descriptive, and clear; we encourage the use of spell/grammar check computer programs available on all word document programs.
- If you do not have access to a computer, printing shops rent time, and most Public Libraries offer free time for Wi-Fi just about anywhere to send your information.

## Step I: Application Materials & Submission

- Your completed application includes:
  - your application fee (\$100 for members)
  - three (3) letters of reference
  - your resume
- Send all of these to [certification@canineprofessionals.com](mailto:certification@canineprofessionals.com) via your link
- Once everything has been received and approved by the IACP Certification Committee, you will receive an email giving you both a start and ending date for your one (1) year to complete the Certified Dog Trainer (CDT) Portfolio.
- DO NOT begin before receiving your approval email.

## Step 2a. Certified Dog Trainer Portfolio Elements

The CDT Portfolio is comprised of three (3) Case Studies. Each case study is comprised of five (5) sections:

- Intake Questionnaire (see IACP form, in the *Resource Manual*)
- Photographs
- Handouts
- Writing Narrative for three (3) Case Studies
- Client Feedback Forms (note the dates you provided each client with the Feedback Forms)

**A. Intake Questionnaire:** use the IACP Client Form (see the *Resource Guide*)

### **B. Photographs:**

- One (1) cover photograph for each case study dog (see Case Study Dog Selection).
- One (1) to three (3) additional photographs of *training tools, equipment, or motivators* the applicant used during the training program. Photos should demonstrate how the applicant fitted, placed, and demonstrated with the training tools (or equipment or motivators) while training the dog and instructing the client. Again, repeat for each case study dog.

**C. Handouts:** Handouts are any/all documents the applicant provided to clients as teaching tools, homework assignments, and educational literature directly associated with dog's training program. (Please see the *Resource Manual* Narrative Glossary section for further information.)

### **D. Narrative Prompt:**

- You should cover the WHY, WHO, and WHAT in your *Prompt Statement* to give yourself focus:
- The narrative should include entries for each day of training; this is the heart of your portfolio. Make each topic below a separate paragraph so each day's narrative will be seven (7) paragraphs long. The final day with each dog you will write the final REFLECTIONS of all your training days: this section may be more than one paragraph.

- Begin your narrative with:
  - *Pre-Lesson*
  - **INTRO:** Dog and client name; lesson number and date; Time allotted and spent.
  - **WHY** you are training this dog (your goals, client goals, explain if differ and why).
    - *Lesson*
  - **WHO** the dog is (the dog's issues and/or behavior at the beginning of training).
  - **WHAT** you are teaching (whether a behavioral change or a skill); this is your objective.
  - **HOW** you are training (use detail as you include tools, time, place, distractors, motivators, etc.); refer to your pictures of your tools; here is where you paint the picture of your training.
    - *Post-Lesson*
  - **RESULTS** (detail is important again and should include client); include in your “picture” the initial responses of dog/client, the end results of the lesson and how you changed these.
  - **CONCLUSION:** What went well or did not; what to improve or change for yourself, the client, or dog.
  - **REFLECTIONS:** From initial contact to final lesson, what were the challenges and high points of training this dog and client? What did you learn from the experience? What would you leave the same and what modifications would you make?
- Write in the present tense and be descriptive: create pictures of your training with your words, avoiding jargon (“dog trainer speak”) unless you actually teach the terms as part of your training; do not just write “filler.”
- Suggestion: think of this as a descriptive but factual narrative prompt where your prompt is based on your dog and goal(s).
- Do this for each of the three (3) Case Studies. Remember that you may write a minimum of three (3) lessons but you have chosen to write up to five (5) lessons.

## 1. Client Selection Criteria:

- Three (3) clients are required, one (1) client per case study.
- A client is the dog's legal owner(s) who requested the dog training services.
- Only one (1) main client is allowed per case study; however, the entire household's inhabitants will be included in the case study journal if they actively interact with the dog in real life or are participating in the dog's training or homework.
- The applicant must work directly with the client(s).

## 2. Dog Selection Criteria:

- Three (3) dogs are required, one (1) per case study.
- Only one (1) dog per client or household may be used for the case study.
- The applicant cannot use a personal or demo dog, a current or previously fostered dog, a previously trained dog or a dog sold to the client.
- The applicant must work directly with the case study dog.
- Each dog selected for a case study must be different ages, temperaments and represent different challenges.

## 3. Dog Training Program: Method(s), Location(s), Environment(s)

- **Method(s)**, or delivery modes, may be identified as private lessons, group classes, overnight boarding, or other type of method with a description. Dog training programs may also be a combination of methods.
- **Location(s)** may be any physical location where the training will be conducted. Do not provide the actual street address of the location, but rather the type of location such as the client's home, your training facility, an open field, a place of business, etc. Dog training programs may be a combination of locations.
- **Environment(s)** may be chosen to address training needs such as indoor, outdoor, public areas, kennel environment; or any environment that includes distractions such as other people, dogs, sounds, etc. Dog training programs may be a combination of more than one environment or *distractor*.

## 4. Dog Training Program: Type, Hours, Length

- **Type:** Dog Training Programs (*Resource Manual*) provides examples of eligible skills or behaviors to teach or improve upon during a case study. Dog training programs selected for case studies may be one type of formal training such as basic obedience or may be a customized combination of several types of training programs that include some basic obedience, specific behavioral modification, and/or utility activities.
- **Hours:** required are between a minimum of four (4) hours and a maximum of eight (8) hands-on training. The distribution of those hours is at the applicant's discretion as warranted by the training program.
- **Length:** The applicant must explain if the frequency is daily (back-to-back training), weekly, bi-weekly, or some other configuration with a description. Multiple mini lessons provided throughout the same training day, such as during an overnight board and train program, will count as one lesson. The training program must show progression and improvement from the minimum three (3) lessons to maximum six (6) lessons allowed per a case study.

## Step 2b: Client Feedback Form

Each client from each Case Study must submit one (1) IACP Client Feedback form <<insert the link to the form>> on your behalf resulting in a total of three (3) total Client Forms. The Client Forms must be written in English or

accompanied with an English translation an IACP Approved Language (*see website*). Please encourage your clients to fill out this form as soon as possible; your portfolio cannot be approved without all three (3) Client Feedback Forms.

Send the form to your client by email and have the client return via your personal portal on the IACP website; If your client is not on the web at all, deliver a hard copy already stamped and addressed to Certification Committee @ IACP; you must let IACP know ahead of time when this is the case.

**IMPORTANT NOTE:** As the applicant, you may not coach or influence the clients in any manner whatsoever, nor are the clients to share the contents of the form in any manner whatsoever.

## **Step 3 Portfolio Submission & Final Checklist For Five Lessons**

The IACP reserves the right to reject any portfolios not written in accordance with guidelines: Case Studies with omitted sections, or which 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, will be rejected. Please ensure that electronically submitted documents have the naming conventions that were specified within this guide.

### **A. Portfolio for Dog One (1) for FIVE LESSONS:**

\_\_\_\_\_ **Cover Photo** of Dog One (1), one (1)

\_\_\_\_\_ **Intake Questionnaire**, limit 5 (five) pages

\_\_\_\_\_ **Photographs**, limit 3 (three) pictures

\_\_\_\_\_ **Handouts**, limit total of fifteen (15) page

#### \_\_\_\_\_ **Narrative For Dog One (1), Day One (1):**

\_\_\_\_\_ **Intro** (Including Dog and Client; Lesson time, date, and number)

\_\_\_\_\_ **Why** (clarify your goals, Client goals; if different, why)

\_\_\_\_\_ **Who** (choice of dog’s temperament and challenge)

\_\_\_\_\_ **What** (Training program’s method, location, environment)

\_\_\_\_\_ **How** (time used, motivators/correction, teaching style, worksheets)

\_\_\_\_\_ **Results** (immediate/end results for client/dog, results)

\_\_\_\_\_ **Conclusion** (look back at your dog training results: what to keep/change)

#### \_\_\_\_\_ **Narrative For Dog One (1), Day Two (2):**

\_\_\_\_\_ **Intro** (Including Dog and Client; Lesson time, date, and number)

\_\_\_\_\_ **Why** (clarify your goals, Client goals; if different, why)

\_\_\_\_\_ **Who** (choice of dog’s temperament and challenge)

\_\_\_\_\_ **What** (Training program’s method, location, environment)

\_\_\_\_\_ **How** (time used, motivators/correction, teaching style, worksheets)

\_\_\_\_\_ **Results** (immediate/end results for client/dog, results)

\_\_\_\_\_ **Conclusion** (look back at your dog training results: what to keep/change)

\_\_\_\_\_ **Narrative for Dog One (1), Day Three (3):**

- \_\_\_\_\_ **Intro** (Including Dog and Client; Lesson time, date, and number)
- \_\_\_\_\_ **Why** (clarify your goals, Client goals; if different, why)
- \_\_\_\_\_ **Who** (choice of dog's temperament and challenge)
- \_\_\_\_\_ **What** (Training program's method, location, environment)
- \_\_\_\_\_ **How** (time used, motivators/correction, teaching style, worksheets)
- \_\_\_\_\_ **Results** (immediate/end results for client/dog, results)
- \_\_\_\_\_ **Conclusion** (look back at your dog training results: what to keep/change)

\_\_\_\_\_ **Narrative for Dog One (1), Day Four (4):**

- \_\_\_\_\_ **Intro** (Including Dog and Client; Lesson time, date, and number)
- \_\_\_\_\_ **Why** (clarify your goals, Client goals; if different, why)
- \_\_\_\_\_ **Who** (choice of dog's temperament and challenge)
- \_\_\_\_\_ **What** (Training program's method, location, environment)
- \_\_\_\_\_ **How** (time used, motivators/correction, teaching style, worksheets)
- \_\_\_\_\_ **Results** (immediate/end results for client/dog, results)
- \_\_\_\_\_ **Conclusion** (look back at your dog training results: what to keep/change)

\_\_\_\_\_ **Narrative for Dog One (1), Day Five (5):**

- \_\_\_\_\_ **Intro** (Including Dog and Client; Lesson time, date, and number)
- \_\_\_\_\_ **Why** (clarify your goals, Client goals; if different, why)
- \_\_\_\_\_ **Who** (choice of dog's temperament and challenge)
- \_\_\_\_\_ **What** (Training program's method, location, environment)
- \_\_\_\_\_ **How** (time used, motivators/correction, teaching style, worksheets)
- \_\_\_\_\_ **Results** (immediate/end results for client/dog, results)
- \_\_\_\_\_ **Conclusion** (look back at your dog training results: what to keep/change)

\_\_\_\_\_ **Reflections** (applicant's final critique of training program and trainer, what to improve, what was learned, what worked or did not. This is for is where the trainer should show insight, self-reflection and explain follow-up planned for client and dog.

**B. Portfolio for Dog Two (2) for FIVE LESSONS:**

- \_\_\_\_\_ **Cover Photo** of Dog Two (2), one (1)
- \_\_\_\_\_ **Intake Questionnaire**, limit 5 (five) pages
- \_\_\_\_\_ **Photographs**, limit 3 (three) pictures
- \_\_\_\_\_ **Handouts**, limit total of fifteen (15) pages

\_\_\_\_\_ **Narrative For Dog Two (2), Day One (1):**

- \_\_\_\_\_ **Intro** (Including Dog and Client; Lesson time, date, and number)
- \_\_\_\_\_ **Why** (clarify your goals, Client goals; if different, why)
- \_\_\_\_\_ **Who** (choice of dog's temperament and challenge)
- \_\_\_\_\_ **What** (Training program's method, location, environment)

\_\_\_\_\_ **How** (time used, motivators/correction, teaching style, worksheets)  
\_\_\_\_\_ **Results** (immediate/end results for client/dog, results)  
\_\_\_\_\_ **Conclusion** (look back at your dog training results: what to keep/change)

\_\_\_\_\_ **Narrative for Dog Two (2), Day Two (2):**

\_\_\_\_\_ **Intro** (Including Dog and Client; Lesson time, date, and number)  
\_\_\_\_\_ **Why** (clarify your goals, Client goals; if different, why)  
\_\_\_\_\_ **Who** (choice of dog's temperament and challenge)  
\_\_\_\_\_ **What** (Training program's method, location, environment)  
\_\_\_\_\_ **How** (time used, motivators/correction, teaching style, worksheets)  
\_\_\_\_\_ **Results** (immediate/end results for client/dog, results)  
\_\_\_\_\_ **Conclusion** (look back at your dog training results: what to keep/change)

\_\_\_\_\_ **Narrative for Dog Two (2), Day Three (3):**

\_\_\_\_\_ **Intro** (Including Dog and Client; Lesson time, date, and number)  
\_\_\_\_\_ **Why** (clarify your goals, Client goals; if different, why)  
\_\_\_\_\_ **Who** (choice of dog's temperament and challenge)  
\_\_\_\_\_ **What** (Training program's method, location, environment)  
\_\_\_\_\_ **How** (time used, motivators/correction, teaching style, worksheets)  
\_\_\_\_\_ **Results** (immediate/end results for client/dog, results)  
\_\_\_\_\_ **Conclusion** (look back at your dog training results: what to keep/change)

\_\_\_\_\_ **Narrative for Dog Two (2), Two Day Four (4):**

\_\_\_\_\_ **Intro** (Including Dog and Client; Lesson time, date, and number)  
\_\_\_\_\_ **Why** (clarify your goals, Client goals; if different, why)  
\_\_\_\_\_ **Who** (choice of dog's temperament and challenge)  
\_\_\_\_\_ **What** (Training program's method, location, environment)  
\_\_\_\_\_ **How** (time used, motivators/correction, teaching style, worksheets)  
\_\_\_\_\_ **Results** (immediate/end results for client/dog, results)  
\_\_\_\_\_ **Conclusion** (look back at your dog training results: what to keep/change)

\_\_\_\_\_ **Narrative for Dog Two (2), Day Five (5):**

\_\_\_\_\_ **Intro** (Including Dog and Client; Lesson time, date, and number)  
\_\_\_\_\_ **Why** (clarify your goals, Client goals; if different, why)  
\_\_\_\_\_ **Who** (choice of dog's temperament and challenge)  
\_\_\_\_\_ **What** (Training program's method, location, environment)  
\_\_\_\_\_ **How** (time used, motivators/correction, teaching style, worksheets)  
\_\_\_\_\_ **Results** (immediate/end results for client/dog, results)  
\_\_\_\_\_ **Conclusion** (look back at your dog training results: what to keep/change)

\_\_\_\_\_ **Reflections** (applicant's final critique of training program and trainer, what to improve, what was learned, what worked or did not. This is for is where the trainer should show insight, self-reflection and explain follow-up planned for client and dog.

## C. Portfolio for Dog Three (3) for FIVE LESSONS:

\_\_\_\_\_ **Cover Photo** of Dog Three (2), one (1)

\_\_\_\_\_ **Intake Questionnaire**, limit 5 (five) pages

\_\_\_\_\_ **Photographs**, limit 3 (three) pictures

\_\_\_\_\_ **Handouts**, limit total of fifteen (15) pages

### \_\_\_\_\_ **Narrative For Dog Three (3), Day One (1):**

\_\_\_\_\_ **Intro** (Including Dog and Client; Lesson time, date, and number)

\_\_\_\_\_ **Why** (clarify your goals, Client goals; if different, why)

\_\_\_\_\_ **Who** (choice of dog's temperament and challenge)

\_\_\_\_\_ **What** (Training program's method, location, environment)

\_\_\_\_\_ **How** (time used, motivators/correction, teaching style, worksheets)

\_\_\_\_\_ **Results** (immediate/end results for client/dog, results)

\_\_\_\_\_ **Conclusion** (look back at your dog training results: what to keep/change)

### \_\_\_\_\_ **Narrative for Dog Three (3), Day Two (2):**

\_\_\_\_\_ **Intro** (Including Dog and Client; Lesson time, date, and number)

\_\_\_\_\_ **Why** (clarify your goals, Client goals; if different, why)

\_\_\_\_\_ **Who** (choice of dog's temperament and challenge)

\_\_\_\_\_ **What** (Training program's method, location, environment)

\_\_\_\_\_ **How** (time used, motivators/correction, teaching style, worksheets)

\_\_\_\_\_ **Results** (immediate/end results for client/dog, results)

\_\_\_\_\_ **Conclusion** (look back at your dog training results: what to keep/change)

### \_\_\_\_\_ **Narrative for Dog Three (3), Day Three (3):**

\_\_\_\_\_ **Intro** (Including Dog and Client; Lesson time, date, and number)

\_\_\_\_\_ **Why** (clarify your goals, Client goals; if different, why)

\_\_\_\_\_ **Who** (choice of dog's temperament and challenge)

\_\_\_\_\_ **What** (Training program's method, location, environment)

\_\_\_\_\_ **How** (time used, motivators/correction, teaching style, worksheets)

\_\_\_\_\_ **Results** (immediate/end results for client/dog, results)

\_\_\_\_\_ **Conclusion** (look back at your dog training results: what to keep/change)

### \_\_\_\_\_ **Narrative for Dog Three (3), Day Four (4):**

\_\_\_\_\_ **Intro** (Including Dog and Client; Lesson time, date, and number)

\_\_\_\_\_ **Why** (clarify your goals, Client goals; if different, why)

\_\_\_\_\_ **Who** (choice of dog's temperament and challenge)

\_\_\_\_\_ **What** (Training program's method, location, environment)

\_\_\_\_\_ **How** (time used, motivators/correction, teaching style, worksheets)

\_\_\_\_\_ **Results** (immediate/end results for client/dog, results)

\_\_\_\_\_ **Conclusion** (look back at your dog training results: what to keep/change)



\_\_\_\_\_ **Narrative for Dog Three (3), Day Five (5):**

- \_\_\_\_\_ **Intro** (Including Dog and Client; Lesson time, date, and number)
- \_\_\_\_\_ **Why** (clarify your goals, Client goals; if different, why)
- \_\_\_\_\_ **Who** (choice of dog's temperament and challenge)
- \_\_\_\_\_ **What** (Training program's method, location, environment)
- \_\_\_\_\_ **How** (time used, motivators/correction, teaching style, worksheets)
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\_\_\_\_\_ **Reflections** (applicant's final critique of training program and trainer, what to improve, what was learned, what worked or did not. This is for is where the trainer should show insight, self-reflection and explain follow-up planned for client and dog.