



PROFESSIONAL DOG TRAINING INSTRUCTOR CERTIFICATION (PDTI) EXAM

Instructions and Guidelines

Version 1.2 (September 1, 2021)

International Association of Canine Professionals

Education and Certification

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

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

PDTI Exam Instructions and Guidelines

Version 1.2 (September 1, 2021)

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I. INTRODUCTION

Welcome to one of the few dog trainer certifications that tests expert skills as a professional dog trainer teaching other canine professionals using real time documentation and recorded 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 PDTI exam takes these factors into consideration. The IACP developed a test that allows the applicant to demonstrate their skill level as an Expert and/or SME (subject matter expert) visually and in writing, assessed by a panel of professional peers.

The intent of the PDTI test and title is to verify competence in dog training at the expert 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 an instructor to teach them advanced or specialized dog training skills in the canine professional industry. High standards of judging will be applied to PDTI tests precisely because IACP wishes the public to be confident that one who earns the IACP PDTI title is a competent dog training expert.

Why seek becoming a Professional Dog Trainer Instructor with IACP?

The IACP, acknowledges the struggles, dog trainers face when seeking assistance to help them further develop their dog training skills, due to lack of reliable referral. IACP's mission to help all dog trainers become accomplished. This exam was developed to appropriately recognize instructors at the expert level. The intention for developing certifications is to create a valid evaluation to assess an individual's capability and proficiency. The PDTI exam is designed to assess the applicant's Knowledge, Skills and Abilities (KSA) at the expert level in their chosen field. Experts are individuals with a deep understanding of a particular knowledge, skill, or ability that are vital to helping groups solve specific problems where the groups general expertise proves insufficient.

Applicants passing the PDTI Exam receive the title of Professional Dog Trainer Instructor, hereinafter referred to as a "certificant". The certificant may use the initial "IACP PDTI" after his or her name.

Who is eligible to take the PDTI Exam?

IACP certificants who have held a Certified Dog Trainer Advanced (CDTA) certification for six (6) months are eligible to take the PDTI exam. IACP certificants must ensure that all IACP certification titles are in good standing per the *Continuing Education Unit Policy (CEUP) (September 1, 2020)*.

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

IACP certificants who have held a CDTA title less than six (6) months are encouraged to practice this exam's written and video format in preparation for the exam. However, the actual written portions or videos used as practice will not qualify for exam submission. The instructions provided in *"How much time will I have to complete the PDTI Exam?"* will provide more detail.

How do I take the PDTI Exam?

Eligible IACP certificants must first be approved to take the PDTI exam by submitting the IACP PDTI Exam Application and Registration Fee to IACP. Upon application submission, the eligible IACP certificant 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 PDTI Exam's official start and end dates.

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

Applicants will have six (6) months from the PDTI Exam's official start date, to complete and submit the PDTI 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 PDTI 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 instructor materials that exceed the new six (6) month time limit. Any PDTI Exam documents or videos that extend beyond the updated official six (6) month time limit will not be accepted.

How do I maintain the PDTI certification?

The PDTI certification title will remain active provided that the certificant,

- Adheres to the IACP Code of Conduct and Certificant Code of Ethics
- Maintains Continuing Education Unit requirements as prescribed by CEU Policy

IACP certificants who violate the IACP Code of Conduct or Certification Code of Ethics are at risk of having all IACP certification titles withdrawn.

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

What Language is the Professional Dog Trainer Instructor Exam?

The primary language for IACP exams is English. Original **PDTI Exam Submission Forms (Attachment-2a, 2b, 2c, and 2d)** prepared in languages other than English, or approved IACP language, will require a translated copy into the English language. Videos prepared in languages other than English will require subtitles prior to submitting the PDTI Exam for grading. The IACP website provides a list of which other languages the PDTI exam may be completed and the effective date that the other languages were announced.

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 PDTI Exam allows each applicant to select the preferred presentation, training, or instruction of their choice. The PDTI Exam submission criteria require the applicant provide a video recording showing the applicant's live instruction to other canine professionals. All reasonable requests are considered.

What if I have questions about the Professional Dog Trainer Instructor Exam?

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

II. Professional Dog Trainer Instructor Exam Application Requirements

The PDTI Application requires submitting a *PDTI Exam Application Form and Registration Fee (Attachment 1)* to the IACP Certification Committee. When submitting these documents electronically, please follow the instructions and illustrations shown in the *PDTI Exam Naming Conventions (Attachment-3)*.

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

III. Professional Dog Trainer Instructor Exam Requirements

Completed PDTI Exam documents must be in Word or PDF format. When submitting these documents electronically, please follow the instructions and illustrations shown in *PDTI Exam Naming Conventions (Attachment-3)*.

The PDTI Exam consists of one (1) presentation to a target audience of canine professionals which includes,

- One (1) Lesson Plan (prepared before the event), *PDTI Lesson Plan (Attachment-2b)*
- One (1) Presentation Outline (prepared before the event), *PDTI Presentation Outline (Attachment-2c)*
- Visual Media and Handouts utilized for the event (identified in Presentation Outline)
- One (1) hour Video recording of the event per, *Video Criteria* in *IV. Professional Dog Training Instructor Presentation*
- Attendee Feedback Forms (post event), *PDTI Attendee Feedback Form (Attachment-2b)*

The applicant must submit the *PDTI Exam Submission (Attachment-2a)*, *PDTI Lesson Plan (Attachment-2b)*, *PDTI Presentation Outline (Attachment-2c)*, and *PDTI Attendee Feedback Forms (Attachment-2d)* as one completed package. The PDTI Exam must be submitted electronically via email to **certification@canineprofessionals.com**.

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

This is an extensive exam requiring clear unobstructed view and audio of the presenter. Please read the following information carefully. The IACP reserves the right to reject and return PDTI Exams that are not recorded or written according to these guidelines. 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. Professional Dog Trainer Instructor Presentation

Introduction to Professional Dog Trainer Instructor

You may be wondering, *“What is a Professional Dog Trainer Instructor?”* This title is reserved for dog trainers who are considered Subject Matter Experts (SME). An SME is someone with a deep understanding of a particular topic developed during productive careers leading them to become chief authority on the topic. SME’s develop training programs, testify in court as Expert Witnesses, provide advanced training or advice to peer professionals, and work with psychometricians in test development to name a few. When SME’s provide instruction, they have the experience to keep your talent goals in focus, use their experience to make sure training provides more than a theoretical understanding of new concepts, and help create or improve attendee competencies that they can apply back at work. See *Presentation Content Attachment-4*.

Presentation Selection Criteria

For PDTI exam purposes, the applicant may choose one of the below listed presentation formats whose target audience are canine professionals,

- **Lecture or Presentation:** Generally large audiences. Applicant, as the instructor, presents educational information while attendees take notes. Keynote speakers deliver speeches that sets the tone of an event through motivational or inspirational elements. Educational information may include, but are not limited to:
 - Critical Information
 - History and/or Background
 - Theories and/or Opposing Points of Views
 - Equations and/or Values
- **Classroom, Seminar or Workshop:** Generally small (6-15 participants) allowing some personal attention. Attendees actively participate in discussions and/or exercises under the applicant’s supervision, as the primary or lead instructor.
 - Provides intensive educational experience in a short amount of time.
 - Introduce new concepts.
 - Teach hands-on-skills giving participants a chance to try out new methods in a safe situation.
 - Builds a sense of community.
- **Dog Training School:** Generally, are career training schools, also known as vocational, technical, or trade schools. These schools are specifically designed for the working professional or aspiring dog trainers. Attendees are learning to become professional dog trainers or handlers under the tutelage or supervision of the applicant, as the lead/head trainer. Only one class from a Dog Training Curriculum is required for the PDTI Exam.

If you are unsure if your presentation criteria qualify for the PDTI Exam, please contact: certification@canineprofessionals.com.

For exam purposes, “event” will be used hereinafter to identify any of the above presentation criteria used for the PDTI Exam. An event must include a minimum of six (6) active participants.

Lesson Plan Criteria

Lesson plans are guides used by the instructor and shared with attendees that are the road map to what knowledge, skills and/or abilities will be taught during the event. For PDTI exam purposes, please ensure that your lesson plan includes the listed line items. Please refer to the instructions in this section, and in *VIII. PDTI Glossary* when you see the 🗨️ icon when preparing the *Professional Dog Trainer Instructor Exam form (Attachment-2a and 2b)*.

- Location 🗨️
- Date 🗨️
- Time 🗨️
- Subject (event title) 🗨️
- Target Audience
- Maximum Capacity 🗨️
- Instructor(s) 🗨️
- Length of Presentation 🗨️
- Goals 🗨️ and Objectives 🗨️
- Venue Location(s) 🗨️
- Presentation Environment 🗨️
- Visual Media 🗨️
- Presentation Outline 🗨️
 - Introduction
 - Body
 - Conclusion
- Number of Attendees who attended the event
- Number of Attendee Feedback Forms collected

Visual Media Criteria

For PDTI exam purposes, visual media will be identified as visual aides used during the event that may include, but are not limited to,

- Computer or Projector generated Power-point presentations
 - Video or YouTube clips
- Chalk or Dry Erase boards

- Flip Charts
- Handouts
- Other (please specify)

Copies of visual media must be submitted with the PDTI exam. Please refer to *V. PDTI Exam Submission Criteria* for instructions on how to submit visual media in written and/or video format.

Video 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 throughout the recording. If the camera is accidentally moved where the applicant is partially out of the frame for an extended period, the video will not be eligible for grading.
 - Exceptions to applicant remaining within video frame and stable video footage can apply if the applicant is actively engaging with the audience requiring to be moving about. For those instances, the applicant may out of frame for a reasonably brief amount of time until the video photographer catches up.
- 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 60 minutes. Recordings that exceed 60 minutes will not be graded on activities beyond the 60-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.

Original video footage must remain unedited. Videos that have been edited, or enhanced, with special effects will be considered ineligible for grading. Please do not submit rehearsed or staged videos used for marketing, blogs, advertising, or retail.

Attendee Feedback Form Criteria

Formal events include some form of customer satisfaction surveys. These surveys provide the event provider or host to assess the effectiveness of their presentation. The feedback is a way

for the presenter or program developer to receive unbiased constructive criticism which may influence how the next event is conducted or presented. Before the conclusion of the event, the video must include the applicant asking each attendee to complete and return their copy of the *IACP Attendee Feedback Form (Attachment-2c)*. The announcement may be made at any time during the event and is captured in the video. It is recommended that these forms be provided to each attendee before (or during) the event to ensure that the forms will be completed and returned prior to their departure. The document must be written in the English language (or approved IACP language) or accompanied with an English translation. Events with 12 or less than 12 attendees will require 100% form submission. Events over 12 attendees will require a minimum of 12 or 25% whichever is greater. The applicant will collect the forms for inclusion with exam submission.

- The forms are to be filled out by each attendee on their own.
- The applicant is strictly prohibited from assisting, coaching, or filling out any portion of the form on the attendee's behalf.

V. PDTI Exam Submission Criteria

Applicant must submit their PDTI Exam using the *IACP Professional Dog Trainer Instructor (PDTI) Exam v-1.2 Exam Submission Form (Attachment-2a, 2b, 2c, and 2d)* along with the Video.

- **Electronic Submission Criteria:**

- Completed PDTI Exam documents must be in Word or PDF format.
- Completed PDTI 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 *PDTI Exam Naming Conventions (Attachment-3)*.

Electronic PDTI 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, PDTI 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 PDTI 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 PDTI 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.

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VI. PDTI Exam Grading Criteria

Exams submitted to the IACP Certification Committee (CC) will be reviewed to ensure that all components of the exam meet the IACP PDTI Exam criteria as specified in the *PDTI 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 PDTI 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 PDTI Exam answer provided by the applicant will be graded using a three-step process.

- The first step is to ensure that the lesson plan identified in the IACP *PDTI Lesson Plan (Attachment-2b)* and *PDTI Presentation Outline (Attachment-2c)* were 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 presentation.
- The second step is to evaluate the video portion of the exam and *PDTI Attendee Feedback Forms (Attachment-2d)*, following these criteria,
 - Applicant exhibits confidence.
 - Applicant creates rapport.
 - Applicant interacts with audience appropriately.
 - Applicant demonstrates appropriately and well-timed rewards, corrections, markers, or cues, if used for dog demonstrations.
 - Applicant affects a change in the attendee's or dog's behavior/response, if applicable.
 - Applicant exhibits versatility.
 - Applicant demonstrates exceptional competence.

- The third 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.

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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 PDTI Exam are encouraged to re-apply to take the exam again within six (6) months from the date of the PDTI Exam final score notification.

VII. PDTI 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**.

VIII. PDTI Exam Glossary

The glossary in this section is organized in alphabetical order for ease of reference. The details in the glossary are elaborate to ensure that the applicant understands the content of material needed.

Activities: Live interaction with attendees or attendee active participation during the presentation. These planned activities designed by the instructor may include, but are not limited to,

- Icebreakers: Fun activities designed to “break the ice” or “set the tone” amongst a group of strangers.
- Hands-on skills development: Instruction designed to allow attendees to learn by “doing”.
- Q & A: Question and Answer session.
- Other: (please specify)

Body: The “*body*” is the part of the exam presentation between the introduction and the conclusion. It is the longest part of the presentation, and its purpose is to get the main key points across to the audience or attendees. There are two (2) main tasks when preparing the body of the presentation:

- First, determine the key points the presenter wants to make. The information should have some form of flow that is structured in a manner that the target audience can “digest” or “follow” without becoming confused.

For exam purposes, do not submit presentations that are sales point (marketing) or opinions to influence public opinion. PDTI exam topics must be factual, non-political, and non-legislative. Presentations may include opposing or controversial views, but the information must be presented in a neutral/unbiased manner that allows the audience to make their own determinations. Topics may include “do’s and don’ts”, “pros and cons”, or “myths and facts” for contrast, however the conclusion must be fully supported by facts that cite the resources (fact checking data). It is too often that interest groups will highlight or quote parts of a research topic that supports their beliefs while ignoring other parts of the research that do not support their beliefs. IACP considers these nefarious activities since the sole purpose is to manipulate information to sway public opinion.

- Second, organize the sequence of those points. The below list includes, but is not limited to:
 - **Problem to Solution**: describe the problem, then give recommended solution, emphasizing how it helps correct the problem.

- **Chronological:** Explains a series of events from past to present, following the element of time (dates should stand out clearly and should be relevant).
- **Past problem to Future solution:** Describes how things once were and how they need to be in the future. This sequence recommends the new direction or course of action, highlighting the success or aim (how will it be better in the future). Might also include highlights of the dangers of staying with the status quo (describing what would happen in the future) if no changes are made now.
- **General to specific:** Starts with main idea then detailing how to make the main idea work.
- **Less important to most critical:** Each piece of information or topic serves as background for the next one. Each subsequent topic gets greater and greater until it reaches the highlight (most important or justification).

Conclusion: The “conclusion” brings closure to the presentation other than “the end”, as normally seen in the movies to signal that the presentation is over. Conclusions come in many forms, the below list includes, but is not limited to, examples:

- Recap: summary of the main points that are brief (no more than 3 or 4 so as not to repeat the presentation).
- Repeat Core Message: emphasizes the presentation’s theme.
- Call to Action: may challenge the audience to implement the knowledge or skills they gained from the presentation.
- Quote: usually a witty or interesting line that wraps up the presentation and tie it to the presentation’s main point.
- Rhetorical Question: Leave the audience with a thought-provoking question (one that is not answered) leaving the audience to ponder the question for themselves.
- Story: Relatively short and brief to illustrate a point that ties to what the whole presentation was about.

Date: The day, month, and year the presentation will be conducted. The day of the week may also be included.

Goals: Identify what new knowledge, skills, or abilities the attendee will be taught. Goals are not measurable however it sets the foundations for the objectives. Depending on presentation

content, the following list includes, but is not limited to, things to consider when setting presentation goals:

- List the purpose – It establishes the tone and/or nature of the presentation.
- Goals Should be Realistic and Specific - Goals should identify the destination of what the presenter is trying for the target audience to achieve.
- List Take-Aways – What is the audience supposed to gain and what should they do with this information?
- Set the Thesis – Lets the audience know what the specific topic(s) will be. Such as presenting the topic in a question format that sets the “theme” for what the discussion or presentation will cover.

Instructor(s): The applicant’ must be the primary or lead instructor. If other instructors will be present, identify them by name and their role during the training.

Introduction: The “introduction” is the presenters opening speech commencing signaling that the presentation has begun. The introduction should achieve three goals: • Grasp the audience’s attention.

- Identify the topic and the purpose or core message of the presentation. •

Provide a brief overview or agenda of what will be covered in the presentation

Length of Presentation: How much time will be allocated for the presentation

Location: Physical address where presentation will be conducted.

Maximum Capacity: Identify the maximum occupancy or projected number of attendees for a sold-out event.

Topic: Specific points within the subject.

Objectives: Identify what measurable, visible, or observable cue, performance, or behavior is expected to be achieved to determine if the presentation’s goals were met (how will the instructor know that the attendees have understood correctly?). Lead objective sentences might include, but are not limited to: *“By the end of the presentation, the attendee should be able to....”*

- Remember by being able to: defining, memorizing, describing, recognizing, etc.
- Understand by being able to: demonstrating, distinguishing (by identifying), illustrating, interpreting, predicting, etc.

- Apply by being able to: classify, explain, organize, prepare, solve, etc.
- Analyze by being able to: compare, distinguish (compare and/or contrast), select, discriminate, etc.
- Evaluate by being able to: test, judge, critique, justify, recommend, etc. •

Create by being able to: construct, design, organize, plan, develop, etc.

Presentation Environment (epicenter of teaching and learning interaction between presenter and attendee). The classroom typically takes on the personality of the instructor depending on how the instruction has set up the classroom in anticipation for the event:

- Furniture: use of and/or placement of seats, tables, and other structures used to facilitate learning.
- Equipment: selection of and/or purpose of equipment and/or tools used to teach or enhance skills.
- Space: The right balance of space for occupancy, safety, and activities.
- Special set-ups: safety, security, or other extra precautions protocols to prevent or respond to potential emergencies such as a loose dog, fire, physical or medical emergency.

Presentation Outline: The presentation outline is the instructors step-by-step breakdown of planned instructions. The outline helps the instructor to quickly find their place after a lengthy discussion, stay grounded, keep on topic, and help to remember all main points. The outline also provides cues or prompts to activities, visual aide,

- Each topic in sequence: IE: Topic 1, Topic 2, Topic 3, etc.
- How much planned time allocated for each topic.
- Key words, narrative, or brief details of what information needs to be addressed.
- Identify what Visual Media or Activities will be provided during this segment of the presentation.

Subject: What is the Presentation about? This is usually the title of the presentation, such as *“Analyzing and Assessing Dog Bites”* OR *“How to Deal with Severe Leash Reactivity”*.

Target Audience: The definition of a target audience is “a group of people identified as the likely customers seeking instruction having shared similarities. For exam purposes the target audience

are the attendees. The target audience description should include what pre-requisites or level of KSA's are recommended by the presentation announcement. For example, if the presentation topic is "Analyzing and Assessing Dog Bites", then the target audience might be canine professionals who work with aggressive dogs or must write accurate reports, such as Animal Control Officer, Behaviorists, Public Service Aides, etc.

Time: The time the presentation will officially begin.

Venue Location(s)

- Indoor: controlled environment protected from the elements.

- Outdoor: exposed to the elements.

- Structure: office building, hospital, school, transportation (vehicle, bus, airplane, train, boat, ship), warehouse, mall, etc.

- Other: (please specify)

Visual Media: How will the information be presented. Media is a communication outlet used to deliver information that should conform with the following recommended criteria, •

- Content Appropriateness: Information directed toward an end-user or audience.

- Content Accuracy: Information is factual and unbiased.

- Language Appropriate: Language that fits the audience and matches purpose.

- Diversity: Audience is made up of individuals who all think, feel, and respond differently to information contained in media depending on how the information it was presented.

IACP Professional Dog Trainer Instructor (PDTI) 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 PDTI 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 PDTI Exam Instructions and Guidelines v 1.2, I affirm that (check each box that applies)

I hold an IACP issued Certified Dog Trainer Advanced (CDTA) certification that is current and in compliance with IACP CEU requirements.

I have held the CDTA for no less than six (6) months from the date of this application.

I affirm that I have paid the IACP PDTI 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 PDTI Exam as personal information ensuring that no parts of the exam is publicly disclosed on any form of social media without a signed authorized release between IACP and myself.

Printed Name and Signature Date signed (*version 9/1/2021*) **Attachment-1**

**IACP Professional Dog Trainer Instructor (PDTI) Exam v-1.2
Exam Submission Form**

Date:

Name:

Assigned Alphanumeric Number (*per PDTI Exam Welcome Letter*):

As per PDTI Exam Instructions and Guidelines v 1.2:

The selected presentation criteria chosen for the PDTI exam, or approved by IACP Certification:

- Lecture or Presentation
- Classroom, Seminar or Workshop
- Dog Training School
- Other (please list)

The following documents are submitted (attached):

- PDTI Lesson Plan
- PDTI Presentation Outline
- Visual Media and other Handouts
- PDTI Video Recording
- PDTI Attendee Feedback Forms (identify how many forms are attached)

Professional Dog Trainer Instructor Lesson Plan

(entry fields may extend to more than one page if needed)

Location	
Date	
Time	
Subject	
Target Audience	
Maximum Capacity	
Instructor(s)	
Length of Presentation	
Goals	
Objectives	
Venue Location(s)	
Presentation Environment	

Visual Media	
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(version 9/1/2021) **Attachment-2b**

Professional Dog Trainer Instructor Presentation Outline

Introduction	
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Body

(repeat as many topics as needed)

Topic-1	
Narrative	
Visual Aide	
Activity	
Other	

Topic-2	
Narrative	
Visual Aide	
Activity	

Other	
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Topic-3	
Narrative	
Visual Aide	
Activity	
Other	

Conclusion	
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Number of Attendees who a attended the event	
Number of Attendee Feedback Forms collected	

(version 9/1/2021) **Attachment-2c**

**Professional Dog Trainer Instructor
Attendee Feedback Forms**

Name:

E-mail: Phone:

Presenter's Name:

Title of Presentation:

Presentation Date:

The speaker/presenter/trainer of this event is pursuing certification with the International Association of Canine Professionals (IACP). Please show us your support of him/her by telling us your experience with them as a presenter and the training program provided.

Please fill out this form and return to the presenter prior to your departure from the event.

If you have any questions about this form, or wish to provide additional feedback direct to IACP, please contact: certification@canineprofessionals.com

The presenter has been given instructions not to assist, recommend, or be involved in your completion of this form. Please do not share your answers or the completed form with the presenter. It is important that we receive your accurate assessment of the presentation or training program.

Thank you for your support.

(version 9/1/2021) **Attachment-2d** (page 1 of 3)

Please select one of the boxes for each statement:

Not Satisfied No goals were met

Somewhat Satisfied . One goal was met – did not meet expectations

Satisfied Most of the goals were met – met expectations

Very Satisfied All goals were met – exceeded expectations

Extremely Satisfied . More than all goals were met – far exceeded expectations

	Not Satisfied	Somewhat Satisfied	Satisfied	Very Satisfied	Extremely Satisfied
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Goals and Objectives were clearly defined at the beginning of the presentation					
The presenter was well prepared					
Content was organized and easy to follow					
The meeting/training room and facilities were adequate and comfortable					
Discussion was encouraged					
Materials distributed were helpful					
Questions were addressed					
Techniques used (e.g., role-play, small group work) were effective					
The trainer was knowledgeable about the training topics					
Training met stated objectives					
Training covered what I expected it to					
Training received will be useful in my work					

If you were to attend this training / presentation again, is there anything you would wish were done differently?

No

Yes (what should have been done differently and why?)

Would you attend another training session with this presenter? No (please explain)

Yes

I certify that I have completed this form without any assistance or input from the presenter. All statements are true and accurate to the best of my abilities.

PDTI Exam Naming Convention

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

For PDTI 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 PDTI 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 PDTI Exam. His documents will all start with: **John Doe PDTI**

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

PDTI Exam Application: John Doe PDTI Application

PDTI Exam Submission: John Doe PDTI Exam Submission

PDTI Lesson Plan John Doe PDTI Lesson Plan

PDTI Presentation Outline: John Doe PDTI Presentation Outline

PDTI Attendee Feedback Form:

John Doe PDTI Attendee Feedback Form_”name of attendee”

Videos submitted for the PDTI 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 PDTI Exam (after the applicant’s name and type of exam). 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.

PDTI Exam Video: John Doe PDTI Video of Presentation

PDTI Presentation Content

This document explains key presentation content concepts for the presentation for illustrative purposes

Examples of PDTI presentation contents, may include but are not limited to:

Assessment or Evaluation by presenter that helps attendees receive constructive criticism that will help them improved as a professional.

Novel Ways of Thinking introduced by the presenter that provides the attendee with a different perspective.

Opportunities for Networking with other attendees sharing the same interests foster meeting new peer connections or building new relationships benefiting attendees professional growth.

Develop New Knowledge or Skills from the presenter and/or peers who have and share better experience and knowledge.

Inspiring to Work Together help attendees receive much encouragement from the presenter and guarantees peer support.

Have Fun While Learning significantly increases productivity and dramatic improvement.

Addressing Weaknesses to help prevent, recognize, or recover from setbacks common to the trade.

Train-the-Trainer courses that teach how to facilitate and/or design training programs.

For a comprehensive list of acceptable events, please refer to the *“Traditional CEU Events Criteria 2.a. Canine, 2.b. Business Development, and 2.c. Professional Development”* found in the *IACP Continuing Education Unit (CEU) Program Policy, September 1, 2020*.

