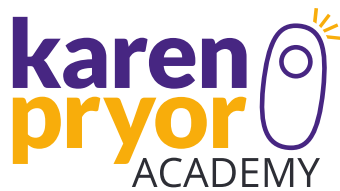


# Dog Trainer Professional Student Handbook

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**Please note:**

**The *Student Handbook* posted on the Web site will change from time to time, and it is the student's obligation to remain current and in conformity with current policies. Please check the Web site ([http://karenpryoracademy.com/files/student\\_handbook.pdf](http://karenpryoracademy.com/files/student_handbook.pdf)) frequently for information updates. In the instance of an affirmative written conflict between Academy policies written elsewhere and the *Student Handbook*, the *Student Handbook* shall govern.**



## 1. Welcome and Introduction

Welcome and congratulations on enrolling in the Karen Pryor Academy (KPA) Dog Trainer Professional (DTP) program. This program will prepare you to train and teach the “Karen Pryor way.” We believe that training animals and teaching people should always be based on positive reinforcement, kindly, observant, and empathetic teaching, and skillful use of the technology and the science on which the program is based. We look forward to sharing these goals and skills with you and your fellow classmates over the coming months.

Along the way, you will be working with some great teachers and fellow students; after you graduate you will join them in a larger community that meets the same high standards. Your teacher, your class cohorts, and the staff at KPA are available to help you move through the program smoothly. We hope you—and your animals—will find the experience reinforcing, exciting, and fun!

Graduates of the program have a credential that is not only a mark of achievement, but also a clear signal to others that your training and teaching have reached a standard of excellence that this Academy is proud to stand behind.

## 2. Program Vision and Goals

The long-term vision for this program is to create a large, cohesive, and committed group of professional dog trainers who verifiably practice and promote the powerful force-free teaching principles championed and practiced by Karen Pryor and the advisors and faculty of the Academy. In addition, the program should enrich the lives of those who participate by expanding the prevalence of these practices in homes and organizations around the world and by increasing the demand for the services of the trainers who verifiably practice them.

The single most important goal for you, the student in this program, is to demonstrate that you are both an excellent dog trainer and an excellent teacher of pet owners learning to train their dogs, in keeping with the standards and practices of the Academy.

In this course, you can demonstrate excellence by learning to:

- Use the powerful science of operant conditioning
- Meaningfully observe the behavior of animals
- Create and implement training plans
- Train both basic and complex behaviors using the force-free techniques that are the hallmark of the Academy
- Address everyday behavior issues in dogs, also using the Academy’s methods, and identify more significant behavior issues
- Teach dog owners core training skills including using reinforcement and marker-based techniques in the classroom
- Use innovative business strategies and tools to improve the sales and profitability of a training business

### 3. Course Structure

#### 3A. Standard Program (for International Program see 3B)

- **Syllabus:** This course is divided into four Units, each ending with a Workshop. Each Unit is divided into between four and seven modules, or “Web Lessons.” Each Web Lesson is divided into multiple “Parts.” Web Lessons and their Parts use lecture slides, audio files, videos, reading and written assignments, and hands-on exercises. Each Workshop will include two days of live instruction, practice, and assessment with your assigned Academy faculty member. See a flowchart of the entire program on the website.
- **Required equipment:** In order to participate in this program, you will need:
  - A computer with a broadband Internet connection and a printer
  - A web browser (Chrome, Firefox, Safari, Internet Explorer)
  - Access to a dog you can train regularly and ability to transport the dog safely to and from Workshops
  - Crate for use in Workshops
  - Access to at least one other animal of a species other than dog
  - A human assistant (occasionally)
  - Folder/binder and other standard school materials to keep papers organized
  - Several clickers of the type commonly used in dog training

#### 3B. International Program

- **Overview:** The program for students coming from overseas (the International Program) follows the same curriculum as the standard course, with the exception of the Workshop structure. In the International Program, a single ten-day Workshop at the end of all four Units replaces the four two-day workshops.
- **Syllabus:** This course is divided into four Units. The fourth Unit is followed by a ten-day, in-person Workshop that takes place at a facility affiliated with an Academy faculty member. Each Unit is divided into between four and seven modules, or “Web Lessons.” Each Web Lesson is divided into multiple “Parts.” Web Lessons and their Parts use lecture slides, audio files, videos, reading and written assignments, and hands-on exercises. The Workshop will include eight days of live instruction, practice, and assessment with your assigned Academy faculty member. Two days of rest are included in the ten days.
- **Required equipment:** In order to participate in this program, you will need the following equipment/skills:
  - English language proficiency
  - A computer with a broadband Internet connection and a printer

- A web browser (Chrome, Firefox, Safari, Internet Explorer)
- Access to a dog you can train regularly at home/work. For the Workshop, a dog will be provided.
- Access to at least one other animal of a species other than dog
- A human assistant (occasionally)
- Folder/binder and other standard school materials to keep papers organized
- Several clickers of the type commonly used in dog training

#### **4. Graduation Requirements**

The Academy sets high standards for graduation. In order to graduate, a student must be in good standing. To be in good standing a student must, among other things:

- Complete all the Web Lessons and pass all assessment points at the end of each Web Lesson with scores of 85 or better. Students are allowed three attempts on each assessment
- Pass a final written (online) assessment with a score of 90 or better. Students are allowed three attempts on the final written assessment.
- Be well prepared for, fully participate, and satisfactorily complete all the Workshops and pass the practical assessments that occur during the Workshops, with 100 percent attendance or with approved makeup sessions. The quality of a student's participation is a factor in determining whether a student has satisfactorily completed all workshops.
- Receive a score of 90 or above on the two final practical assessments.
- Sign a written commitment to teach and train with the principles taught in the course.
- Students who do not receive a score of 90 or better on their first attempt of the final practical assessment may, at the Academy and/or teacher's discretion, take the assessment again no earlier than three months after their initial assessment for a charge of \$270 that is not included in tuition. If they do not pass again, they must wait six more months and may take the assessment one more time, again with a \$270 charge not included with tuition. Assessments will be conducted by the same teacher, unless otherwise specified by KPA.
- All course work and assessments must be completed within 18 months of the final (fourth) workshop date.

Students who do not receive passing scores on their final written and practical assessments but otherwise complete the requirements as set forth in this handbook may request from KPA a certificate of attendance.



## 5. Tuition Policies

- Your tuition for the Karen Pryor Academy Dog Trainer Professional program provides you your online classroom, lessons and assessments, the associated Workshops taught by Academy faculty, lunches at the Workshops, the support resources detailed in this Handbook and, for graduates, participation in the Certified Training Partners program. Travel costs to Workshops and lodging costs for Workshops are not included.
- Standard tuition for the program: \$5,300.
- Payment Option 1: The total payment of \$5,300 can be made by credit card, pay pal, electronic bank transfer, or check.
- Payment Option 2: Students may apply for a tuition loan.
- All payments made by mail should be sent via a traceable carrier (UPS/FedEx/USPS, etc.) to KPCT, 49 River St., Suite 3, Waltham MA 02453, Attention: Karen Pryor Academy
- Tuition is non-refundable once enrollment is complete, except as follows:
- If a student withdraws within 5 days of enrollment AND before viewing Web Lesson 1, the tuition paid is 100% reimbursable minus a \$50 administrative charge. A student must notify the administrator by e-mail at [support@karenpryoracademy.com](mailto:support@karenpryoracademy.com) within that time if he/she wishes to withdraw (write "Withdrawal" in the subject line). The Academy uses the system's resources to determine if a lesson has been viewed.
- Failure to make payments will result in dismissal from the program and forfeiture of all fees paid to date.
- Any violation of the student's obligations as stated in this Handbook or as stated elsewhere in the Academy's materials can be sufficient grounds for dismissal from the program and forfeiture of all monies paid to the Academy, KPCT, or Sunshine Books.

## 6. Keys for Success

- **Planning your time and staying on track**
  - We expect most people will take 4-7 weeks to complete each Unit of the program, and Workshops are spaced accordingly. You'll have to plan carefully in order to complete the Web Lessons, readings, assignments, and exercises in time for your Workshops. To help you do this, we've created a Course Work Planning Guide and a Personal Program Schedule for you.
  - The Course Work Planning Guide gives a breakdown of each Web Lesson, including number of slides, assignments, exercise packets, etc.
  - The Personal Program Schedule lists all the components of the Dog Trainer Professional program in a way that lets you see all the upcoming components and mark your progress. You can enter a completion date for each Web Lesson and Workshop. Make sure you're on a plan.

- If you don't finish all the Web Lessons before a given Workshop, you can still attend, but beware: it will be much harder for you to do well in the Workshops without preparation. So fill out those schedules, and get ready to succeed!
- Students are strongly encouraged to complete the program as scheduled. In the event that you are unable to complete the program as scheduled, we will attempt to accommodate your participation in the next scheduled series your teacher offers. It is important that you contact the program director as soon as you know you have an issue with completion so that you will have a full understanding of the options, requirements, and costs involved. You may be required to repeat workshops and pay additional fees.
- **Navigating/Completing the Web Lessons:** To move forward in any Web Lesson simply read the slide and follow the instructions. Use the navigation arrows to advance to the next slide or go back to review.
  - You will often see icons for different types of files. When you click on the icons, the associated files will play or download. The icons include "MP3" for audio files, "Doc" for Word documents, "Vid" for video or movie files, and "PDF" for written documents.
  - At the end of each Web Lesson there is an assessment. When you pass the assessment for a Web Lesson you will be able to go on to the next Web Lesson until the Unit is complete. You may take a written assessment for a Web Lesson up to three times. If you do not pass the third time, the system will require you to re-read the Web Lesson before trying the assessment again.
  - You may not go on to the next full Unit until you complete **both** the Web Lessons and the Workshop for the prior Unit.
  - Many Web Lessons contain written assignments. We ask that you pay careful attention to the quality of the work you submit. Assignments should be free from spelling and grammatical errors.
  - Web Lessons contain significant training exercises for you to do at home. These are contained in the exercise packets, which we recommend you print out. Sometimes these exercises require repeated training sessions over multiple days, so do not leave these for the last minute.
  - While working on training exercises that require repeated sessions, continue working concurrently through the online portions of the Web Lesson.
  - As you work through the exercises with each Web Lesson, we ask that you take your time and approach these exercises with more than one "hat" on. There's you, the course learner; there's you, the dog trainer; and there's you, the future teacher. Please set aside enough time to complete the exercises thoroughly and realize the learning objectives.

- **Successful Workshops:** Your Workshops are an integral part of your course. Here's how to make the most of them:<sup>1</sup>
  - Make sure you have your workshops scheduled and booked on your calendar and make sure you bring your dog! There is no simple, quick, or cost-free way for you to make up a missed Workshop.
  - Plan to bring a dog that you've worked with during the home exercises, since you will be demonstrating behaviors for your teacher.
  - If you do have to miss a Workshop because of an unavoidable event, contact the program director (by e-mail) and let your teacher know in advance.<sup>2</sup>
  - You may be able to arrange, a special, one time, makeup assessment session with your teacher prior to the following workshop. There is a charge of \$270, plus teacher travel and facility expenses (if applicable), not included with tuition. These assessments are not to be considered an alternative to the Workshops, but an accommodation for students in good standing who must miss a Workshop for unexpected reasons.
  - In the event that a teacher is ill or otherwise unable to conduct a scheduled Workshop, the Academy may substitute another member of the faculty or reschedule the Workshop as needed, in which case the Academy will make reasonable efforts to accommodate students' schedules.
  - Be well prepared. The expected preparation for Workshops is to complete all the Web Lessons including all the home exercises and assignments for that Unit. Take advantage of the other resources available to you (see "Student Resources" section of this Handbook).
  - Approach every Workshop as a learning experience. You will teach others and learn from others each time you are together. How you participate in the Workshop is an important part of the teacher's assessment of your performance.
- **Performance feedback:** You will receive frequent feedback during the course. If you feel you are not getting appropriate or sufficient feedback, it is your responsibility to let us know and help us give you more. Contact [support@karenpryoracademy.com](mailto:support@karenpryoracademy.com). There are two primary mechanisms for formal feedback:
  - Assessments within the Web Lessons
  - As soon as you complete an assessment, you can see the questions you answered correctly and those you need to try again.
  - Workshop feedback from your teacher<sup>3</sup>

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1 Students in the International Program do not bring a dog to the workshop. A dog will be provided.

2 Students in the International Program who miss a Workshop have much less flexibility. The only possibility for making up the Workshop would be to wait for the Program a) to be repeated and b) to have Workshop space available.

- You will get important feedback and coaching during the workshop. In addition, a few days after the conclusion of each Workshop, your teacher will post feedback for you on the course website (privately). This feedback will be available to you when you log in; click on “check score report.”
- If there are performance concerns indicated or if you have additional questions, you can schedule time to talk with your teacher.
- If your teacher has significant concerns, he or she may recommend actions that could include new practice exercises or in-person supplemental tutoring sessions and assessments at your own expense. Tutoring costs from all faculty members are \$90 per hour, with a one-hour minimum, and are not included in the tuition fee.
- If a teacher feels you will not be able to keep up with the pace of the program successfully, you, the teacher, and the program director will discuss what steps make the most sense.
- **Bringing dogs to Workshops<sup>4</sup>:** Students will be required to bring a dog to each of their Workshops and will be working both with the dog they bring and with the dogs other students in the class bring. Ideally, plan to bring the dog you’ve worked with most often in the home exercises. The following are the guidelines for bringing dogs to the Workshops:
  - One dog per person.
  - Dog should be trained to relax in a crate while handler is close by and also while the handler is out of site for short periods (e.g. during an exercise not involving dogs.)
  - Dogs should be able to relax on a mat beside the student.
  - Dog should be able to acclimate to Workshop environment (not too stressed or noisy).
  - Dog should be safe/comfortable with new people (other students will be handling the dog).
  - Dog should be safe/comfortable with other dogs (students shouldn’t have to “manage” their dog).
  - Students should bring water and bowl, crate, mat, treats, food, toys, etc.—anything they need to make the dog comfortable.
  - Students should bring shot records and any pertinent medical records in case of emergency.
  - Students should also look at and conform to any special facility requirements listed by the teacher.

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3 Students in the International Program may make arrangements with willing Faculty for interim video review.

4 Not applicable to students enrolled in the International Program.



- **Working with another species:** In this program you will be asked to train a species other than a dog. Training another species is an important experience for dog lovers. You will sharpen your ability to spot important behavioral signals. You will discover that the principles of clicker training ALWAYS work. You will gain new respect for how smart other animals can be. The first exercises involving another species occur in Web Lesson 3, so plan to choose your animal as soon as possible upon your acceptance to the program. This will allow some time for a new animal to acclimate to its surroundings.
  - **Choosing a species to train:** Perhaps you already have a cat or a bird or access to one; that's fine. Perhaps, however, you will need to get a new animal. What do you choose? Many people have clicker trained cats, rabbits, rats, guinea pigs, and hamsters. Ducks, chickens, and parrot-family birds are easy to train. All barnyard animals—goats, sheep, cows, pigs, horses, etc.—are clicker prospects. Fish and reptiles can be trained if you pick appropriate species.
  - **Choosing the individual animal:** Make things easier by picking a good training prospect. Young animals—kittens, half-grown rats or guinea pigs, young rabbits—should be your first choice; they are more adventurous and have good appetites. Pick an animal that is fairly tame and approachable, not fearful and panicky. Pick a healthy, active, lively individual. Pick a species or individual that has a good appetite and likes many kinds of food.
  - **After the program:** If you don't want to keep the new species in your life when you are through with the program, you have options! First, remember, you may borrow an animal from a friend or neighbor. You may also re-home your learner and its cage and equipment with a deserving child. Or donate it as schoolroom or nursing home mascot. Ask your local shelter volunteer supervisor for permission to teach behaviors to shelter cats to make them more adoptable. Train a Siamese fighting fish to swim through an earring and keep it on your office desk like a plant!

## 7. Student Resources

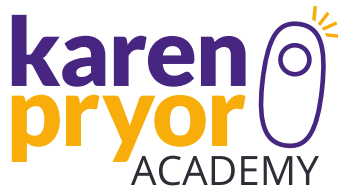
You have lots of tools and people available to help you make the most of the Dog Trainer Professional program, including:

- **Online Digital Library:** Here you will find the documents, exercise packets, and videos for each web lesson. Use the pull-down menu to select the web lesson.
- **Online bulletin board discussion group:** If you have a question, chances are someone else has the same question, too! Look for answers in the online discussion group, where students can teach each other and discover new directions through collaboration.
- **Frequently Asked Questions (FAQs):** All the most common questions are answered here including how to navigate the course. Answers are pooled from reference materials, discussion groups, e-mails, and phone calls, to create a clear and succinct resource.

- **Peer support discussions:** Set up your own network and discuss projects, assignments, and training with others in your class.
- **E-mail support:** Not finding answers in the online resources? If you have questions about your Web Lessons or the Academy's policies or procedures, ask for help from the Academy by e-mailing [support@karenpryoracademy.com](mailto:support@karenpryoracademy.com). Response time is generally 48 hours or less. The Academy may also hold specialty topic forums—online live discussions about new areas of interest.
- **Faculty support:** Your teacher is available to provide support. He or she will provide you with specific options and contact information upon enrollment.
- **Outside support:** There are many Internet groups focused on clicker training. Groups at Yahoo, for example, are dedicated to clicker training particular species, from birds, cats, and rabbits to iguanas, fish, and zoo animals. Join a group and make use of their archives and e-lists for questions and suggestions.

## 8. Dispute Resolution

- **Governing Law:** All questions concerning the validity or meaning of this Handbook or relating to the rights and obligations of the Student or Karen Pryor Academy shall be construed and resolved under the laws of the Commonwealth of Massachusetts, excluding the conflicts of law provisions thereof. Any provision in agreements between the Academy and the Student that is illegal or unenforceable shall be deemed automatically conformed to the minimum requirements of law. Student and Karen Pryor Academy further agree on behalf of themselves and any person claiming by or through them that the sole jurisdiction venue for any litigation arising from or relating to this Handbook shall be the federal or state courts located in the Commonwealth of Massachusetts.
- **Assessments:** Final Assessment scores are determined by teachers. If a student has a dispute he/she may request a review.
  - All requests for review must be submitted in writing or via email within 10 days of notification of Final Assessment results and must include the student's specific rationale for requesting a review.
  - After the written request, the Academy may or may not choose, in its sole discretion, to review the final assessments and the Academy will inform the student of the outcome.
  - If the Academy decides to review a decision, the Academy shall, in its sole discretion, have the authority to determine all the components of that review process.
- **Other Issues:** All other issues should be brought to the attention of the Academy's Program Director:
  - Telephone 800-472-5425
  - E mail: Use "Contact Us" link found on the website



## 9. Eligibility for Karen Pryor Academy Certified Training Partner Program

Graduation from Karen Pryor Academy also means that you are eligible for entry into a select group of Certified Training Partners. To become a KPA Certified Training Partner, after graduating the training program, you must also:

- Review and sign the marketing services agreement.
- Create a professional trainer profile on Karen Pryor Academy's website.

If you would like a copy of the marketing services agreement, email [support@karenpryoracademy.com](mailto:support@karenpryoracademy.com).

Becoming a KPA Certified Training Partner carries these benefits:

- KPCT-sponsored advertising to promote to pet owners the services of Certified Training Partners
- Comprehensive referral program for Certified Training Partners
- Training Partner Profile in the Academy's "Find a Trainer" database
- Use of official "Certified Training Partner" logo
- Access to the materials and resources in the Certified Training Partner Resource Center, ongoing educational and networking opportunities, and peer discussion groups.

If you have any questions about the program, please contact [alumni@karenpryoracademy.com](mailto:alumni@karenpryoracademy.com).

KPA Certified Training Partner Premium level membership is complimentary for graduates for one year following the student's graduation. After one year, graduates who wish to continue receiving membership benefits may opt in to one of three membership options ranging from \$100 to \$325 US dollars per year. Graduates may opt not to participate.

## 10. Education Credits

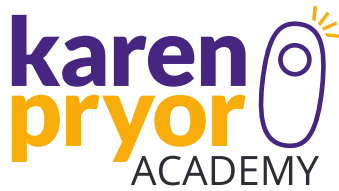
The Academy has been awarded the following continuing education credits (CEUs) for completion of the course:

- International Association of Animal Behavior Consultants, Inc. (IAABC) awards 30 CEUs.
- Certification Council for Professional Dog Trainers (CCPDT) awards 30 CEUs.

## 11. Agreement on Code of Conduct and Waiver of Liability

By the act of enrolling in the Academy or any Academy program, the student hereby acknowledges and agrees to the following:

- Academy materials are the copyrighted valuable intellectual property of KPA and other contributors. The student will not reproduce or distribute the same, and will not use Academy materials for any purpose other than for the enrolled student's personal educational use in the program in which the student is enrolled. Materials provided to the students with any additional rights will be clearly indicated.



- Students are prohibited from videotaping during Karen Pryor Academy workshops.
- Students are prohibited from posting video, course assignments, and exercises on publicly viewable sites documenting the lessons, assessments, or exercises related to the coursework for Karen Pryor Academy unless written permission is specially granted by Karen Pryor Academy. Video posted for Academy review should be posted in a manner that allows viewing only by Academy faculty and administration.
- Students are prohibited from using the Karen Pryor name to designate content posted online as official, including content posted on social media sites such as Facebook, without written consent from Karen Pryor Academy. Karen Pryor Academy is not responsible for the content, opinions, or any other materials expressed on non-official online entities. The official Karen Pryor Academy Facebook page can be found at <http://www.facebook.com/karenpryoracademy>.
- Only the student enrolled will take the course under the name and identification given to the enrolled student.
- The student's work will be his/her own.
- The student will complete assigned work in a timely fashion and be well prepared for Workshops.
- The student will be a responsible caretaker for all the animals he or she works with during the program.
- Any violation of the student's obligations as stated in this Handbook or as stated elsewhere in the Academy's materials may be sufficient grounds for dismissal from the program.
- Non-payment of financial obligations will result in dismissal from the program, forfeiture of all fees paid to date, revocation of graduate status (if applicable) and all rights and privileges thereof.
- The student waives all liability and holds harmless Sunshine Books, Inc., doing business as KPCT, Karen Pryor Academy, and its faculty for any injury sustained or damage that occurs during the student's involvement with the Academy.
- Not all students who complete the course may graduate or earn certification.
- The Student Handbook will change from time to time and it is the student's obligation to remain current and in conformity with current policies. In the instance of an affirmative written conflict between Academy policies written elsewhere and the Student Handbook, the Student Handbook shall govern.