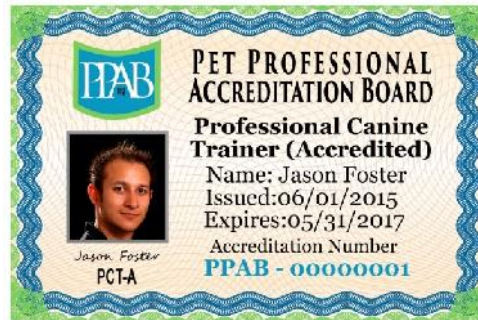


The Pet Professional Accreditation Board



Professional Canine Trainer (Accredited)

Your Study Guide & Criteria and Submission Guidelines



Published [8/20/2017](#)

Introduction

Welcome to the Pet Professional Accreditation Board's Professional Canine Trainer – Accredited Study Guide. The PPAB program is independent of any industry trade school, college or credentialing body. Applicants are not required to be members of the Pet Professional Guild but they must meet and maintain all the eligibility criteria (see the PPAB website for more details).

This Guide has been prepared to help you prepare for the Pet Professional Accreditation Professional Canine Trainer assessment. This will also serve as a syllabus to assist you working towards eligibility and to help you understand the breadth and depth of knowledge you will be expected to possess, fundamentals you should be familiar with, skills you need to be competent in and scenarios you must be able to address in order to successfully pass the Professional Canine Trainer assessment

Professional Canine Trainer - A definition

Dictionaries define the word Trainer in several ways. PPAB defines a dog trainer as a professional who teaches obedience classes, day training, private training sessions, board and train programs and focuses primarily on pet dog skills and manners. We define a Canine Trainer (Accredited) as “a training professional skilled in the application of science and artistic endeavor who delivers results through the development of mutually respectful, caring relationships”.

Table of Contents

The Pet Professional Accreditation Board 1

Professional Canine Trainer (Accredited)..... 1

 Your Study Guide & Criteria and Submission Guidelines 1

Introduction..... 2

Eligibility 4

Professional Canine Trainer (Accredited) (PCT-A) 5

 Gatekeeper One – Check you are Eligible 5

 Gatekeeper Two – Apply for Assessment..... 5

 Gatekeeper Three – Part I - Knowledge Base Assessment 5

 Gatekeeper Four – Part II – Submit Your Videos 5

 The Assessment Process..... 6

Section I: Knowledge Base Assessment..... 6

 Suggested Reading/Viewing List..... 7

Section II: Film Clips – Basic Training Skills 8

 Requirements for Basic Training Skills Video 8

 Ten Basic Skills to be Demonstrated 9

 Requirements for CER Film Clip..... 13

 The Assessor will be looking for the following skills: 15

 Requirements for Your Class Training Film Clip 16

 Submission Format for All Videos 17

 Section One Checklist: Knowledge Base Assessment Quiz 18

 Section Two Checklist: Basic Skills Videos 18

 Section Three Checklist: Conditioned Emotional Response Video 19

 Section Four Checklist: Class Training Video 19

 Example: Class Information Sheet..... 21

 Example: Lesson Plan 22

 Example: Client Authorization Form 23

Eligibility

- All applicants must agree to the Pet Professional Accreditation Board Guiding Principles and operating policies. A violation in this code of ethics will result in an immediate removal of any credentials. [View the Guiding Principles here](#)
- Applicants must be over the age of 21.
- All Applicants must be able to demonstrate their training experience in at least one of the following ways:
 - 170 hours over the past 12 months of group training classes and/or private training of pet dog manners. One training hour unit is defined as 1 x 45-60 minutes of one group class or 1 x 45-60 minutes of private training
- Or**
 - Over a period of 24 months, a minimum of 200 hours' experience of group training classes and/or private training of pet dog manners to be eligible to apply. One training hour unit is defined as 1 x 45-60 minutes of one group class or 1 x 45-60 minutes of private training
- Applicants must have completed 20 continuing education credit hours at professional seminars, workshops and/or webinars during the previous two years or less. [See our CEU policy here](#)
- Applicants can be either full-time or part-time professionals or volunteers in a force-free training environment; eligibility is determined by the number of hours of experience and acquisition of CEU points.
- Applicants must provide one written references from a PPG Professional or Associate Member confirming their date of entry into the industry and confirming their logged hours of training. A second reference must be provided from a client of the applicant.
- Applicants must provide proof of business insurance. (North America, Australia and any other countries that provide professional insurance.) or insurance cover for the organization in which they are working or volunteering
- Renewal eligibility occurs every 24 months. Professional Canine Trainers must provide proof of 20 CEU's and a US\$45.00 renewal fee.
- If you are applying to undertake the Professional Canine Trainer credential and you have passed the Canine Training Technician credential within 12 months of your CTT-A attainment, please apply to the PPAB for credit for some of your videos. Contact the Board on Info@Credentialingboard.com

Applicants who pass the Professional Canine Trainer assessment will earn a specific title (PCT-A) which may be used after their names.

Professional Canine Trainer (Accredited) (PCT-A)

Gatekeeper One – Check you are Eligible

- Determine if you meet the eligibility criteria
- Check your insurance status is in order where applicable
- Check you have the correct number of training hours over eligible time periods
- Check you have the correct number of CEUs
- Check you can access your needed reference from a PPG Professional
- Check you adhere to the PPAB “Guiding Principles”
- Submit your eligibility application

Gatekeeper Two – Apply for Assessment

- Complete the application form and pay the application fee
- Receive your eligibility document submission form
- Complete your submission form with the attached documents within 60 days
- Receive your email confirmation that you are eligible

Gatekeeper Three – Part I - Knowledge Base Assessment

- Receive the green light to undertake the Knowledge Base Professional Canine Trainer examination
- Pay your Knowledge Base Professional Canine Trainer assessment fee
- Receive your Knowledge Base examination link
- Undertake the Knowledge Base examination at any time within 30 days of receiving the link.
- Receive your Knowledge Base examination results

Gatekeeper Four – Part II – Submit Your Videos

- Receive confirmation that you passed your Professional Canine Trainer Knowledge Base examination
- Submit your skills videos as outlined in this Guide, together with your CER and Class Instructing video within 90 days of receipt of your examination results
- Together with your videos submit the required paperwork
- Receive your video assessment results
- Become an accredited PCT-A

The Assessment Process

The Professional Canine Trainer (Accredited) assessment is divided into four sections.

Section I	Knowledge Base Examination
Section II	Basic Training Skills Videos
Section III	Creating a Positive Conditioned Emotional Response Video
Section IV	Running Training Classes Video

Section I must be successfully completed before the other Sections can be undertaken.

Section I: Knowledge Base Assessment

The Knowledge Base Assessment is broken into several categories. Each question within each category is weighted evenly with regards to importance. You will have a series of multiple choice questions to answer, sometimes relating to a scenario. If scenario related, ensure that you read each scenario carefully.

You will have 2 hours to complete the 100-question examination. The examination must be taken in one sitting; you may not log in and out of the examination. The program will log the time you spend online.

If for any reason you are unable to take the online examination, please contact the PPAB Administrator regarding your special circumstances. You can reach the Administrator by emailing Info@Credentialingboard.com

To be successful in this section of the assessment, the candidate must obtain a score of 85%. If your examination result does not meet the cut score of 85% then for a small fee you may re-take the examination between 30 and 90 days after you took your previous examination.

The following are subjects about which a Professional Canine Trainer should know.

Learning, Behavior and Training Skills

Questions on the following topics may be asked in the examination

Operant conditioning	Respondent conditioning
Bridging stimuli	Antecedents and antecedent control including setting events, motivating operations, discriminative stimuli
Applied Behavior Analysis terms (the ABCs)	Results of coercion
Adding cues	Learned helplessness
Stimulus control	Transferring stimulus control
Impulse control	Reinforcement schedules
Reinforcement ratios	Toys as reinforcers
Primary and secondary reinforcers	Intrinsic motivation and intrinsic reinforcers
Fluency	Latency
Chaining	Successive approximations
Luring, Targeting, Shaping	Extinction
Spontaneous recover	Matching Law

Premack Principal in twice	Law of Effect Sensitization
Habituation	Desensitization and counter conditioning

Biology, Anatomy Health & Development

Questions on the following topics may be asked in the examination

Thermoregulation	Canine vital signs
General health and well being	Anatomy
Body systems	Canine senses
Parasites	Fungal infections

Business Consulting and Best Practice

Questions on the following topics may be asked in the examination

Analogies and metaphors	Logical fallacies
Guarantees in dog training	Best practice procedures
Ethics	Humane hierarchies
People skills for dog trainers	Human learning styles

Ethology & Social Behavior

Questions on the following topics may be asked in the examination

Canine body language	Distance increasing signals
Distance decreasing signals	Cut off signals
Canine vocalization	Otogenetic behavior
Canine aggression	Canine evolution
Survival instincts	Critical periods
Separation anxiety	Predation

Suggested Reading/Viewing List

- Learning and Behavior – Paul Chance
- Coaching People to Train their Dogs – Terry Ryan
- The Ethical Dog Trainer – Jim Barry
- [PPG Handout on Puppy Socialisation](#)
- [PPG Handout on Potty Training Basics for Puppies and Dogs](#)
- [Diamonds in the Ruff Developmental Stages in Dogs:](#)
- The Language of Dogs – DVD Sarah Kalnajs
- Canine Body Language. A Photographic Guide – Brenda Aloff
- [The LIEBI Model](#)
- People Training Skills for Pet Professionals - Niki Tudge

Section II: Film Clips – Basic Training Skills

In order to ascertain your skills and knowledge in relation to basic training you are required to present to the PPAB, filmed evidence of you teaching 10 basic skills.

Each film clip **must** be between 1-3 minutes in duration and 1 extra minute is allowed, if required, for any discussion that may be requested (see behaviors 6 and 8 below as examples).

Requirements for Basic Training Skills Video

- Each film clip **must** be between 1-3 minutes in duration plus 1 extra minute if required for any discussion requested e.g. When demonstrating Stay, the following is requested
 - You **must** discuss the place that distraction and diversity play in teaching the stay
 - You will be penalised for going over the recommended time
 - A brief verbal or caption explanation of what you intend to teach and how you intend to teach it **must** be at the beginning of your film clip
 - E.g. I am going to demonstrate how to train a “Sit” using a lure.
 - E.g. A caption tile before the film clip begins with “Sit – using lure” written on it.
- Evidence of training methods presented in each video **must** comply with the Pet Professional Accreditation Board’s Guiding Principles and operating policies.
<http://credentialingboard.com/Guiding-Principles/>
- All training methods used must be force-free. Force-free is defined as:
 - No shock, no pain, no choke, no fear, no physical force, no compulsion based methods are employed to train or care for a pet.
 - **100% compliance is expected.**
- The candidate **must** be aware of behavioral signals being offered by the dog with whom you demonstrate
 - You **must** make allowances for behavioral issues and demonstrate how to handle those issues should they occur
 - This assessment will be considered not satisfactory if your training does not reflect appropriate action in the face of canine stress, discomfort or confusion.
 - You will be assessed on how you handle any untoward behavioral issue(s) that arise
 - You will be assessed on your handling of the environment to enable optimal learning for the dog.
- You **must** take into account the dog’s breed, age, individual idiosyncrasies and needs.
 - A one (1) paragraph biography of the dog(s) with whom you are demonstrating **must** be included with your submission. (less than 250 words)
 - If working with more than one dog, you **must** include a biography for each dog.
 - Your videos will not be assessed unless accompanied by a biography for each dog with whom you work

- For each of the named training methods (below) you **must** justify your use of this method for the behavior being taught. You need only justify each method once. You must use each of the three methods below at least once.
 - You may choose to train these behaviors using either:
 - *Targeting*
 - include how to fade the target and transition to a verbal/visual cue.
 - Discuss other methods you could use to gain the behavior should this method fail.
 - *Luring*
 - Include how to fade the lure and transition to a verbal/visual cue.
 - Discuss other methods you could use to gain the behavior should this method fail.
 - *Shaping*
 - Discuss and demonstrate successive approximations when shaping
 - Discuss other methods you could use to gain the behavior should this method fail.
- You **must** discuss how to generalise behaviors and demonstrate how you would do this during at least one of the film clips.
- **Latency**: once trained, each skill must be performed within 2-3 seconds of the cue being given. When you are demonstrating your completed behavior the dog **must** consistently respond within 2-3 seconds of being cued.
- When asked to discuss a part of an exercise, briefly discuss (1-minute maximum) how you would go about it and why.
- Although the majority of the Skills Videos may be filmed in the same location, **at least one video must demonstrate training in alternative place**.

Ten Basic Skills to be Demonstrated

1. Conditioning the Bridge

- You **must** demonstrate how to condition a bridge (word, clicker, whistle, tongue click, thumbs up or flash light).

2. Name Recognition and Giving Attention

- You **must** demonstrate how to condition the dog's name so that the dog looks at you when you say his name.
- You **must** demonstrate that you can ask the dog to look at you using a verbal and/or visual cue other than the dog's name.

3. Sit

- You **must** demonstrate teaching the dog to sit.
- You **must** appropriately add a verbal and/or visual cue.
- You **must** demonstrate that the dog can respond to the verbal/visual cue, giving only one cue with a 2-3 second latency.
- You **must** demonstrate using and fading the bridge.

- If using the luring method, you **must** demonstrate fading the lure.

4. Drop/Down

- You **must** demonstrate two different methods of teaching the dog to lie down e.g. shaping, targeting, luring
- You **must** appropriately add a verbal and/or visual cue.
- You **must** then demonstrate that the dog can perform the down behavior on a single cue with you standing 2 metres (6 feet) away from the dog with a 2-3 second latency.
- If using the luring method, you **must** demonstrate fading the lure.

5. Stand

- You **must** demonstrate teaching the dog to stand.
- You **must** appropriately add a verbal and/or visual cue.
- You must demonstrate that the dog can respond to the verbal/visual cue, giving only one cue with a 2-3 second latency.
- If using the luring method, you **must** demonstrate fading the lure.

6. Stay

- You may choose the position in which you would like to demonstrate teaching the dog to stay (i.e. sit, drop, stand).
- You **must** demonstrate how to teach the dog to stay.
- You **must** build duration on the stay and demonstrate 10 seconds of stay.
- You **must** introduce distance to the stay and demonstrate the dog staying in position for 10 seconds with you 2 metres (6 feet) away from the dog.
- You **must** demonstrate this occurring on two occasions in different venues (e.g. inside and outside, in different rooms of the house, in different outside settings)
- You **must** discuss the place that distraction and diversity play in teaching the stay.

7. Loose Leash Walking

- You **must** demonstrate at least two methods of teaching a dog to walk on a loose leash.
- You **must** demonstrate that the dog you have trained can loose leash walk at least 20 metres (65 feet), reinforcing only at the end of the 20 metres
 - The leash should not become tight at any stage during the walk and the dog should be no more than .5 metre (2 feet) away from you

8. Recall

- You **must** demonstrate how to teach the dog to recall.
- You **must twice** demonstrate the dog performing an off leash recall from a distance of 5 metres (20 feet) in a distracting environment (e.g. outside, people moving past, noise). Although it is preferred that the dog is off leash for this demonstration, a light line may be used for the sake of safety if necessary.
- You **must** discuss the reasons behind teaching this exercise to pet dog guardians.

9. On the Mat

- You **must** demonstrate how to teach the dog to go to his bed/mat/crate.

- You **must** demonstrate progressing this to the point where you can ask the dog to drop on the mat and stay for 5 seconds.
- If using the luring method, you **must** demonstrate fading the lure and changing to a verbal or visual cue.
- **Discuss** the advantages for the pet dog guardian of teaching this exercise.

10. Tricks

- You **must** demonstrate teaching the dog a simple trick. Teach **one** of the following:
 - Give paw (shake or high five)
 - Bow
 - Speak
 - Spin/Twist
 - Sit Pretty (Say Please)
 - Roll Over
- The dog **must** repeat this trick three times in succession, responding with a 2-3 second latency.
- If using the luring method, you **must** demonstrate fading the lure and changing to a verbal or visual cue.
- **Discuss** the importance of teaching tricks in pet dog training.

Section III: Film Clip – Creating a Positive Conditioned Emotional Response (CER)

In this clip you **must** explain what a conditioned emotional response is and how to achieve it (time allowed is one minute). Often dogs will find certain items annoying or for some reason they are worried about some object. In a video lasting no more than three (3) minutes you **must** demonstrate how you have changed the dog's experience of that object or procedure from being either neutral or annoying to being a happy emotional response or an alternative positive response to that situation. In most cases it will take longer than 3 minutes to achieve this. Your video may show segments of your progression. You **must** show the baseline behavior of the dog, parts of your training procedure and his/her training outcome, together with your explanation of a CER. Total time of video with explanation is four (4) minutes.

Requirements for CER Film Clip

- Each film clip **must** be no more than 3 minutes in duration
 - You have an extra minute in which to explain what a conditioned emotional response is
 - You will be penalised for going over the recommended time
- Evidence of training methods presented in this video **must** comply with the Pet Professional Accreditation Board's Guiding Principles and operating policies.
<http://credentialingboard.com/Guiding-Principles>
- All training methods used must be force-free. Force-free is defined as:
 - No shock, no pain, no choke, no fear, no physical force, no compulsion based methods are employed to train or care for a pet
 - **100% compliance is expected.**
- You **must** be aware of behavioral signals being offered by the dog with whom you demonstrate
 - You **must** make allowances for behavioral issues and demonstrate how to handle those issues should they occur
 - This assessment will be considered not satisfactory if your training does not reflect appropriate action in the face of canine stress, discomfort or confusion.
 - You will be assessed on how you handle any untoward behavioral issue(s) that arise
 - You will be assessed on your handling of the environment to enable optimal learning for the dog.
- You **must** take into account the dog's breed, age, individual idiosyncrasies and needs.

Section IV: Running Training Classes

NB: A class is considered to be 3+ dogs – see notes below

One video is required to be submitted. You may **choose one (1)** from Group A **or one (1)** from Group B

Group A

- An Adult Beginners Class – Dogs must be over 12 months - 15 minutes
- A Juvenile Beginners Class – Dogs must be between 6 – 12 months - 15 minutes

Group B

- A Baby Puppy Class – Dogs must be between 8-12 weeks – 15 minutes
- A Senior Puppy Class – Dogs must be between 13 – 24 weeks – 15 minutes

1. You **must be the sole instructor** in these videos – you may have an assistant to help you
 - a. Your assistant is just that, he/she will assist and not teach any of the class
 - b. You must ensure your assistant is given clear instructions of your expectations of his/her duties before your class begins.
 - i. If due to circumstance you need to direct your assistant to help you, you **must** ensure this is done appropriately with due consideration to the assistant and the class
2. The class **must** comprise **beginner dogs and handlers** in each of these videos.
 - a. We **do not** want to see experienced handlers with beginner dogs or experienced dogs with beginner handlers
 - i. We want to be able to assess your ability with completely novice dogs and handlers
3. You need to submit the names, ages and breeds of the dogs that are in your video. A suggested form is at the end of this document.
 - a. There must be a minimum of 3 dogs in your class and a maximum of 6 dogs unless you have an assistant and then the class may contain 8 dogs.
 - b. You must submit the **Media Release Form** with your written work. This form contains the signatures of the human students in your class, allowing you to use this video of them for your assessment. See the sample **Media Release Form** at the end of this document.
 - c. **Without submission of the appropriate paperwork, videos will not be assessed**
4. The video **must** be a basic pet dog manners class; not an agility class, a competition obedience class, a tracking class or any other dog sport class.
5. The video **must not** be of a dog-free lesson
6. The complete lesson plan for the chosen week of your video **must** be submitted with your video
 - a. Usually a program is run over several weeks. We do not need to see the plan for the whole program but you are required to submit a simple lesson plan for the full lesson for your video, even though you are only videoing 15 minutes of that lesson
 - b. Without submission of the lesson plan, videos will not be assessed

An example of a very simple lesson plan can be found at the end of this document

7. At the beginning of your class video you **must** introduce yourself, any assistant who might be helping you and you **must** explain what class you are teaching **and** what you are teaching in the presented video
 - a. An extra minute is allowed for the introductions making each video a **maximum of 16 minutes**
 - b. An example: “Hi I am Mary Smith and this is my Assistant, Joan Day. We are teaching a Juvenile Pet Manners class today. It is Week 4 of a 5-week program. I will be teaching ‘Down’ as a new behaviour for this class.”
8. During your video you **must** demonstrate appropriate interpersonal skills
9. During your video you **must** demonstrate appropriate dog training skills
10. During your video you **must** teach behaviours appropriate to your learners – both human and canine
11. During your video you **must** explain **to your learners** why you are teaching them the new exercise that will be taught
12. **Your video must** be filmed in one session. You must not edit your 15-minute training video
 - a. You may begin your presentation at any time throughout the lesson but the video must not stop and start, cutting out parts of the lesson
13. **Your video must** show you teaching a new exercise
 - a. This exercise may be one of the basic skills you demonstrated in your skills videos or may be a different exercise. .
 - b. You are not expected to spend the 15 minutes on the one exercise. You may show some revision of previous exercises or evidence of games played in class
14. You **must** also include a one (1) paragraph description of the suitability of your class training area including safety aspects. (No more than 250 words).

The Assessor will be looking for the following skills:

1. An understanding of human student learning styles
 - a. Visual – watching a demonstration
 - b. Auditory – listening to your explanation
 - c. Kinaesthetic – practical application, ‘hands on’
2. Your appropriate interaction with children or disabled people if they are in your class
3. Your appropriate interaction if there are cultural differences within your training class
4. Your class choreography:
 - a. Instructor position in relation to students
 - b. Position and organisation of dogs/guardians to minimise disruption and distress
 - c. Your assessment of dogs to be appropriate for your videos group class
 - d. The use of barriers and environmental features where necessary
 - e. Appropriate choice of demonstration dog if used
5. Lesson designed to maximise and engage dogs and students
6. Your subject knowledge
7. Your handling skills – both dogs and people
8. Your sense of humour if appropriate
9. Your patience
10. Your attending skills
 - a. Inclusive of all interactive communication skills

11. Your diplomacy where needed
12. Your ability to correctly handle every aspect of your training class including safety, appropriate training skills, appropriate curriculum for your class and your ability to keep order within your class

Requirements for Your Class Training Film Clip

- Your film clip **must** be no more than 15 minutes in duration plus 1 extra for introduction of self and any assistant, meaning **16 minutes** is the maximum length for your video
 - You will be penalised for going over the recommended time
- Evidence of training methods presented in your video **must** comply with the Pet Professional Accreditation Board's Guiding Principles and operating policies.
<http://credentialingboard.com/Guiding-Principles/>
- All training methods used must be force-free. Force-free is defined as:
 - No shock, no pain, no choke, no fear, no physical force, , no compulsion based methods are employed to train or care for a pet
 - **100% compliance is expected.**
- The candidate **must** be aware of behavioral signals being offered by the dog with whom you demonstrate
 - You **must** make allowances for behavioral issues and demonstrate how to handle those issues should they occur
 - This assessment will be considered not satisfactory if your training does not reflect appropriate action in the face of canine stress, discomfort or confusion.
 - You will be assessed on how you handle any untoward behavioral issue(s) that arise
 - You will be assessed on your handling of the environment to enable optimal learning for the dog.
- You **must** take into account the dog's breed, age, individual idiosyncrasies and needs.

Submission Format for All Videos

1. At all times you **must** be visible and identifiable in the film submission.
2. Care **must** be taken that you can be clearly heard during training.
 - a. Often wind across a camera speaker masks human voice.
 - b. Ensure that your film clip is clearly audible.
 - c. Film clips with inaudible sound tracks **will not** be accepted as evidence of your training skills
3. Care **must** be taken that your film clip is in focus.
 - a. Blurred film clips **will not** be accepted as evidence of your training skills
4. **The format** in which you should submit all of your videos (Skills, CER and Class videos) is via YouTube. All your videos must be uploaded to YouTube and marked unlisted. Then all 12 videos must be put on to one playlist. The playlist link should be emailed to Videos@credentialingboard.com

Section One Checklist: Knowledge Base Assessment Quiz

Please ensure you use the checklist below to include everything that is necessary for your Knowledge Base Assessment

Have you:

- Undertaken the online Knowledge Base Assessment Quiz?

Section Two Checklist: Basic Skills Videos

Please ensure you use the checklist below to include everything that is necessary for assessment of your video submissions

Have you:

- adhered to force-free training methods (as defined earlier in this document)?
- considered the physical and emotional wellbeing of your demonstrator dog(s)?

Have you:

- correctly formatted the film clips (defined in the section Submission Format)?
 - they must be audible
 - they must be in clear focus
 - you must be visible and identifiable during the film clip
- adhered to the recommended timeframes for each film clip
- appropriately titled each film clip?

Have you:

- included your paragraph on each of the dogs you use in your film clips?
- filmed your videos in at least two different places

Have you:

- used all of the required training methods at least once?
 - Luring
 - Targeting
- justified your use of each of these methods at least once for each method?
 - Luring
 - Targeting
- discussed how to fade the target and transition to a verbal/visual cue as well as other methods that could be used to train this behavior (during targeting demonstration)?
- discussed how to fade the lure and transition to a verbal/visual cue as well as other methods that could be used to train this behavior (during luring demonstration)?

- discussed how to generalise behaviors?
- demonstrated how you would generalise a behavior during at least one of the film clips?
- discussed the place that distraction and diversity play in teaching the stay (if allocated the stay behavior)?
- discussed the reason behind teaching the recall to pet dogs (if allocated the recall behavior)?
- discussed the importance of teaching tricks in pet dog training (if allocated the trick behavior)?

Section Three Checklist: Conditioned Emotional Response Video

Have you:

- explained what a conditioned emotional response is?
- explained how to achieve it?
- demonstrated how you achieve a CER?
- shown the baseline behavior of the dog before training this CER?
- shown segments of your training along the way to your achieved goal
- shown the outcome of your training
- shown that you are always aware of the dog's body language and endeavoured to attend to any stress signs you have seen

Section Four Checklist: Class Training Video

Please ensure you use the checklist below to include everything that is necessary for assessment of your video submissions

Have you:

- adhered to force-free training methods as defined by the Pet Professional Accreditation Board?
- considered the physical and emotional wellbeing of dogs & handlers in your classes?
- used the appropriately aged dogs as described earlier in this document? i.e.
 - An Adult Beginners Class – Dogs must be over 12 months
 - A Juvenile Beginners Class – Dogs must be between 6 – 12 months
 - A Baby Puppy Class – Dogs must be between 8-12 weeks
 - A Senior Puppy Class – Dogs must be between 13 – 24 weeks
- used only novice dogs and handlers?
- submitted a lesson plan for the week you are demonstrating?
- explained **to your learners** why you are teaching them the new exercise that will be taught?

Have you:

- correctly formatted the film clip (as defined earlier in this document)?
 - they must be audible
 - they must be in clear focus
- adhered to the recommended timeframe for film clip?
- appropriately titled and introduced the film clip?
- submitted a video that was taken in only one take? i.e. not edited

Are you:

- visible and identifiable during the film clip

Have you:

- included your required paperwork?
 - client authorisation form from each person in your video?
 - the names, ages and breeds of your canine students?
 - a lesson plan for the week you are demonstrating?
 - included your paragraph (250 words) on the suitability of your training area?

Videos will not be assessed without the accompanying paperwork

Example: Class Information Sheet

Weekly Attendance Sheet

Term 1 **1 February – 29 February, 2016** **7pm** **Trinity Gardens Oval**

Level: Bronze Adult Beginners

Instructor: Jane Doe **Assistant:** Jim Jones

Surname	First Name	Dog's Name	Breed/Gender	Dog's Age	Week	1	2	3	4	5
					Date	01-Feb	08-Feb	15-Feb	22-Feb	29-Feb

Example: Lesson Plan

Beginners Course Week 3 of 9

<p>Week 3</p>	<p><u>Revision:</u> Target to move dog to side. Also “Fido, look, sit”, bridge and reward – not lured.</p> <ol style="list-style-type: none"> 1. Go to Place (On the Mat) – Target to mat then bridge and reward. Aim for auto sit/drop (once taught) & dog remains in place for 10 seconds until released. “Place” = mat, bed, crate etc. 2. Drop 3. Loose Leash Walking (LLW) – Method 1 (food on nose, pay as you go along, bringing hand up and away as dog improves) and method 2 (Be a Tree) – 10m of good LLW for graduation 4. Give/take exchange – use chew (use stock from front desk) or toy, reinforce the release of the item with a high value treat 5. <u>EDUCATION:</u> Discuss Bite Inhibition and ‘soft mouths’. Also, how to prevent Resource Guarding (identify dogs already showing signs of resource guarding – discuss how to manage & possibility of a private consultation if required) <p><u>Teaching Aim:</u> To ensure all students have enough information to enable them to attempt LLW at home, to understand the importance of exchange to prevent resource guarding and moving from luring to targeting in order to remove food from hand. Behaviors are still ‘paid’ but not lured</p>
-------------------	---

Example: Client Authorization Form

I the undersigned give permission for

Candidate's Name: _____

to video the training class in which my dog and I are participating. I give permission for any footage to be submitted to the Pet Professional Accreditation Board and its Assessors for the purpose of assessment for the qualification of PPAB – Training Technician (Accredited). I understand that the Assessors are not looking at the performance of either my dog or me but at the ability of the above named Candidate to train us appropriately.

I understand that the Pet Professional Accreditation Board may wish to use this film clip for the purposes of promoting its services and I agree to this. I understand that if this film clip is used for promotional purposes, I will not be identified by my full name. I understand that there will be no reimbursement for appearing in this training film clip.

Name:
Signature
Name:
Signature
Name:
Signature
Name:
Signature
Name:
Signature
Name:
Signature
Name:
Signature