

Dog Trainer Professional Student Handbook

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Please note:

The Student Handbook posted on the website will change from time to time, and it is the student's obligation to remain current and in conformity with current policies. For Washington, USA, students: changes in the catalog must be approved by the state of Washington in advance of use. Handbook changes will not negatively affect currently enrolled students. Please find and open/download the Student Handbook on the website at karenpryoracademy.com/dog-trainer-program/enroll when you need to reference this document. In the instance of an affirmative written conflict between Karen Pryor Academy policies written elsewhere and the Student Handbook, the Student Handbook shall govern.

1. Welcome and Introduction

Welcome to 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 is 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

3ai. Regional Format: US & Canada

- **Overview:** This format of the Dog Trainer Professional program offers four 2-day Workshops, each following one of four online course Units. You bring your own dog to these Workshops.
- **Syllabus:** The KPA Dog Trainer Professional Program course is divided into four Units. In the Regional Format, each Unit is followed by a 2-day Workshop. Every Unit is divided into between four and seven modules, or "Lessons." Every Lesson is divided into multiple "Parts." 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 Section 15 of this handbook for full Course Guide. This course is designed to take approximately 6 months.
- **Participation requirements:** Karen Pryor Academy does not supply equipment. In order to participate in this program, you will need:
 - English language proficiency

- A computer with a broadband Internet connection and access to a printer
- A modern web browser (Chrome, Firefox, Safari, Internet Explorer)
- Access to a dog you can train regularly and the 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

3a.ii. Regional Format: United Kingdom

- **Overview:** This format of the Dog Trainer Professional program offers four 2-day Workshops, each following one of four online course Units. You bring your own dog to these Workshops.
- **Syllabus:** The KPA Dog Trainer Professional course is divided into four Units. In the Regional Format, each Unit is followed by a 2-day Workshop. Every Unit is divided into between four and seven modules, or “Lessons.” Every Lesson is divided into multiple “Parts.” 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 Section 15 of this handbook for full Course Guide. This course is designed to take approximately 9 months.
- **Requirements:** 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 access to a printer
 - A modern web browser (Chrome, Firefox, Safari, Internet Explorer)
 - Access to a dog you can train regularly and the 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

3a.iii. Regional Format: Australia

- **Overview:** This format of the Dog Trainer Professional program offers four 2-day Workshops, each following one of four online course Units. You bring your own dog to these Workshops.



- **Syllabus:** The KPA Dog Trainer Professional course is divided into four Units. In the Regional Format, each Unit is followed by a 2-day Workshop. Every Unit is divided into between four and seven modules, or “Lessons.” Every Lesson is divided into multiple “Parts.” 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 Section 15 of this handbook for full Course Guide. This course is designed to take approximately 6 months.
- **Participation requirements:** In order to participate in this program, you will need the following equipment/skills:
 - A computer with a broadband Internet connection and access to a printer
 - A modern web browser (Chrome, Firefox, Safari, Internet Explorer)
 - Access to a dog you can train regularly and the 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. National Format

- **Overview:** This format of the Dog Trainer Professional program offers one Workshop at the end of the program, following completion of 21 online Lessons. You bring your own dog to the Workshop.
- **Syllabus:** The KPA Dog Trainer Professional course is divided into four Units. In the National Format, the course ends in a workshop. Each Unit is divided into between four and seven modules, or “Lessons.” Each Lesson is divided into multiple “Parts.” Lessons and their Parts use lecture slides, audio files, videos, reading and written assignments, and hands-on exercises. The final Workshop will include 5 days of live instruction, practice, and assessment with your assigned Academy faculty member. See Section 15 of this handbook for full Course Guide. This course is designed to take approximately 6 months.
- **Requirements:** 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 access to a printer
 - A modern web browser (Chrome, Firefox, Safari, Internet Explorer)



- Access to a dog you can train regularly and the ability to transport the dog safely to and from the Workshop
- Crate for use in the Workshop
- 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

3c. World Format

- **Overview:** This format of the Dog Trainer Professional program offers one 9-day Workshop, which follows the completion of 21 online Lessons. A “loaner dog” is provided for you at the Workshop.
- **Syllabus:** The World Format of the KPA Dog Trainer Professional program is intended for students living outside the geographic reach of the Regional and National Format options. The KPA Dog Trainer Professional course is divided into four Units. In the World Format, the fourth Unit ends in a 9-day workshop in the United States. Each Unit is divided into between four and seven modules, or “Lessons.” Each Lesson is divided into multiple “Parts.” Lessons and their Parts use lecture slides, audio files, videos, reading and written assignments, and hands-on exercises. The Workshop will include 9 days of live instruction, practice, and assessment with your assigned Academy faculty member. See Section 15 of this handbook for full Course Guide. This course is designed to take approximately 6 months.
- **Participation requirements:** 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 access to a printer
 - A modern 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. Admission and Graduation Requirements



Admission to the Dog Trainer Professional program

Acceptance into the Dog Trainer Professional program is selective. In addition to having sufficient and appropriate training experience and a suitable dog, successful applicants will demonstrate a strong desire to learn and apply the principles of positive reinforcement training with both people and animals. A track record of organization, problem solving, empathy, determination and professionalism are some of the personal traits we look for in applicants. A variety of dogs are suitable, but the temperament of the dog you will work with in the program will be an important consideration.

Dog Trainer Professional program applicants must complete the application. The application requirements include education level, experience working with animals, two references, and a short essay to communicate their reasons for wanting to enroll in the program. Applicants must have consistent access to an appropriate dog they can train regularly at home and bring with them to the required workshop(s) in our program. Applicants must also digitally sign and submit their acceptance of the Student Handbook and the obligations and rules therein.

Each Dog Trainer Professional program candidate is interviewed individually by KPA via phone. The phone interview is important in helping KPA determine whether the candidate and their dog will be a good fit for our program.

Applicants will be notified of the admission decision by email.

KPA does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability.

KPA acknowledges that information pertaining to an applicant's disability is voluntary and confidential, and will be made on an individual basis. If this information is presented before enrollment, KPA will reasonably attempt to provide an accommodation to overcome the effects of the limitation of the qualified applicant. All inquiries about accommodations for disabilities must be made to the admissions administrator before enrollment to the program.

Graduation from the Dog Trainer Professional program

KPA 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 Lessons and pass all assessment points at the end of each 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 in, and satisfactorily complete all the Workshop days and pass the practical assessments that occur during the Workshops days, with 100 percent attendance. The quality of a student's participation is a factor in determining whether a student has satisfactorily completed all Workshop days.
- Sign a written commitment to teach and train with the principles taught in the course.
- Receive a score of 90 or above on the two final practical assessments.
 - Students are allowed a total of three attempts on each final practical assessment. The first opportunity to pass the practical assessments occurs at the final workshop. If a student does not attempt the practical assessments at that time, for any reason, it will be counted as a failed first attempt.
 - 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 that is not included in tuition:
 - Regional Format: US & Canada: \$270
 - Regional Format: United Kingdom: £175
 - Regional Format: Australia: AUD\$370
 - National Format: \$270
 - World Format: \$270
 - If students again fail to pass, they must wait six more months and may take the assessment one more time, again with a charge (see above) not included with tuition. Assessments will be conducted by the same teacher, unless otherwise specified by KPA.
- Complete all coursework and assessments
 - Regional Format: within 18 months of the final (fourth) Workshop date
 - National Format and World Format: within 18 months of the Workshop date
- Consistently apply positive reinforcement principles in interactions with classmates and instructor throughout the program, including treating all people and animals with kindness and compassion.
- Conduct him/herself in a professional manner, throughout the program and beyond.

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.



At graduation, each graduate will receive a diploma (the Karen Pryor Academy Certified Trainer Certificate), the *Beginner Training Class Manual*, and a copy of the Training Assessment and the Teaching Assessment forms. These two forms function as transcripts. The Academy maintains electronic records for 50 years. To request a copy of your records, email support@karenpryoracademy.com.

5. Tuition Policies

Your tuition for the Karen Pryor Academy Dog Trainer Professional program provides you with your online classroom, lessons and assessments, the associated Workshops taught by Academy faculty, the support resources detailed in this Handbook and, for graduates, participation in the Certified Training Partners program. Travel costs to Workshops, lunches, and lodging costs for Workshops are not included. Beyond these costs, you can expect to pay less than \$15 (£14, AUD\$21) for outside materials like clickers and stationery supplies.

Tuition Table - ALL PROGRAMS

Program	Tuition	Payment Option 1	Payment Option 2	Loans/Scholarships
Regional Format: US & Canada	\$5,300	Total payment can be made by credit card, PayPal, electronic bank transfer, or check at the time of enrollment	Tuition can be paid via an interest-free 5-part installment plan	Loans and scholarships may be available*
Regional Format: United Kingdom	£3,498	Total payment can be made by credit card or wire payment at the time of enrollment	Tuition can be paid via an interest-free 4-part installment plan	Scholarships may be available*
Regional Format: Australia	AUD\$5,300	Total payment can be made by credit card or wire payment at the time of enrollment	Tuition can be paid via an interest-free 4-part installment plan	Scholarships may be available*
National Format	\$5,300	Total payment can be made by credit card, PayPal, electronic bank transfer, or check at the time of enrollment	Tuition can be paid via an interest-free 5-part installment plan	Loans and scholarships may be available*
World	\$5,300	Total payment can be	Tuition can be paid via	N/A



Format		made by credit card or wire payment at the time of enrollment	an interest-free 4-part installment plan	
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**learn more about available loans and scholarships on the Karen Pryor Academy website*

- The most convenient method of payment is online (see the KPA website); contact the enrollment coordinator to pay with a check.
- Tuition is non-refundable once enrollment is complete, except as stated in the **Cancellation and Refund Policy** in the next section.
- Failure to make payments will result in dismissal from the program and forfeiture of all fees paid to date.
- Failure to make payments post-graduation will result in removal of the Certified Training Partner (CTP) title and membership status.
- 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. Conditions for re-admission to the program will be outlined separately for each individual case.

6. Cancellation and Refund Policy

6a. General Policy

The following policy applies to all students enrolled in all formats of the Dog Trainer Professional Program EXCEPT to students living in Washington State or Massachusetts, USA (see section 6B/6C).

Tuition is non-refundable once enrollment is complete, except as follows:

- If a student withdraws within 5 days of enrollment AND before viewing Lesson 1*, the tuition paid is 100% reimbursable minus a \$50 administrative charge and the tuition deposit.

A student must notify the administrator by email at support@karenpryoracademy.com within that time if he/she wishes to withdraw; write “Withdraw” in the subject line.

*The Academy uses the system's resources to determine if a lesson has been viewed.

6b. Regional Format: US & Canada - Washington (WA) Policy



The following policy applies ONLY to students who are from Washington State (WA), USA.

(as per Chapter 28C.10.050, 060, and 110 RCW; WAC 490-105-030 and 040)

“The following is a minimum cancellation and refund policy for distance education/home study programs without mandatory resident training:

An applicant may cancel up to five business days after signing the enrollment agreement. A student may request cancellation in any manner. In the event of a dispute over timely notice, the burden to prove service rests on the applicant.

If a student cancels after the fifth calendar day but before the school receives the first completed lesson, the school may keep only a registration fee of either \$50 or an amount equal to 15 percent of the tuition (in no case is the school entitled to keep a registration fee greater than \$150).

After the school receives the student’s first completed lesson and until the student completes half the number of lessons in the program, the school is entitled to keep the registration fee and a percentage of the total tuition as described in the following table:

If a student completes this percentage of lessons:	The school may keep this percentage of the tuition cost:
0% through 10%	10%
11% through 25%	25%
26% through 50%	50%
More than 50%	100%

Calculate the amount of the course completed by dividing the number of lesson assignments contained in the program by the number of completed lessons received from the student. All refunds must be paid within thirty calendar days of the student’s official date of termination.

The following is a minimum refund policy for distance education/home study programs that include mandatory resident training courses:

Tuition for the home study and resident portions of the program must be stated separately on the enrollment agreement. The total of the two is the price of the program. For settlement of the distance learning/home study portion of the combination program, the provisions of the table above apply.

For the resident portion of the program, beginning with the first resident class session if the student requests a cancellation, the provisions of the following table apply:

If the student completes this amount of training:	The school may keep this percentage of the



	tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10%, whichever is less but less than 25%	25%
25% through 50%	50%
More than 50%	100%

Calculate the amount of resident training completed by dividing the total number of training days provided in the resident training program by the number of instructional days the student attends resident training. A home study student who cancels after paying full tuition is entitled to receive all course materials, including kits and equipment. All refunds must be paid within thirty calendar days of the student's official date of termination.

* Programs that include optional resident training, seminars, or other optional contact hours of instruction, are subject to refund as distance learning programs. Separate charges may not be made for optional resident training."

6c. Regional Format: US & Canada - Massachusetts (MA) Policy

The following policy applies ONLY to students who are from Massachusetts (MA), USA.

(as per M.G.L. Chapter 255, Section 13K)

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.



6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

On admission to the program, you will receive a copy of your completed and signed Enrollment Form, with information about policies governing tuition refunds.

7. Keys for Success

7ai. Regional Format: US & Canada

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 Lessons, readings, assignments, and exercises in time for your Workshops. To help you do this, we've created the Dog Trainer Professional Program Schedule for you.
- The Dog Trainer Professional 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, and gives a breakdown of each Lesson, including number of slides, assignments, exercise packets, etc. You can enter a completion date for each Lesson and Workshop. Make sure you're on a plan. See Section 17 of this handbook for the Dog Trainer Professional Program Schedule.
- You are expected to finish all the Lessons in a given Unit before that Unit's Workshop.



- Students are expected to complete the program as scheduled. If, due to unavoidable circumstances, 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 your teacher as soon as you know you won't be able to complete the program as scheduled.
 - There will be a \$1,000 fee for this special accommodation.
 - You will be required to attend all four workshops when you resume with your new class, regardless of how many you had already attended when your studies were interrupted.
 - You will need to choose another class series taught by the same KPA instructor.
 - Deferrals are on a space-available basis. Once you defer, **Karen Pryor Academy cannot guarantee a spot in a future class.**

Completing the Lessons

- To move forward in any Lesson simply read the slide and follow the instructions. Use the navigation buttons to advance to the next slide or go back to review.
- Most of the Lessons feature a written assignment and a quiz at the end. We ask that you pay careful attention to the quality of the writing you submit. When you complete the written assignment and pass the quiz for a Lesson you will be able to go on to the next Lesson until the Unit is complete. You may take a quiz up to three times.
- You may not go on to the next full Unit until you complete **both** the Lessons and the Workshop for the prior Unit.
- 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 Lesson.
- As you work through the exercises with each 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:



- 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 your teacher in advance.
- For workshops 1, 2, and 3, 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 unavoidable 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. Complete all the Lessons, 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 each 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. There are two primary mechanisms for formal feedback:

- Quizzes within the Lessons
 - You will get feedback on how you answered your quiz questions.
- Workshop feedback from your teacher
 - You will get important feedback and coaching during the workshop. In addition, a few days after the conclusion of each Workshop, you will receive written feedback.
 - 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 about your workshop performance, 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. Tutoring sessions are only available if recommended by faculty. They are not to be used as a replacement for workshops, and are not available at the student's request.
- If a teacher feels you will not be able to keep up with the pace of the program successfully, he or she will discuss with you and the KPA director what steps make the most sense.

Bringing Dogs to Workshops

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 their classmates' dogs. 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 vaccination 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.

Working with Another Species

In this program you will be required to train a species other than a dog. These activities begin within the first unit of the course, starting with Lesson 3. Training another species is an important experience for dog trainers. You will hone your ability to observe behavior. You will discover that the principles of clicker training ALWAYS work. You will gain new respect for how smart other animals can be. It is also a lot of fun! Upon formal acceptance to the course, please start to consider the second species you would like to train.



Choosing a species to train: 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. So many options!

- **Choosing the individual animal:** Make things easier by selecting a good training prospect. Just as you chose your dog partner for the course, keep the following in mind as you select your second species. Find an individual that is: adapted well to the training environment, eager to explore, repeatedly eats treats or food, engages with the trainer, and is healthy enough to participate in training. Often training sessions are short in length, but frequent in occurrence.
- **Where to find a second species:** If you do not have another animal species already in your house, there are many other options. Please consider a friend, family member, neighbor, or co-worker who may have an animal you could work with during this short portion of the course. You would want to have relatively easy and frequent access to the animal at this time (a few weeks). Many students find visiting an animal and arranged training visits work well. Other options are to inquire at local shelters, rescues or veterinarian clinics. Training animals at such places provides enrichment to the animal's life, introduces human observers to the possibilities of clicker training, and can increase an animal's adoptability. What a wonderful difference to make.
- **Acquiring a new animal:** Karen Pryor Academy highly recommends using the above suggestions before adding a new animal to your household. Please remember that animal companions are lifelong commitments and deserve to have all their needs met during that time.

7a.ii. Regional Format: United Kingdom

Planning your time and staying on track

- We expect most people will take 10-12 weeks to complete each Unit of the program, and Workshops are spaced accordingly. You'll have to plan carefully in order to complete the Lessons, readings, assignments, and exercises in time for your Workshops. To help you do this, we've created the Dog Trainer Professional Program Schedule for you.
- The Dog Trainer Professional 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, and gives a breakdown of each Lesson, including number of slides, assignments, exercise packets, etc. You can enter a completion date for each Lesson and Workshop. Make sure you're on a plan. See Section 17 of this handbook for the Dog Trainer Professional Program Schedule.
- You are expected to finish all the Lessons in a given Unit before that Unit's Workshop.

- Students are expected to complete the program as scheduled. If, due to unavoidable circumstances, 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 your teacher as soon as you know you won't be able to complete the program as scheduled.
 - There will be a £645 fee for this special accommodation.
 - You will be required to attend all four workshops when you resume with your new class, regardless of how many you had already attended when your studies were interrupted.
 - You will need to choose another class series taught by the same KPA instructor.
 - Deferrals are on a space-available basis. Once you defer, **Karen Pryor Academy cannot guarantee a spot in a future class.**

Completing the Lessons

- To move forward in any Lesson simply read the slide and follow the instructions. Use the navigation buttons to advance to the next slide or go back to review.
- Most of the Lessons feature a written assignment and a quiz at the end. We ask that you pay careful attention to the quality of the writing you submit. When you complete the written assignment and pass the quiz for a Lesson you will be able to go on to the next Lesson until the Unit is complete. You may take a quiz up to three times.
- You may not go on to the next full Unit until you complete **both** the Lessons and the Workshop for the prior Unit.
- 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 Lesson.
- As you work through the exercises with each 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:

- 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 your teacher in advance.
- For workshops 1, 2, and 3, 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 £175, 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 unavoidable 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. Complete all the Lessons, 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 each 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. There are two primary mechanisms for formal feedback:

- Quizzes within the Lessons
 - You will get feedback on how you answered your quiz questions.
- Workshop feedback from your teacher
 - You will get important feedback and coaching during the workshop. In addition, a few days after the conclusion of each Workshop, you will receive written feedback.
 - 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 about your workshop performance, 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 £58 per hour, with a one-hour minimum, and are not included in the tuition fee. Tutoring sessions are only available if recommended by faculty. They are not to be used as a replacement for workshops, and are not available at the student's request.
- If a teacher feels you will not be able to keep up with the pace of the program successfully, he or she will discuss with you and the KPA director what steps make the most sense.

Bringing Dogs to Workshops

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 their classmates' dogs. 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 vaccination 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.

Working with Another Species

In this program you will be required to train a species other than a dog. These activities begin within the first unit of the course, starting with Lesson 3. Training another species is an important experience for dog trainers. You will hone your ability to observe behavior. You will discover that the principles of clicker training ALWAYS work. You will gain new respect for how smart other animals can be. It is also a lot of fun! Upon formal acceptance to the course, please start to consider the second species you would like to train.

Choosing a species to train: 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. So many options!

- **Choosing the individual animal:** Make things easier by selecting a good training prospect. Just as you chose your dog partner for the course, keep the following in mind as you select your second species. Find an individual that is: adapted well to the training environment, eager to explore, repeatedly eats treats or food, engages with the trainer, and is healthy enough to participate in training. Often training sessions are short in length, but frequent in occurrence.

- **Where to find a second species:** If you do not have another animal species already in your house, there are many other options. Please consider a friend, family member, neighbor, or co-worker who may have an animal you could work with during this short portion of the course. You would want to have relatively easy and frequent access to the animal at this time (a few weeks). Many students find visiting an animal and arranged training visits work well. Other options are to inquire at local shelters, rescues or veterinarian clinics. Training animals at such places provides enrichment to the animal's life, introduces human observers to the possibilities of clicker training, and can increase an animal's adoptability. What a wonderful difference to make.
- **Acquiring a new animal:** Karen Pryor Academy highly recommends using the above suggestions before adding a new animal to your household. Please remember that animal companions are lifelong commitments and deserve to have all their needs met during that time.

7a. Regional Format: Australia

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 Lessons, readings, assignments, and exercises in time for your Workshops. To help you do this, we've created the Dog Trainer Professional Program Schedule for you.
- The Dog Trainer Professional 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, and gives a breakdown of each Lesson, including number of slides, assignments, exercise packets, etc. You can enter a completion date for each Lesson and Workshop. Make sure you're on a plan. See Section 17 of this handbook for the Dog Trainer Professional Program Schedule.
- You are expected to finish all the Lessons in a given Unit before that Unit's Workshop.
- Students are expected to complete the program as scheduled. If, due to unavoidable circumstances, 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 your teacher as soon as you know you won't be able to complete the program as scheduled.
 - There will be a AUD\$1,360 fee for this special accommodation.
 - You will be required to attend all four workshops when you resume with your new class, regardless of how many you had already attended when your studies were interrupted.
 - You will need to choose another class series taught by the same KPA instructor.

- Deferrals are on a space-available basis. Once you defer, **Karen Pryor Academy cannot guarantee a spot in a future class.**

Completing the Lessons

- To move forward in any Lesson simply read the slide and follow the instructions. Use the navigation buttons to advance to the next slide or go back to review.
- Most of the Lessons feature a written assignment and a quiz at the end. We ask that you pay careful attention to the quality of the writing you submit. When you complete the written assignment and pass the quiz for a Lesson you will be able to go on to the next Lesson until the Unit is complete. You may take a quiz up to three times.
- You may not go on to the next full Unit until you complete **both** the Lessons and the Workshop for the prior Unit.
- 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 Lesson.
- As you work through the exercises with each 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:

- 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 your teacher in advance.
- For workshops 1, 2, and 3, 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 370 AUD, 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 unavoidable 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. Complete all the Lessons, 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 each 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. There are two primary mechanisms for formal feedback:

- Quizzes within the Lessons
 - You will get feedback on how you answered your quiz questions.
- Workshop feedback from your teacher
 - You will get important feedback and coaching during the workshop. In addition, a few days after the conclusion of each Workshop, you will receive written feedback.
 - 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 about your workshop performance, 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 AUD\$125 per hour, with a one-hour minimum, and are not included in the tuition fee. Tutoring sessions are only available if recommended by faculty. They are not to be used as a replacement for workshops, and are not available at the student's request.
- If a teacher feels you will not be able to keep up with the pace of the program successfully, he or she will discuss with you and the KPA director what steps make the most sense.

Bringing Dogs to Workshops

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 their classmates' dogs. 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 vaccination 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.

Working with Another Species

In this program you will be required to train a species other than a dog. These activities begin within the first unit of the course, starting with Lesson 3. Training another species is an important experience for dog trainers. You will hone your ability to observe behavior. You will discover that the principles of clicker training ALWAYS work. You will gain new respect for how smart other animals can be. It is also a lot of fun! Upon formal acceptance to the course, please start to consider the second species you would like to train.

Choosing a species to train: 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. So many options!

- **Choosing the individual animal:** Make things easier by selecting a good training prospect. Just as you chose your dog partner for the course, keep the following in mind as you select your second species. Find an individual that is: adapted well to the training environment, eager to explore, repeatedly eats treats or food, engages with the trainer, and is healthy enough to participate in training. Often training sessions are short in length, but frequent in occurrence.
- **Where to find a second species:** If you do not have another animal species already in your house, there are many other options. Please consider a friend, family member, neighbor, or co-worker who may have an animal you could work with during this short portion of the course. You would want to have relatively easy and frequent access to the animal at this time (a few weeks). Many students find visiting an animal and arranged training visits work well. Other options are to inquire at local shelters, rescues or veterinarian clinics. Training animals at such places provides enrichment to the animal's life, introduces human observers to the possibilities



of clicker training, and can increase an animal's adoptability. What a wonderful difference to make.

- **Acquiring a new animal:** Karen Pryor Academy highly recommends using the above suggestions before adding a new animal to your household. Please remember that animal companions are lifelong commitments and deserve to have all their needs met during that time.

7b. National Format

Planning your time and staying on track

- You will have to complete the online portion of the program in the 6 months before your Workshop date. You'll have to plan carefully in order to complete the Lessons, readings, assignments, training videos, and exercises in time for your Workshop. To help you do this, we've created the Dog Trainer Professional Program Schedule for you.
- The Dog Trainer Professional 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, and gives a breakdown of each Lesson, including number of slides, assignments, exercise packets, etc. You can enter a completion date for each Lesson. Make sure you're on a plan. See Section 17 of this handbook for the Dog Trainer Professional Program Schedule.
- You are expected to finish all the Lessons in the online portion of the course before the Workshop.
- Students are expected to complete the program as scheduled. If, due to unavoidable circumstances, 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 your teacher as soon as you know you won't be able to complete the program as scheduled.
 - There will be a \$1,000 fee for this special accommodation.
 - You will be required to attend the Workshop with your new class when you resume.
 - You will need to choose another class series taught by the same KPA instructor.
 - Deferrals are on a space-available basis. Once you defer, **Karen Pryor Academy cannot guarantee a spot in a future class.**

Completing the Lessons

- To move forward in any Lesson simply read the slide and follow the instructions. Use the navigation buttons to advance to the next slide or go back to review.
- Most of the Lessons feature a written assignment and a quiz at the end. We ask that you pay careful attention to the quality of the writing you submit. When you complete the written

assignment and pass the quiz for a Lesson you will be able to go on to the next Lesson until the Unit is complete. You may take a quiz up to three times.

- You may continue through the online lessons in succession, completing each exercise as you come to it. You will attend your Workshop once you have finished all the online lessons.
- 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 Lesson.
- As you work through the exercises with each 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 Workshop is an integral part of your course. Here’s how to make the most of it:

- Make sure you have your Workshop 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 any part of the 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.
- Do everything you can to make your Workshop. The only possibility for making up your missed Workshop is to wait for the Program to a) be repeated and b) to have Workshop space available. Contact your teacher in advance if you need to miss any part of your Workshop for some unavoidable reason.
- 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. Complete all the Lessons, home exercises, training videos, and assignments for the online portion of the course before the Workshop. Take advantage of the other resources available to you (see “Student Resources” section of this Handbook).
- Approach the Workshop as a learning experience where you will both teach and learn from others. 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. There are two primary mechanisms for formal feedback:

- Quizzes within the Lessons
 - You will get feedback on how you answered your quiz questions.
- Video Feedback from Teacher
 - You will get important feedback and coaching based off training videos that you send to your teacher.
 - Video submissions are due to your teacher every 6 weeks.
 - Video submission timeline:
 - Begin program
 - Week 6: Lessons 1-5 videos due to instructor
 - Week 12: Lessons 6-12 due to instructor
 - Week 18: Lessons 13-17 videos due to instructor
 - Week 26 (approx.): Attend in-person workshop
 - Students are required to have completed **all final training video requirements for all lessons** no later than 2 weeks before the in-person workshop begins
 - Students will receive an email with the complete policy regarding video submission upon enrollment.
- If a teacher feels you will not be able to keep up with the pace of the program successfully, he or she will discuss with you and the KPA director what steps make the most sense.

Bringing Dogs to the Workshop

Students will be required to bring a dog to the Workshop and will be working both with the dog they bring and with their classmates' dogs. 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 Workshop:

- 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 vaccination 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.

Working with Another Species

In this program you will be required to train a species other than a dog. These activities begin within the first unit of the course, starting with Lesson 3. Training another species is an important experience for dog trainers. You will hone your ability to observe behavior. You will discover that the principles of clicker training ALWAYS work. You will gain new respect for how smart other animals can be. It is also a lot of fun! Upon formal acceptance to the course, please start to consider the second species you would like to train.

Choosing a species to train: 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. So many options!

- **Choosing the individual animal:** Make things easier by selecting a good training prospect. Just as you chose your dog partner for the course, keep the following in mind as you select your second species. Find an individual that is: adapted well to the training environment, eager to explore, repeatedly eats treats or food, engages with the trainer, and is healthy enough to participate in training. Often training sessions are short in length, but frequent in occurrence.
- **Where to find a second species:** If you do not have another animal species already in your house, there are many other options. Please consider a friend, family member, neighbor, or co-worker who may have an animal you could work with during this short portion of the course. You would want to have relatively easy and frequent access to the animal at this time (a few weeks). Many students find visiting an animal and arranged training visits work well. Other options are to inquire at local shelters, rescues or veterinarian clinics. Training animals at such places provides enrichment to the animal's life, introduces human observers to the possibilities of clicker training, and can increase an animal's adoptability. What a wonderful difference to make.
- **Acquiring a new animal:** Karen Pryor Academy highly recommends using the above suggestions before adding a new animal to your household. Please remember that animal companions are lifelong commitments and deserve to have all their needs met during that time.

7c. World Format

Planning your time and staying on track

- You will have to complete the online portion of the program in the 6 months before your Workshop date. You'll have to plan carefully in order to complete the Lessons, readings, assignments, training videos, and exercises in time for your Workshop. To help you do this, we've created the Dog Trainer Professional Program Schedule for you.
- The Dog Trainer Professional 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, and gives a breakdown of each Lesson, including number of slides, assignments, exercise packets, etc. You can enter a completion date for each Lesson. Make sure you're on a plan. See Section 16 of this handbook for the Dog Trainer Professional Program Schedule.
- You are expected to finish all the Lessons in the online portion of the course before the Workshop.
- Students are expected to complete the program as scheduled. If, due to unavoidable circumstances, 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 your teacher as soon as you know you won't be able to complete the program as scheduled.
 - There will be a \$1,000 fee for this special accommodation.
 - You will be required to attend the 9-day Workshop with your new class when you resume.
 - You will need to choose another class series taught by the same KPA instructor.
 - Deferrals are on a space-available basis. Once you defer, **Karen Pryor Academy cannot guarantee a spot in a future class.**

Completing the Lessons

- To move forward in any Lesson simply read the slide and follow the instructions. Use the navigation buttons to advance to the next slide or go back to review.
- Most of the Lessons feature a written assignment and a quiz at the end. We ask that you pay careful attention to the quality of the writing you submit. When you complete the written assignment and pass the quiz for a Lesson you will be able to go on to the next Lesson until the Unit is complete. You may take a quiz up to three times.
- You may continue through the online lessons in succession, completing each exercise as you come to it. You will attend your Workshop once you have finished all online lessons.
- 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 Lesson.
- As you work through the exercises with each 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 Workshop is an integral part of your course. Here’s how to make the most of it:

- Make sure you have your workshop scheduled and booked on your calendar. There is no simple, quick, or cost-free way for you to make up any part of the missed Workshop.
- Do not bring your dog. We will provide you with a dog to work with on site!
- Do everything you can to make your Workshop. The only possibility for making up your missed Workshop is to wait for the Program to a) be repeated and b) to have Workshop space available. Contact your teacher in advance if you need to miss any part of your Workshop for some unavoidable reason.
- 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. Complete all the Lessons, home exercises, training videos, and assignments for the online portion of the course before the Workshop. Take advantage of the other resources available to you (see “Student Resources” section of this Handbook).
- Approach the Workshop as a learning experience where you will both teach and learn from others. 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. There are two primary mechanisms for formal feedback:

- Quizzes within the Lessons
 - You will get feedback on how you answered your quiz questions.
- Video Feedback from Teacher
 - You will get important feedback and coaching based off training videos that you send to your teacher.
 - Video submissions are due to your teacher every 6 weeks.
 - Video submission timeline:
 - Begin program



- Week 6: Lessons 1-5 videos due to instructor
- Week 12: Lessons 6-12 due to instructor
- Week 18: Lessons 13-17 videos due to instructor
- Week 26 (approx.): Attend in-person workshop
- Students are required to have completed **all final training video requirements for all lessons** no later than 2 weeks before the in-person workshop begins
- Students will receive an email with the complete policy regarding video submission upon enrollment.
- If a teacher feels you will not be able to keep up with the pace of the program successfully, he or she will discuss with you and the KPA director what steps make the most sense.

Bringing Dogs to the Workshop

Students do not bring their dogs to the Workshop. A dog will be provided for each student on site.

Working with Another Species

In this program you will be required to train a species other than a dog. These activities begin within the first unit of the course, starting with Lesson 3. Training another species is an important experience for dog trainers. You will hone your ability to observe behavior. You will discover that the principles of clicker training ALWAYS work. You will gain new respect for how smart other animals can be. It is also a lot of fun! Upon formal acceptance to the course, please start to consider the second species you would like to train.

Choosing a species to train: 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. So many options!

- **Choosing the individual animal:** Make things easier by selecting a good training prospect. Just as you chose your dog partner for the course, keep the following in mind as you select your second species. Find an individual that is: adapted well to the training environment, eager to explore, repeatedly eats treats or food, engages with the trainer, and is healthy enough to participate in training. Often training sessions are short in length, but frequent in occurrence.
- **Where to find a second species:** If you do not have another animal species already in your house, there are many other options. Please consider a friend, family member, neighbor, or co-worker who may have an animal you could work with during this short portion of the course. You would want to have relatively easy and frequent access to the animal at this time (a few weeks). Many students find visiting an animal and arranged training visits work well. Other



options are to inquire at local shelters, rescues or veterinarian clinics. Training animals at such places provides enrichment to the animal's life, introduces human observers to the possibilities of clicker training, and can increase an animal's adoptability. What a wonderful difference to make.

- **Acquiring a new animal:** Karen Pryor Academy highly recommends using the above suggestions before adding a new animal to your household. Please remember that animal companions are lifelong commitments and deserve to have all their needs met during that time.

8. Student Resources

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

- **Getting Started section:** The very first module in the course is a great resource to review periodically to remind yourself of what's available to you.
- **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:** Many students choose to discuss training and assignments with their classmates throughout the program. Your class can do this via email and/or social media.
- **Faculty support:** Your teacher is available to provide support. He or she will provide you with specific options and contact information upon enrollment.
- **KPA support:** Not finding answers in the online resources? If you have questions about your Lessons or the Academy's policies or procedures, ask for help from the Academy by e-mailing support@karenpryoracademy.com. Response time is generally 48 hours or less.
- **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.
- KPA does not offer job placement assistance or guarantee employment upon completion of the program.

9. 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 Director:
 - Telephone 800-472-5425
 - Email: Use "Contact Us" link found on the website

The following applies ONLY to students from Massachusetts, USA: If you are not satisfied with the outcome of your complaint to the school, or at any time, you may file a complaint in writing with the Massachusetts Office of Private Occupational School Education, Division of Professional Licensure (1000 Washington Street, Suite 710, Boston, MA 02118). You may contact the Department at 617-727-5811 or Occupational.Schools@state.ma.us.

10. 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 KPA CTP Terms of Use.
- Create a professional trainer profile on Karen Pryor Academy's website.

If you would like a copy of the KPA CTP Terms of Use, email 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.

KPA Certified Training Partner Premium level membership is complimentary for graduates for one year following the student's graduation. After one year, graduates living in the US or Canada who wish to continue receiving membership benefits may opt into one of three membership options with prices ranging from \$100-\$299. Graduates living outside the US and Canada may renew their membership at the Premium level for \$150.

Graduates may also opt not to participate in the CTP Program.

11. 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.

12. 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 Karen Pryor Clicker Training (KPCT), Karen Pryor Academy (KPA), 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. For Washington, USA, students: changes in the catalog must be approved by the state of Washington in advance of use. In the instance of an affirmative written conflict between Academy policies written elsewhere and the Student Handbook, the Student Handbook shall govern.

13. Owner, Personnel, and Licensure

Owners: Aaron Clayton and Ken Ramirez

Founder: Karen Pryor

President: Aaron Clayton

Administrator: Ken Ramirez

Parent Company:

Sunshine Books, Inc.
49 River Street, Suite 3
Waltham, MA 02453

Administrative Offices:

49 River Street, Suite 3
Waltham, MA 02453

Auxiliary Facility (*applies only to students from Washington State, USA*):

700 Fox Hollow Road
Sequim, WA 98382

Licensure (*applies only to students from Washington State, USA*):

This school is licensed under Chapter 28C.10 RCW. Nothing in our policy prevents a student from contacting the Workforce board at 306-709-4600 at any time with a concern or complaint. Inquiries or complaints regarding this private vocational school may be made to:

Workforce Training and Education Coordinating Board
128 – 10th Avenue Southwest
Olympia, Washington 98504



360-709-4600

workforce@wtb.wa.gov

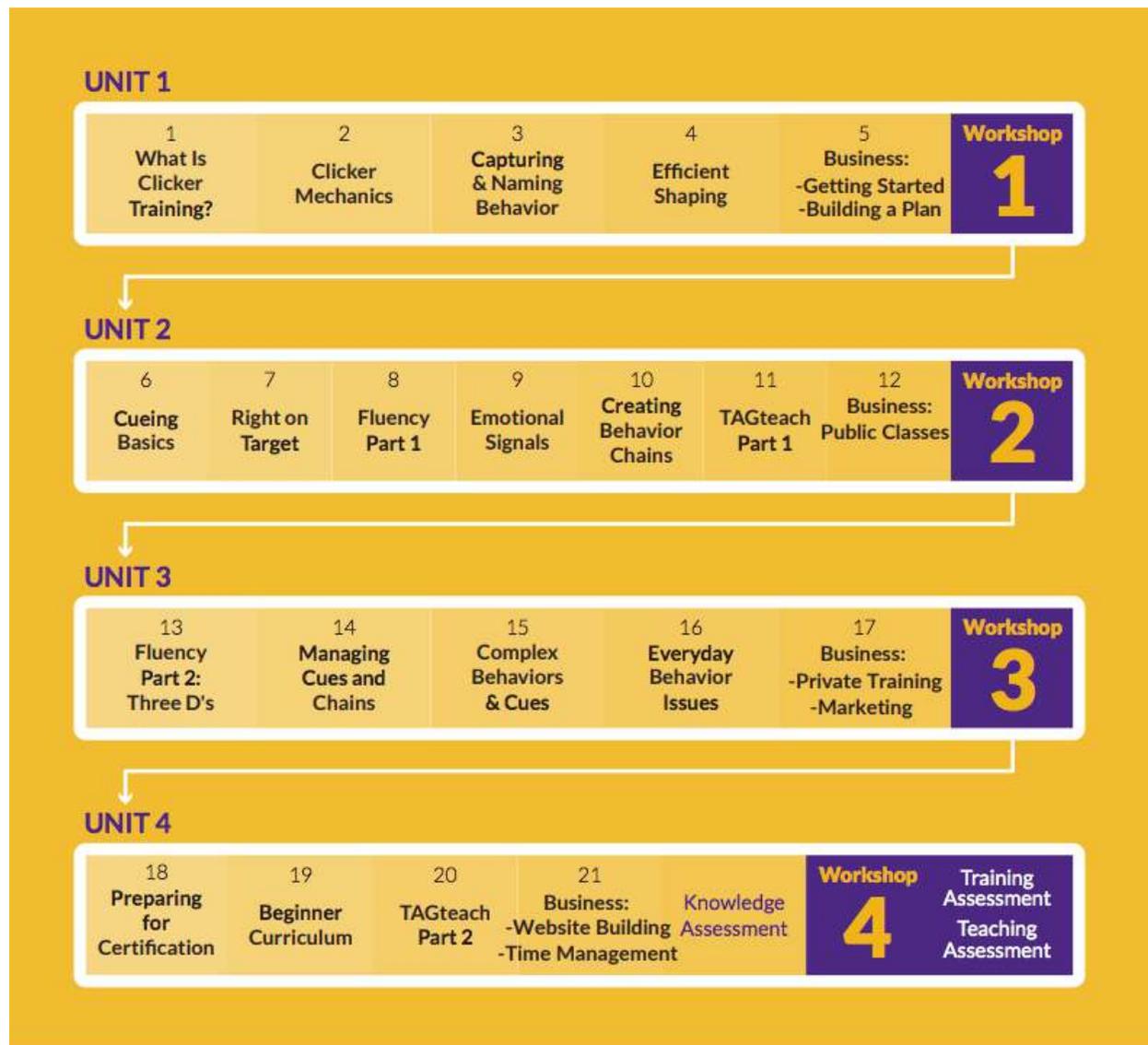
14. School Calendar

Karen Pryor Academy is open during normal business hours, 9–5pm EST, Monday through Friday, and will be closed on the following holidays:

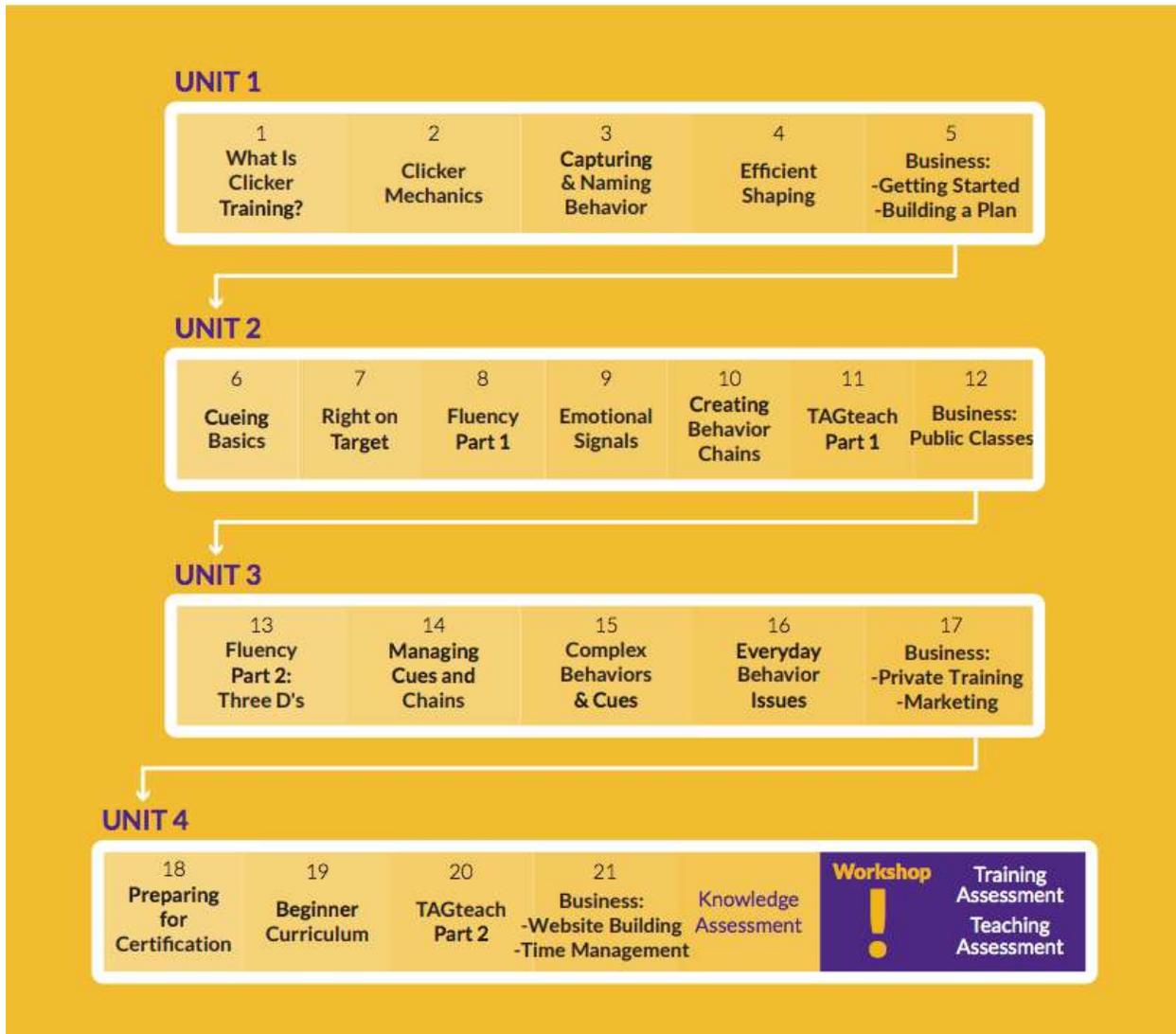
- New Year's Day
- Martin Luther King Day
- Memorial Day
- July 4th
- Labor Day
- Columbus Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

15. Course Guide

15a. Regional Format



15b. National Format and World Format



16. Course Schedule

16a. Regional Format



Dog Trainer Professional Program Schedule

Unit	Lesson	Topic pages	Documents	Video		Audio		Exercises	Homework	Assignments	Quizzes	Completion Date		
				#	Min.	#	Min.					Planned	Actual	
	Getting Started	39	5	-	-	-	-	-	-	-	-			
1	1 What Is Clicker Training?	140	19	2	5	9	120	-	-	1	1			
	2 Clicker Mechanics	31	4	3	6	-	-	5	-	1	1			
	3 Capturing & Naming Behavior	46	12	7	13	1	4	5	-	1	1			
	4 Efficient Shaping	72	18	5	9	-	-	5	-	-	1			
	5 Business: Getting Started & Transition Planning	11	2	2	180	-	-	-	-	2	1			
Workshop 1														
2	6 Cueing Basics	82	6	14	21	-	-	3	1	1	1			
	7 Right on Target	88	6	19	35	-	-	4	-	1	1			
	8 Fluency Part 1	81	8	5	7	-	-	3	-	1	1			
	9 Emotional Signals	112	10	10	9	-	-	3	-	1	1			
	10 Creating Behavior Chains	84	7	14	31	1	13	3	1	-	1			
	11 TAGteach Part 1	101	4	11	18	-	-	-	-	1	1			
12 Business: Public Classes	7	1	2	235	-	-	-	-	1	1				
Workshop 2														
3	13 Fluency Part 2: Three D's	97	6	9	12	-	-	3	1	-	1			
	14 Managing Cues and Chains	102	6	11	20	-	-	2	-	1	1			
	15 Complex Behaviors & Cues	119	12	22	64	-	-	2	-	-	1			
	16 Everyday Behavior Issues	217	15	15	21	-	-	-	1	1	1			
17 Business: Private Training & Marketing	11	2	2	200	-	-	-	-	2	1				
Workshop 3														
4	18 Preparing for Certification	42	4	-	-	-	-	-	-	-	-			
	19 Beginner Curriculum	21	2	-	-	-	-	-	-	-	-			
	20 TAGteach Part 2	70	1	1	4	-	-	-	-	-	1			
	21 Business: Websites & Time Management	11	4	2	120	-	-	-	-	2	1			
	Wrapping Up	27	2			-	-	-	-	-	-			
Knowledge Assessment														
Workshop 4 / Training Assessment														
Workshop 4 / Teaching Assessment														

16b. National Format and World Format



Enter a name for a cell range, or select a named range from the list

Unit	Lesson	Topic pages	Documents	Video		Audio		Exercises	Homework	Videos Assignments	Written Assignments	Quizzes
				#	Min.	#	Min.					
1	Getting Started	39	5	-	-	-	-	-	-	-	-	-
	1 What Is Clicker Training?	140	19	2	5	9	120	-	-	-	1	1
	2 Clicker Mechanics	31	4	3	6	-	-	5	-	-	1	1
	3 Capturing & Naming Behavior	46	12	7	13	1	4	5	-	-	1	1
	4 Efficient Shaping	72	18	5	9	-	-	5	-	-	-	1
2	5 Business: Getting Started & Transitioning	11	2	2	180	-	-	-	-	2	-	1
	6 Cueing Basics	82	6	14	21	-	-	3	1	-	1	1
	7 Right on Target	88	6	19	35	-	-	4	-	-	1	1
	8 Fluency Part 1	81	8	5	7	-	-	3	-	-	1	1
	9 Emotional Signals	112	10	10	9	-	-	3	-	-	1	1
	10 Creating Behavior Chains	84	7	14	31	1	13	3	1	-	-	1
	11 TAGteach Part 1	101	4	11	18	-	-	-	-	-	-	1
	12 Business: Public Classes	7	1	2	235	-	-	-	-	1	-	1
	13 Fluency Part 2: Three D's	97	6	9	12	-	-	3	1	-	-	1
	14 Managing Cues and Chains	102	6	11	20	-	-	2	-	-	1	1
	3	15 Complex Behaviors & Cues	119	12	22	64	-	-	2	-	-	-
16 Everyday Behavior Issues		217	15	15	21	-	-	-	1	-	1	1
17 Business: Private Training & Marketing		11	2	2	200	-	-	-	-	2	-	1
18 Preparing for Certification		42	4	-	-	-	-	-	-	-	-	-
4	19 Beginner Curriculum	21	2	-	-	-	-	-	-	-	-	-
	20 TAGteach Part 2	70	1	1	4	-	-	-	-	-	-	1
	21 Business: Websites & Time Management	11	4	2	120	-	-	-	-	-	-	1
	Wrapping Up	27	2	-	-	-	-	-	-	2	-	-
					Knowledge Assessment							
				Workshop / Training Assessment								
				Workshop / Teaching Assessment								

17. Instructor and Facility (State of WA Only)

Terry Ryan founded Legacy Canine Behavior & Training in the early 1970s with the goal of promoting humane and effective dog training techniques for a variety of pet, working dog and competitive applications. She was the Program Coordinator for the dean of the College of Veterinary Medicine, Washington State University, from 1981 until 1994, focusing on human-animal bond projects. Through Legacy she instructs community dogs and their people, writes, and maintains a busy national and international workshop schedule. Most frequently she can be found teaching instructor courses, chicken training workshops, and training games events. A Karen Pryor Academy faculty member since 2008, Terry teaches several KPA classes a year here and overseas.

The training venue is located on the Olympic Peninsula in Sequim, Washington. Located in the foothills just outside of town, the carpeted, climate-controlled seminar area is cheerful, has comfortable tables and chairs and clean restroom facilities. The adjoining training room is bright, fully matted and has good acoustics. A small, park-like dog walking and picnic area is just outside. There are dog-friendly beach or forest trails nearby.