



# 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](#) 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 a mark of achievement, but also a clear signal to others that your training and teaching have reached a standard of excellence that this Academy is proud to stand behind.

## 2. Program Vision and Goals

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



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

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

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

## 3. Course Structure

### 3a. Regional Format

- **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 (approximately 9 months in United Kingdom).



- **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
  - Ability to prepare and submit video of several assignments throughout the course
  - 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
  - Access to a device with internet and camera for video meetings with class and/or faculty
  - Crate for use in Workshops
  - Timer or stopwatch
  - 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
  - Treats and treat pouch

### 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
  - Ability to prepare and submit video of several assignments throughout the course
  - A modern web browser (Chrome, Firefox, Safari, Internet Explorer)



- Access to a device with internet and camera for video meetings with class and/or faculty
- Access to a dog you can train regularly and the ability to transport the dog safely to and from the Workshop
- Ability to prepare and submit video of several assignments throughout the course
- Crate for use in the Workshop
- Timer or stopwatch
- 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
- Treats and treat pouch

### 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 device with internet and camera for video meetings with class and/or faculty
  - Access to a dog you can train regularly at home/work. For the Workshop, a dog will be provided.
  - Timer or stopwatch



- Ability to prepare and submit all required video assignments throughout the course
- 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
- Treats and treat pouch

## 4. Admission 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.

Applicants to the Dog Trainer Professional program must be aged 18 years or older and must have a high school diploma or GED; some college is recommended. Applicants must complete all required sections of the application, which 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. Applicants to the **Regional and National Formats** must also be able to bring the dogs with them to the required workshop(s). Applicants must also digitally sign and submit their acceptance of the Student Handbook and the obligations and rules therein; this signature and acceptance includes the [Tips & Resources](#) for Completing the Dog Trainer Professional Program.

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.

A variety of dogs are suitable, but the temperament of the dog you will work with in the program will be an important consideration. [Learn more](#) about what makes for an appropriate workshop dog. Applicants are not permitted to use dogs that have previously been through part or all of the 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.

## 5. Tuition and Deferral 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 for one year following graduation. 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

<i>Program</i>	<i>Tuition</i>	<i>Payment Option 1</i>	<i>Payment Option 2</i>	<i>Loans/Scholarships</i>
<b>Regional Format: US &amp; Canada</b>	\$5,600 USD/ \$7000 CAD	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*
<b>Regional Format: United Kingdom</b>	£3,598	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*
<b>Regional Format/National: Australia</b>	AUD\$5,400	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*
<b>National Format: US &amp; Canada</b>	\$5,600	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*
<b>World Format</b>	\$5,700	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	N/A

\*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.

## Deferral

Students are expected to complete the program as scheduled. Sometimes, due to unavoidable circumstances, a student is unable to complete the program in the original scheduled timeframe, or for other reasons falls too far behind to catch up. For these situations, Karen Pryor Academy provides the option to defer (or suspend) participation in the program. This deferral option means retaking the full course with the same instructor at a later date when there is space available in a program of the same format (e.g., Regional, National or World).

- It is important that you contact your instructor as soon as you know you will not be able to complete the program as scheduled.
- There will be a fee for this special accommodation:
  - Regional Format - US & Canada: \$1,000, \$1250 CAD
  - Regional/National Format - United Kingdom: £645
  - Regional/National Format - Australia: AU\$1,360
  - National Format- US & Canada: \$1,000 USD, \$1250 CAD
  - World Format: \$1,000
- Students enrolled in one of the program's Regional Formats will be required to attend **all four Workshops** when they resume with their new class, regardless of how many they had already attended when their studies were interrupted.
- You will need to choose another class series taught by the same KPA instructor.
- Students will be expected to finish any payment obligations on time per their payment schedule





- Students are allowed 18 months from the date of their original final workshop to re-enroll in the program.
- Deferrals are on a space-available basis. Once you defer, **Karen Pryor Academy cannot guarantee a spot in a future class.**

## 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](mailto:support@karenpryoracademy.com) within that time if they wish to withdraw; write "Withdraw" in the subject line.

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

### 6b. 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. 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: Tips & Resources for Completing the Dog Trainer Professional Program

### 7a. Planning Your Time and Staying on Track

- The Dog Trainer Professional Program is designed for the components of each Lesson to work together: the Lesson slides and readings teach you the concepts; the quizzes test your knowledge of the concepts; the written assignments and homework give you an opportunity to apply the concepts in training plans or problem solving; and the training exercises allow you to practice the concepts with your dog.
- You'll need to carefully plan and manage your time in order to complete the Lessons, readings, assignments, and exercises throughout the course. To help you do this, we've provided the **Dog Trainer Professional Program Schedule** for you, depending on which program format you select:
  - **Regional Format - US, Canada & Australia:** We expect most students will take 4 to 7 weeks to complete each Unit of the program. This includes all slides, quizzes, written assignments and training exercises required for each Lesson. The instructor may provide specific deadlines for individual components.
  - **Regional Format - United Kingdom:** We expect most students will take 10 to 12 weeks to complete each Unit of the program. This includes all slides, quizzes, written assignments and training exercises required for each Lesson. The instructor may provide specific deadlines for individual components.
  - **National Format:** Students will be required to complete the online portion of the program in the 6 months before the Workshop. This includes all slides, quizzes, written assignments, training exercises and video submissions required for each Lesson. The instructor may provide specific deadlines for individual components.
  - **World Format:** Students will be required to complete the online portion of the program in the 6 months before the Workshop. This includes all slides, quizzes, written assignments, training exercises and video submissions required for each Lesson. The instructor may provide specific deadlines for individual components.



- The **Dog Trainer Professional Program Schedule** lists a breakdown of the components of each Lesson you'll be required to complete, including number of slides, written assignments, and training exercises. You can enter your Workshop dates and deadlines, then choose a completion date for each Lesson so you can plan your time accordingly. Be sure to mark your progress and make adjustments as necessary so you stay on track.
- It is important to complete all components of one Lesson before moving onto the next.
- You are expected to complete all the Lessons and required work in a given Unit before that Unit's Workshop (**Regional Format - US, Canada & Australia** and **Regional Format - United Kingdom**) or proceeding to the next full Unit.
- You are expected to attend 2-3 video conference meetings with your faculty during the program. These virtual meetings may be conducted as a class group or individually. Faculty will work with the class on scheduling in advance.

### **Video Submission Deadlines & Progressing Through the Course**

You are required to submit videos of finished behaviors after you have worked on the training exercises in each lesson (**National Format** and **World Format**). This is a key component of the program. It is the main way for you to demonstrate your skill development as well as for your instructor to evaluate your skills and provide feedback to be applied to subsequent videos.

In addition:

- Videos must be submitted in the order listed on the schedule (provided upon enrollment).
- All videos for each unit are required to be marked complete by your instructor by the Unit deadlines:
  - Video submissions are due to your instructor approximately every 6 weeks.
  - Video submission timeline:
    - Week 6: Lessons 1-5 videos due to instructor
    - Week 12: Lessons 6-12 videos due to instructor
    - Week 18: Lessons 13-17 videos due to instructor
    - Week 24: Lessons 18-21 videos due to instructor
    - Week 26 (approximately): Attend in-person workshop
  - Students are required to have completed all revisions to **all final training video requirements (demonstrating a finished behavior chain and two accompanying segments)** no later than two weeks before the in-person Workshop begins.
  - Upon enrollment, students received an email containing the complete video submission policy.
- Videos generally require revisions based on incorporating instructor feedback and should be submitted throughout each unit's 6-week period; students should be sure to allow enough time for this process.
- Students may not proceed to the next full Unit if they have not completed all required work in a given Unit by that Unit's deadlines. Unit work is only considered complete when marked as such by the instructor.



- Students with outstanding assignments prior to the unit check in will need to contact their faculty for guidance on how to proceed.
- Based on students' progress, Faculty may provide additional resources to assist students or suggest other options to successfully complete the course (including deferral).

## 7b. Online Lessons

- To proceed through any Lesson, simply read each slide and follow the instructions. Use the navigation buttons to advance to the next slide or go back to review. You will have access to all completed Lessons throughout the course.
- It can be helpful to take notes on the material in each Lesson. Creating outlines of the Lessons that include headings, subheadings and key points will help locate material and refresh your memory when taking the quizzes, doing the written assignments and practicing the training exercises.

## 7c. Online Quizzes

- All of the Lessons include a quiz at the end. Once you pass the quiz with a score of 85 or better, you will be able to advance to the next Lesson.
- You may take a quiz up to three times. If you do not pass after two attempts, please contact your instructor for assistance in reviewing the questions you answered incorrectly and preparing to take the quiz for the third time.
- The quizzes are "open book" and all of the answers are in the corresponding Lesson. If possible, you can keep the course open in one window and your test open in another.
- The test is not set up so you can go back and review the questions and your answers. Take screenshots of each question with your answer before you proceed to the next question and note which questions you answered both correctly and incorrectly. (Note: This also creates a good study tool for reviewing the material when you prepare for your final written Knowledge Assessment).
- Do not rush through the quizzes. Take your time with each question (but be careful not to overthink). You do not have to complete the quiz in one session; you will be able to return to where you left off if you take breaks.
- Pay special attention to the instructions at the top of each question indicating whether you should "choose the correct/best answer" or "choose all that apply."



- Consider each answer based on the material that was included in the Lessons. Read the question and consider each answer, one at a time:
  - Would A be right?
  - Would B be right?
  - Would C be right?
  - Would D be right?
- Review/practice the training exercises to refresh your knowledge about how you applied the concepts from the Lesson.

## 7d. Training Exercises

- Lessons contain significant training exercises for you to do with your dog. These are contained in the exercise packets; which we recommend you print out and review before beginning to practice them.
- As you work through the exercises for 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. Sometimes these exercises require repeated training sessions over multiple days, so do not leave them for the last minute. It is important to remember to go at your dog’s pace so it can be engaged in the learning process and not become frustrated.
- While working on training exercises that require repeated sessions, continue working concurrently through the online portions of the Lesson.
- You will demonstrate your progress and fluency of these exercises at your workshop(s).

## 7e. Written Assignments

- The purpose of the written assignments is for you to apply your understanding of the concepts in the Lessons. While you don’t need to be an experienced writer, we ask that you express your ideas clearly and concisely.
- Instructions for many of the written assignments include the type of format to use (e.g., write an outline, write a training plan, etc.). Paying attention to the requested format will help you organize your thoughts clearly and eliminate confusion as you work on the assignments.
- Written exercises are submitted to the instructor for review so your instructor gets a sense of your understanding of the material, how you would apply that knowledge to the situation outline, and how you would professionally teach the information to another person or group of people.
- If you need assistance with how best to approach the written assignments, please contact your instructor.

## 7f. Homework

- Occasionally you will come across homework exercises in a lesson. These are either written or observational exercises, sometimes both. Per the specific instructions, homework exercises may be for your own knowledge or may be submitted to your instructor.

## 7g. Working with Another Species

In this program you will be required to train a species other than a dog. These activities begin during the first unit of the course in 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!

- **Choosing a species to train:** During the Application and Enrollment process, you were given information about considering the second species you would like to train. Keep in mind you do not have to bring your additional species to your workshop(s). 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 also 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, 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. Keep in mind that training sessions will often be 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 asking a friend, family member, neighbor, or co-worker who may have an animal you could work with during this short portion of the course (over the period of a few weeks). You will need to have relatively easy and frequent access to the animal at this time. Many students find visiting an animal for arranged training visits works well. Other options are to inquire at local shelters, rescue organizations 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 chances for adoptability. What a wonderful difference this can make in an animal's life!
- **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.

## 7h. Successful Workshops

The Workshops are an integral part of the Dog Trainer Professional Program, no matter which format you are enrolled in. Here's how to make the most of them:





- Try not to be nervous! It's normal for students to feel anxious before the Workshops because they don't know what to expect. The Workshops are designed to be learning experiences, so approach them with that in mind. Your instructor will review and clarify important concepts from the Lessons as well as lead your group through new exercises to expand your training. You will teach other students and their dogs as well as learn from them throughout the Workshops.
- Be well prepared to participate fully. Complete all the Lessons, training exercises and assignments for that Unit. How you participate in the Workshops is an important part of the instructor's assessment of your performance.
- Regional and National students should plan to bring a dog that you've worked with during the home exercises, since you will be demonstrating behaviors for your instructor. (See the section on "Bringing Dogs to Workshops" below for more information on selecting and preparing your dog for the Workshop experience.)
- Make sure you have scheduled your Workshops on your calendar and have made all necessary arrangements for travel and accommodations well in advance. There is no simple, quick or cost-free way for you to make up a Workshop you have missed.
- If you must miss a Workshop because of unavoidable circumstances, contact your instructor in advance.
- For workshops 1, 2, and 3 (**Regional Format - US, Canada & Australia** and **Regional Format - United Kingdom**), you may be able to arrange a special one-time makeup session with your instructor prior to the following workshop. There is an additional charge (\$270 USD, \$370 CAD, £175 or AU\$370), plus instructor travel and facility expenses (if applicable), not included with tuition. These makeup sessions 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.
- If your dog is sick or injured and is unable to attend a Workshop (**Regional Format - US, Canada & Australia** and **Regional Format - United Kingdom**), you are encouraged to attend the Workshop without your dog. While you will need to make arrangements with your instructor to make up the Workshop assessments, you will still be able to benefit from the learning experience as well as participate in the other exercises involving your classmates and their dogs.
- In the event that an instructor is ill or otherwise unable to conduct a scheduled Workshop, the Academy may substitute another member of the faculty (or staff) or reschedule the Workshop as needed, in which case the Academy will make reasonable efforts to accommodate students' schedules.
- Students enrolled in the **National Format** and **World Format** should make every attempt to attend the Workshops. The only possibility for making up these missed Workshops is both to wait for the Program to be repeated *and* to have space available in that Workshop. Contact your instructor in advance if you need to miss any part of your Workshop for some unavoidable reason.



## 7i. Bringing Dogs to Workshops

Students enrolled in the **Regional Format - US, Canada & Australia** or **Regional - United Kingdom** or **National Format** will be required to bring a dog to their Workshops and will be working both with the dog they bring and with their classmates' dogs. Students should be sure to bring the dog that was approved during the Application and Enrollment process. Students enrolled in the **World Format** do not bring their dogs to the Workshops. A dog will be provided for each student on-site at the Workshops.

During the Application and Enrollment process, students received detailed instructions on how to select and prepare their dogs that will be attending the Workshops. Please refer to those instructions to ensure your dog is appropriate and properly prepared for the Workshop experience. If you have any questions or concerns, contact your instructor in advance.

The following are the guidelines for bringing dogs to the Workshops:

- One dog per student.
- Dogs who have previously been through any part or all of the program are not permitted to go through the program again (unless with a student who is repeating the course).
- Dogs should be trained to relax in a crate while the handler is close by and also while the handler is out of sight for short periods (e.g., during an exercise not involving dogs or when students are working with other dogs).
- Dogs should be able to relax on a mat beside the student.
- Dogs should be able to acclimate to the Workshop environment (not be too stressed or noisy).
- Dogs should be safe/comfortable with new people (other students will be handling the dogs).
- Dogs should be safe/comfortable with other dogs (students shouldn't have to "manage" their dogs).
- Students should bring a leash, a crate, a crate cover or sheet, a mat, a variety of treats, food for meals, water, a water bowl, medications, toys, etc. — anything they need to ensure the dog's safety and 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 instructor, including those related to vaccinations.

If a situation arises where your partner dog becomes unavailable for you to work with or bring to a workshop (for example, due to illness or injury), please contact your instructor as soon as possible to discuss your options. If circumstances require you to change to another dog for the remainder of the course, please contact both your instructor and the Application and Enrollment Coordinator immediately.

### **Infectious disease, parasite control and vaccinations**

Please follow these guidelines before and during workshops to keep all dogs and humans safe from preventable illnesses related to parasites and infectious diseases:

- All dogs should have a veterinary medical record with vaccination status, which can be presented upon request to KPA faculty or staff.
- Your partner dog should be free of any health issues or concerns before attending all in-person workshops.

- Any dog suspected of being infectious or showing signs of infectious disease is prohibited from attending in-person workshops. Signs of infectious disease include fever, cough, discharge from the eyes and nose, vomiting, diarrhea, skin infection, and nervous system abnormality.
- If a dog begins to exhibit signs of infectious disease during a workshop, it should immediately be isolated from other dogs. The faculty member should also be notified so additional precautions can be taken, including removing the dog from the facility (unless and until the condition can be documented as noninfectious by a veterinarian).
- A dog that has recently recovered from an infectious disease may still be contagious. Documentation from a veterinarian should be provided that indicates the dog is no longer infectious. If the illness is unknown, the dog should wait a minimum of two weeks before attending a workshop.
- Frequently wash and sanitize hands, especially after pottying your dog and touching your dog and any of its equipment.
- Potty your dog only in designated areas at a workshop. Remove dog feces promptly and dispose of it properly.
- Use of effective topical or oral flea and tick prevention products should be up-to-date before all workshops.
- Bring your own items necessary for your dog, including bedding/mats, crate, toys, water/food bowls, leashes, collars, and harnesses. Also, do not share these items with other students. Wash and sanitize as necessary.

## 7j. Performance Feedback

You will receive frequent feedback about your performance and progress during the course. If you believe you are not getting appropriate or sufficient feedback, it is your responsibility to let us know and help us give you more. Discuss this with your instructor, or if you prefer, contact [support@karenpryoracademy.com](mailto:support@karenpryoracademy.com).

- There are three primary mechanisms for formal feedback:
  - Quizzes within the Lessons: You will get feedback on how you answered your quiz questions).
  - Workshop feedback from your instructor (**Regional Format - US, Canada & Australia** and **Regional Format - United Kingdom**): You will get important feedback and coaching during the Workshops. In addition, a few days after the conclusion of each Workshop, you will receive written feedback.
  - Video feedback from your instructor (**National Format** and **World Format**): You will get important feedback and coaching about the required training videos you submit to your instructor.
- If there are performance concerns indicated or if you have additional questions, you can schedule time to talk with your instructor.
- If your instructor has significant concerns about your 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 USD, \$120 CAD, £58 or AU\$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 your instructor feels you will not be able to keep up with the pace or content of the program successfully, he or she will discuss options with you and the KPA front office.

## 7k. Student Resources

You have many 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 gathered 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 via email throughout the program. Some instructors also set up private Facebook groups to provide opportunities for student discussion.
- **Faculty support:** Your instructor 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 KPA's policies or procedures or need additional assistance, contact KPA staff at [support@karenpryoracademy.com](mailto:support@karenpryoracademy.com). Response time is generally 48 hours or less.
- Karen Pryor Academy does not offer job placement assistance or guarantee employment upon completion of the program.

## 8. 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; students must also be on time for all Workshop days. 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. United Kingdom members must also agree to commitment to & abide by the CAWC code of conduct.
- 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:
    - US Regional/National/World Format: \$270 USD
    - Canada Regional/National Format: \$360 CAD
    - United Kingdom Regional/National Format: £175
    - Australia Regional/National Format: AUD\$370
  - 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 instructor, 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, compassion, and respect.
- Conduct him/herself in a professional manner, throughout the program and beyond. This includes during all email, phone, and videoconference communication with KPA faculty and staff, as well as during all Workshop days.



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 Completion.

Upon 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](mailto:support@karenpryoracademy.com).

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

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

- Review and sign the KPA CTP Yearly Agreement.
- Create a professional trainer profile on Karen Pryor Academy's website.

If you would like a copy of the KPA CTP Yearly Agreement, email [support@karenpryoracademy.com](mailto:support@karenpryoracademy.com).

Becoming a KPA Certified Training Partner carries these benefits:

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

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

KPA Certified Training Partner Premium level membership is complimentary for graduates for one year following the student's graduation. After one year, graduates 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-\$199. Graduates living outside the US and Canada may renew their membership at the Professional level for \$150.

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



## 10. Education Credits

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

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

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

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

- Integrity is important to KPA and a requirement of certification and completion of the KPA program. Accordingly, both completion and certification are conditioned upon a clean criminal record. KPA may, in its sole discretion, deny certification and completion to any person found to have been convicted of, or who has a charge pending for, a felony or misdemeanor that involves honesty or morality. KPA may also deny certification and completion to any person arrested, arraigned, charged, or convicted of such a crime during the pendency of the program and may, in its sole discretion, dismiss the student from the program, with the student forfeiting all tuition. Further, KPA may, in its sole discretion, deny certification and completion, with a forfeiture of tuition, to any person gaining admission to the program or proceeding through the program on false or misleading grounds or pretenses, including a failure to inform the program of any conviction or pending charge.
- 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. In instances where Academy faculty create private Facebook groups for students enrolled in their classes, students may post videos for classmate and faculty viewing.



- 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 is using a dog that has not previously been through part or all of the program (except in the case of the student retaking the course).
- 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.
- The student will conduct him/herself in a professional manner, throughout the program and beyond. This includes but is not limited to all email, phone, and videoconference communication with KPA faculty and staff, as well as during all Workshop days.
- 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 Academy has the right to alter, delay or otherwise change the KPA program if, in the Academy's sole judgement, it determines that such changes serve the educational mission of the program, or keep students, faculty or administrators safe, or are necessary to respond to environmental conditions, including but not limited to health and safety. The Academy will not be deemed in breach of this handbook or other agreements with, or otherwise liable to, students or applicants by reason of alteration, delay or others changes in performance or nonperformance of any of its obligations under this agreement to the extent that any such delay or nonperformance is due to such determination by the Academy.
- Force Majeure - The Academy will not be deemed in breach of this handbook or other agreements with, or otherwise liable to, students or applicants, by reason of delay in performance or nonperformance of any of its obligations under this agreement to the extent that any such delay or nonperformance is due to any Force Majeure. "Force Majeure" refers to any circumstances beyond our reasonable control including, without limitation, acts of God, terrorist activities, insurrection, explosion, flood, tempest, forceful wind, fire or accident, war or threat of war declared or undeclared, sabotage, civil disturbance, labor strikes, requisition, sickness, quarantine, government intervention, weather conditions, and unforeseen circumstances. In the event of Force Majeure, the Academy will have the sole and exclusive right, but not the obligation, to adjust its teaching methods, modes, modalities, schedules, and curriculum.
- 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.

## 12. 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 they 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](mailto:Occupational.Schools@state.ma.us).

## 13. Owner, Personnel, and Licensure

**Owners:** Aaron Clayton and Ken Ramirez

**Founder:** Karen Pryor

**President:** Aaron Clayton

**Administrator:** Ken Ramirez

**Parent Company:**

**Sunshine Books, LLC**

177 Huntington Ave

Ste 1703

PMB 31921

Boston, MA 02115-3153

800 472 5425

**Administrative Offices:**

177 Huntington Ave

Ste 1703

PMB 31921

Boston, MA 02115-3153

800 472 5425

**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](mailto: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
- Presidents Day
- Patriots Day
- Memorial Day
- Freedom Day
- July 4th
- Labor Day
- Columbus Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

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

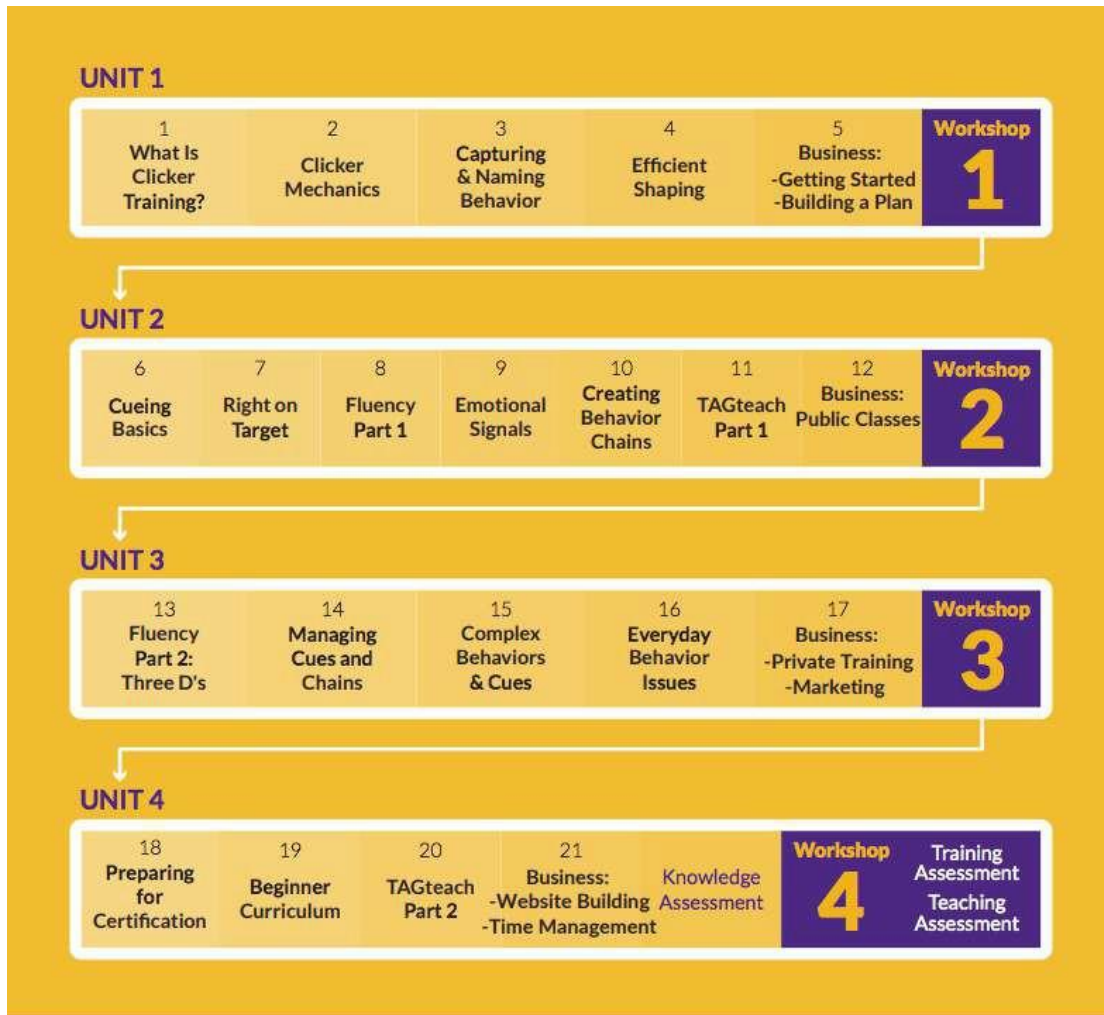
The Karen Pryor Academy will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work. Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.

**Need more assistance?**

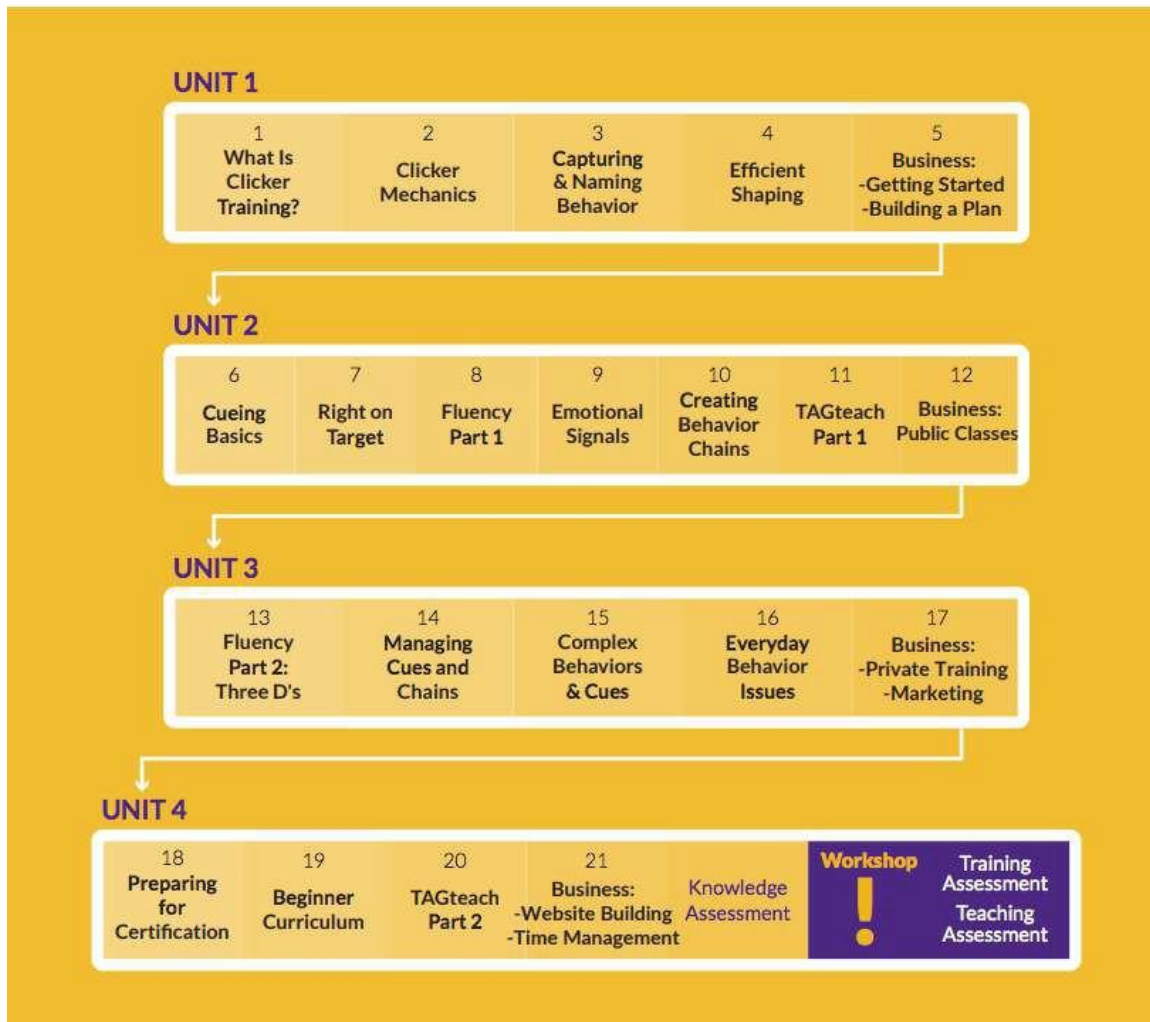
Contact your program specialist at the Workforce Board by emailing them or calling (360) 709-4600.

## 15. Course Guide

### 15a. Regional Format



## 15b. National Format and World Format





# 16. Course Schedule

## Course Schedule Key

Exercises – Each lesson within the course has a training plan(s) that requires you train with your dog or second animal species. These exercises have detailed plans and goals to assist in the learning process.

Homework – Homework assignments are either observational exercises or a written response to induce personal brainstorming or be submitted to your instructor.

Video Assignments – These are the exercises (above) that are videotaped and submitted to your instructor.

Quizzes – There is a quiz found at the end of each lesson. The quizzes are multiple choice and review the lesson material.

Written Assignments – Written exercises found at the end of each lesson that are submitted to your instructor.

## 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	1		
	7 Right on Target	88	6	19	35	-	-	4	-	1	1	1		
	8 Fluency Part 1	81	8	5	7	-	-	3	-	1	1	1		
	9 Emotional Signals	112	10	10	9	-	-	3	-	1	1	1		
	10 Creating Behavior Chains	84	7	14	31	1	13	3	1	-	1	1		
	11 TAGteach Part 1	101	4	11	18	-	-	-	-	-	1	1	1	
	12 Business: Public Classes	7	1	2	235	-	-	-	-	1	1	1		
	Workshop 2													
3	13 Fluency Part 2: Three D's	97	6	9	12	-	-	3	1	-	1	1		
	14 Managing Cues and Chains	102	6	11	20	-	-	2	-	1	1	1		
	15 Complex Behaviors & Cues	119	12	22	64	-	-	2	-	-	1	1		
	16 Everyday Behavior Issues	217	15	15	21	-	-	-	1	1	1	1		
	17 Business: Private Training & Marketing	11	2	2	200	-	-	-	-	2	1	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	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		Topic pages	Documents	Video		Audio		Exercises	Homework	Videos Assignments	Written Assignments	Quizzes
Unit	Lesson			#	Min.	#	Min.					
	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
1	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
2	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
	15 Complex Behaviors & Cues	119	12	22	64	-	-	2	-	-	-	1
	16 Everyday Behavior Issues	217	15	15	21	-	-	-	1	-	1	1
3	17 Business: Private Training & Marketing	11	2	2	200	-	-	-	-	2	-	1
	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	-	-	-	-	-	-	1
	Wrapping Up	27	2	-	-	-	-	-	-	2	-	-
	Knowledge Assessment											
	Workshop / Training Assessment											
4	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.