International Academy of Canine Trainers

STUDENT HANDBOOK:

Dog Behavior and Training Level 1
and
Canine Behaviour Specialist Level 2

Created by Amber Cottle © Revised February 2021

Student Handbook

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1. **Welcome and Introduction**

Welcome and congratulations on making the commitment to becoming a certified dog trainer. This program will prepare you for various occupations or careers within the Animal Care Industry. Whether you want to be a dog trainer, dog walker, animal care attendant, dog daycare worker, shelter kennel attendant, or just further your education relating to dogs, then you have come to the right place.

We are the only academy in BC that offers an in person classroom, and **hands-on training** in real life training scenarios with clients. The curriculum was designed using guidelines from the Association of Professional Dog Trainers (APDT.com) and from Amber Cottle's years of experience working with client dogs and shelter dogs needing behaviour training and modification. Amber has over 18,000 hours of professional experience and hundreds of hours of formal training including numerous certifications. The courses in this program are comprehensive and are based on proven techniques combined with behavioral science and learning theory. We look forward to sharing our knowledge and skills with you and your fellow classmates over the coming months.

You will be working with some great fellow students and wonderful dogs. Upon graduation, you will join the world of dog training and establish standards of excellence in your field. Graduates of Dog Behavior and Training Level 1 will be "certified dog trainers" from the "International Academy of Canine Trainers". You will be able to use the letters IACT-CDT after your name. Graduates of Canine Behavior Specialist Level 2 will be able to use the letters IACT-CDT-Beh. This certification is not only a mark of achievement for you, it is 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.

Your instructors are always available to help you move through the program smoothly. Please don't hesitate to ask for additional help if needed. We hope you and your dogs will find the experience exciting, and fun!

2. **Program Vision and Goals**

Academy Mission Statement:

The International Academy of Canine Trainers is dedicated to providing a quality education based on current scientific knowledge of learning and behavior to students wanting to become professional pet dog trainers or work within the pet groomers and animal care industry.

The long term vision for this program is to create a large, cohesive, and committed group of professional dog trainers who are well educated in scientific learning theory and humane dog training practices. The focus of this program is to educate students in enriching the lives of dogs and preventing behavioral problems so we can enhance the dog/owner bond. This will ultimately reduce the number of dogs surrendered to animal shelters.

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 and guide of pet dog owners, 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 learning theory
- Educate owners regarding proper socializing to prevent behavior problems
- Observe the behavior signals of dogs
- Create and implement training and behavior modification plans
- Train behaviors using positive reinforcement
- Assess and address everyday behavior issues in dogs, using the Academy's methods of postive reinforcement and scientific behaviour modification principles
- Teach dog owners core behaviour and positive training skills including using leadership not dominance
- Use innovative business strategies and tools to improve the sales and profitability of a training business

3. Program Course Structure

- **Dog Behavior and Training Level 1 Curriculum:** Each of the four modules is divided into lessons. Each lesson will cover a specific topic. Lessons and their topics use handouts, videos, power point presentations, reading assignments, and hands-on exercises. Practical Workshops are mandatory with the completion of a practical exam. Each Workshop will include live instruction, practice, and assessment with your Academy instructor.

- **Canine Behavior Specialist Level 2 Curriculum:** There are two modules for a total of 16 lessons. Lessons will be lecture, practical handling, sessions with clients. The class schedule may change to ensure the student has ample opportunity to work with clients in real life training and behaviour scenarios.

- **Required equipment for each course:** In order to participate in this program, you will need:

  - Access to a dog if possible that you can train regularly, friends dog, your dog, or a shelter dog.

  - Folder/binder and other standard school materials to keep papers organized

4. Graduation Requirements

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

1) Attend and complete all Lessons.

2) Pass all quizzes or module exams with scores of 85% or better

3) Prepare for and complete all the Practical Workshops and pass the practical assessments that occur during the Workshops

4) Receive a final score of 85 or above on all module exams and the practical exam

Students who do not receive a score of 85 or better on their first attempt of the final written exam may take the test one more time. For each of these additional assessments there is a charge of $250.

5. Tuition Payment Policies

- Your tuition for the International Academy of Canine Trainers provides you your classroom lessons, handouts, and assessments, the Practical Workshops taught by Academy instructors, the support resources detailed in this Handbook and, for graduates. Travel and lodging costs to campus location or Workshops are not included.

- Tuition for each course is as follows:

  Dog Behavior and Training-Level 1- $4,000.00
  (*Please Note: There is an additional administrative fee of $140.00)*

  Canine Behavior Specialist-Level 2- $3,575.00
  (Please not: There is an additional administrative fee of $140.00)

- Upon acceptance to the academy the Tuition for the entire course must be paid in full **30 days prior** to the start date of the course.

- Tuition payments can be made by cash, check, Etransfer or credit card. Credit card payments can be made online only at www.academyofcainetrainers.com or in person. Please note there is a 3% credit card fee added to the payment.

- **The student will receive a receipt from the academy for all payments including cash payments. All payment forms, including cash, and dates payments were made, will be outlined in the student contract and reported to the Ministry Of Advanced Education via electronic archiving of student records.**

6. Tuition Refund Policy Approved Program:

1. If the International Academy of Canine Trainers receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the **course** in which the student is enrolled if:

   a. the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;

Tuition Refund Policy Cont'd:

b. the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or

c. the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.

2. The International Academy of Canine Trainers will refund the tuition for the **course** and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.

3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the International Academy of Canine Trainers may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.

4. Unless the **course** is provided solely through distance education, if the International Academy of Canine Trainers receives a notice of withdrawal from a student:

    a. more than seven days after the effective contract date and

        i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of $1,000.

        ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of $1,300.

    b. after the contract start date

        i. and up to and including 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.

        ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.

        iii. and after 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 100% of the tuition under the student enrolment contract.

Tuition Refund Policy Cont'd:

5. Unless the International Academy of Canine Trainers is provided solely through distance education, if the International Academy of Canine Trainers provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:

    a. equal to or before 10% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.

    b. after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.

    c. after 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 100% of the tuition under the student enrolment contract.

6. If the International Academy of canine Trainers provides the course solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:

    a. the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or

    b. the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.

7. The International Academy of Canine Trainers will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.

8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:

    a. of the date the International Academy of Canine Trainers receives a student's notice of withdrawal,

    b. of the date the International Academy of canine Trainers provides a notice of dismissal to the student,

    c. of the date that the registrar provides notice to the International Academy of Canine Trainers that the institution is not complying with section 1(c) or 2 of this policy, or

Tuition Refund Policy Cont'd:

d. after the first 30% of the hours of instruction if section 3 of this policy applies.

9. If an international student delivers a copy of a refusal of a study permit to the International Academy of Canine Trainers, sections 1(a), 1(b), 4, 7, and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:

   a. the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit,

   b. or the program is provided solely through distance education.

7. Withdrawal Policy:

If a student decides to withdraw from a program, he/she must provide a dated, written, notice of withdrawal to chief instructor. Refunds are calculated according to The International Academy of Caine Trainers Refund Policy and the date on which the written notice of withdrawal is received will be used to determine any refund owing.

An international student whose application for a study permit has been denied is entitled to a refund if a copy of the denial letter is provided to the Academy prior to the program start date.

PLEASE NOTE: *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 or Amber Cottle.*

8. Keys for Success

- **Planning your time and staying on track**

  - You will need to review the previous unit before your next class in order to pass the quiz.

  - The Subject List outlines all the components in each Module so you can see all the upcoming lessons and mark your progress. You can enter a completion date for each Lesson and Workshop.

- **Successful Workshops and Lectures:** Your Practical training and lectures are an integral part of your course. Here's how to make the most of the Practical Workshops and Lectures:

  - When required, plan to bring a dog to the practical workshops that you've worked with during the home exercises, as you will be demonstrating behaviors for your teacher. If you do not have a dog, the instructor will provide one.

  - If you do have to miss a workshop or lecture because of an unavoidable event, contact your instructor and let them know in advance. The instructor will either be able to provide detailed notes of the class, or possibly audio and video recordings.

  - Makeup workshops or lectures may be coordinated through the Academy. ***There may be an additional charge for make-up sessions. Please see the Attendance Policy in the Handbook.***

  - In the event that the instructor is ill or otherwise unable to conduct a scheduled Workshop, the instructor will reschedule the session as needed, in which case the Academy will make reasonable efforts to accommodate students' schedules.

  - Be well prepared. The expected preparation for Workshops or Lectures is to review the previous Lessons.

  - Approach every Workshop or Lecture as a learning experience. You will teach others and learn from others each time you are together. How you participate in the Workshop or Lecture is an important part of the teacher's assessment of your performance.

- **Performance feedback:** You will get frequent feedback during the course. If you feel you are not getting feedback, it is your responsibility to let us know and help us give you more. There are several primary mechanisms for formal feedback:

  - Quizzes will be returned to the student at the beginning of the next lesson. You can see questions you answered correctly and comments on where you need to re-address the subject.

  - Module exams are designed to review material taught in each module

  - Practical Workshop feedback from your instructor in written and video format

  - If there are performance concerns indicated or if you have additional questions, you can schedule time during your instructor's office hour

Keys for Success Cont'd:

- **Bringing dogs to Workshops:** At times, students may be required to bring a dog to a Workshop. The student will be working both with the dog they bring and with the dogs of other students in the class. 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 crateable and able to relax on a mat beside the student.
    - Dog should be able to acclimate to Workshop environment (not too stressed or noisy).
    - Dog should be safe/comfortable with new people (other students will be handling the dog).
    - Dog should be safe/comfortable with other dogs (students shouldn't have to "manage" their dog).
    - Students should bring water and bowl, crate, mat, treats, food, toys, etc.—anything they need to make the dog comfortable.
    - Students should bring shot records and any pertinent medical records in case of emergency.
    - Students should also look at and conform to any special facility requirements listed by the teacher.

9. Student Resources

- **Reference library:** The Academy offers books, DVD's and videos for the student view or read.

- **E-mail support: I**f you have questions about the Academy's policies or procedures, ask for help from the Academy by e-mailing info@ambercottle.com. Response time is generally 24 hours or less.

- **Faculty "office" hours:** Your teacher will hold weekly office hours, a limited, scheduled time when you can get personal help over the phone.

- **Ongoing Support:** Once the student has successfully completed their course, they are eligible to contact the instructor with questions if needed.

10. Admission Requirements:

- Applicants must be 19 years of age.
- Applicants must have a good understanding of english. (assessed by phone interview)
- Applicant's must be physically capable to perform the practical exercises as required.

11. Dispute Resolution Policy and Procedure

1. When a concern arises, the student should address the concern with the staff member most directly involved. If the student is not satisfied with the outcome at this level, the student should put his/her concern in writing and deliver it to the Senior Educational Administrator.

2. The Senior Educational Administrator will arrange to meet with the student to discuss the concern and desired resolution within 5 school days of receiving the student's written concern, or as soon as practicable.

3. Following the meeting with the student, the Senior Educational Administrator will conduct whatever enquiries and/or investigations are necessary and appropriate to determine whether the student's concerns are substantiated in whole or in part. Those inquiries may involve further discussion(s) with the student either individually or with appropriate IACT personnel.

4. The necessary enquiries and / or investigations shall be completed no later than 10 school days following the receipt of the student's written concerns. The Senior Educational Administrator will do one of the following within 10 days of receiving the student's written concerns:
    a. Determine that the student's concerns are not substantiated; or
    b. Determine that the student's concerns are substantiated in whole or in part;
    c. Determine that the student's concerns are frivolous and vexatious.

Dispute Resolution Policy and Procedure Cont'd:

The student and the institution's personnel involved shall receive a written summary of the above determination. A copy of all documentation relating to every student's complaint should be signed by all parties. A copy shall be given to the student, a copy will be placed in the school's Student Conduct File, and the original will be placed in the student file.

5. If it has been determined that the Student's concerns are substantiated in whole or in part the Senior Educational Administrator shall include a proposed resolution of the substantiated concern(s).

6. If the student is not satisfied with the determination of the Senior Educational Administrator, the student must advise the Senior Educational Administrator within 48 hours of being informed of the determination. The Senior Educational Administrator will immediately refer the matter to the Owner of the Institution. The Owner of the institution will review the matter and meet with the student within 5 school days.

7. The Owner of the institution shall either confirm or vary the determination of the Senior Educational Administrator. At this point the School's Dispute Resolution Process will be considered exhausted.

8. If the issue is of a serious nature the Owner of the School may, in his/her sole discretion and cost, engage the services of a third party mediator to assist in the resolution of the dispute.

12. Dismissal Policy

Students will be dismissed from the program if they participate in any of the following:

* Inhumane treatment towards animals
* Physical abuse of academy's property
* Theft or non-accidental damage to academy's property
* Behavior displaying insubordination, refusal to cooperate with instructors and schedules
* The use of alcohol or non-prescription drugs is prohibited at the academy
* Flagrant disrespect of academy's rules of conduct and policies

Dismissal Policy Cont'd:

* Disrespectful behavior or attitude towards staff, students, or clients of the International Academy of Canine Trainers, or any affiliated animal shelter or satellite location.
* Non-payment as outlined on student contract or in the tuition policies stated above.
* Any violation of the student's obligations as stated in the Student Handbook, Non-compete Agreement or as stated elsewhere in the Academy's materials may be sufficient grounds for dismissal from the program.

A student who engages in any of the above mentioned activities will be issued a written warning by the instructor or Senior Educational Administrator. A student who engages in a second offence will be dismissed from the program and tuition will be refunded as stated in the refund policy.

13. Procedure for Grade Appeal:

1. If a student is dissatisfied with the grade received for a mid-term or final course assessment and can provide evidence that a higher grade is warranted he/she should discuss with his/her instructor. The instructor will reconsider the grade and, if warranted, assign a different grade.

2. If the student is not satisfied with the outcome of his/her appeal to the instructor, he/she should submit a written appeal to the Senior Educational Administrator.

3. The Senior Educational Administrator will obtain a copy of the mid-term or final assessment from the instructor and will have the assessment re-marked by another instructor.

4. If the assessment achieves a higher grade on re-mark, the higher grade will be assigned to the student. If the assessment achieves a lower grade on re-mark, the original grade will be retained.

5. If a grade appeal is reviewed by the Senior Educational Administrator, the grade assigned following the re-mark and review will be final and cannot be appealed further.

14. Attendance Policy: Students are expected to attend classes as scheduled. Students who will be absent must contact the school either by telephone or email at *604-868-6840 or* amber@ambercottle.com before the time that they are scheduled to start class. The student is responsible for completing all assignments missed during the absence.

Absences for medical or emergency reasons are considered "excused" absences if the student provides documentary evidence of the reason for the absence such as a doctor's note.

Absences are subject to the following:

- Students who give notice of their absence prior to class will be allowed to re-schedule a special time (one time only) with the instructor at no additional charge.

- Students who do not contact the instructor and miss a scheduled class can re-schedule the class at an additional cost of $200.00.

- Students who do not wish to re-schedule their class must obtain the lesson plans for the missed class and complete all assignments as required.

- Students who are absent for five scheduled classes without contacting the school will be dismissed from study.

Students having difficulty meeting these attendance requirements should contact the Senior Educational Administrator (Amber Cottle) at amber@ambercottle.com or 604-868-6840

15. Health and Safety Policy/COVID 19 Safety Policy

The International Academy of Canine Trainers (IACT) is committed to providing a healthy and safe working and learning environment for all employees and students. The policy applies to all IACT employees and students.

•The On-Site Administrator or instructor ensures that adequate fire suppression equipment is available as needed throughout the campus and that all fire suppression equipment is inspected by a qualified inspector at least annually.

Health and Safety Policy Cont'd:

• Students are required to wear a mask at all times when on campus and stay 2 meters apart from other individuals.

•Appropriate clothing and non-slip shoes is required when working with dogs at the academy.

•In the event of a fire emergency, the Office Administrator will dial 911 and advise the fire department of the location of the school. They will provide details of the type of fire (if known) and the location of the fire within the campus.

•The On-Site Administrator will advise all employees to evacuate the campus.

•Instructors in the program conduct weekly inspections of equipment to ensure that worn or damaged pieces are identified and replaced.

•The Instructor will ensure that any dogs the students will be handing are deemed safe and non-aggressive.

COVID 19 Safety Policy

Post-secondary institutions are required by WorkSafeBC to ensure that faculty and staff perform a daily COVID-19 health check before accessing campus.

- Health checks are mandatory self-assessments that include confirmation with their employer, in written or verbal format, that they have reviewed the complete list of entry requirements included on WorkSafeBC's COVID-19 Entry Check poster and that none of the prohibited criteria apply to them.
- Instructors are required confirm that the self-assessment has taken place, including a verbal check in (in-person, virtually or by phone) or email.
- Entry Check poster is posted at all entrances.
- Questions about daily COVID-19 health screening requirements should be directed to WorkSafeBC.

Students or staff who are feeling ill or have had potential exposure to COVID-19 should stay home and get tested in accordance with the Provincial Health Officer guidance.

- The BC COVID-19 Self-assessment Tool can help determine whether further assessment or testing for COVID-19 is required. The Ministry of Health advises that the tool is not to be used to determine suitability to attend/return to work or school.
- The COVID-19 Go-Forward Guidelines for BC's Post-Secondary Sector will be updated to align with this direction.

16. Language Proficiency Assessment and Policy:

Instruction at the International Academy of Canine Trainers is conducted in English. Students whose first language is not the language of instruction will be required to have a phone interview with the Senior Educational Administrator to determine whether the student is able to successfully understand the class lectures and reading materials. A student will not be accepted to the academy if the Senior Educational Administrator determines that the student does not have suitable english language skills to attend the course successfully. Language proficiency requirements are admission requirements and may not be waived by either the institution or the student.

17. Respectful and Fair Treatment Policy

The **International Academy of Canine Trainers** is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students.

While on the International Academy of Canine Trainers premises or in the course of activities or events hosted by **the International Academy of Canine Trainers** the following activities are prohibited:

- Bullying and Harassment includes any inappropriate conduct or comment by a person who knew or reasonably ought to have known would cause a person to be humiliated or intimidated; or any other form of unwelcome verbal or physical behaviour which by a reasonable person standard would be expected to cause insecurity, discomfort, offence or humiliation to a student or a group of students, and has the purpose or effect of interfering with a students study performance or creating an intimidating, hostile or offensive study environment.

- Not all inappropriate, offensive or disrespectful conduct is Bullying and Harassment. The behavior must be humiliating or intimidating to be considered Bullying and Harassment.

- Bullying and Harassment applies to students and is conduct or comment(s) that have the purpose or effect of interfering with a student's performance or creating an intimidating, hostile or offensive learning environment. Bullying and Harassment excludes any reasonable action taken by an instructor relating to management of the classroom and assignment of course work.

- Discrimination based on a person's sex, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sexual orientation, age, or criminal conviction unrelated to the person's employment or program of study.

If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:

- Any student that experiences, observes or knows of conduct that may be Discrimination, Bullying or Harassment as defined by this policy must report that conduct. Students are strongly encouraged to report

- All Complaints, submissions, responses and decisions made under the terms of this policy should be made in writing where possible.

- Complaints should be directed as follows:
  a) for students - the instructor, Director, Or Administrative Office.

- The decision of a Complainant or a Respondent not to participate in a proceeding under this policy is not a bar to the continuation of the proceeding. A Respondent who chooses not to participate in an investigation under this policy may still be subject to discipline or other corrective measures based on the evidence available during an investigation.

- Allegations which do not conform to the definition of a Complaint in this policy, or a Complaint that is outside the jurisdiction of this policy or beyond the 6 month reporting deadline may be dismissed by the Director.

Respectful and Fair Treatment Policy Cont'd:

<u>Resolution Processes:</u>

Joint Problem Solving Process: Informing the Respondent Directly:

- If a Complainant believes he/she has been subjected to inappropriate conduct as defined in this policy the Complainant is encouraged to make the disapproval and/or discomfort known to the person responsible for the behaviour and tell the person to stop.

- If the Complainant does not feel comfortable with attempting to resolve the situation with the person directly, or if such resolution attempt was not successful then no later than 6 months after the last alleged incident the Complainant should notify one of the individuals listed above and may submit a Complaint in accordance with this policy.

- If the problem solving process does not result in a resolution of the issues, the Complaint may proceed under the investigation process.

- If a resolution is achieved, the parties will sign a statement of the terms of the resolution. No resolution may impose obligations on the Institution without the Institution's consent.

Investigation Process

- If the Complaint falls within this policy and it has not been resolved through the joint problem solving process, The Director, or Administrative Officer shall provide the Respondent with a copy of the Complaint and ask that a Response be provided within a specified timeline.

- The Director, or Administrative Officer will conduct the investigation. The investigator will interview the Complainant, the Respondent and any other individual as necessary, and produce a report of the investigator's findings.

- If the Complainant and Respondent are students, a copy of the investigator's report will be submitted to the Director,or Administrative Officer who will decide whether to dismiss or uphold all or part of a Complaint.

- 9.8 After consultation with the student's the Director or Administrator will impose or recommend corrective action or formal disciplinary action up to and including suspension/expulsion of the Respondent.

- A student may appeal his/her suspension/expulsion as provided under the College and Institute Act.

18. Professional Code of Ethics:

Upon successful graduation of Level 1, the student will be a Certified Dog Trainer from the International Academy of Canine Trainers. **Below is a Code of Ethics established by the academy and should be followed as a condition of certification.**

Policy:

A certificant of the International Academy of Canine Trainers affirms to abide by the following:

1. to operate as a certificant without discrimination on the basis of race, color, ethnicity, national origin, gender, disability, physical limitation, marital or familial status, sexual orientation, religion, or political beliefs.
2. to assist clients in establishing humane, realistic, training and behaviour goals
3. to utilize training and behavior modification methods based on accurate scientific research, emphasizing positive relationships between people and dogs and using positive reinforcement-based techniques to the maximum extent possible.
4. to always provide for the safety of clients and animals in training programs and behaviour consultations.
5. to act with honesty and integrity toward clients, respecting their legitimate training and behaviour goals and the autonomy of their choice, provided they conform to societal and legal standards of humane treatment for their pet.
6. to refrain from public defamation of colleagues, respecting their right to establish and follow their own principles of conduct.
7. to provide truthful advertising and representations concerning certificate qualifications, experience, performance of services, pricing of services and expected results; to provide full disclosure of potential conflicts of interest to clients and other professionals.
8. to refrain from providing guarantees regarding the specific outcome of training.
9. to obtain written informed consent from any client prior to photographing, video or audio recording a dog training session.
10. to work within the professional boundaries of the International Academy of Canine Trainer's curriculum, certifications and individual expertise and refrain from providing diagnosis, advice or recommendations in areas of veterinary medicine or family counselling unless certified to do so. This does not preclude referring the client to a veterinary or behaviour consulting professional.
11. to maintain and respect the confidentiality of all information obtained from clients in the course of business; to refrain from disclosure of information about clients or their pets to others without the client's explicit consent, except as required by law.
12. to be aware of and comply with applicable laws, regulations and ethical standards governing professional practices, treatment of animals (including cases of neglect or abuse) and reporting of dog bites in the state/province/country when interacting with the public and when providing dog training or behaviour consulting services.
13. to keep accurate and complete records of clients, their animals and the training and behaviour services provided; to ensure secure storage and when appropriate, confidential disposal of such records.
14. to continue professional development as required to stay current with behaviour modification and training practices.

19. 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 Amber Cottle and the International Academy of Canine Trainers 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.

-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 Practical Workshops and lectures.

-The student will be responsible caretakers of all the animals they work with during the program and will not engage in any inhumane treatment of animals.

-Tuition payments must be received within one month prior to the start of the course or the student will not be allowed to attend class.

-The student waives all liability and holds harmless, Cottle & Earle Agencies, Ltd., Amber Cottle, the International Academy of Canine Trainers and its faculty for any injury sustained or damage that occurs during the student's involvement with the Academy.

-The Student Handbook will change from time to time and it is the student's obligation to remain current and in conformity with current policies. In the instance of an affirmative written conflict between Academy policies written elsewhere and the Student Handbook, the Student Handbook shall govern.

-The Student agrees to abide by the Professional Code of Ethics as outlined in the Student Handbook and as a condition of certification by the academy.

-Any violation of the student's obligations as stated in this Handbook or as stated elsewhere in the Academy's materials including the non-compete agreement and Professional Code of Ethics may be sufficient grounds for dismissal from the program and certification.

Please Note: Dog Behavior and Training-Level 1 and Level 2 is a copyrighted "program" and intended for the student to train pet dogs. Students are prohibited from using any material in the program for teaching other students to become dog trainers or professional dog trainers.

Signed_____ Date_____
Student