

# Trainer Endorsement Programme Instructions & Criteria



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# PART 2: HISTORY AND GUIDING PRINCIPLES

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## 1. Background

At a meeting of the Association of Pet Dog Trainers New Zealand (APDTNZ) Incorporated in September 2011, the committee requested that a sub-committee be formed to research, review and make recommendations on a certification or endorsement system for dog trainers in New Zealand who are members of the APDTNZ.

As there are no formal qualifications required for dog trainers in New Zealand, the programme would recognise and endorse those APDTNZ members who, as dog trainers, have a level of knowledge, experience and academic qualifications, or accreditation that is of a high calibre and is in line with the Association's Code of Ethics promoting dog friendly training techniques.

The subsequent programme and associated processes are a result of the hard work the Sub-Committee put in since its formation in 2011 and through to their final recommendation submitted in July 2013. The Association's Committee wish to recognise the time, effort and valuable contributions made by the Sub-Committee, consisting of Jan Voss (Chair); Vida Clyne, Karen de Wit, John Lane, Karen McCarthy and Kelly O'Neill, and thank them for their ongoing support.

The hope is that over time endorsement will become a benchmark for dog-friendly, qualified, and experienced trainers so the public, as well as other dog trainers, can confidently seek them out.

The following is a sample of the recommendations made by the Sub-Committee:

- Endorsed Trainers must be full members to become an Endorsed Trainer therefore have already agreed to abide by the Association's Code of Ethics.
- In addition, an Endorsed Trainer will need to abide by a Code of Practice.
- Endorsed Trainers will be separately identified on the website.
- Endorsed Trainers have the right to use the APDTNZ Endorsed Trainer logo.
- The endorsement application process is to be largely self-validating, so it is transparent, removing opportunities for any bias in the approval decision process.
- Once granted, endorsement is to be maintained every 3 years via continuing education and activity points to encourage trainers to further their own knowledge across the fields of dog training, education and behaviour.
- Any industry related course may be counted towards continuing education.

# PART 3: APPLICATION PROCESS AND CRITERIA

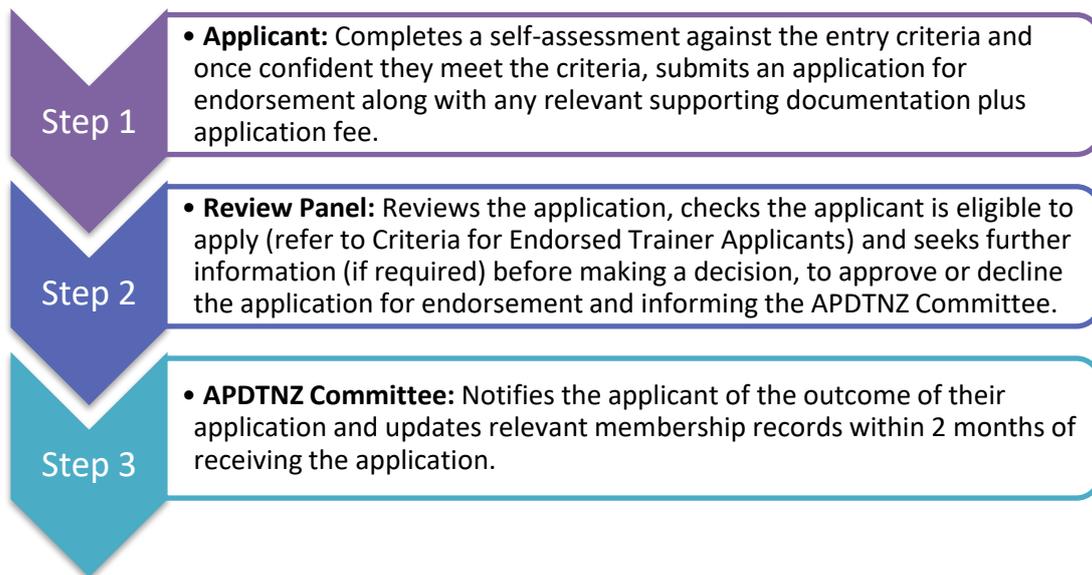
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## 2. Endorsement Process

To become an Endorsed Trainer through the APDTNZ's Trainer Endorsement Programme (TEP) members must go through an initial application process and then maintain their endorsement through a maintenance and renewal process.

### 1.1 Initial Application – Becoming an Endorsed Trainer

The initial application process to become an Endorsed Trainer is split into 3 steps:



#### Successful applicants:

When an application is successful, the trainer will be considered “Endorsed” and in recognition of achievement the APDTNZ will separately promote Endorsed Trainers on the Association website and Endorsed Trainers will be permitted to use the “APDTNZ Endorsed Trainers” logo on their marketing material and website.

Once approved a trainer will be endorsed for a period of 3 years from the date their endorsement was granted. Leading up to the expiry of the endorsement the trainer will be notified and given an opportunity to renew their Endorsed Trainer status (at which point criteria for renewal will apply).

#### Unsuccessful applicants:

If the application is not successful, the applicant will be informed of what criteria they did not meet and, at the discretion of the Review Panel, the applicant may be given a period of 30 days to provide additional information or address any identified issues with their application.

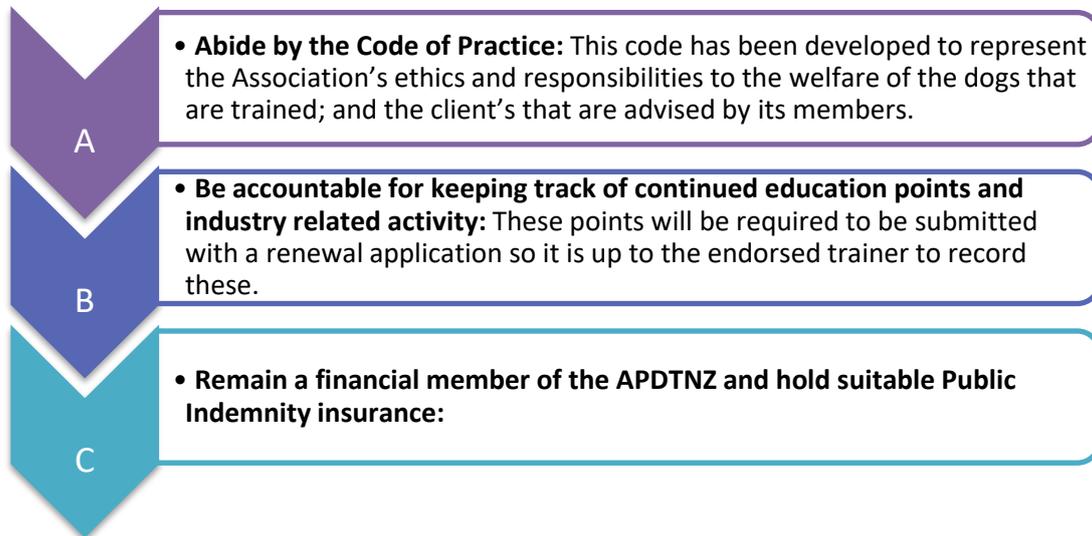
The Association wants to support applicants applying for endorsement to be successful so if for any reason endorsement cannot be awarded, ongoing advice and guidance will be available to the applicant where possible to enable them to reapply and be successful with future applications.

## PART 3: APPLICATION PROCESS AND CRITERIA

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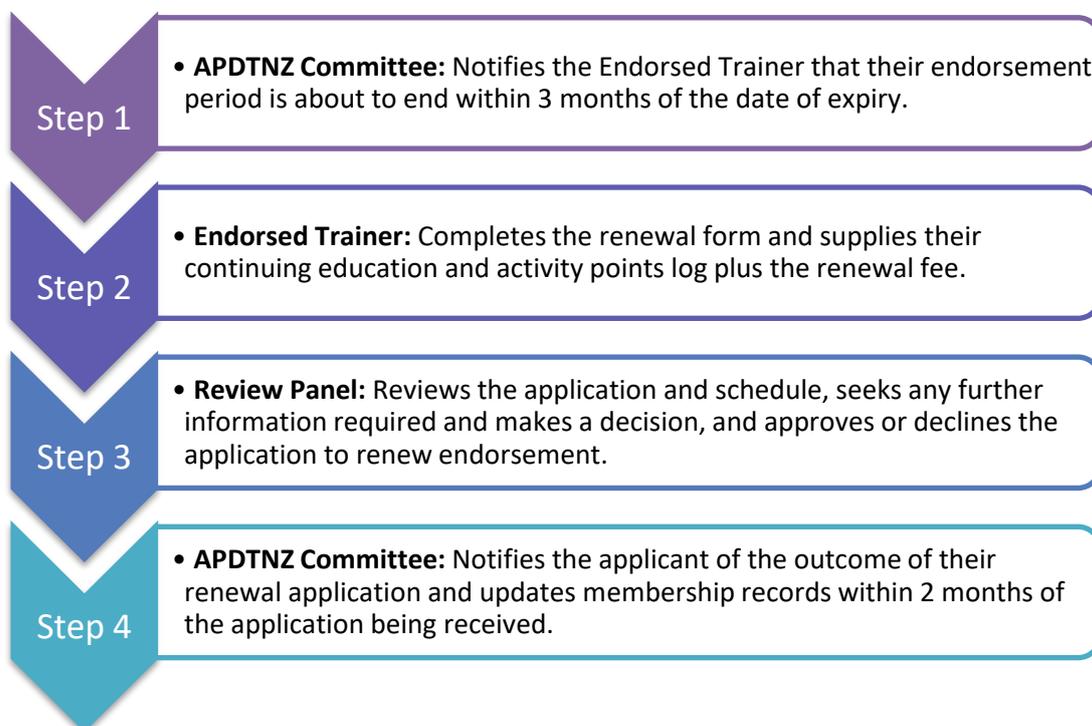
### 2 Maintaining Endorsement – As an Endorsed Trainer

During the period of endorsement, Endorsed Trainers are required to:



#### Renewing Endorsement – Continuing to be an Endorsed Trainer

The renewal process to continue being an Endorsed Trainer is split into 4 steps:



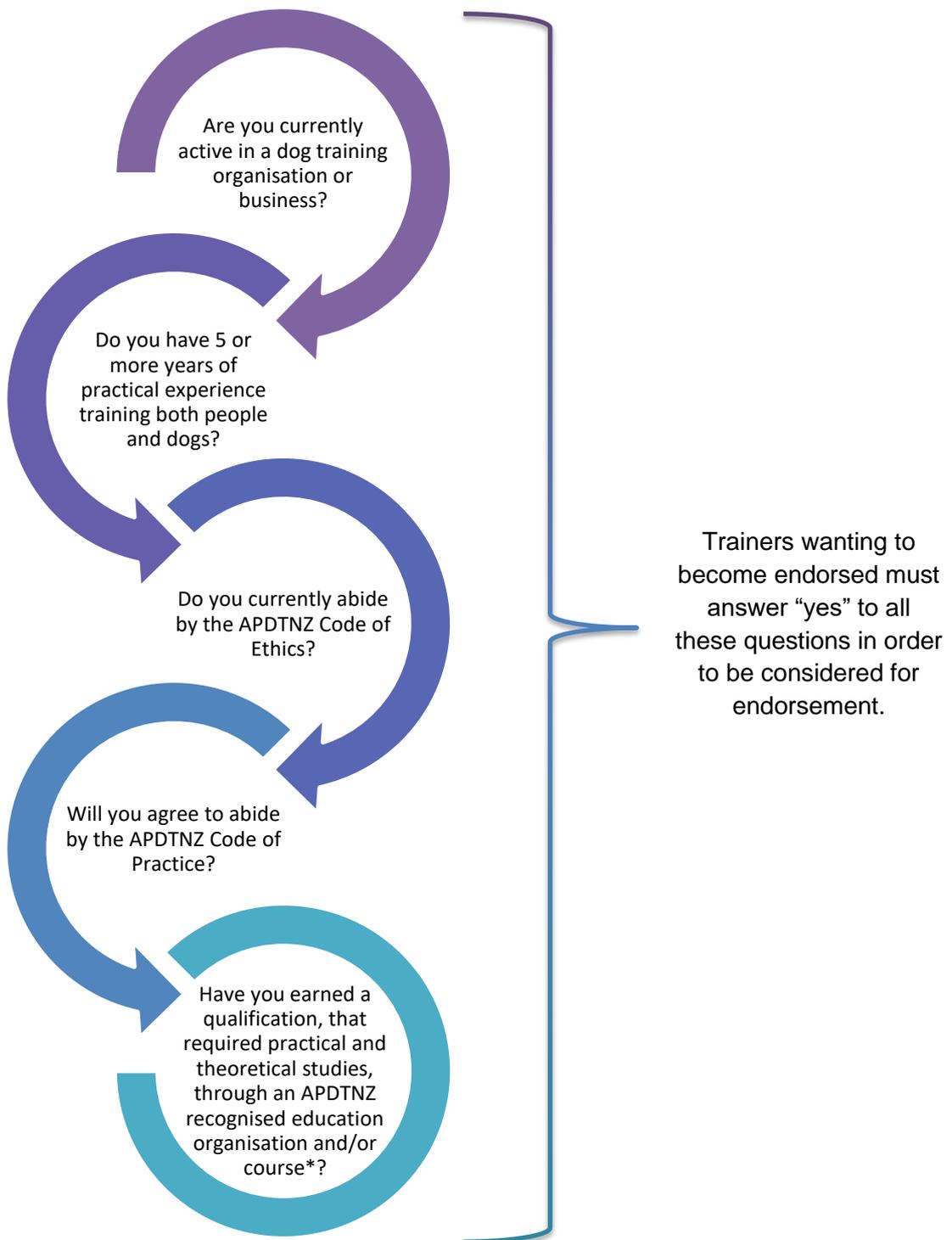
As with initial applications for endorsement, if the renewal application is not successful, the applicant will be informed of what criteria they did not meet and, at the discretion of the Review Panel, the applicant may be given a period of 30 days to provide additional information or address any identified issues with their application.

## PART 3: APPLICATION PROCESS AND CRITERIA

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### Criteria for Endorsed Trainer Applicants

A trainer wanting to become endorsed by the APDTNZ should check that they meet the entry criteria for endorsement prior to applying.



\* Courses or education organisations not currently listed can be submitted with an endorsement application and may be added to the recognised list. However, if they do not meet the criteria the application may be declined.

## PART 3: APPLICATION PROCESS AND CRITERIA

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### 5.1 Criteria for Recognised Courses and Education Organisations

#### 5.1.1 Guidelines for recognised course and/or provider selection

The following principles were applied when assessing courses to be recognised under the endorsed trainer programme. The course and education provider must:

- Share a similar code of ethics as that of the APDTNZ
- Requires a period of study to be successfully completed
- Includes both theoretical and practical aspects
- Be widely available

If an applicant has completed a course that is not listed but they believe does meet the criteria outlined above, then they may apply to have it recognised. The applicant must justify why they believe the course should be endorsed by the APDTNZ stating how the course meets each of the aforementioned criteria.

#### 5.1.2 Currently recognised courses and/or providers

The following is a list of educational organisations and/or courses currently identified as meeting the criteria for recognition. The list will be added to as relevant courses are applied for and approved.

<b>Course Name</b>	<b>Course Provider/Organisation</b>
Principles of Canine Behaviour	Massey University
Behaviour Modification 73224	Open Polytechnic - Psychology Department
An animal related; behaviour or psychology course and/or paper	University/Degree level
Certified Professional Dog Trainer- Knowledge Assessed (CPDT-KA)	Certification Council for Professional Dog Trainers (CCPDT)
Certificate IV in Companion Animal Services	Delta Australia
Courses for Dog Professionals	COAPE – Centre for Applied Pet Ethology
Dog Trainer Foundations	Karen Pryor Academy for Animal Training & Behaviour
Dog Trainer Program	Karen Pryor Academy for Animal Training & Behaviour
Dog Trainer Program	Jean Donaldson's Academy for Dog Trainers.
Certificate in Animal Management, Canine Behaviour and Training	Unitec

## PART 3: APPLICATION PROCESS AND CRITERIA

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### 5.3 Fees

#### 5.3.1 Initial Application and Maintenance (over 3 years)

Application fee for an initial application to be assessed is: \$80.00 and thereafter a maintenance fee of \$50.00 per annum over the following two years (total over three years - \$180.00). This fee is in addition to the APDNTZ annual Full Membership fee.

#### 5.3.2 Payment Details

Payments are to be made through the membership portal on the website

#### 5.3.3 Refunds

There will be no refund of fees once an application has started to be assessed by the panel.

### 5.4 Confidentiality

The APDNTZ will release the result of an application to the individual applicant only. Once approved as an Endorsed Trainer only the information provided for publication by the Endorsed Trainer will be made publicly available.

If an applicant does not wish to have their information publicly available on the APDNTZ website, they can notify the APDNTZ at any time and request it to be updated or removed from the listing.

## PART 4: TRAINER ENDORSEMENT MAINTENANCE

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### 5.5 Continuing Education and Activities (CEA)

#### 5.1.1 Accumulating Points

The APDTNZ encourages all members to further their own knowledge across the fields of dog training, education and behaviour. The Association also wants to recognise those individuals who don't just contribute to their own education but who also give back to the wider industry via their involvement in the education of their peers or other industry related activities.

To support this, while members are endorsed, they must:

- Accumulate and record CEA points over the course of their **3 year endorsement period**.
- **Earn a minimum of 30 CEA points** to be eligible to renew their Endorsed Trainer status towards the end of the endorsement period.

Endorsed Trainers who do not meet the minimum criteria will be removed from the "Endorsed Trainer" directory when the 3-year endorsement period expires.

The points for what can be earned are supplied on the Trainer Endorsement Maintenance CEA points tables (refer to 5.1.3).

Any relevant educational activity across the field of behaviour and training can be eligible to earn CEA points. If in any doubt confirmation can be sought from the Review Panel.

#### 5.1.2 Submitting Points

Endorsed Trainers submit their CEA points by completing the [Trainer Endorsement Programme CEA Points Form](#) on the APDTNZ website.

Endorsed Trainers may choose to enter their points as they are accumulated (recommended) or at any time before their endorsement comes up for renewal.

**Please Note:** An Endorsed Trainer may be asked to provide verification evidence for some or all points before they are used for the purpose of the renewal application.

Examples of verification evidence may include attendance certificates, course completion certificates, book/DVD/webinar reviews, and confirmation from a third-party e.g for industry related activity points.

## PART 4: TRAINER ENDORSEMENT MAINTENANCE

### 5.1.3 Points Tables

#### A. Continuing Education

Education Type	Points Value
APDTNZ Conference attendance	20 points per conference attended
Attendance at an industry related conference seminar or workshop such as those run by APDT, APDTA, NZVA, AVBIG, RSPCA, Learning about Dogs, NZKC etc	5 points per event
Self-Structured Continuing Education, eg. reading of relevant journals, books, watching relevant videos, webinars, DVDs etc	1 point per <ul style="list-style-type: none"> <li>• journal subscription</li> <li>• book read</li> <li>• video/DVD/webinar viewed</li> </ul> 5 points per year maximum
Attendance at industry related media screenings.	3 point per event attended
Industry related education courses (including Online/Distance learning)	1 point per subject up to a maximum of 10 points per completed course

#### B. Activity

Activity Type - APDTNZ Related	Points Value
Attending an APDTNZ Annual or Special General Meeting (in person or electronically)	2 points/per meeting
APDTNZ Committee Member (for a period of 12 months)	4 points/over period
APDTNZ Sub Committee Member	2 points/per sub-committee
Pertinent book review written and published in APDTNZ newsletter	1 point/review
Article published in APDTNZ Newsletter	2 points/article
Activity Type - Industry Event Related	Points Value
Keynote speaker at a national organisation's Conference with a dog training orientation.	5 points/engagement
Conducting or organising an industry related event	4 points/event
Activity Type - Education Provider/Material Related	Points Value
Tutor/Lecturer for NZQA recognised or equivalent course with canine behaviour or training focused syllabus	8 points/year
Mentor/Assistant on NZQA recognised or equivalent course with canine behaviour or training focused syllabus	2 points/year
Article published in a printed document (i.e. newspaper, magazine)	2 points per publication/year

## PART 4: TRAINER ENDORSEMENT MAINTENANCE

Activity Type - Other Industry Organisation Related	Points Value
Actively involved in a canine related organisation (for a period of 12 months)	2 points/per organisation

### Example Points Schedule:

What	When	Value (points)
<b>Continuing Education Related</b>		
APDTNZ Conference attendance	2015	<b>20 points</b>
Self-Structured Continuing Education, e.g. reading of relevant journals, books, watching relevant videos, webinars, DVDs etc 3x book (include titles and author/s) 1 x DVD (include title and presenter) 2 x webinars (include titles and presenters)	2015	3 x Book = (3 x 1 = 3 points) 1 x DVD = (1 x 1 = 1 point) 2 x Web = (2 x 1 = 2 points) Total = <b>5 points</b> (actual total of 6 points capped at 5 point maximum per year)
Self-Structured Continuing Education, e.g. reading of relevant journals, books, watching relevant videos, webinars, DVDs etc 1 x book (include titles and author/s) 1 x webinar (include title and presenter)	2016	1 x Book = (1 x 1 = 1 points) 1 x Web = (1 x 1 = 1 points) Total = <b>2 points</b>
Self-Structured Continuing Education, e.g. reading of relevant journals, books, watching relevant videos, webinars, DVDs etc 2 x book (include titles and author/s) 1 x DVD (include title and presenter)	2017	2 x Book = (2 x 1 = 2 points) 1 x DVD = (1 x 1 = 1 point) Total = <b>3 points</b>
<b>Education Related Points Sub Total</b>	<b>2015</b> - <b>2017</b>	<b>28 points</b>
<b>Activity Related</b>		
Actively involved in a canine related organisation (for a period of 12 months) = Supply the name	2016	2 points
Actively involved in a canine related organisation (for a period of 12 months) = Supply the name	2017	2 points
Attending an APDTNZ Annual or Special General Meeting (in person or by other means e.g. phone conference or Skype)	2017	2 points
<b>Activity Related Points Sub Total</b>	<b>2015</b> - <b>2017</b>	<b>6 points</b>
<b>Continuing Education + Activity = Total Points (over the 3-year period) = 34 points</b>		

## 6.1 Endorsement Removal

### 6.1.1 Criteria for the removal of endorsement

Endorsement may be revoked for any of the following reasons:

1. Falsification of any part of an application.
2. Criminal convictions that occur during the certification period.
3. Violation of the APDTNZ Code of Ethics.
4. Violation of the APDTNZ Code of Practice.

### 6.1.2 Endorsement removal process

If an Endorsed Trainer's endorsement is being considered for revocation, the Committee will send a letter to the Endorsed Trainer advising them what has come to their attention and that as a result their endorsement status is being reviewed.

The Endorsed Trainer must respond to the allegation within 14 days of the letter or their name will be removed from the list if no response is received by the due date.

If a response and explanation is received within the 14 days, the Committee will investigate further and report their findings and decision within 14 days of receiving the response.